

**NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL**  
**BOARD OF EDUCATION**  
 Allendale, New Jersey  
**REORGANIZATION/WORKSHOP MEETING**  
 May 2, 2011  
 8:00 p.m.

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**1. CALL TO ORDER** – The Board Secretary will call the meeting to order.

**2. PUBLIC MEETINGS STATEMENT**

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 meeting 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 Record, the Boroughs of Allendale and Upper Saddle River and published on April 16, 2010 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. PLEDGE OF ALLEGIANCE**

**4. ADMINISTRATION OF THE OATH OF OFFICE**

Pursuant to NJ Statute, newly elected Board Members Anne Goddard and Lisa Jill Webb, and re-elected Board Member Barbara Garand, will be sworn in by Mr. McLaughlin.

**5. ROLL CALL**

<b>NAME</b>	<b>PRESENT</b>	<b>ABSENT</b>
Mrs. Anne Goddard	_____	_____
Mrs. Barbara Garand	_____	_____
Mrs. Lisa Jill Webb	_____	_____
Dr. Robert Hands	_____	_____
Mrs. Ann Pagano	_____	_____
Mrs. Lori Loughnane	_____	_____
Mr. James Mulanaphy	_____	_____
Mr. Robert C. Wei	_____	_____
Mrs. Colleen Federer	_____	_____
Mrs. Gail Trumbetti	_____	_____
 Mr. Henry Senger (Saddle River Liaison)	 _____	 _____
 Ms. Caroline Broder (Student Representative)	 _____	 _____
Ms. Emma Collins (Student Representative)	_____	_____
 Mr. John J. Keenan, Superintendent	 _____	 _____
Mr. Roderic McLaughlin, Business Administrator/Board Secretary	_____	_____

**6. ANNOUNCEMENT OF ELECTION RESULTS**

Mr. McLaughlin will read the results of the Annual School Election held April 27, 2010:

Vote on the Budget:

The vote on the budget for 2011 – 2012:           **Yes**   1294   **No** 584

The vote on the budget for 2011 – 2012 was approved at the polls.

Votes for members of the Board of Education (each for 3 year terms):

Allendale

Anne Goddard   537

Lisa Jill Webb   529

Upper Saddle River

Barbara Garand   739

**7. ACCEPTANCE OF ELECTION RESULTS**

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded, to accept the results of the April 27, 2011 election, as previously read and as listed above.

Roll Call Vote:

**8. ELECTION OF THE PRESIDENT**

Mr. McLaughlin will ask for nominations for the Office of President of the Board of Education.

**Nominated for President:** \_\_\_\_\_

By \_\_\_\_\_, \_\_\_\_\_ seconded

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded to close nominations for President.

Roll Call Vote:

At this time the *President will assume the chair.*

**9. ELECTION OF THE VICE-PRESIDENT**

The Board President will ask for nominations for the position of Vice-President of the Board of Education.

**Nominated for Vice President:** \_\_\_\_\_

By \_\_\_\_\_, \_\_\_\_\_ seconded

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded to close nominations for Vice- President.

Roll Call Vote:

10. **APPOINTMENT AND APPROVALS**

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

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 2011 - 2012 Curriculum Guide and Course Content Outlines

C. Official Depositories

Approval of Bank of America, Allendale, New Jersey as the depository of School Funds for the Board of Education through 6/30/12.

D. 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, Vice Principal, Dean of Student Activities and Business Administrator to sign Student Activity checks.

E. 2011 – 2012 Meeting Dates

Approval of Board of Education Meeting Dates, Time and Location appendix “A”.

F. Open Public Meetings Act

Approval, in compliance with NJSA 10:4-18, of the Open Public Meetings Act Resolution.

G. Official Newspaper

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.

H. 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.

I. Secretary to the Board of Education

Approve the appointment of Mr. Roderic B. McLaughlin as Secretary of the Board of Education through July, 2012 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.

J. Treasurer of School Monies

Approve the appointment of M. Alissa Mayer as Treasurer of School Monies for the 2011 – 2012 school year for a fee of \$3,000.

- K. School Doctor-Approve the appointment of Dr. Jerald Hershman as School Medical Officer for the district for the 2011 - 2012 school year.
- L. Hepatitis B Contact Person  
Approve the appointment of school nurse, Mrs. Cathy Kiely, as the Hepatitis B contact person for the 2011 – 2012 school year.
- M. Affirmative Action Person(s)  
Approve the appointment of Mr. Robert Petrosino as Affirmative Action Officer for staff and Dr. Lyle Becourtney as Affirmative Action Officer for students for the 2011-2012 school year.
- N. Board Attorney  
Approve the appointment of James L. Plosia of Apruzzese, McDermott, Mastro & Murphy of Liberty Corner, N.J. as Board Attorney for the 2011-2012 school year.
- O. 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 (Atch. O) for the **2010-2011 and 2011-2012 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.

