

**NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL  
BOARD OF EDUCATION**

**Regular Meeting**

**May 19, 2014**

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**AGENDA**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**PUBLIC MEETINGS STATEMENT:**

The Board Secretary will read the following: The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies, at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Secretary has transmitted notice of this meeting by having the date, time and place sent to the North Jersey Media Group (Ridgewood News, The Record), the Boroughs of Allendale and Upper Saddle River and published on January 10, 2014 in the Ridgewood News and posted in the Board of Education Office at Northern Highlands Regional High School. Our agenda allows two opportunities for public comments; at the beginning of the meeting for agenda items only and at the conclusion of our meeting for general comments. We ask members of the public to state their name and address and limit their comments to a three to five minute time period.

**3. ROLL CALL**

<b>NAME</b>	<b>PRESENT</b>	<b>ABSENT</b>
Mrs. Barbara Garand		
Mrs. Anne Goddard		
Dr. Robert Hands		
Mr. James Mulanaphy		
Mrs. Ann Pagano		
Mrs. Gail Trumbetti		
Ms. Ellen Marie Walsh		
Mrs. Lisa Jill Webb		
Mr. Robert C. Wei		
Mrs. Sheila Yallowitz		
Mr. Henry Senger (Saddle River Liaison)		
Sohil Khanna (Student Representative)		
Yash Rao (Student Representative)		
Mr. John J. Keenan, Superintendent		
Mr. James Davis, Business Administrator/Board Secretary		
Mr. James Plosia, Board Attorney		

**4. SPECIAL PRESENTATION: NONE**

5. **STUDENT REPRESENTATIVE REPORTS**
6. **COMMITTEE & LIASON REPORTS**
7. **OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS**
8. **APPOINTMENTS AND APPROVALS**

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded, to approve the following required appointments and approvals pursuant to NJSA 18A et seq.

#### **2014-2015 APPOINTMENTS AND APPROVALS**

A. Policies and By-Laws

Approval of Board of Education Policies and By-Laws as on file with the Board Secretary, and as recently reviewed and approved through the consulting firm of Strauss Esmay. *It is understood that all of the policies contained therein are subject to continuing review and revision by the Board of Education.*

B. Approval of the 2014 - 2015 Curriculum Guide

Approval of the 2014 - 2015 Curriculum Guide and Course Content Outlines as contained in the Atlas curriculum software program.

C. Authorized Signatures

Approval to designate the President of the Board of Education, or in the absence thereof, the signature of the Vice-President; the Secretary of the Board of Education and the Treasurer of School Funds, or in the absence of the Treasurer the Deputy Treasurer, as Officers authorized to sign checks and drafts of the Board of Education. Approval of the Superintendent, Principal, Assistant Principal, Director of Athletics and Business Administrator to sign Student Activity checks.

D. Open Public Meetings Act and Official Newspaper

Approval, in compliance with NJSA 10:4-18, of the Open Public Meetings Act Resolution.  
Approval of THE RIDGEWOOD NEWS as the Official Newspaper of the Northern Highlands Regional High School Board of Education, with THE RECORD being the alternate.

E. Code of Ethics

Acceptance of the New Jersey School Boards Association Board Member Code of Ethics as adopted at the May 10, 1975 Delegate Assembly of the New Jersey School Board Association.

F. Secretary to the Board of Education

Approve the appointment of James Davis as Secretary of the Board of Education effective July 1, 2014 through June 30, 2015 and that the Board Secretary instead of the Treasurer of School Moneys is authorized to invest district funds and make all deposits for the district.

G. Treasurer of School Monies

Approve the appointment of M. Alissa Mayer as Treasurer of School Monies for the 2014 – 2015 school year for a fee of \$3,000.

H. Board Attorney

Approve the appointment of James L. Plosia of Apruzzese, McDermott, Mastro & Murphy of Liberty Corner, N.J. as Board Attorney for the 2014-2015 school year.

I. Benefit Agent

Approve the appointment of Centric Benefits Consulting, New Providence, N.J. as Benefit Consultant for the 2014-2015 school year.

J. Auditor and Dissemination Agent

Approval of the appointment of Hodulik & Morrison, P.A., 1102 Raritan Avenue, Highland Park, N.J. as auditors for the 2014–2015 school year and Board Dissemination Agent for the 2014-2015 school year, per attachment.

