

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

Minutes of the Regular Meeting held on Monday, June 27, 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
 Mr. Joseph McGuire

Absent: Mr. Robert Bargna
 Mrs. Peg DeGennaro

Also present: Mr. Michael Pinajian, Superintendent
 Mrs. Dianne Smith, Principal
 Ms. Dawn Delasandro, Assistant Business Administrator
 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 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 15, 2016.

IV. AJOURN TO EXECUTIVE SESSION

Motioned by Mrs. Bargisen and seconded by Mrs. Corday, the meeting was adjourned to executive session at 6:32 pm.

Motioned by Mrs. Bargisen and seconded by Mrs. Corday, the meeting was reopened to the public at 7:05 pm.

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4. Ms. Claudia Fermano, as a part-time (.5) instructional aide, for the 2016-2017 school year.
5. Retroactive Ms. Meghan Vittorio as a part-time one-on-one aide for Student ID #4268904859 from May 26 through June 26, 2016.
6. Accept the resignation of Ms. Meghan Vittorio effective immediately.
7. Ms. Rose Marie Zara, Basic Skills teacher, for the 2016-2017 school year, effective September 1, 2016.
8. Ms. Rose Zara to teach the Orton Gillingham summer reading program for a total of 6 hours per week for 4 weeks beginning July 5 through July 29, 2016.
9. Ms. Lauren Velten, part-time (.5) Special Education teacher, for the 2016-2017 school year, effective September 1, 2016.
10. Ms. Jaclynn Geitz, FMLA Leave Replacement for Khyati Mehra, Speech Therapist, from October 10, 2016 through the remainder of school year.
11. Ms. Jessica Maneri, FMLA Leave Replacement for Katherine Arena, School Psychologist, from October 1, 2016 through January 23, 2017
12. Ms. Courtney Teitell, FMLA Leave Replacement for Kate Heyboer, Elementary Teacher, from September 22, 2016 through April 30, 2017.
13. Mr. Bashkim Shehi, Custodian, for the 2016- 2017 school year, effective July 1, 2016 through June 30, 2017.
14. The following Summer Custodians beginning June 23, 2016 through August 31, 2016.

Christopher Kourelakos
Andrew Gluckman
Brian Pedersen
Nicholas Maresca

15. The extracurricular and co-curriculum stipend position for the 2016-2017 school year.
Girls Basketball Mr. Michael Schulman – Coach
Mrs. Elizabeth Santos – Ass't. Coach
16. Amend the following extracurricular and co-curriculum stipend position for the 2016-2017 school year, approved May 9, 2016.

Boys Basketball Mr. Michael Schulman – Coach
Mrs. Elizabeth Santos – Ass't. Coach

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17. The following curriculum and revised curriculum* for the 2016-2017 school year.

Comprehensive Health and Physical Education Curriculum Guide. K-12

English as a Second Language Curriculum Guide K-12

Library Media 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

*Next Generation Science Curriculum Guide K-5

*Mathematics Curriculum Guide K-12

*Language Arts Curriculum Guide K-12

18. Approve to submit the 2015-2016 school year Security Drill Statement of Assurance to the County.

19. The following Fire and Security Drills:

Fire Drills: 5/9/16

6/2/16

Security Drill: 6/27/16 - Tabletop Active Shooter Drill

VIII BUSINESS ADMINISTRATOR'S REPORT

Mrs. Bargisen motioned and Mrs. Corday seconded the motion that Resolutions 1 through 31 be accepted as presented.

Mrs. Bargisen: Yes to all

Mrs. Corday: Yes to all

Mr. McGuire: Yes to all

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|---------------------------|-------------------|---------------|
| 1. General Fund warrants: | May Bill List #2 | \$ 13,672.02 |
| | June Bill List #1 | \$ 502,708.23 |
| | May Payroll | \$480,359.47 |
| | June Payroll #1 | \$570,934.30 |
| | Milk Warrant: | May milk |

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

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3. Transfer of funds between budgetary line items for April 2016 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:
 - Custodian of Records
 - Investment Officer
 - Public Contracts Officer
 - Purchasing Agent (without QPA)
 - Public Agency Compliance Officer (P.A.C.O)

5. **PAYMENT OF MERIT BONUS 2015-16**

WHEREAS, the Executive County Superintendent of Schools has reviewed evidentiary documentation and the Board of Education Resolution certifying attainment of the Superintendent's Merit Goal for the 2015-2016 school year pursuant to N.J.A.C. 6A:23A-3.1(10) and

WHEREAS, the Executive County Superintendent has authorized payment of the merit bonus to the Superintendent,

NOW THEREFORE BE IT RESOLVED, that the Board of Education authorizes payment of the following 2015/2016 merit bonus to the Superintendent.

