

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

Workshop Meeting

April 7, 2014

AGENDA

1. CALL TO ORDER: The Board President will call the meeting to order.

2. 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

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)		
Sohil Khanna (Student Representative)		
Yash Rao (Student Representative)		
Mr. John J. Keenan, Superintendent		
Mr. James Davis, Business Administrator/Board Secretary		

4. 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**

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: _____

5. SPECIAL PRESENTATION: NONE

6. STUDENT REPRESENTATIVE REPORTS

7. COMMITTEE & LIAISON REPORTS

8. OPEN TO THE PUBLIC FOR COMMENTS ON AGENDA ITEMS

9. ACTION ITEMS FOR Business Agenda for April 7, 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-11** 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 current bills list (check register) from March 19, 2014 through, March 31, 2014, per attachment.
- B-2.** Approval of minutes, February 24, 2014, March 6, 2014 and March 24, 2014 Board of Education meetings and executive sessions, per attachments.
- B-3.** *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: Gail Trumbetti
 What: Bergen County NJSBA Meeting
 Where: Maggiano's, Hackensack, NJ
 When: Tuesday, May 6, 2014
 Costs: Registration: no cost
 Mileage: as per NJ OMB Guidelines

Who: Hallie Hammel
 What: AMTNJ Teaching with Technology Conference

Where: West Windsor, NJ
When: Saturday, April 5, 2014
Costs: Registration: \$75
Mileage: as per NJ OMB Guidelines

Who: Amy Torchia
What: SUPA WRT 105 Training
Where: Syracuse University, Syracuse, NY
When: Monday, June 30 – Thursday, July 3, 2014
Costs: Registration: no cost
Hotel: \$95 per night for 4 nights
Mileage: as per NJ OMB Guidelines

- B-4.** Approval of Regular school year tuition (2013-2014), for a student, (ID 6755) at Chancellor Academy for the period March 24, 2014 through June 17, 2014, as described in their IEP, in the amount of \$56,340, pro-rated for 56 days, per attachment. If the student is enrolled in the extended year program \$6,200 will be added.
- B-5.** BE IT RESOLVED, that the Northern Highlands Regional High School Board of Education does hereby approve an agreement with the **South Bergen Jointure Commission**, an approved Coordinated Transportation Services Agency, for the purposes of transporting students in accordance with Chapter 53, P.L. 1997 for the time period **2014 / 2015** school year. The services to be provided include, but are not limited to, the Coordinated Transportation of nonpublic, out of district special education, vocational and summer programs.
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 South Bergen Jointure Commission and attached to this resolution.
- B-6.** Approval of The Pomptonian, Inc., Fairfield, NJ as the Food Service Management company for the 2014 - 2015 school year, including the following terms and conditions:
- The Pomptonian Inc. shall receive, in addition to the costs of operation, a fee of \$21,370 to compensate the food service management company for administrative and management costs.
 - This fee shall be billed in 10 monthly installments of \$2,137 per month as a cost of operation.
 - Northern Highlands Regional High School guarantees the payment of such costs and fee to The Pomptonian Inc.
 - The Pomptonian Inc. guarantees the Northern Highlands Regional High School a minimum profit of \$25,000 for school year 2014-2015.
- B-7.** Approval of the appointment of GARRY OMMUNDSEN as Part-Time Custodian at hourly rate of \$18.00 for the 2013-2014 school year, per attachment, pending completion of required documentation.
- B-8.** Approval of services agreement with ATX Learning for Gila Harary, CCC/SLP for the period April 15, 2014 through June 6, 2014, \$75.00/hour, maximum 20 hours/week, totaling 124 hours and \$9,300, per attachment.
- B-9.** RESOLUTION AUTHORIZING APPLICATION TO BE MADE TO THE COMMISSIONER OF EDUCATION FOR APPROVAL OF AN AMENDMENT TO THE LONG-RANGE

