

**MEETING OF THE NORTHVALE BOARD OF EDUCATION
NORTHVALE, NEW JERSEY
REGULAR MEETING – MONDAY, JUNE 26, 2017
6:30 PM – 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. FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

- III. PUBLIC ANNOUNCEMENT BY PRESIDING OFFICER**

Adequate notice of this meeting has been emailed to the municipal clerk and the Rockleigh School Business Administrator, and was also published in The Record on January 21, 2017.

IV. ADJOURN TO EXECUTIVE SESSION

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: TBD

V. APPROVAL OF MINUTES

RESOLVED that the Northvale Public School District Board of Education approve the following Northvale Public School District minutes:

Regular Meeting	May 15, 2017
Executive Session	May 15, 2017

VI. 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.

VII. SUPERINTENDENT'S REPORT

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

1. Rescind the current Superintendent's Contract, July 1, 2014 through June 30, 2019 and approve a new contract (approved by the Executive County Superintendent) for Mr. Michael Pinajian as Superintendent for the period of July 1, 2017 through June 30, 2022.
2. Appoint Ms. Dawn Delasandro as School Business Administrator/Board Secretary for the Northvale Board of Education for the period beginning July 1, 2017 through June 30, 2018.

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3. The following staff members for movement on the salary guide effective September 1, 2017.

Ms. Erin Clark	BA+16/step 14	to	MA/step 14
Ms. Kristen Doramajian	BA+16/step 7	to	MA/step 7
Ms. Dana Errico	BA+16/step 3	to	MA/step 3
Ms. Nicole Schneider	BA+16/step 3	to	MA/step 3

4. Increase of Ms. Mally Shala from .5 Special Education teacher to full-time Special Education teacher BA/step 2 for the 2017-2018 school year.
5. Amending resolution #7 on the May 15, 2017 agenda, on the re-hiring of one-on-one aides as follows:

Re-hiring of Mrs. Celeste Cohen as a full-time one-on-one aide, for the 2017-2018 school year.
6. Reassignment of Mrs. Jennifer Lopez as the Learning Disabilities Teacher Consultant (LDTC) for the 2017-2018 school year.
7. Reduction of Mrs. Kate Arena to work four (4) days a week (.8 employee) beginning September 1, 2017 through June 30, 2018.
8. Mrs. Kate Arena as Child Study Team Chairperson for the 2017-2018 school year.
9. To hire Ms. Rebecca Hahn, Special Education Maternity Leave Replacement Teacher effective September 1, 2017 through December 31, 2017, (BA/step1)
10. To hire Ms. Briana Zwernemann, Special Education Teacher, effective September 1, 2017 through June 30, 2018. (MA/step1)
11. To hire Mrs. Tammy Weis as a part-time one-on-one aide for the 2017-2018 school year.
12. To hire Ms. Nicole Alvarez as a part-time one-on-one aide for the 2017-2018 school year.
13. To hire Mr. German Molino as substitute bus driver for the 2017-2018 school year.
14. To hire Mr. Jack DePalma as a Summer Custodian beginning June 27 through August 31, 2017.

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15. The following curriculum and revised curriculum* for the 2017-2018 school year.

- *Mathematics Curriculum Guide K-12
- *Library Media Curriculum Guide K-12
- *Next Generation Science Curriculum Guide K-5
- *Language Arts Curriculum Guide K-12
- Comprehensive Health and Physical Education Curriculum Guide. K-12
- English as a Second Language Curriculum Guide K-12
- Music Curriculum Guide K-12
- Next Generation Science Curriculum Guide. 6-12
- Social Studies Curriculum Guide K-12
- Technology Education Curriculum Guide K-12
- Visual Art Curriculum Guide K-12
- World Languages Curriculum Guide K-12

16. The District's unchanged waiver for the continuing use of the Marshall Evaluation Instrument for the 2017-2018 school year. The Marshall Evaluation Instrument will be used in a such a way that it meets or exceeds all regulatory requirements regarding the observations and evaluations of staff as per statute 6A:10-4.4(d).