Qualitative Goal #4	2.5 percent	\$3,375.00
Qualitative Goal #5	2.5 percent	\$3,375.00
Quantitative Goal #1	3.33 percent	\$4,495.50
Quantitative Goal #2	3.33 percent	\$4,495.50
Quantitative Goal #3	3.33 percent	\$4,495.50

6. **2016-2017 TAX LEVY SCHEDULE**

July 13, 2016	\$761,860.60 (Inc. \$38,616.92 Debt Service)
August 10, 2016	\$761,860.60 (Inc. \$38,616.92 Debt Service)
September 14, 2016	\$761,860.58 (Inc. \$38,616.92 Debt Service)
October 12, 2016	\$761,860.58 (Inc. \$38,616.92 Debt Service)
November 9, 2016	\$761,860.58 (Inc. \$38,616.92 Debt Service)
December 14, 2016	\$761,860.58 (Inc. \$38,616.92 Debt Service)
January 11, 2017	\$761,860.58 (Inc. \$38,616.92 Debt Service)
February 8, 2017	\$761,860.58 (Inc. \$38,616.92 Debt Service)
March 8, 2017	\$761,860.58 (Inc. \$38,616.92 Debt Service)
April 12, 2017	\$761,860.58 (Inc. \$38,616.92 Debt Service)
May 10, 2017	\$761,860.58 (Inc. \$38,616.92 Debt Service)
June 14, 2017	\$761,860.58 (Inc. \$38,616.92 Debt Service)
Total:	\$9,142,327.00

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7. **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

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, 2016, an amount not to exceed \$200,000 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.

8. **CLOSE CAPITAL PROJECT ACCOUNT**

RESOLVED: that the Northvale Board of Education authorize the Business Administrator to close Fund 30 Capital Project Account and transfer SDA balance in the amount of \$168,117 to Capital Reserve.

9. **TREASURER**

Appointment of Ms. Suzanne Burroughs as the Treasurer of School Monies for the 2016-2017 school year at an annual salary of \$5,368.

10. **ASBURY PARK ITC**

Annual Contract with Asbury Park ITC for Budgetary Accounting System and Payroll/Personnel System Services. Listed below are the fees scheduled for the school year from July 1, 2016 to June 30, 2017:

Budgetary Accounting	\$6,630
Payroll/Personnel	\$9,100
<u>User License Fees</u>	<u>\$1,125</u>
Total:	\$16,855

11. **COMPUTER SOLUTIONS INC.**

Contract with Computer Solutions Inc. for Budgetary Accounting System and Payroll/Human Resources Services for the 2016-2017 school year in the amount of \$8,146.00.

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12. **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 at an hourly rate of \$165 for partners and \$145 for associates and effective July 1, 2016, 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 until the next organization 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 terms of this Resolution. The Board Secretary is hereby directed to publish a notice of this Award in the official newspaper of the Board.

13. **USE OF SELECTED REGION V SERVICES**

RESOLVED: that the Northvale Board of Education approve this shared services agreement including but not limited to Child Study Team evaluations at the rate of \$320 per evaluation, hourly student therapies and other student support services at the rate of \$70 per hour, non public school services and other services as requested to be provided by Region V consultants on as needed basis for the 2016-2017 school year. There is a 7% administration fee for out of region districts except in cases where administrative fees are established by a federal or state statute regulation.

14. **LEAD TESTING**

Environmental Remediation & Management (ER&M) Inc. to test for lead levels in water in district to be completed prior to September 1, 2016.

15. **NORTHERN VALLEY REGIONAL CONSORTIUMS**

Participation in the Northern Valley Regional Title II-A and Title III Consortiums for the 2016-2017 grant year.

16. **NCLB ALLOCATION**

Resolved not to apply for the NCLB Title I Part A Funds allocated for the 2016-2017 school year.

17. **NCLB ACCEPTING NOTIFICATION**

Resolved to accept the 2016-2017 NCLB Entitlement as follows:

Title II, Part A	\$11,348 (Consortium with NVRHS)
Title III	\$ 6,761 (Consortium with NVRHS)

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18. **EVENING AND SUMMER CUSTODIAL SERVICES**

WHEREAS, the Northvale Board of Education (hereinafter referred to as the "Board") solicited bids for Evening and Summer Custodial Services for the Northvale School District (hereinafter referred to as "Custodial Services"); and

WHEREAS, on April 19, 2016, the Board received one (1) bid for Custodial Services from Pritchard Industries, Inc. (hereinafter referred to as "Pritchard"); and

WHEREAS, the Board awarded the contract for the Custodial Services to Pritchard during its May 9, 2016 meeting; and

WHEREAS, the cost for "Start-up," "Insurance," and "Management Fee" were not included in the total contract price set forth in the Board's May 9, 2016 Resolution awarding the contract for the Custodial Service to Pritchard due to a clerical error; and

WHEREAS, the Board remains desirous to award the contract, inclusive of the costs and fees as set forth herein and as reflected in the submissions by Pritchard; and

WHEREAS, the total contract sum for Pritchard's Custodial Services for the 2016-2017 and 2017-2018 school years is \$322,710.85, which is inclusive of the cost of "Start-up," "Insurance," "Management Fee," and "Custodial Cleaning Services," in the amount of \$157,809.27 for year one (1) and \$164,901.58 for year two (2).

