

**NORTHVALE BOARD OF EDUCATION
NORTHVALE, NEW JERSEY
REORGANIZATION & REGULAR MEETING– MONDAY, JANUARY 9, 2017
6:30 P.M. – MEDIA CENTER**

AGENDA

Meeting Regulations

During this regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the first opportunity, early on the agenda, comments are invited. The second opportunity will occur just prior to adjournment, when residents may address general comments to the Board with time limits being at the discretion of the President.

Persons wishing to speak must, upon being recognized, rise and state their name and address. The Board reserves the right to establish rules for the conduct of its meetings, including such matters as the time at which the public will be heard, if at all, who may speak, and for how long. All such rules shall be monitored by the President unless the majority of the Board present and voting, rule otherwise.

Comments and questions shall be limited to issues. If personal remarks or discourteous statements are made, the presiding officer shall require speaker to sit down.

To inspect or obtain a copy of any public record required to be made available under N.J.S.A. 47:1A-1, *Examination and Copies of Public Records*, please contact the Business Administrator, Northvale Board of Education, 441 Tappan Road, Northvale, NJ 07647

Copies of all public meeting agendas are online on the district website:
<http://www.northvaleschool.org>

I. CALL TO ORDER AND ROLL CALL

II. PUBLIC ANNOUNCEMENT BY BOARD SECRETARY

Adequate notice of this meeting has been provided by mailing copies of said notice to The Record, The Press Journal, the municipal clerks and Borough liaison of Northvale and the Rockleigh School Business Administrator. Publishing of said notice in The Record is on January 15, 2016

III. RESULTS OF ELECTION HELD ON NOVEMBER 8, 2016

For Membership to the Board of Education:

For one three-year term:

Margaret Peg DeGennaro 617

IV. ADMINISTRATION OF OATH

V. NOMINATION OF PRESIDENT AND VICE PRESIDENT

President _____

Vice President _____

VI. APPROVAL OF MINUTES

None

VII. COMMENTS FROM THE PUBLIC – AGENDA ITEMS ONLY

Citizens are invited to make comments and are limited to five minutes, according to the Northvale Public School District Board of Education Bylaw #0167. Persons wishing to speak must, upon being recognized, rise and state their name and address.

VIII. REORGANIZATION APPOINTMENTS EFFECTIVE FROM JANUARY 9, 2017 UNTIL JUNE 30, 2017

1. CODE OF ETHICS

WHEREAS, the members of the Northvale Board of Education recognize that they hold authority not as individuals but as members of the Board. In order to make a clear public statement of its philosophy of service to the pupils of the district,

THEREFORE IT IS RESOLVED, in accordance with N.J.A.S. 18A:12-24.1 each board member acknowledges the receipt of the Code of Ethics for School Board Members and every board member shall abide by the following Code of Ethics:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action, which may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools that, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

2. **ADOPTION OF BYLAWS AND POLICIES**

Approve, ratify, and adopt all commitments, rules, bylaws, contracts, and actions heretofore made, adopted and entered into by the preceding Board of Education.

3. **ROBERTS RULES OF ORDER**

Approve the continued use of Roberts Rules of Order as the guide for all meetings and actions of the Board of Education.

4. **OFFICIAL NEWSPAPERS**

Approve the designation of the Record, the Press Journal and the Star Ledger as official newspapers

5. **SCHEDULE OF FINANCIAL REQUIREMENTS**

Approve the Schedule to receive the Tax Levy and Debt Service payments

6. **IMPLEMENTATION OF 2016-17 BUDGET**

Authorize the Superintendent and Business Administrator to implement the 2016-2017 budget in accordance with the local and state policies and regulations.

7. BOARD MEETING DATES

Approve the Annual Board Meeting Schedule as follows:

RESOLVED that the Northvale Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Media Center at 6:30 pm, as set forth below unless indicated otherwise.

| | |
|---------------------------|--|
| January 23, 2017 | Regular Meeting - 6:30 p.m. |
| February 27, 2017 | Regular Meeting - 6:30 p.m. |
| March 20, 2017 | Preliminary Budget Hearing/ Regular Meeting - 6:30 p.m. |
| April 24, 2017 | Public Budget Hearing/Regular Meeting - 6:30 p.m. |
| May 15, 2017 | Regular Meeting - 6:30 p.m. |
| June 26, 2017 | Regular Meeting - 6:30 p.m. |
| July 17, 2017 | Regular Meeting - 6:30 p.m. |
| August 21, 2017 | Regular Meeting - 6:30 p.m. |
| September 18, 2017 | Regular Meeting - 6:30 p.m. |
| October 16, 2017 | Regular Meeting - 6:30 p.m. |
| November 13, 2017 | Regular Meeting - 6:30 p.m. |
| December 11, 2017 | Regular Meeting - 6:30 p.m. |
| January 8, 2018 | Reorganization/Regular Meeting - 6:30 p.m. |