K. Board Officials

Approval to appoint/reappoint the following Board Officials for the 2014-15 school year:

ADA Coordinator	Thomas Buono
Affirmative Action Officers	Kelly Peterfriend (staff) Lyle Becourtney (students)
AHERA Coordinator	Jamie Atchison
Asbestos Management Officer	Jamie Atchison
Chemical Hygiene Officer	STEM Supervisor
Custodian of Public Records	James Davis
Health & Safety Officer	Michael Koth
Hepatitis B Contact Person	School Nurse
Homeless Liaison Officer	Cathy Berberian
Integrated Pest Management (IPM) Coordinator	Jamie Atchison
Internal Air Quality Coordinator	Jamie Atchison
Public Agency Compliance Officer (PACO)	James Davis
School Medical Officer	Valley Health Services
Section 504 Compliance Officer	Michael Koth
Title IX Coordinator	Kelly Peterfriend
Working Papers: Issuing Officer	Kelly Peterfriend

L. Environmental Consultant

Approve the appointment of RK Environmental, Phillipsburg, N.J. as Environmental Consultant for the 2014-15 school year.

M. Fixed Asset Appraisal Firm

Approve the appointment of AM Consultants to provide Fixed Asset Appraisal update services for the 2014-2015 school year.

N. Risk Management Consultant

Approval of Thomas Fallon of Bollinger Insurance as the Risk Management Consultant to NESBIG for the 2014-2015 school year.

O. Staff Investment Services:

403B Plans:

ASpire Financial  
Union Central Life Insurance Company  
AXA Equitable Life Insurance Company  
The Legend Group

457B Plan:

AXA Equitable Life Insurance Company

Section 125 Health FSA Plan and Premium Only Plan:

Ameriflex

P. Qualified Purchasing Agent (QPA)

Approval of James Davis, who possesses the designation of Qualified Purchasing Agent (QPA), to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A-18A-2b. The bid threshold is \$36,000.00 in accordance with N.J.S.A 18A:18-A-3.

Q. Payment of Bills Between Board Meetings

Approval of the Business Administrator and Superintendent to pay bills in between Board meetings due to contractual obligations, lease obligations or if legally required to make a payment prior to the Regular monthly meeting in accordance with Board Policy.

R. Chart of Accounts

Approval of the School Business Administrator to make changes necessary/required based upon guidance/directive from the New Jersey Department of Education.

S. Transfers between Board Meetings

Approval of the Superintendent, or designee, to approve such line item budget transfers as are necessary between Board of Education meetings; and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.

T. Architect/Engineer of Record

Approval of LAN Associates, 445 Godwin Avenue, Midland Park, NJ as the Northern Highlands Regional High School District's Architect/Engineer of record for the 2014-2015 School year.

U. Tax Payment Schedule

Approval of the tax payment schedule for the 2014-2015 school year from the Boroughs of Allendale and Upper Saddle River as follows and to authorization of the Business Administrator to submit said schedule to the Boroughs of Allendale and Upper Saddle River, per attachment.

V. Petty Cash Funds

Approval of Petty Cash funds in the following amounts and maximum single expenditures:

- Principal's account: \$200, maximum single expenditure \$50;
- Superintendent's account: \$200, maximum single expenditure \$50;
- Business Administrator's account: \$400, maximum single expenditure \$50.

W. Parliamentary Procedures

Approval of Roberts' Rules of Order, Newly Revised, to govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education.

X. Travel & Professional Development

Approval of regular official business travel (registration, mileage and/or meals & incidentals) at a cost not to exceed \$150 per employee or Board member.

Y. Big North Athletic Conference

Approval of the appointment of Mr. Robert Williams, Athletic Director, and Mr. Joseph Occhino, Principal, as the district's representatives to the BNC for the 2014-2015 school year.

Z. School Emergency Management Guide

Adoption of the district's School Emergency Management Plan for the school year 2014-2015.

a) Nursing Services

Approval of Bayada Nurses, Inc., 90 Main Street, Suite 202, Hackensack, NJ to provide substitute nursing services for the 2014-2015 school year in the event that our school nurse is absent for the day. Price is \$50.00 per hour for Registered Nurse services. Contract attached.

b) Montclair State University Affiliation Agreement

Approval of the affiliation agreement between Montclair State University and Northern Highlands Regional High School for Clinical Instruction, (Internship) to promote excellence in education and patient care and contribute to the professional growth and development of students in Athletic Training.

