

NORTHVALE BOARD OF EDUCATION

Minutes - Reorganization & Regular Meeting January 9, 2017

I. CALL TO ORDER AND ROLL CALL

Ms. Delasandro, Business Administrator, called the meeting to order at 6:30 P.M.

Present: Mrs. Johanna Bargisen
Mr. Robert Bargna (arrived at 6:40 pm)
Mrs. Jamie Corday
Mrs. Margaret Peg DeGennaro
Mr. Joseph McGuire

Absent: None

Also present: Mr. Michael Pinajian, Superintendent
Mrs. Dianne Smith, Principal
Ms. Dawn Delasandro, School Business Administrator

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 was 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

The Board Secretary administered the Oath of Office to Mrs. Margaret Peg DeGennaro.

V. NOMINATION OF PRESIDENT AND VICE PRESIDENT

The Board Secretary asked for nominations for President and Vice President.

A motion was made by Mr. Bargna, seconded by Mrs. Bargisen to nominate Mr. Joseph McGuire for President of the Northvale Board of Education.

A roll call vote to elect Mr. Joseph McGuire for President was taken.

Mrs. Johanna Bargisen	Yes
Mr. Robert Bargna	Yes
Mrs. Jamie Corday	Yes
Mrs. Peg DeGennaro	Yes
Mr. Joseph McGuire	Abstain

A motion was made by Mr. Rob Bargna seconded by Mrs. DeGennaro to nominate Mrs. Johanna Bargisen for Vice President of the Northvale Board of Education.

A roll call vote to elect Mrs. Johanna for Vice President was taken.

Mrs. Johanna Bargisen	Abstain
Mr. Robert Bargna	Yes
Mrs. Jamie Corday	Yes
Mrs. Peg DeGennaro	Yes
Mr. Joseph McGuire	Yes

VI. APPROVAL OF MINUTES

None

VII. COMMENTS FROM THE PUBLIC – AGENDA ITEMS ONLY

None

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

Mr. Robert Bargna motioned and Mrs. Bargisen seconded the motion that Resolutions 1 through 35 be accepted as presented.

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. Executive Session may be held at all scheduled meetings.

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.

There was a discussion and appointment of Board Member Delegates.

Mr. Robert Bargna motioned and Mrs. Bargisen seconded the motion that Resolutions 36 through 40 be accepted as presented.

36. **DELEGATE APPOINTMENTS**

New Jersey School Boards Association (Delegate) Mr. Robert Bargna

(Alternate) Mrs. Johanna Bargisen

Bergen County School Boards Association Mrs. Johanna Bargisen

Northern Valley Joint Boards Association Mr. Joseph McGuire
Mrs. Johanna Bargisen

37. **BOARD COMMITTEE APPOINTMENTS**

Instructional & Personnel Mrs. Jamie Corday & Mrs. Peg DeGennaro

Finance Mrs. Johanna Bargisen & Mrs. Peg DeGennaro

Facilities Mr. Robert Bargna & Mr. Joseph McGuire

Legislative & Policy Mr. Robert Bargna & Mrs. Peg DeGennaro

Negotiations Mrs. Jamie Corday & Mrs. Johanna Bargisen

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 2017-18, 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 2017-18 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 2017-18 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

In honor of School Board Recognition month, Mr. Pinajian, on behalf of the Northvale Education Association, thanked the board for all their hard work. He also thanked the NEA and staff for providing refreshments.

Mr. Pinajian explained on the agenda for approval is a part-time aide for a 3rd grade student as well as approval of a leave request. Mr. Pinajian asked for a motion to approve Resolutions 1 – 2.

Mr. Rob Bargna motioned and Mrs. Corday seconded the motion that Resolution 1 and 2 be accepted at presented.

Mrs. Bargisen	Yes
Mr. Bargna	Yes
Mrs. Corday	Yes
Mrs. DeGennaro	Yes
Mr. McGuire	Yes

- 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. COMMENTS FROM THE PUBLIC

Mr. Lou Deliso introduced himself as the new borough liaison.

XI. ADJOURNMENT TO EXECUTIVE SESSION

Motion by Mr. Bargna, seconded by Mrs. Bargisen. Recess for 10 minutes at 6:42 to 6:52 P.M.

It was moved by Mr. Bargna, seconded by Mrs. Bargisen and unanimously approved by those present to enter the Executive Session at 6:36 P.M.

WHEREAS, the Open Public Meeting Act and the Northvale Board of Education policy reserve the right within the constraints of state law to sit in executive session; and

WHEREAS, there now exists a need for this board to meet in an executive session; now, therefore, be it

RESOLVED, that the Northvale Board of Education adjourn into executive session for the following reasons: Personnel.

Dawn Delasandro
School Business Administrator/Board Secretary