- P. Auditor and Dissemination Agent-Approval of the appointment of Hodulik & Morrison, P.A., 1102 Raritan Avenue, Highland Park, N.J. as auditors for the 2010 – 2011 school year and Board Dissemination Agent for the 2011-2012 school year as per attached contracts.
- Q. Title IX Coordinator-Approval of the appointment of Mr. Thomas Buono, NHRHS, as Title IX coordinator for the 2011 – 2012 school year.
- R. Section 504 Compliance Officer-Approval of the appointment Mrs. Lauren Zirpoli as the Section 504 Compliance Officer and grievance procedures for the 2011 - 2012 school year.

- S. ADA Coordinator-Approval of the appointment of Mr. Thomas Buono as the ADA Coordinator for the 2011 - 2012 school year.
- T. 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 2011 - 2012 school year.
- U. Risk Management Consultant  
Approval of Thomas Fallon of Bollinger Insurance as the Risk Management Consultant to NESBIG for the 2011 - 2012 school year.
- V. Public Agency Compliance Officer  
Approval of Roderic McLaughlin as the Public Agency Compliance Officer through July, 2012.
- W. 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 Plan: AFLAC
- X. Safety And Health Designee-  
Approval of Mrs. Lauren Zirpoli as Safety and Health Designee for the 2011 – 2012 school year.
- Y. Chemical Hygiene Designee  
Approval of Mr. Gary Trotter as Chemical Hygiene Designee for the 2011 – 2012 school year.
- a. Qualified Purchasing Agent (QPA)  
Approval of Mr. Roderic McLaughlin, 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, and the Board hereby re-authorizes the increase in its bid threshold to \$36,000.00 in accordance with N.J.S.A 18A:18-A-3 through July, 2012.
- b. 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.
- c. Purchasing Agent Compliance Officer for Affirmative Action (PACO)  
Approval of Roderic McLaughlin as the Purchasing Agent Compliance Officer for Affirmative Action through July 30, 2010.
- d. 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.
- e. Travel & Professional Development  
Approval of regular official business travel at a cost not to exceed \$150 per employee or Board member for registration.

f. Tax Payment Schedule

Move to approve the tax payment schedule for the 2011-2012 school year from the Boroughs of Allendale and Upper Saddle Rivers as follows and to authorize the Business Administrator to submit said schedule to the Boroughs of Allendale and Upper Saddle River:

<u>Allendale</u>		<u>Upper Saddle</u>	
July, 2011	\$659,559.58	July, 2011	\$957,462.53
August, 2011	\$659,559.58	August, 2011	\$957,462.53
September, 2011	\$659,559.58	September, 2011	\$957,462.53
October, 2011	\$659,559.58	October, 2011	\$957,462.53
November, 2011	\$659,559.58	November, 2011	\$957,462.53
December, 2011	\$659,559.58	December, 2011	\$957,462.53
January, 2012	\$704,949.59	January, 2012	\$1,023,353.81
February, 2012	\$704,949.59	February, 2012	\$1,023,353.81
March, 2012	\$704,949.59	March, 2012	\$1,023,353.81
April, 2012	\$704,949.59	April, 2012	\$1,023,353.81
May, 2012	\$704,949.59	May, 2012	\$1,023,353.81
June, 2012	\$704,949.59	June, 2012	\$1,023,353.81
Total	\$8,187,054.99	Total	\$11,884,898.01

g. 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.

h. 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.

i. Homeless Liaison

Approval of Cathy Berberian as the Homeless Liaison for the 2011 – 2012 school year.

j. Working Papers

Approval of Thomas Buono as the issuing officer for Working Papers for the 2011 – 2012 school year.

k. School Emergency Management Guide-Adoption of the district's School Emergency Management Plan for the school year 2011-2012.l. Right To Know Coordinator- Approval of the appointment of Joseph Caretta as the district's Right to Know coordinator for the 2011-2012 school year.m. AHERA Coordinator- Approval of the appointment of Joseph Caretta as the district's AHERA coordinator for the 2011-2012 school year.

- n. Asbestos Management Officer - Approval of the appointment of Joseph Caretta as the district's Asbestos Management officer for the 2011-2012 school year.
- o. Integrated Pest Management Coordinator- Approval of the appointment of Joseph Caretta as the district's Integrated Pest Management Coordinator for the 2011-2012 school year.
- p. Internal Air Quality Coordinator- Approval of the appointment of Joseph Caretta as the district's Internal Air Quality Coordinator for the 2011-2012 school year.