## c) RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED STATE CONTRACT VENDORS PURSUANT TO N.J.S.A. 18A:18A-10a.

WHEREAS, the Northern Highlands Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7:29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the state by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Northern Highlands Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Northern Highlands Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now therefore, be it

RESOLVED, the Northern Highlands Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2014-2015 school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Northern Highlands Board of Education Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services.

d) Maximum Limits for Parental Reimbursement

Approval of maximum limits for parental reimbursement for independent evaluation for July 1, 2014 through June 30, 2015, per attachment.

## e) Approval of the substitute certified athletic trainer's agreement with Kinetic Physical Therapy for the 2014-2015 school year, per attachment.

Roll Call:

**9. ACTION ITEMS FOR Business Agenda for May 19, 2014, BOARD OF EDUCATION MEETING:**

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded:

RESOLVED: That the Board of Education approves/accepts the following business item(s) **B-1** through **B-24** in accordance with NJSA 18A and NJAC Title 6, et. sec., including NJAC 6A:23-2.11 reporting

no over-expenditure of funds and upon the recommendation of the Superintendent and Business Administrator:

- B-1.** Approval of transfers, per attachment.
- B-2.** Approval of the Board Secretary and Treasurer's reports for the month of April, 2014, per attachment.
- B-3.** Approval of current bills list (check register) from May 1, 2014, through May 13, 2014, per attachment.
- B-4.** *Approval of the following staff travel (accommodations note room rate only; occupancy taxes & Fees associated therein and other costs on trips presently unknown, meals for overnight trips and Mileage, tolls, parking will be reimbursed in accordance with policy and law).*

Who: Michael Koth  
What: Legal One Seminar  
Where: FEA, Monroe Township, NJ  
When: Wednesday, June 4, 2014  
Costs: Registration: \$150  
Mileage: as per NJ OMB Guidelines

Who: Michael Koth  
What: Gang Awareness Training  
Where: Law & Public Safety Institute, Mahwah, NJ  
When: Monday, June 9, 2014  
Costs: Registration: no cost  
Mileage: as per NJ OMB Guidelines

Who: Tony LaRocca  
What: Computer Science for High School Workshop  
Where: Kean University, NJ  
When: Monday, July 7 – Thursday, July 10, 2014  
Costs: Registration: no cost  
Mileage: as per NJ OMB Guidelines

- B-5.** Approval to accept funds from the New Jersey Department of Education to support the implementation of the Anti-Bullying Bill of Rights in the amount of \$3,851, per attachment.
- B-6.** Approval of Regular School year (2013-14) tuition for a student (ID 6755) for the period April 16 – June 30, 2014 at Allynwood Academy in the amount of \$95,300 (pro-rated) as described in the student's IEP, per attachment.
- B-7.** Approval for 1:1 Aide for a student (ID 6712) attending the BCSS Extended School year Program July 1-25, 2014 as described in their IEP. The total cost for the aide is \$2122.02 (18 days at \$117.89 per day).