FACILITIES PLAN, THE ACQUISITION OF REAL PROPERTY FOR SCHOOL PURPOSES, AND ANY NECESSARY PROJECT APPROVALS AS AN "OTHER CAPITAL PROJECT" IN ACCORDANCE WITH THE EDUCATIONAL FACILITIES CONSTRUCTION AND FINANCING ACT AND REGULATIONS PROMULGATED BY THE DEPARTMENT OF EDUCATION

BE IT RESOLVED by the Board of Education of the Northern Highlands Regional High School District, in the County of Bergen, New Jersey, as follows:

1. This Board of Education deems it to be in the best interest of the Northern Highlands Regional High School District to acquire for school purposes certain real property described on the official tax map of the Borough of Allendale as Block 103, Lot 1 and known as 300 Hillside Avenue, Allendale, New Jersey and to undertake certain preliminary improvements thereto (the "Project").
2. The Board President, the Superintendent of Schools, the Business Administrator/Board Secretary, the Project Architect, Bond Counsel and other appropriate representatives of the Board (the "Board Representatives") are hereby authorized to submit plans for the Project, and such other information as may be required, to the State Department of Education and to make application to the Commissioner of Education for approval of the acquisition of the Real Property and any preliminary plans for improvement that may be required, an amendment to the long-range facilities plan and the Project in accordance with the requirements of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 et seq. (P.L. 2000, c. 72, effective July 18, 2000) (the "Act") and N.J.A.C. 6A:26-2.3, N.J.A.C. 6A:26-2.1(f), N.J.A.C. 6A:26-3.1, N.J.A.C. 6A:3.12 and N.J.A.C. 6A:3.13. The Board is seeking approval of the Project as an "Other Capital Project" for which state funding is not available pursuant to N.J.A.C. 6A:26-3.12.
3. The Board Representatives are further authorized and directed, to the extent necessary, to submit schematic plans and any other required information to the Planning Board and to the Department of Environmental Protection for review and comment.
4. LAN Architects, the School District's appointed architect for the Project (the "Project Architect"), is hereby delegated the responsibility to prepare any plans and the specifications required for the Project in consultation with and under the supervision of the Business Administrator/Board Secretary, who is hereby delegated the responsibility to work with the Architect for this purpose on behalf of the Board, all in accordance with the requirements of N.J.S.A. 18A:18A-16.
5. The Board Representatives are hereby authorized to take all steps necessary to implement this resolution.

B-10. RESOLUTION OF THE BOARD OF EDUCATION OF THE NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT, IN THE COUNTY OF BERGEN, NEW JERSEY, DETERMINING TO ACQUIRE, IMPROVE AND FINANCE CERTAIN REAL PROPERTY BY MEANS OF A TEXTBOOK EQUIPMENT LEASE PURCHASE FINANCING IN AN AMOUNT NOT EXCEEDING \$500,000, AUTHORIZING THE ADVERTISEMENT FOR LEASE BIDS, DELEGATING THE AWARD OF THE BID, AUTHORIZING THE EXECUTION OF THE LEASE AND RELATED DOCUMENTS AND AUTHORIZING OTHER ACTIONS NECESSARY TO COMPLETE THE TRANSACTION

WHEREAS, the Board of Education of the Northern Highlands Regional High School District, in the County of Bergen, New Jersey (the "Board when referring to the governing body and the "School District" when referring to the corporate entity or geographical territory) is created and charged by law with the responsibility of providing a system of public education within the

School District over which the Board has jurisdiction and is authorized to provide for the acquisition of real and personal property and to provide for capital improvements necessary for the operation of the School District; and

WHEREAS, the Board is authorized by law to acquire through sale and lease back textbooks and non-consumable instructional materials to finance any lawful purpose of the Board and the School District pursuant to N.J.S.A. 18A:20-4.2(h), N.J.S.A. 18A:7F-5.2 and N.J.S.A. 7F-7.1 (P.L. 1998, c. 55, effective July 10, 1998, and amended by P.L. 2010, c. 44, effective July 13, 2010) in an amount not exceeding the fair market value of the textbooks; and