Roll Call Vote:

## 11. BOARD COMMITTEES

The following are standing Committees of the Board of Education. Appointment to each Committee is at the discretion of the Board President who also serves as ex-officio to all Board Committees:

The Board President will ask that each Board member review the committees listed below and develop a schedule of preferences and submit them by Wednesday of next week.

### COMMITTEES:

1. Finance
2. Personnel
3. Policy
4. Curriculum
5. Student Activities
6. Negotiations

### LIASONS:

1. Sports Association
2. Music & Performing Arts Association
3. Scholarship Foundation
4. Bergen County School Boards
5. Home & School Association
6. New Jersey School Boards
7. Legislation

## 12. APPOINTMENT AND APPROVALS – REGION I

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

### A. Auditor

Approval of the appointment of Hodulik & Morrison, P.A., 1102 Raritan Avenue, Highland Park, N.J. as auditors for the 2010 – 2011 school.

Roll Call Vote:

## 13. ADJOURNMENT OF THE REORGANIZATION MEETING

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

1. **CALL TO ORDER** – The workshop meeting will be called to order by the Board President.
2. **STUDENT REPRESENTATIVE REPORT**
3. **COMMITTEE REPORTS**
4. **OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS**
5. **ACTION ITEMS FOR Business Agenda for May 2, 2011, BOARD OF EDUCATION MEETING:**

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

RESOLVED: That the Board of Education approves/accepts the following business items 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 the Board Secretary's and Treasurer's Reports for the month of March, 2011 as per attached document.
- B-2.** Approval of bills list (check register), from April 8<sup>th</sup>, 2011 through April 21, 2011, as per attached document.
- B-3.** Approval of a renewal to participate in the Alliance for Competitive Energy Services (ACES) pertaining to the purchase of natural gas services, as per the attached document.
- B-4.** RESOLUTION TO APPROVE AN AGREEMENT WITH REGION 1/MAHWAH BOARD OF EDUCATION

BE IT RESOLVED that the Northern Highlands Regional High School Board of Education does hereby approve an agreement with the Region 1/Mahwah Board of Education, a Coordinated Transportation Services Agency, for the purpose of transporting students in accordance with Chapter 53, P.L. 1997 for the 2011/2012 school year. The services to be provided include, but are not limited to, the coordinated transportation of public, non-public and special education students. BE IT FURTHER RESOLVED, that the Northern Highlands Regional High School Board of Education agrees to abide by the Transportation Services Agreement as published by the Region 1/Mahwah Board of Education and attached to this resolution, (attachment B-4).

- B-5.** Approval of 2010-11 contract for Student ID# 5061, for his attendance in the Ramapo Indian Hills Regional High School District, at the cost of \$25,153, as per attachment.
6. **ACTION ITEMS FOR Business Agenda for May 23, 2011 BOARD OF EDUCATION MEETING:**

RESOLVED: That the Board of Education approves/accepts the following business item(s) 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.



- a. Approval of transfers.
- b. Approval of the Board Secretary’s and Treasurer’s reports for the month of April, 2011.
- c. Approval of current bills list (check register).
- d. Approval of *Emerald Health Care Services* to provide substitute nursing services for our school in the event that our school nurse is absent for the day. Price is \$52.00 per hour – 4 hour minimum, 7:30 a.m. to 2:30 p.m. is \$364.00 per day.
- e. Approval of the reappointment of the following custodians/bus drivers for the 2011 – 2012 school year: L. Arboleda, T. Changrak, D. Clarke, B. Ferraro, R. Flannery, S. Galo, R. Goldsmith, J. Liebeck, Q. Milano, E. Petrov, M. Roosa, P. Schaefer, P. Tzvetanov, B. Uhryn, T. Williams.
- f. Approval of the appointment of the following on call/substitute custodians/bus drivers for the 2011-2012 school year, to be paid at the hourly rate of \$12.00 for custodial work and an hourly rate of \$20.00 for driving: Vincent Driscoll, Thomas Kopp, and Kazimierz Majewski.

**7. ACTION ITEMS FOR Region I Agenda for May 2, 2011 BOARD OF EDUCATION MEETING, upon the recommendation of the Superintendent:**

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded:  
 Approval of the following renewal costs for athletics/field trips for the 2011-2012 school year:

<b>Contract</b>	<b>Vendor</b>	<b>Per bus, first 4 hours</b>	<b>Each additional ¼ hr.</b>
ScholAth	Scholastic	\$326.28	\$15.00

Roll Call Vote:

**8. ACTION ITEMS FOR Education Agenda for May 2, 2011 BOARD OF EDUCATION MEETING, upon recommendation of the Superintendent:**

**E-1. APPROVAL OF CONTRACT RENEWAL**

\_\_\_\_\_ moved, and \_\_\_\_\_ seconded:  
 RESOLVED: That the Board of Education approve the renewal of the employment contract for RODERIC MCLAUGHLIN, Business Administer/Board Secretary for the 2011-2012 school year, per attachment, subject to contract approval by the Executive County Superintendent.