17. A Shared Service Agreement with the Norwood Board of Education,

WHEREAS, the Northvale District will be responsible for 4 days per week of the Social Worker's contract. Northvale shall pay 80% of the Social Worker's salary (\$66,952.80) plus 50% health benefits (\$9,108.61). Northvale shall pay Norwood up to 5 days summer pay. This contract will begin on July 1, 2017 through June 30, 2018.

18. Approve submission of the 2016-2017 school year Security Drill Statement of Assurance to the County.

19. Approve the following Job Descriptions:

- Executive Secretary to the Superintendent
- Principal's Secretary
- Elementary Office Secretary
- Accounts Payable/Secretary to the Business Administrator
- Payroll & Benefits/Secretary to the Business Administrator
- Affirmative Action Officer
- Classroom Aide (Paraprofessional)
- Special Education One-On-One Aide (Paraprofessional)

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20. The following Fire and Security Drills.

Fire Drills: May 26, 2017
June 14, 2017

Security Drills: May 15, 2017 - Bomb Threat Evacuation
June 26, 2017 - Table Top with NV Police

VIII. BUSINESS ADMINISTRATOR'S REPORT

It is the recommendation of the Business Administrator that the Board of Education approve the following:

1. General Fund warrants:

June Bill List	\$227,468.18
May 30 Payroll	\$245,433.92
June 15 Payroll	\$335,672.15
June 22 Payroll	\$242,122.67
Add'l Mar 30 in-office checks	\$ 19,118.51
May in-office checks	\$174,530.77

Milk Fund Warrant: Cream-O-Land Dairies \$ 1,025.18

2. Report of the Board Secretary and Report of the Treasurer for the month ending April 2017; and

Further, that in compliance with N.J.A.C. 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.

3. Transfer of funds between budgetary line items for May 2017 in compliance with NJ S-1701 Regulations. (10% cap)
4. Appointment of Ms. Dawn Delasandro as Business Administrator/Board Secretary to the Northvale Board of Education as follows in accordance with N.J.S.A. 18A:17-5:

Investment Officer	Purchasing Agent (without QPA)
Public Contracts Officer	Custodian of Records
Public Agency Compliance Officer (P.A.C.O)	

5. Authorize Board Secretary/School Business Administrator to pay bills between board meetings, as necessary.
6. Authorize Board Secretary/School Business Administrator to transfer funds between board meetings, as necessary,

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7. District travel mileage reimbursement at the NJ Statutory Level, currently \$0.31 per mile, for the 2017-2018 school year.
8. Adoption of the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the district's record keeping.
9. Approve the following annual contracts for the 2017-2018 school year.

Vendor	Service	Cost
File Bank	Remote file storage	\$2463
Blackboard Inc	Web Hosting	\$1651
	Mass Notification	\$2178
Strauss Esmay	Policy Management	\$2600
Genesis	Student Information System	\$8000
Ed Data	Cooperative Purchasing	\$2160
	Right to Know Product Entry	\$180
Eastern Data Comm	ShoreTel telephone maintenance	\$4412
RealTime	Special Education student information system/IEP Writer	\$3250

10. Approve participation in Cooperative Purchasing Agreements with Educational Data Service Inc., ESCNJ (Previously MRESC) and Hunterdon County Educational Services Commission
11. Accept award from Orange & Rockland for the STEM Classroom Grant in the amount of \$1,000 for "Let's Go Native" project.
12. OFFICIAL NEWSPAPERS
Approve the designation of the Record and the Start Ledger as official newspaper
13. 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 be exceeded without prior approval by the Board Secretary.
14. 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.

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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

15. DEPOSITORY OF SCHOOL FUNDS AND FACSIMILE SIGNATURES

Approve Capital One Bank, Fairfield, NJ and PNC Bank, Pittsburgh, PA as the official depository of school funds and facsimile signature for all district warrants 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

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Student Activity
Capital One Bank

Superintendent
Athletic Coordinator

CDs for Graduation Project
PNC Bank

Business Administrator

16. PAYROLL DIRECT DEPOSIT

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

17. 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 6A:32-7.