WHEREAS, the Board has hired E.F.F. Inc. who has appraised the value of the textbooks as of March 12, 2014 in the amount of \$543,640; and

WHEREAS, the Board has determined to enter into a textbook equipment sale lease back financing of those textbooks, including all costs necessary or incidental thereto, by means of lease purchase financing for a term that does not exceed five (5) years pursuant to the provisions of N.J.S.A. 18A:20-4.2 and N.J.S.A. 18A:18A-42(f) in order to obtain funds to acquire and to improve certain real property within the School District, described on the tax map of the Borough of Allendale, in the County of Bergen, New Jersey as Block 103, Lot 1, and having a street address of 300 Hillside Avenue, Allendale, New Jersey (the "Property") and to undertake certain other capital improvements together with other available funds; and

WHEREAS, in accordance with the procedures set forth in N.J.S.A. 18A:18A-1 et seq. ("Public School Contracts Law") and the regulations promulgated thereunder, a notice of the bid must be published and returned to the Business Administrator/Board Secretary who, with the assistance of the Special Counsel, will determine the lowest responsive and responsible bidder to purchase the lease from the Board (hereinafter referred to as the "Purchaser"); and

WHEREAS, the Board will enter into a lease purchase agreement (the "Lease") and other related documents with the Purchaser to obtain financing in an amount not to exceed \$500,000; and

WHEREAS, the Board desires to authorize the delegation of the award of the bid to the Business Administrator/Board Secretary and further authorizes the Board President, the Superintendent, the Business Administrator/Board Secretary and Special Counsel to prepare and to execute the Lease and certain other documents and agreements necessary or incidental to the transactions contemplated thereby;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Northern Highlands Regional High School District in the County of Bergen, New Jersey as follows:

Section 1. The Board hereby determines to enter into a sale leaseback textbook equipment lease purchase financing in a principal amount not exceeding \$500,000 in accordance with the requirements of the Public School Contracts Law for the purposes described in the preamble to this resolution. The Superintendent, the Business Administrator/Board Secretary, the Special Counsel, the Board Auditor and other appropriate representatives of the Board (the "Professionals") are hereby authorized to prepare the necessary timetables and bid documents and other related documents as may be necessary and to take other steps necessary to prepare for and to implement the proposed financing.

Section 2. The Board hereby authorizes the publication of the request for bid in accordance with the requirements of the Public School Contracts Law in order to prepare for the proposed transaction and ratifies any such action taken prior hereto.

Section 3. The Board President and/or the Business Administrator/Board Secretary are authorized to award the bid and the Lease to the lowest bidder in accordance with the bid proposals submitted to the Business Administrator/Board Secretary, which winning bid proposal will be retained on file in the Business Administrator/Board Secretary's office. The Purchaser's interest rate will be held fixed for a period of thirty (30) days from the date of the bid. If the

closing does not occur within thirty (30) days for the date of the bid, the interest rate may be calculated in accordance with an index rate established as set forth in the bid specifications.

Section 4. The Board President and/or the Business Administrator/Board Secretary are hereby authorized to execute and to deliver, subject to the review of Special Counsel, the Lease, an agent or an escrow agreement, if necessary, and such other documents as may be necessary to consummate the transaction. The Board authorizes the Business Administrator/Board Secretary to establish an escrow account for the deposit of the Lease proceeds and to direct the deposit and investment of the Lease proceeds in the escrow for the term of the Lease in accordance with the requirements of law. The Board hereby authorizes and directs the Board President or the Business Administrator/Board Secretary to approve any changes, additions, or deletions to the Lease or such other documents as may, in the judgment of Special Counsel, be necessary or advisable, such approval to be evidenced by the execution of the Lease or such other documents by the Board President or the Business Administrator/Board Secretary. The Business Administrator/Board Secretary is also authorized to pay any agreed upon fees and costs of issuance from the Lease proceeds. The Board President and/or the Business Administrator/Board Secretary or other appropriate Board Representatives are also authorized and directed to take on behalf of the Board such other actions as shall be necessary and appropriate to accomplish the lease purchase financing in accordance with the terms of the Lease and this resolution and pursuant to the terms of the agreements and instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereto.