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- B-8.** Approval of summer tuition for a student (ID 6874) to attend Sage Day Summer 2014 Program for 5 weeks, June 30 – August 1, 2014, as described in the student’s IEP, in the amount of \$2,500, per attachment.
- B-9.** Approval of Regular School year (2014-15) tuition for a student (ID 6223) for the period September 3, 2014 – June 30, 2015 at Sage Day in Rochelle Park, in the amount of \$51,975 as described in the student’s IEP, per attachment.
- B-10.** Approval of Regular School year (2013-14) tuition for a student (ID 5913) for the period May 6 – June 30, 2014 at Grove School in the amount of \$114,840 (pro-rated, \$314.63 per day) as described in the student’s IEP, per attachment.
- B-11.** Approval of Regular School year (2014-15) tuition for a student (ID 6755) for the period July 1, 2014 – June 30, 2015 at Allynwood Academy in the amount of \$95,300 as described in the student’s IEP, per attachment.
- B-12.** Approval of Regular School year (2014-15) tuition for a student (ID 6874) for the period September 3, 2014 – June 30, 2015 at Sage Day in Rochelle Park in the amount of \$51,975 as described in the student’s IEP, per attachment.
- B-13.** Approval of physical therapy services for a student (ID 6268) by Rickard Rehabilitation Services, Inc., for the school year September 1, 2014 through June 30, 2015, totaling approximately \$4,300, per attachment.
- B-14.** Approval of occupational and speech therapy services for a student (ID 5389) by Rickard Rehabilitation Services, Inc., for the school year September 1, 2014 through June 30, 2015, totaling approximately \$8,000, per attachment.
- B-15.** Approval of physical therapy services for a student (ID 6268) by Rickard Rehabilitation Services, Inc., for July 2014, totaling approximately \$800, per attachment.
- B-16.** Approval of Extended School year tuition for a student (ID 6265) at Brehm School for the period June 29 – July 26, 2014, as described in the student’s IEP, in the amount of \$7,500, per attachment.
- B-17.** Approval of Regular School year (2014-15) tuition for a student (ID 6265) for the period August 25, 2014 – May 30, 2015 at Brehm School in the amount of \$72,429.47 as described in the student’s IEP, per attachment.
- B-18.** Approval of occupational and speech therapy services for a student (ID 6268) by Rickard Rehabilitation Services, Inc., for July 2014, totaling approximately \$3,560, per attachment.
- B-19.** Approval of Regular School year (2014-15) tuition for a student (ID 5873) for the period September 1, 2014 – June 30, 2015 at Barnstable Academy in the amount of \$43,400 as described in the student’s IEP, per attachment.
- B-20.** Approval for additional staffing for a student (ID 5075) for the period May 9 – June 30, 2014 at Melmark School, as described in their IEP, in the amount of approximately \$8,140, per attachment.

**B-21. Construction Project Bid Award**

**WHEREAS**, on May 13, 2014 the Northern Highlands Regional High School Board of Education conducted a public bid opening for the award of an Isolation Valve Replacement Project, DOE Project # 3700-050-13-6002, which yielded the following two bids for consideration:

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate A</b>	<b>Alternate B</b>	<b>Alternate C</b>	<b>Total Bid</b>
Aero Plumbing & Heating, Co., Inc.	\$99,000	Add \$4,000	Add \$4,000	Add \$20,000	\$127,000
Excelsior Plumbing Co., Inc.	\$229,000	Add \$10,000	Add \$10,000	Add \$57,000	\$306,000

and;

**WHEREAS**, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.;

**NOW, THEREFORE BE IT RESOLVED**, that the Northern Highlands Regional High School Board of Education, pending review and approval from LAN Associates and the Board Attorney, awards the contract for the Isolation Valve Replacement to Aero Plumbing & Heating Co., Inc. in the total contract lump sum of \$127,000. The award of this bid is contingent upon receiving approval of our grant offer from the Schools Development Authority and the execution of the grant agreement by both parties (Schools Development Authority and the Board of Education).

**BE IT FURTHER RESOLVED**, that the Northern Highlands Regional High School Board of Education grants the authority to James Davis, Business Administrator, to sign a contract with Aero Plumbing & Heating Co., Inc.

**B-22. Construction Project Bid Award**

**WHEREAS**, on May 13, 2014 the Northern Highlands Regional High School Board of Education conducted a public bid opening for the award of a Drainage and Site Work Project, DOE Project # 3700-050-14-1004, which yielded the following three low bids for consideration:

<b>Contractor</b>	<b>Base Bid</b>	<b>Alternate A</b>	<b>Alternate B</b>	<b>Total Bid</b>
SCS Contracting, Inc.	\$85,700	Add \$23,000	Add \$11,000	\$119,700
Colonnelli Bros Inc.	\$72,750	Add \$37,950	Add \$11,950	\$122,650
DR Mullen Construction Co.	\$74,950	Add \$44,445	Add \$12,100	\$131,495

and;

**WHEREAS**, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.;

**NOW, THEREFORE BE IT RESOLVED**, that the Northern Highlands Regional High School Board of Education, pending review and approval from LAN Associates and the Board Attorney, awards the contract for Drainage and Site Work to SCS Contracting, Inc. in the total contract lump sum of \$119,700. The award of this bid is contingent upon receiving approval of our grant offer from the Schools Development Authority and the execution of the grant agreement by both parties (Schools Development Authority and the Board of Education).



**BE IT FURTHER RESOLVED**, that the Northern Highlands Regional High School Board of Education grants the authority to James Davis, Business Administrator, to sign a contract with SCS Contracting, Inc.