18. 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.

19. 2017-2018 TAX LEVY SCHEDULE

July 12, 2017	\$783,507.50 (Inc. \$38,928.13 Debt Service)
August 9, 2017	\$783,507.50 (Inc. \$38,928.17 Debt Service)
September 13, 2017	\$783,507.50 (Inc. \$38,928.17 Debt Service)
October 11, 2017	\$783,507.50 (Inc. \$38,928.17 Debt Service)
November 8, 2017	\$783,507.50 (Inc. \$38,928.17 Debt Service)
December 13, 2017	\$783,507.50 (Inc. \$38,928.17 Debt Service)
January 10, 2018	\$783,507.50 (Inc. \$38,928.17 Debt Service)
February 7, 2018	\$783,507.50 (Inc. \$38,928.17 Debt Service)
March 7, 2018	\$783,507.50 (Inc. \$38,928.17 Debt Service)
April 11, 2018	\$783,507.50 (Inc. \$38,928.17 Debt Service)
May 9, 2018	\$783,507.50 (Inc. \$38,928.17 Debt Service)
June 13, 2018	\$783,507.50 (Inc. \$38,928.17 Debt Service)
Total:	\$9,402,090

20. TRANSFER OF CURRENT YEAR SURPLUS TO RESERVE

WHEREAS, NJSA 18A: 21-2 and NJSA 18A: 7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

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WHEREAS, the Northvale Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Northvale Board of Education has determined to deposit an amount of unreserved, undesignated fund balance for the year end June 30, 2017, an amount not to exceed \$300,000 into the Capital Reserve and Maintenance Reserve and an amount not to exceed the maximum allowable amount defined by the district's Long Range Facility Plan subject to the verification upon completion of the Audit;

NOW THEREFORE BE IT RESOLVED by the Northvale Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

21. TREASURER

Appointment of Ms. Suzanne Burroughs as the Treasurer of School Monies for the 2017-2018 school year at an annual salary of \$5,368.

22. ASBURY PARK ITC

Annual contract with Asbury Park ITC for view only of historical Budgetary Accounting and Payroll/Personnel records for the 2017-2018 school year in the amount of \$4,205.

23. COMPUTER SOLUTIONS INC.

Contract with Computer Solutions Inc. for Budgetary Accounting System and Payroll/Human Resources Services for the 2017-2018 school year in the amount of \$9,540.

24. 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

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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.

25. BOARD 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 effective July 1, 2017, at an hourly rate of \$175 for partners and \$155 for associates;

NOW, THEREFORE, BE IT RESOLVED that the Board appoints the law firm of Fogarty & Hara, Esqs. As Board Attorneys for the 2017-2018 school year 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 terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

26. APPOINTMENT – AUDITOR

Lerch, Vinci and Higgins, Fair Lawn, New Jersey is appointed for auditing and accounting services at a cost not to exceed \$20,000 for the 2017-2018 school year. This contract is awarded without competitive bidding as a Professional Service under the provisions of the Public School Contracts Law because the service is being performed by a firm authorized to provide Auditor services.

27. 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

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28. APPOINTMENT – KARL ENVIRONMENT GROUP

Appoint Karl Environment Group for AHERA consulting services at a cost of \$800 for the 2017-2018 school year.

29. APPOINTMENT – ARCHITECT

Appoint DiCara Rubino Architects as Architect of Record for the 2017-2018 school year.

This contract is awarded without competitive bidding as a Professional Service under the provisions of the Public School Contracts Law because the service is being performed by a firm authorized to provide Architectural services.

30. 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 for the 2017-2018 school year.

This contract is awarded without competitive bidding as a Professional Service under the provisions of the Public School Contracts Law because the service is being performed by a firm authorized to provide Bond Counsel services.

