

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

Regular Meeting

May 20, 2013

AGENDA

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

The Board Secretary will read the following:

This is the Regular Meeting of the Northern Highlands Regional High School Board of Education and Notice has been provided as required under the Open Public Meetings Act by having the time, date, place and purpose of said meeting transmitted to the North Jersey Media Group (Ridgewood News, The Record), the Boroughs of Allendale and Upper Saddle River and published on January 11, 2013 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

NAME	PRESENT	ABSENT
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)		
Lindsay Bishop (Student Representative)		
Justin DeParis (Student Representative)		
Mr. John J. Keenan, Superintendent		
Mr. James Davis, Business Administrator/Board Secretary		

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.

2013-2014 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 2013 - 2014 Curriculum Guide

Approval of the 2013 - 2014 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, 2013 through June 30, 2014 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 2013 – 2014 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 2013-2014 school year.

I. Benefit Agent

Approve the appointment of Centric Benefits Consulting, New Providence, N.J. as Benefit Consultant for the 2013-2014 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 2013–2014 school year and Board Dissemination Agent for the 2013-2014 school year, per attachment.

K. Board Officials

Approval to appoint/reappoint the following Board Officials for the 2013-14 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	Gary Trotter
Custodian of Public Records	James Davis
Health & Safety Officer	Michael Koth
Hepatitis B Contact Person	Cathy Kiely, 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 2013-14 school year.

M. Fixed Asset Appraisal Firm

Approve the appointment of AM Consultants to provide Fixed Asset Appraisal update services for the 2013-2014 school year.

N. Risk Management Consultant

Approval of Thomas Fallon of Bollinger Insurance as the Risk Management Consultant to NESBIG for the 2013-2014 school year.

O. Staff Investment Services:

403B Plans:

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. Tax Payment Schedule

Approval of the tax payment schedule for the 2013-2014 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.

T. 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.

U. 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.

V. 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.

W. 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 2013-2014 school year.

Y. School Emergency Management Guide

Adoption of the district's School Emergency Management Plan for the school year 2013-2014.

Z. Nursing Services

Approval of Bayada Nurses, Inc., 90 Main Street, Suite 202, Hackensack, NJ to provide substitute nursing services for the 2013-2014 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.

a) 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, per attachment.

b) **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 2013-2014 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.

c) Maximum Limits for Parental Reimbursement

Approval of maximum limits for parental reimbursement for independent evaluation for July 1, 2013 through June 30, 2014, per attachment.

Roll Call:

9. **ACTION ITEMS FOR Business Agenda for May 20, 2013, BOARD OF EDUCATION MEETING:**

_____ moved, and _____ seconded:

RESOLVED: That the Board of Education approves/accepts the following business item(s) **B-1** through **B-9** 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, 2013, per attachment.

B-3. Approval of current bills list (check register) from April 30, 2013, through May 13, 2013, per attachment.

- B-4.** Approval of minutes, April 29 and May 6, 2013 Board of Education meetings and executive sessions, per attachments.
- B-5.** *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: John Keenan
 What: Educational Policy and School Law Seminar
 Where: Brookdale Community College, Lincroft, NJ
 When: Friday, June 14, 2013
 Costs: Registration: no cost
 Mileage: as per NJ OMB Guidelines

Who: Jamie Atchison
 What: Leadership in Crisis Situations
 Where: Morris Co. Public Safety Training Academy, Parsippany, NJ
 When: Thursday, July 11, 2013
 Costs: Registration: \$244
 Mileage: as per NJ OMB Guidelines

Who: Sheila Yallowitz
 What: Achieve NJ: The New Educator Evaluation System
 Where: Parsippany High School, Parsippany, NJ
 When: Thursday, May 30, 2013
 Costs: Registration: no cost
 Mileage: as per NJ OMB Guidelines

- B-6.** Approval of summer enrichment tuition for two students (ID 6437 and 6471) for the period July 1-31, 2013 at Lenape Meadows School, as described in the students' IEP. The tuition for this program depends on the number of enrolled students, per attachment.
- B-7.** Approval of the following student custodians for summer 2013 and the 2013-14 school year, effective immediately following completion of required documentation where applicable:

Andrew Dina	\$8.00	Alexander O'Connor	\$9.25
Christopher DiPasquale	\$8.75	Erik Peterson	\$8.75
John Jablonski	\$8.75	Thilan Waharaka	\$8.00
Christopher Koski	\$12.00	Nicholas Wilechansky	\$8.00
Aristotle Nafpliotis	\$8.75	Daniel Yochay	\$10.00

- B-8.** Approval of an outside psychological evaluation for student (ID 6265) at the Koch Center in the amount of \$285, per attachment.
- B-9.** Approval of hosting and maintenance agreements with Maximus, K-12 Education Inc. (Tienet) for 2013-2016, per attachments.