NOW, THEREFORE, BE IT RESOLVED that the Board hereby award the contract for the Evening and Summer Custodial Services for the Northvale School District to Pritchard Industries, Inc., in a total contract sum of \$322,710.85, representing an annual cost of \$157,809.27 for year one (1) and \$164,901.58 for year two.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the specifications, together with an executed Contract, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Custodial Services. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

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19. **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.

20. **NEW BID THRESHOLDS**

WHEREAS, the Governor, in consultation with the State Treasurer and pursuant to N.J.S.A 18A: 18A-3(b), on July 1, 2015 has increased the bid threshold amount for school districts whose purchasing agents do not possess a qualified purchasing agent (QPA) certificate, from \$26,000 to \$29,000,

WHEREAS, the Northvale Board of Education would like to take advantage of the maximum statutory bid threshold amount of \$29,000 for school districts who do not have a qualified purchasing agent;

NOW, BE IT FURTHER RESOLVED that the Northvale Board of Education, establishes and sets the bid threshold amount of \$29,000 for the Board of Education, and further authorizes the Business Administrator/Board Secretary, Ms. Dawn Delasandro to award contracts, in full accordance with N.J.S.A 18A: 18A-3(a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

21. **COLLECTIVE NEGOTIATIONS AGREEMENT**

WHEREAS, the Northvale Board of Education (hereinafter referred to as the "Board" and the Northvale Education Association (hereinafter referred to as the "Association") have negotiated a successor collective negotiations agreement (hereinafter referred to as the "CNA") for the 2016-2017, 2017-2018 and 2018-2019 school years; and

WHEREAS, the Association has, by a majority vote of its membership, ratified the CNA.

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NOW, THEREFORE, BE IT RESOLVED that the Board hereby ratifies and approves the terms of the CNA for the 2016-2017, 2017-2018 and 2018-2019 school years, which is attached to this Resolution and made a part hereof; and

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Business Administrator/Board Secretary to execute, on behalf of the Board, the CNA by and between the Board and the Association.

22. **CDA SERVICES**
Agreement with Phoenix Advisors as Independent Registered Municipal Advisor of Record for Continuing Disclosure Agent (CDA) Services for 2016-2017 school year.
23. **DRUG & ALCOHOL TESTING**
Agreement with Valley Medical Group in Paramus, NJ for the provision of Alcohol and Drug Testing Services effective July 1, 2016 – July 1, 2018.
24. **HEALTH CONSULTANT ADVISOR**
Brown & Brown Benefits Advisors, Inc., Livingston, NJ as Health Consultant Advisors from July 1, 2016 through July 1, 2017 at a cost of \$12,000.00 (No increase)
25. **DENTAL INSURANCE**
Renewal of dental insurance with Delta Dental of New Jersey for the 2016-17 school year with no premium increase.
26. **YMCA LEASE AGREEMENT**
Lease Agreement with the Wyckoff Family YMCA to use the school premises and waive the rent charged to the Wyckoff YMCA in exchange for no fee increase charged to the parents for the Before and After Care Program for two school years 2016-17 and 2017-18.
27. **SALE OF OUTDATED LAPTOPS**
Sale or disposal of outdated laptops to staff, public or as a donation (per the list distributed and on file in the Board of Education office), as recommended by the Superintendent.
28. **STEM LAB RENOVATION**
Payment Application #1 from Salzar & Associates, Inc. in the amount of \$10,165.00 for the work completed to date with the Stem Lab Renovation as per the recommendation of the architect, DiCara Rubino Architects.
29. Application for Use of School Buildings submitted by the following organization:

 Preschool Art Show.....6/8/16

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- 30. Mr. Anthony Coppola, Supervisor of Buildings and Grounds, to attend OSHA Job Hazard Analysis & Risk Assessments on October 28, 2016 in Parsippany, NJ.

Registration \$226.00
Mileage @ \$0.31 per mile plus tolls
State approved meal allowance

- 31. Post Travel Report submitted pursuant to P.L. 2007, c.53 travel requirements N.J.S.A 18A: 12-33.

IX NEW AND UNFINISHED BUSINESS

No HIB incident in June

DATE TO REMEMBER

July 18, 2016 Regular Meeting.....6:30 pm
August Board Retreat – keep in house (no NJSBA)

X COMMENTS FROM THE PUBLIC

Mr. David Herndon, representative for the Northvale Education Association, expressed his gratitude and thanked the board for a smooth and successful contract negotiation.

Mrs. Karanikitas, Northvale parent, expressed concern about a possible teaching staff reassignment.

XI AJOURNMENT

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

Dawn Delasandro
Business Administrator/Board Secretary