31. APPOINTMENT – SCHOOL PHYSICIAN

Appoint Dr. Shilpa Patel as the School Physician at a retainer fee of \$2,500.

This contract is awarded without competitive bidding as a Professional Service under the provisions of the Public School Contracts Law because the service is being performed by a firm authorized to provide Healthcare services.

32. APPOINTMENT – STUDENT INSURANCE CARRIER

Approve Berkeley Life as the voluntary student insurance carrier

33. APPOINTMENT – AFFIRMATIVE ACTION OFFICER

Appoint Mrs. Dianne Smith as the Affirmative Active Officer

34. APPOINTMENT – 504 OFFICER

Appoint Mrs. Jeanne Griffin as the District 504 Officer

35. APPOINTMENT – ATTENDANCE OFFICER

Appoint Mrs. Joan Bohan as Attendance Officer

36. APPOINTMENT – SUPERVISOR OF BUILDING & 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

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37. APPOINTMENT – MCKINNEY-VENTO HOMELESS EDUCATION LIAISON
Appoint Mrs. Debra Cicchetti as McKinney-Vento Homeless Education Liaison
38. APPOINTMENT – ANTI-BULLYING SPECIALIST
Appoint Mrs. Jeanne Griffin as Anti-Bullying Specialist
39. APPOINTMENT – ANTI-BULLYING COORDINATOR
Appoint Mrs. Kate Arena as Anti-Bullying Coordinator
40. APPOINTMENT – DISTRICT EDUCATIONAL STABILITY LIAISON
Appoint Mrs. Debra Cicchetti as District Educational Stability Liaison
41. BUSINESS OPERATION PROCEDURE
Approve the District's Standard Operating Procedures (SOP), School Response Plan and Financial Management and Purchasing Manual.
42. NORTHERN VALLEY REGIONAL CONSORTIUMS
Participation in the Northern Valley Regional Title II-A and Title III Consortiums for the 2017-2018 grant year.
43. 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.
44. CDA SERVICES
Agreement with Phoenix Advisors as Independent Registered Municipal Advisor of Record for Continuing Disclosure Agent (CDA) Services for 2017-2018 school year.

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45. DENTAL INSURANCE

Renewal of dental insurance with Delta Dental of New Jersey for the 2017-2018 school year with no premium increase.

46. Tuition contract for \$4,940.55 for one (1) student attending Valley Program from June 5, 2017 to June 30, 2017

47. Tuition contract for \$5,000 plus related services for one (1) student attending Bergen County Special Services 2017 Extended Year Program Summer Program.

48. WHEREAS the Northvale Board of Education awarded the contract for Electrical Upgrade to TSUJ Corp (“TSUJ”) on February 27, 2017; and

WHEREAS, the total contract award for \$348,477 was budgeted in the 2017/2018 fiscal year budget; and

WHEREAS, TSUJ began work on the project prior to June 30, 2017 in the school district during after-school hours with approval of the Superintendent and Business Administrator; and

WHEREAS, funds exist in the current 2016/2017 fiscal year budget in Fund 12 for Capital Outlay;

NOW THEREFORE BE IT RESOLVED, that a portion of the Electrical Upgrade Project for work that has been completed to date be encumbered to the 2016/2017 fiscal year budget in the amount of \$89,220.77;

BE IT FURTHER RESOLVED, that the remainder of the project in the amount of \$259,256.23 will be encumbered to the 2017/2018 fiscal year budget.

49. Payment Application #1 submitted by TSUJ Corp. in the amount of \$89,220.77 for work completed to date with Electrical Upgrade as per the recommendation of the architect, DiCara Rubino Architects.

50. Consortium agreement for application of the IDEA grant funds with Rockleigh School District. Funds received on behalf of Rockleigh will be deducted from tuition charges for special education students received from Rockleigh.

51. Regular Education tuition rates per pupil for non-resident students for the 2017-2017 school year:

Kindergarten	\$17,469
Grades 1-5	\$16,659
Grades 6-8	\$15,449