8. **DEPOSITORY OF SCHOOL FUNDS**

Approve Capital One Bank, Fairfield, NJ and PNC Bank, Pittsburgh, PA as the official depository of school funds for the accounts listed below:

| <u>Account Title</u> | <u>Title of the Signers</u> |
|---|--|
| General Fund Account Capital One Bank | Board President Business Administrator Treasurer |
| Capital Project Account Capital One Bank | Board President Business Administrator Treasurer |
| Payroll Account Capital One Bank | Treasurer |
| Payroll Agency Account Capital One Bank | Business Administrator Superintendent Treasurer |
| Summer Pay Account Capital One Bank | Business Administrator Superintendent Treasurer |
| Milk Fund Account Capital One Bank | Business Administrator Superintendent Treasurer |
| Athletic Account Capital One Bank | Business Administrator Superintendent |
| Student Activity Capital One Bank | Superintendent Athletic Coordinator |
| CDs for Graduation Project PNC Bank | Business Administrator |

9. **PETTY CASH**

Approve the petty cash funds in the amount of \$200.00 and establish a maximum single Petty Cash expenditure of \$50.00 not to be exceeded without prior approval by the Board Secretary.

10. **TAX SHELTER ANNUITY PROVIDER**

Continue to make the 403(b) plan available to all employees under the eligibility rules set out in Section 403(b)(1)(A)(ii) of the Code and the applicable regulations relating to salary reduction programs of public education institutions.

BE IT FURTHER RESOLVED that the Northvale Board of Education approve the following vendors as the district's 403(b) Plan investment providers:

AFLAC
AXA Equitable
Lincoln Financial Group
Security Benefit
Vanguard Group

11. **PAYROLL DIRECT DEPOSIT**

Implementation of the direct deposit requirement pursuant to N.J.S.A. 52:14-15h

12. **RETENTION OF PUPIL RECORDS**

Affirm the retention of Pupil Records in accordance with policies and Permitted Pupil Records as outlined in N.J.A.C 6:3-6.3(a) 2.

13. **SCHOOL CURRICULUM**

Approve the Northvale Public School Curriculum administered by the Northern Valley Curriculum Consortium

14. **EXTRAORDINARY SERVICES**

Approve the participation in the Region III and Northern Valley Consortium programs

15. **SCHOOL SUPPLIES AND SKILLED TRADES BID**

Approve Educational Data Services, Inc., Saddle Brook, NJ for licensing and maintenance fee for consumable school supplies and skilled trades bid.

16. **TRAVEL AND RELATED EXPENSED REIMBURSEMENT 2017-2018**

WHEREAS, the Northvale Board of Education recognizes school staff and board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A: 23A-7.1 et seq. requires board members to receive approval of these expenses by a majority of the full voting membership of the board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30) subject to applicable collective bargaining contracts; and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A: 23A-7.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Northvale Board of Education approves all travel not in compliance with N.J.A.C. 6A: 23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Northvale Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23B-1.2(b), to a maximum expenditure of \$13,000 for all staff and board members

17. **USE OF STATE CONTRACTED AGENCIES FOR SCHOOL PURCHASES**

Authorize the procurement of goods and services through the state agency as follows:

WHEREAS, Title 18A: 18A-10 provides that the board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Northvale Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts and NASPO (National Association of State Procurement Officials) contracts, and

WHEREAS, the Northvale Board of Education desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE BE IT RESOLVED, the Northvale Board of Education does, hereby authorize the district-purchasing agent to make purchases of goods and services entered into on behalf of the State of the Division of Purchase and Property utilizing various vendors that have State contracts. The Purchasing Agent shall make known to the Board, the Commodity/Service, Vendor and State Contract Number utilized.

18. **APPOINTMENT - ATTORNEY**

WHEREAS, the law firm of Fogarty & Hara, Esqs. has the expertise and experience to provide professional services to the Board of Education (hereinafter referred to as the “Board”); and

WHEREAS, the Board is desirous of appointing the law firm of Fogarty & Hara Esqs., to provide professional services to the Board;

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW THEREFORE, BE IT RESOLVED the Board appoints the law firm of Fogarty & Hara Esqs. as Board Attorneys until the next reorganization meeting in accordance with the terms and conditions set forth in the Agreement which is attached hereto and made a part hereof. The Board President and the Board Secretary are hereby authorized to execute the agreement and any and all other documents necessary to effectuate the term of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

19. **APPOINTMENT - AUDITOR**

Lerch, Vinci and Higgins, Fair Lawn, New Jersey is appointed for auditing and accounting services

20. **APPOINTMENT – RISK MANAGEMENT/INSURANCE AGENT**

In accordance with N.J.S.A. 18A:18A-5.10, appoint Burton Agency, Inc. 44 Bergen Street, Westwood, NJ, to administer insurance provided through the NorthEast School Board Insurance Group

21. **CDA SERVICES**
Appoint Phoenix Advisors as Independent Registered Municipal Advisor of “record” for Continuing Disclosure Agent (CDA) Services

22. **APPOINTMENT – ENVIRONMENTAL CONSULTING SERVICES**
Appoint Environmental Remediation and Management of Trenton, NJ for environmental consulting services

23. **APPOINTMENT – ARCHITECT**
Appoint DiCara Rubino Architects as Architect of Record

24. **APPOINTMENT – HEALTH BENEFITS ADVISOR**
Appoint Brown & Brown Benefit Advisor, Inc. as group insurance broker

25. **APPOINTMENT – BOND COUNSEL**
Appoint Lisa Gorab, Esq., of the law firm of Wilentz, Goldman & Spitzer, as bond counsel In accordance with N.J.S.A. 18A:18A-5.1

26. **APPOINTMENT – SCHOOL PHYSICIAN**
Appoint Dr. Shilpa Patel as the School Physician at a retainer fee of \$2,500.