**B-23. Construction Project Bid Rejection**

**WHEREAS**, on May 13, 2014 the Northern Highlands Regional High School Board of Education conducted a public bid opening for the award of a Lighting & Controls Upgrade Project, DOE Project # 3700-050-14-4000, which yielded the following bids for consideration:

<b>Contractor</b>	<b>Base Bid</b>
Belacon, LLC	\$342,000
Signal Electric	\$563,000
EDC Electric	\$693,800
Sal Electric	\$765,000
CV Electric	\$787,000

and;

**WHEREAS**, in accordance with the provision of the Public Schools Contract Law, N.J.S.A. 18A:18A-22, the Northern Highlands Board of Education has determined that the bids received do not conform to the specifications for the following reason:

- The lowest bid substantially exceeds the cost estimates provided by the project architect, LAN Associates, Inc.

**NOW THEREFORE BE IT RESOLVED**, that the Northern Highlands Regional High School Board of Education rejects all five bids for the project

**B-24. Construction Project Bid Rejection**

**WHEREAS**, on May 13, 2014 the Northern Highlands Regional High School Board of Education conducted a public bid opening for the award of a Security System Upgrade Project, DOE Project # 3700-050-14-1006, which yielded the following two bids for consideration:

<b>Contractor</b>	<b>Base Bid</b>
System One Alarm Systems, Inc.	70,902
Signal Electric	112,000

and;

**WHEREAS**, in accordance with the provision of the Public Schools Contract Law, N.J.S.A. 18A:18A-22, the Northern Highlands Board of Education has determined that the bids received do not conform to the specifications for the following reasons:

- The lowest bid is disqualified due to exclusions from the bids (System One)
- The bid substantially exceeds the cost estimates provided by the project architect, LAN Associates, Inc. (Signal)

**NOW THEREFORE BE IT RESOLVED**, that the Northern Highlands Regional High School Board of Education rejects both bids for the project

Roll Call:

**10. ACTION ITEMS FOR the Education Agenda for May 19, 2014 BOARD OF EDUCATION MEETING:**

\_\_\_\_\_ moved and \_\_\_\_\_ seconded:

RESOLVED: That the Board of Education approve/accept the following Education items, **E-1** through **E-6**, upon the recommendation of the Superintendent, effective immediately following the completion of required certification and documentation:

- E-1.** Accept and affirm the Harassment, Intimidation, and Bullying investigation report, per attachment.
- E-2.** Accept two new out of district tuition students for the 2014 – 2015 school year, per attachment.
- E-3.** Approve VALMIRA KABA as a substitute Teacher for the 2013 – 2014 school year, per attachment.
- E-4.** Approve the appointment of ANNE M. RUTKOWSKI, RN CSN-NJ as full-time School Nurse at a total salary of \$76, 960 (MA, Step 12) for the 2014 – 2015 school year, per attachment.
- E-5.** Approve the reappointment of the following Administrators and Supervisors for the 2014-2015 school year, effective July 1, 2014: T. Buono, J. Davis, B. Emra, M. Koth, R. Malloy, J. Occhino, K. Peterfriend, P. Petrosino, B. Siegel, S. Simonetti, R. Williams.
- E-6.** Approve the appointment of TIFFANY COHEN as full time Supervisor of STEM Programs at a total salary of \$105,000 for the 2014 – 2015 School year, per attachment.

Roll Call:

- 11. PRINCIPAL'S REPORT**
- 12. SUPERINTENDENT'S REPORT**
- 13. BOARD PRESIDENT'S REPORT**
- 14. OLD BUSINESS**
- 15. NEW BUSINESS**
- 16. OPEN TO THE PUBLIC**
- 17. EXECUTIVE SESSION**

**IT IS HEREBY RESOLVED** that the Northern Highlands Regional High School Board of Education shall go into executive session to discuss the following matters:

- **Personnel**
- **Legal**

The minutes of this executive session will be released when the need for confidentiality no longer exists. There are some topics (such as student matters) for which the need for confidentiality may never cease to exist.

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded that the Board move into executive session.

TIME: All in Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded that the Board moves into public session.

TIME: All in Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_

**18. ADJOURNMENT**

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded that the meeting be adjourned.

TIME: All in Favor: \_\_\_\_\_ Opposed: \_\_\_\_\_