Roll Call Vote:

**9. ACTION ITEMS FOR Education Agenda for May 23, 2011 BOARD OF EDUCATION MEETING, upon recommendation of the Superintendent:**

- a. Approval of the reappointment of tenured and non-tenured staff for the 2011-2012 school year:  
**Teachers:** effective September 1, 2011: L. Ajalat, A. Albanese, D. Albano, P. Albarella, C. Aldea, R. Amatuzzi, Y. Antigua, G. Bach, S. Barrett, A. Baumann, L. Becourtney, B. Belluzzi, C. Berberian, C. Bohny, P. Brennan, C. Broking, P. Burns Eckstut, R. Burton, X. Cai, A. Canzani, G. Carbone, S. Cerelli, L. Cioffi, C. D'Elia, G. deLorenzo, H. DeMarco, M. DeMarco, J. DeStaso, V. DiNallo, L. Dovidio, J. Ferentz, D. Ferrante, C. Fitzgerald, M. Florio, F. Gilli, S. Goas, J. Goldberg, L. Goldberg, J. Gornell, G. Grant, L. Hart, L. Hayne, B. Heffernan, K. Heinemann, D. Hoberman, J. Intermaggio, S. Jochum, J. Kaminski, M. Kelly, C. Kiely, P. Koeniges, M. Koth, M. Krzysik, J. Kuzian, S. LaMotta, M. Lardiere, T. LaRocca, J. Lederman, P. Leib, C. Locurto, L. Lucas, T. Madigan, R. Malloy, R. Mastropalo, J. Meier, R. Meizys, M. Menzella, R. Merrilees, J. Monahan, A. Mugno, D. O'Kane, A. Pascale, T. Paster, P. Patel, M. Perlman, J. Petritsis, J. Pillon-Mingione, J. Quinn, E. Rakowski, D. Rayside, B. Reesbeck, K. Rode, K. Rogers, L. Rokoszak, K. Ruckdeschel, E. Ryman, E. Sandhusen, E. Sardella, J. Saxton, C. Schanstine, S. Scheese, S. Schmitt, D. Scrivanich, R. Sikorski, D. Simonetti, M. Sklar, R. Smith, T. Sotiropoulos, S. Spencer, M.

Stone, D. Talotta, R. Tarabocchia, J. Thompson, A. Torchia, J. Tralongo, K. Vargo, J. Verdicchio, T. Viscardi, T. Vogel, D. Walsh, T. Walsh, L. Whalen, T. Witkowski, J. Wodnick, M. Woods-Murphy, M. Zungoli, E. Zushma

**Special Education Aides:** effective September 1, 2011: T. Absalom, E. Hooks, M. Sparacio, B. Zahor  
**Supervisors** effective September 1, 2011: D. Bono, B. Emra, R. Petrosino, S. Simonetti, G. Trotter;  
effective July 1, 2011: T. Buono

**Non-Aligned Staff:** effective July 1, 2011: J. Carretta, P. Emporellis, J. Frankel, J. Madhavasseril, J. Mortimer, O. Sobolta; effective September 1, 2011: D. Carden

**Administrators:** effective July 1, 2011: J. Keenan, J. Occhino, M. Rightmire, R. Williams, L. Zirpoli

**Secretaries:** effective July 1, 2011: D. Brown, L. Cannizzaro, M. Corbett, B. Cucinotta, J. DeBiasi, A. Holuba, J. Jewett, A. Karpinecz, J. Klomburg, D. Perrelly, B. Ricca

**b.** Approve the following changes in F.T.E. for the 2011-2012 school year:

C. Berberian, Social Worker – from .6 to .8

X. Cai, Chinese – from .8 to full-time

C. D’Elia, Family Science – from full-time to .8

L. Hayne, TV Production – from full-time to .8

E. Ryman, Music – from .6 to .8

E. Sardella, Italian – from .8 to full-time

L. Whalen, Spanish – from .2 to .6

**c.** Approve an unpaid Leave of Absence for DARCY HOBERMAN, Guidance Counselor, effective September 1, 2011 to December 4, 2011.

**10. SUPERINTENDENT’S REPORT**

**11. PRINCIPAL’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:

All Opposed: