

**NORTHVALE BOARD OF EDUCATION
NORTHVALE, NJ 07647**

Minutes of the Regular Meeting held on Monday, March 14, 2016

I. CALL TO ORDER AND ROLL CALL

Mr. Joseph McGuire called the meeting to order at 6:30 P.M.

Present: Mrs. Johanna Bargisen
 Mrs. Jamie Corday
 Mrs. Peg DeGennaro
 Mr. Joseph McGuire

Absent: Mr. Robert Bargna

Also present: Mr. Michael Pinajian, Superintendent
 Mrs. Dianne Smith, Principal
 Ms. Deborah Trainor, Interim Business Administrator

II. FLAG SALUTE AND PLEDGE OF ALLEGIANCE

Mr. Joseph McGuire led all those present in a salute to the flag.

III. PUBLIC ANNOUNCEMENT BY BUSINESS ADMINISTRATOR

None

IV. APPROVAL OF MINUTES

On a motion by Mrs. DeGennaro and seconded by Mrs. Bargisen, the Northvale Board of Education approved the following Northvale Public School District minutes:

Regular meeting	February 29, 2016
Executive Session	February 29, 2016

IN FAVOR: Mrs. Bargisen, Mrs. Corday, Mrs. DeGennaro and Mr. McGuire
OPPOSED: None

V. COMMENTS FROM THE PUBLIC – AGENDA ITEMS ONLY

None

VI. SUPERINTENDENT’S REPORT

Mrs. Bargisen motioned and Mrs. DeGennaro seconded the motion that Resolutions 1 through 8 be accepted as presented with the addendum.

Mrs. Bargisen: Yes to all
Mrs. Corday: Yes to all
Mrs. DeGennaro: Yes to all
Mr. McGuire: Yes to all

1. Authorizing the submission of the proposed Comprehensive Equity Plan for school years 2016- 2017 through 2018-2019.
2. The appointment of Mrs. Dianne Smith as Affirmative Action Officer for the 2016-2017 school year.
3. The following Bylaw, Policies and Regulation for Second and Final Reading.

Bylaw

B0161 Call Adjournment, and Cancellation

Policies

P1523 Comprehensive Equity Plan
P1530 Equal Employment Opportunities
P1550 Affirmative Action Program for Employment & Contract Practices
P2416 Programs for Pregnant Pupils
P3322 Staff Members use of Personal Cellular Telephones/
Other Communication Devices
P4322 Staff Member’s Use of Personal Cellular Telephones/
Other Communication Devices
P5701 Plagiarism
P5751 Sexual Harassment
P5752 Marital Status and Pregnancy

Regulations

R1530 Equal Employment Opportunity Complaint Procedure
R1550 Affirmative Action Program for Employment
R5751 Sexual Harassment of Pupils

REGULAR MEETING MARCH 14, 2016

3. The following policy for First Reading.

P5337 Service Animals

4. Mrs. Debra Cicchetti to attend the CIACC Education and Mental Health and Agency Liaisons workshop, in Lyndhurst, NJ on March 11, 2016. (Mileage \$14.63 plus tolls) [click]
5. Dr. Katlyn Lubin, Neurodevelopmental Pediatrician, (when needed for an evaluation), located in Westwood, NJ.
6. The following people to be added to our 2015-2016 substitute list.

Alan Mechlowe
Jason Shepard

7. Fourth Grade trip to Franklin Mineral Mine, Franklin, NJ [click]
8. The following Fire Drill.

Fire Drill: March 10, 2016

ADDENDUM

1. Ms. Dawn Delasandro as Assistant School Business Administrator/Board Secretary beginning May 1, 2016 through June 30, 2016. Prorated compensation for the term of this Employment Agreement is (\$18,000).

2. **RESOLUTION**

RESOLVE, that the Board of Education approve the appointment of Dawn Delasandro to the position of Business Administrator/Board Secretary for the Northvale Board of Education for the period beginning July 1, 2016 and ending June 30, 2017 at the annual salary of \$108,000.

BE IT FURTHER RESOLVED, that the Board of Education submit the employment contract between Ms. Delasandro and the Northvale Board of Education for review and approval by the Executive County Superintendent.

3. **RESOLUTION**

BE IT RESOLVED by the Northvale Board of Education (hereinafter referred to as the "Board") as follows:

1. An employee's, whose name is on file in the Superintendent's office, request for a leave of absence with pay pursuant to N.J.S.A. 18A:30-7 from March 14, 2016 through the close of business on October 31, 2016 is hereby approved.

REGULAR MEETING MARCH 14, 2016

2. Said employee's resignation, effective October 31, 2016, is hereby approved and accepted.

3. The terms, stipulation and conditions of the Separation Agreement, dated March 14, 2016, annexed to this Resolution, are hereby adopted and approved by the Board of Education. The Board President and School Business Administrator/Board Secretary are hereby authorized and directed to execute the attached Separation Agreement, and any other documents necessary to effectuate same.

VII BUSINESS ADMINISTRATOR’S REPORT

Mrs. Bargisen motioned and Mrs. DeGennaro seconded the motion that Resolutions 1 through 12 be accepted as presented.

- Mrs. Bargisen:** Yes to all
- Mrs. Corday:** Yes to all
- Mrs. DeGennaro:** Yes to all
- Mr. McGuire:** Yes to all except item#10

1. 2016-2017 Preliminary School District Budget

RESOLVED, that there should be raised for General Funds \$8,678,924 for the ensuing school year 2016-2017; and

WHEREAS, included in budget line 620, Budgeted Withdrawal from Capital Reserve – Excess Costs & Other Capital Projects is \$438,000 that is for other capital projects: costs of renovation of Science/STEM Lab and the gymnasium. The total costs of the STEM/Science Lab renovation project is \$455,000 and the total cost of the gymnasium renovation is 393,500 which represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the total budget for the ensuing school year 2016-2017 is \$11,105,093, which includes Special Revenue and Debt Service.

	<u>Budget</u>	<u>Local Tax Levy</u>
General Expense (Fund 10)	\$ 10,473,370	\$ 8,678,924
Special Revenue (Fund 20)	\$ 118,000	N/A
Debt Service (Fund 40)	\$ 513,723	\$ 463,403
Totals	<u>\$ 11,105,093</u>	<u>\$ 9,142,327</u>

REGULAR MEETING MARCH 14, 2016

2. General Fund warrants:	March Bill List	\$536,289.86
	March Payroll	\$474,697.40
Milk Fund Warrant:	Cream-O-Land Dairies	\$868.73

3. Report of the Board Secretary and Report of the Treasurer for the month ending January 2016; and
Further, that in compliance with NJAC 6A: 23-2.11(c) 4, the Northvale School District Board of Education certifies that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
4. Transfer of funds between budgetary line items for January 2016 in compliance with NJ S-1701 Regulations (10% cap)
5. Tuition payment of \$4,071.24 for one (1) student attending 2015-16 SLICE Program from February 22 to June 30, 2016
6. Authorize the Business Administrator to execute a purchase order in the amount of \$37,820.50 for one new 2016 Ford F-250 Truck through State Contract #A88728 in conjunction with Beyer Fleet, 31 Williams Parkway, East Hanover, NJ
7. Contract Award to **C & M Door Controls, Inc.** in the amount of \$23,900 for Single Overall Contract – All Project Work for Vestibule Door Replacement at Northvale Public School
8. Authorize the Business Administrator to advertise bids for the STEM Lab Renovation & the Gym Renovation at Northvale Public School
9. WHEREAS, the Northvale Board of Education (hereinafter referred to as the "Board") desires to engage in the competitive contracting process to procure the services of a custodial management and staffing company; and

WHEREAS, pursuant to N.J.S.A. 18A: 18A-4.1(k) competitive contracting may be used in lieu of public bidding for procurement of services not specifically enumerated in the statute upon approval by the Division of Local Government Services in the Department of Community Affairs (hereinafter referred to as the "Department"); and

WHEREAS, the Board has received approval from the Department; and

WHEREAS, in order to competitively contract, the Board is required to adopt a resolution authorizing the use of competitive contracting and confirming that the process shall be administered by the School Business Administrator.

REGULAR MEETING MARCH 14, 2016

NOW, THEREFORE, BE IT RESOLVED that the Board hereby authorizes the use of competitive contracting in lieu of public bidding for procurement of the services of a custodial management and staffing company; and

BE IT FURTHER RESOLVED that the process shall be administered by the School Business Administrator who with the assistance of the Board Attorney shall prepare requests for proposals in accordance with N.J.S.A. 18A:18A-4.1 et seq.; and

BE IT FURTHER RESOLVED that notice of the availability of the request for proposals shall be published at least twenty (20) days prior to the date established for the submission of proposals.

- 10. Pursuant to the requirements of NJPL 2011 Chapter 78, the Northvale Board of Education will continue the Section 125 Flexible Spending Account (FSA) program from September 1, 2016 to August 31, 2017.

The Board will offer the Medical Care FSA with a \$2,500 threshold and \$500 as a carryover as well as the Dependent Care FSA with a \$5,000 threshold. The Board will be responsible for the \$4.00 monthly administrative fee or a monthly minimum of \$50.00.

- 11. Application for Use of School Buildings submitted by the following organization:
 - A. Northern Valley Soccer Club / Weekly Soccer Training & Weekend Games.....3/1/16 – 6/30/16
 - B. St. Anthony’s Friars / Northvale Travel Basketball 8th Grade Boys (3/21– 5/26/16 Mondays & Thursdays)
- 12. Post Travel Reports submitted pursuant to P.L. 2007, c.53 travel requirements N.J.S.A 18A: 12-33 [click]

VIII NEW AND UNFINISHED BUSINESS

No HIB investigation
Mr. Pinajian and Mrs. Smith went to observe a new security system that is the same as ours.

DATES TO REMEMBER

April 11-15, 2016 Spring Break
April 25, 2016 Regular Meeting.....6:30 pm

IX COMMENTS FROM THE PUBLIC

NONE

X AJOURNMENT

Motioned by Mrs. Bargisen and seconded by Mrs. DeGennaro, the meeting was adjourned at 7:25 p.m. with all in favor.

Deborah Trainor
Interim Business Administrator/Board Secretary