Section 5. The payment of rent or other monies due under the Lease shall be made only from the General Fund of the Board. Neither the Board nor any agency, department or political subdivision thereof shall be obligated to pay any sum to the Purchaser under the Lease from any taxing source for the payment of any sums due under the Lease unless an appropriation is made in a duly approved budget of the Board. The obligations of the Board shall not constitute indebtedness of the Board or of the constituent municipalities or of any department, agency or political subdivision thereof. The Lease shall set forth the term of the Lease, the rental payments to be paid by the Board in respect thereof and the dates on which such rent shall be due and payable.

Section 6. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease, if applicable.

Section 7. The Board does not intend to issue more than \$10,000,000 of tax-exempt obligations in calendar year 2014 that will count towards the limitation imposed by Section 265 of the Internal Revenue Code of 1986, as amended (the "Code") and hereby designates the lease purchase a "qualified tax exempt obligation" for purposes of Section 265(b)(3) of the Code.

Section 8. The Board hereby declares its intent to issue the Lease in the expected maximum principal amount of the Lease set forth herein and to use the proceeds of the Lease to pay or to reimburse expenditures for the costs of the purpose for which the Lease is authorized herein. This resolution is a declaration of intent within the meaning and for the purposes of Treasury Regulations Section 1.150-2 or any successor provisions of federal income tax law.

Section 9. The Board hereby authorizes its representatives to take all actions necessary to complete the financing and to undertake the project contemplated by this resolution. Specifically the Board President and/or the Business Administrator/Board Secretary are authorized to execute a Purchase and Sale Agreement for the acquisition of the Property in substantially the form provide at this meeting with such changes as Special Counsel may recommend.

Section 9. This resolution shall take effect immediately.

- B-11.** Approval of the appointment of SALI MEMA as Part-Time Bus Driver/Custodian at hourly rate of \$23.00 for the 2013-2014 school year, per attachment, pending completion of required documentation.

Roll Call:

10. ACTION ITEMS FOR the Education Agenda for April 7, 2014 BOARD OF EDUCATION MEETING:

_____ moved and _____ seconded:

RESOLVED: That the Board of Education approve/accept the following Education items, **E-1** through **E-9**, 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, with regret, the resignation of GARY TROTTER, Supervisor of Science and Applied Technology, effective June 30, 2014, for the purpose of retirement.
- E-3.** Approve the appointment of LAURA QUINN as a Substitute Secretary at the rate of \$14.00 per hour for the remainder of the 2013 – 2014 school year.
- E-4.** Approve an additional assignment for MARY LARDIERE, JESSICA THOMPSON, and DOREEN ALBANO for the purpose of Leave Replacement Art Teacher from June 2 through June 13, 2014.
- E-5.** Approve the appointment of KIMBERLY KAELIN as .4 Leave Replacement Art Teacher from June 2 through June 13, 2014 at a total annual salary of \$53,695 (BA, Step 3) pro-rated.
- E-6.** Approve a change in FTE for TRACY LAROCCA from .6 to full time for the purpose of Leave Replacement Speech/Language Specialist from April 28, till September 24, 2014.
- E-8.** Approve the appointment of LYNSEY E. WITTMANN as full-time Teacher of Mathematics at a total salary of \$63,175 (MA, Step 6) for the 2014 – 2015 school year.
- E-9.** Approve a field trip to Harriman State Park for the Outdoor Club on April 17, 2014.

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**
- **Negotiations**

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: _____