

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

Minutes of the Regular Meeting held on Monday, December 12, 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  
                              Mr. Robert Bargna  
                              Mrs. Peg DeGennaro  
                              Mrs. Jamie Corday  
                              Mr. Joseph McGuire

Absent:                 None

Also present:         Mr. Michael Pinajian, Superintendent  
                              Mrs. Dianne Smith, Principal  
                              Ms. Dawn Delasandro, 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. ADJOURN TO EXECUTIVE SESSION**

The Board has determined it will enter into Executive Session for the following reasons: Student and legal issues.

It was moved by Mr. Bargna, seconded by Mrs. Bargisen and unanimously approved by those present to enter the Executive Session at 6:33 PM.

It was moved by Mrs. Bargisen, seconded by Mr. Bargna and unanimously approved by those present to reopen the Regular Meeting to the public at 6:46P.M

**V. APPROVAL OF MINUTES**

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

Regular Meeting	November 14, 2016
Executive Session	November 14, 2016

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

**VI. COMMENTS FROM THE PUBLIC – AGENDA ITEMS ONLY**

None

**VII. SUPERINTENDENT’S REPORT**

Mr. Pinajian explained there will be a presentation of our annual audit tonight, as soon as our auditor arrives.

Mr. Pinajian thanked Ms. Vanderstreet and Mr. Herndon for all their hard work and job well done on a superb holiday concert. The students performed excellently. He explained on the agenda for approval is a teacher’s request for a medical leave of absence for which 2 staff members will be filling in. We are also increasing the substitute rate of pay when a sub is on one assignment for more than 5 consecutive days. For the PTO enrichment, we will be reviewing the programs and recommending the number of classrooms and how often they can be used. He asked for a motion to approve resolutions 1 – 11.

Mr. Bargisen motioned and Mrs. Bargna seconded the motion that Resolutions 1 through 11 be accepted as presented.

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

1. Medical Leave of Absence (approximately 6 weeks) for Mrs. Michelle Vialonga beginning December 5, 2016.
2. Geryl Greenberg as medical leave replacement from December 5, 2016 through December 31, 2016. Melissa Pesce as medical leave replacement from January 3, 2017 through January 13, 2017.

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3. Retroactively from December 1, 2016, an increase in the substitute rate for short-term assignments. First five (5) consecutive days at a rate of \$85 per/day. \$95 per/day for the balance of the short-term assignment (for no more than a total of 20 days per assignment).
4. The following to be added to our 2016-2017 substitute list (pending completed paperwork).

Melissa Pesce  
Cynthia Loud  
James Roh  
Joseph Zacco  
Christopher Visconi

5. Mr. Andrew Cole as Debate Club Advisor for the 2016-2017 school year. (stipend based on Schedule B of the teacher's contract).
6. The District's continuing use of the Marshall Evaluation Instrument. The Marshall Evaluation Instrument will be used in such a way that it meets or exceeds all regulatory requirements regarding the observations and evaluations of staff.
7. The PTO Enrichment Program to begin February 27, 2017 through April 20, 2017 will include the following vendors/classes:

Mad Science  
Fashion Camp  
Cooking  
iPiggiBank  
Music  
Chess  
Acting Up  
Art  
Fitness  
Technology

8. Trips for grades 5 through grades 8 to the Northvale American Legion Hall for the Northvale Centennial Museum.

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9. Travel Requests as follows:

	NAME	CONFERENCE/ SEMINAR	LOCATION	DATE	ESTIMATED COST
	Leslie Fishbein	IEP Development: LRE	East Orange, NJ	12/14/16	Mileage & Tolls

10. The following Policy for Second Reading

Policy

7522 School District Provided Technology Devices to Staff Members

11. The following Drills.

Security Drill:

11/28/16 – Active Shooter/Evacuation Drill

Fire Drill:

12/6/16

**VIII. BUSINESS ADMINISTRATOR’S REPORT**

Ms. Delasandro provided the board with a summary of the items included on the agenda. She explained there is a Corrective Action Plan related to the 2015/2016 budget. Final payment is being made to Salazar for the Steam Lab renovation and the final project cost came in about \$18,000 under the original bid amount. Also for approval is the write off of old outstanding checks and bank reconciliation adjustments from the 2014/2015 school year. She asked for a motion to approve resolutions 1-8.