27. **APPOINTMENT - STUDENT INSURANCE CARRIER**
Approve Bollinger as the voluntary student insurance carrier

28. **APPOINTMENT – AFFIRMATIVE ACTION OFFICER**
Appoint Mrs. Dianne Smith as the Affirmative Action Officer

29. **APPOINTMENT – 504 OFFICER**
Appoint Mrs. Jeanne Griffin as the District 504 Officer

30. **APPOINTMENT – HEALTH AND SAFETY OFFICER**
Appoint Mrs. Joanne Greco as Health and Safety Vocational Officer

31. **APPOINTMENT – ATTENDANCE OFFICER**

Appoint Mrs. Joan Bohan as Attendance Officer

32. **APPOINTMENT – CST CHAIRPERSON**

Appoint Mrs. Leslie Fishbein as Child Study Team Chairperson

33. **APPOINTMENT – BUSINESS ADMINISTRATOR/BOARD SECRETARY**

In accordance with N.J.S.A. 18A:17-5, appoint Ms. Dawn Delasandro as Business Administrator/Board Secretary to the Northvale Board of Education as follows:

| | |
|--|----------------------|
| Investment Officer | Purchasing Agent |
| Public Contracts Officer | Custodian of Records |
| Public Agency Compliance Officer (P.A.C.O) | |

34. **APPOINTMENT – SUPERVISOR OF BUILDINGS & GROUNDS**

Appoint Mr. Anthony Coppola as Supervisor of Buildings & Grounds as follows:

| | |
|--|-----------------------|
| Asbestos Management Officer | AHERA Coordinator |
| Chemical Hygiene Officer | Right to Know Officer |
| Indoor Air Quality Designee | |
| Integrated Pest Management Coordinator | |

35. **BUSINESS OPERATION PROCEDURE**

Approve the District's Standard Operating Procedures (SOP), School Response Plan and Financial Management and Purchasing Manual.

36. **DELEGATE APPOINTMENTS**

New Jersey School Boards Association

(Delegate) _____

(Alternate) _____

Bergen County School Boards Association

Northern Valley Joint Boards Association

37. **BOARD COMMITTEE APPOINTMENTS**

- Instructional & Personnel _____
- Finance _____
- Facilities _____
- Legislative & Policy _____
- Negotiations _____

38. **SPECIAL EDUCATION MEDICAID INITIATIVE (SEMI) PROGRAM**

WHEREAS, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2016-17, and

WHEREAS, the Northvale Public School District Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students and the participation in SEMI would not provide a cost benefit to the district based on the projection of the district's available SEMI reimbursement for the 2016-17 budget year.

NOW THEREFORE BE IT RESOLVED, that the Northvale Public School District Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Bergen an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2016-17 school year.

39. **CONTRACTS WITH REAL TIME**

Approve RealTime for special education management/IEP writer

40. **LEGAL COST CONTROL**

WHEREAS, the District shall establish internal controls to reduce legal cost when possible, and if not, provide evidence that such procedures would not result in a reduction of cost,

THEREFORE BE IT RESOLVED that the District will:

- 1) Limit the number of persons with authority to request services to the Superintendent, Business Administrator, Principal and the Child Study Team Chairperson,
- 2) Establish guidance to prevent the use of legal counsel unnecessarily for management decisions where information is readily available through policy, administrative regulations and professional source materials,
- 3) That request for legal advice be made in writing and maintained on file,
- 4) Maintain a log of all legal counsel and that all legal bills be compared to the contact log.

IX. SUPERINTENDENT'S REPORT

It is the recommendation of the Superintendent that the Board of Education approve:

- 1. Mrs. Geryl Greenberg as a part-time (.57) one-on-one aide, beginning January 10, 2017 through June 30, 2017, hours will be Monday-Friday, 11:00 am – 3:00 pm
- 2. The Childbirth Disability Leave for Mrs. Danielle Rumolo to commence on or about April 17, 2017 and to continue through June 12, 2017. Unpaid Family Leave to begin on June 13, 2017 and to continue through January 2, 2018, returning on January 3, 2018.

X. NEW & UNFINISHED BUSINESS

DATE TO REMEMBER

January 23, 2017 - Regular Meeting.....6:30 pm

XI. COMENTS FROM THE PUBLIC

Citizens are invited to make comments and are limited to five minutes, according to the Northvale Public School District Board of Education Bylaw #0167. Persons wishing to speak must, upon being recognized, rise and state their name and address.

XII. EXECUTIVE SESSION, IF NECESSARY

XII. ADJOURNMENT