Roll Call:

9. **ACTION ITEMS FOR the Education Agenda for May 20, 2013 BOARD OF EDUCATION MEETING:**

_____ moved and _____ seconded:

RESOLVED: That the Board of Education approve/accept the following Education items, **E-1** through **E-11** 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.** Approval of a change in FTE from .8 to Full Time for ANNE CANZANI Teacher of Social Studies for the 2013 – 2014 school year, effective September 1, 2013.
- E-3.** Approval of a change in FTE from .6 to .8 for LISA WHALEN Teacher of Spanish for the 2013 – 2014 school year, effective September 1, 2013.
- E-4.** Approval of a change in FTE from .8 to .6 for EUGENE RYMAN Teacher of Music for the 2013 – 2014 school year, effective September 1, 2013.
- E-5.** Approval of a change in FTE from .6 to Full Time for AGOSTINA ANDRADE Teacher of Spanish for the 2013 – 2014 school year, effective September 1, 2013.
- E-6.** Approval of a change in FTE from .6 to Full Time for DIANE DEVOE Teacher of Business Education for the 2013 – 2014 school year, effective September 1, 2013.
- E-7.** Approval of a change in FTE from .6 to Full Time for DEANNA FRIEDLAND member of the Child Study Team for the 2013 – 2014 school year, effective September 1, 2013.
- E-8.** Approval of a change in FTE from Full time to .8 for ENZA SARDELLA Teacher of World Language for the 2013 – 2014 school year, effective September 1, 2013.
- E-9.** Approve the appointment of JEFFREY D'ELIA as full-time Teacher of Psychology and Social Studies at a total salary of \$59,600 (MA, Step 5) which may be adjusted upon the approval of a new Master Agreement between the Board of Education and the NHEA.
- E-10.** Approve a family leave for ELIZABETH ZUSHMA, Teacher of Science, effective September 1, 2013, through November 1, 2013, per attachment.
- E-11.** WHEREAS, the Department of Education has recommended to the New Jersey State Legislature that the funding of our public schools in the State of New Jersey shall be based upon the average daily attendance of school children which is contrary to current law (The School Funding Reform Act of 2008) which provides funding on the basis of average daily enrollment, and WHEREAS, the Department of Education has determined that an appropriate average daily attendance rate of 96% shall be the level of attendance for all New Jersey school districts, and districts that demonstrate an attendance rate of less than 96% shall suffer a loss of school aid for the 2013/14 school year, and
WHEREAS, a 96% attendance rate is equal to a child being absent from school no more than seven days in one school year, and

WHEREAS, it is the opinion of the Northern Highlands Regional High School Board of Education that a 96% attendance rate is an arbitrary standard to apply to all New Jersey School Districts and is contrary to the history of funding in this State and the School Funding Reform Act of 2008, and

WHEREAS, New Jersey school districts must staff, equip, feed, and transport our children based upon the enrollment of students, and we do not send teachers home, or stop the buses, or turn off the lights, or sell their textbooks when a child is absent for health or other family reasons, and

WHEREAS, the recommendation of the Department of Education to penalize districts by reducing school aid when a district cannot demonstrate an average daily attendance in excess of 96% simply shifts the burden to support a thorough and efficient education to the local taxpayer,

NOW THEREFORE BE IT RESOLVED that the Northern Highlands Regional High School Board of Education does hereby declare that the recommendation of the Department of Education to provide school funding based upon the attendance of children for the 2013/14 school year is contrary to current law and fails to recognize that districts provide staff and resources for an adequate public education for all "enrolled" resident children in their school district, and

BE IT FURTHER RESOLVED that the Northern Highlands Regional High School Board of Education hereby requests its local legislators in particular, and all legislators in general to reject the recommendation of the N.J. Department of Education to fund the public schools of the State of New Jersey based upon the attendance of resident children, and to comply with our current school funding law which provides State support based upon the enrollment of resident school children.

BE IT FURTHER RESOLVED, that a copy of this resolution be sent to Governor Chris Christie, NJ Commissioner of Education Chris Cerf, United States Senator Frank R. Lautenberg, United States Senator Robert Menendez, United States Representative Scott Garrett, NJ State Senate President Stephen M. Sweeney, State Senate Assistant Majority Leader Teresa Ruiz, Assembly Representative Speaker Sheila Y. Oliver, Assembly Representative Patrick Diegnan, Senator Gerald Cardinale, Senator Kevin O'Toole, NJ Assembly Representative Scott Rumana, NJ Assembly Representative David Russo, Assembly Representative Holly Schepisi, Assembly Representative Robert Schroeder, New Jersey School Boards Association Executive Director Thomas Gentzel, New Jersey School Boards Association Field Service Representative Andrea Monteleone, New Jersey Association of School Business Officials, New Jersey Association of School Administrators, Bergen County Association of School Business Officials, and the Garden State Coalition of Schools.

Roll Call:

10. **PRINCIPAL'S REPORT**
11. **SUPERINTENDENT'S REPORT**
12. **BOARD PRESIDENT'S REPORT**
13. **OLD BUSINESS**
14. **NEW BUSINESS**
15. **OPEN TO THE PUBLIC**

16. ADJOURNMENT

_____ moved, and _____ seconded that the meeting be adjourned.

TIME: All in Favor: _____ Opposed: _____