Mrs. Bargisen motioned and Mr. Bargna seconded the motion that Resolutions 1 through 8 be accepted as presented.

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

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1. General Fund warrants:

October Bills Adjustment	\$ (4,530.04)
December Check Register	\$325,219.79
December Payroll	\$511,798.06

Milk Fund Warrant:	Cream-O-Land Dairies	\$898.10
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2. Report of the Board Secretary and Report of the Treasurer for the month ending October 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.

3. Transfer of funds between budgetary line items for November 2016 in compliance with NJ S-1701 Regulations. (10% cap)

4. Accept and submit the Corrective Action Plan of the 2015-2016 Annual Audit to the County Superintendent of Schools.

5. Final Payment Application #6 from Salazar & Associates, Inc. in the amount of \$9,893.59 for work completed to date with the Stem Lab Renovation as per the recommendation of the architect, DiCara Rubino Architects.

6. Appointment of the Board Secretary as temporary chairman of the Annual Reorganization Meeting on January 9, 2017.

7. Write off of outstanding checks and bank reconciliation adjustments as follows:

**Fund 11 General**

<u>Date</u>	<u>Payee</u>	<u>Check Number</u>	<u>Amount</u>
7/30/2014	School Specialty	101	1,513.46
7/30/2014	School Specialty	102	289.95
3/15/2015	Suzanne Eiken	4241	20.00
6/30/2015	NVRHS	4527	4,015.07
6/30/2015	Petty Cash Fund	4548	25.00
12/1/2014	Miscellaneous Adj.	N/A	272.35
8/31/2015	Miscellaneous Adj.	N/A	(225.00)
Total increase to General Fund – per books			\$5,910.83

**Fund 30 Capital**

<u>Date</u>	<u>Payee</u>	<u>Check Number</u>	<u>Amount</u>
6/30/2015	Miscellaneous Adj.	N/A	\$2,297.00
Total increase to Capital Fund – per books			\$2,297.00

8. Applications for Use of School Buildings submitted by the following organizations:

- ✚ Northvale PTO Spring Fling.....3/31/17
- ✚ After-School Enrichment Program.....2/27 – 4/5/17

**IX. NEW AND UNFINISHED BUSINESS**

Mr. Pinajian expressed there was a recent student conflict issue which was determined to be a HIB incident. President McGuire reminded everyone the dates for holiday recess and the annual Reorganization Meeting of the Board is scheduled for January 9, 2017. The board discussed the proposed academic calendar for 2016/2017.

**X. COMMENTS FROM THE PUBLIC**

Mrs. Friel commented the holiday concert was amazing and all students felt included. She questioned what procedures the district follows after a HIB incident. Mr. Pinajian explained that after disciplinary actions, the student is followed up by the guidance department.

**XI. AUDIT PRESENTATION BY GARY HIGGINS**

Mr. Pinajian introduced Gary Higgins of Lerch, Vinci & Higgins, our school auditor. Mr. Higgins presented to the board and public a summary of the 2015/2016 Comprehensive Annual Financial Report and confirmed that the auditor's final opinion is that the financial statements are fairly presented. He reviewed the current reserve accounts of the district and amounts in each. He also explained the auditor's findings and recommendations.

**XII. ADJOURNMENT TO EXECUTIVE SESSION**

Motioned by Mr. Bargna and seconded by Mrs. Bargisen, the Regular Meeting was adjourned to Executive Session at 7:09 pm with all in favor.

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Dawn Delasandro

Business Administrator/Board Secretary