

**NORTHVALE BOARD OF EDUCATION**

**MINUTES – REGULAR SESSION  
MONDAY, MAY 15, 2017**

**I. CALL TO ORDER AND ROLL CALL**

Mr. McGuire, Board President, called the meeting to order at 6:34 P.M.

Present: Mr. Robert Bargna  
Mrs. Jamie Corday  
Mr. Joseph McGuire

Absent: Mrs. Johanna Bargisen  
Mrs. Peg DeGennaro

Also Present: Mr. Michael Pinajian, Superintendent  
Mrs. Dianne Smith, Principal  
Ms. Dawn Delasandro, School Business Administrator  
Mrs. Maria Yuelys - Rockleigh

**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 provided 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**

It was moved by Mr. Bargna, seconded by Mrs. Corday and unanimously approved by those present to enter the executive Session at 6:35 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: Contract

**MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

Re-enter Public Session

It was moved by Mr. Bargna, seconded by Mrs. Corday and unanimously approved by those present to re-enter the Public Session at 6:45 P.M.

**V. APPROVAL OF MINUTES**

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

Regular Meeting	April 24, 2107
Executive Meeting	April 24, 2017

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

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

None

**VII. SUPERINTENDENT’S REPORT**

Mr. Pinajian thanked Mrs. Vadovic and all staff members who attended the Philadelphia class trip for making it a great experience for the students. Mr. Pinajian reviewed his agenda, remarking that it is a lengthy report this month and includes staff rehiring, stipend positions, second reading for many policies and revised job descriptions. There is also an addendum to revise 2 resolutions. He asked for a motion to approve resolutions 1- 32, with resolutions 22 and 32 as amended.

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

1. The re-hiring of the following tenured staff members for the 2017-2018 school year:

Mrs. Mary Archer	MA+32/step 17
Mrs. Anne Marie Astudillo	MA+16/step 15

## MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017

Mrs. Joan Bohan	BA+32/step 8
Ms. Erin Clarke	BA+16/step 14
Mrs. Maureen Cooper	MA+16/step 17
Ms. Jessica Dimataris	BA/step 8
Ms. Kristen Doramajian	BA+16/step 7
Mrs. Joanne Greco	MA+32/step 17
Mrs. Jeanne Griffin	MA/step 17
Mrs. Jennifer Helfman	MA/step 17
Mr. David Herndon	BA+16/step 14
Mrs. Kate Heyboer	MA/step 7
Mrs. Geralyn Higgins	MA+32/step 16
Mrs. Patty Inglese	BA/step 8
Mrs. Nicole Killeen	MA+32/step 9
Mrs. Rebecca Endo	MA+16/step 11
Mr. Ronald Kucheruck	MA/step 14
Ms. Jennifer Madonna	MA/step 6
Mrs. Patricia Magnani	BA+32/step 15
Mrs. Heather Matos	BA/step 13
Mrs. Khyati Mehra	MA/step 17
Mrs. Rose Ottomanelli	MA+32/step 13
Mrs. Desirae Parvis	MA+32/step 6
Mr. Michael Praysner	MA/step 12
Ms. Lucia Quarato	MA/step 12
Mrs. Jennifer Reeves	MA+32/step 13
Mrs. Danielle Rumolo	MA/step 11
Mrs. Elena Russell	MA/step 15
Mrs. Elizabeth Santos	BA/step 9
Mrs. Jodi Sardanis	MA/step 13
Dr. Michelle Sarver	MA+32/step 17
Mr. Michael Schulman	MA+16/step 8
Mrs. Catherine Sergiano	MA/step 10
Mrs. Lauren Syre	MA+32/step 17
Mrs. Sharon Vadovic	MA+32/step 17
Ms. Pia Vanderstreet	BA/step 8
Mrs. Michelle Vialonga	MA/step 16
Mrs. Alexandra Young	BA/step 7

2. The re-hiring (tenure) of Mrs. Victoria Nicolich, Library Media Specialist, for the 2017-2018 school year. (MA/step 5)

## MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017

3. The re-hiring of the following non-tenured staff members for the 2017-2018 school year.

Ms. Caitlin Adair		BA/step 3
Mrs. Katharine Arena		MA+32/step 4
Mr. Andrew Cole		BA/step 3
Mrs. Katherine Dodds	.57	MA/step 2
Ms. Dana Errico		BA+16/step 3
Ms. Emma Flynn		BA/step 3
Mrs. Tina Lanciotti		MA/step 4
Mrs. Jennifer Leiman		MA/step 6
Mrs. Shannon Lewis		MA+16/step 6
Ms. Jennifer Lopez		MA/step 4
Ms. Samantha Rudick		BA/step 2
Mrs. Gina Scherer		MA/step 5
Ms. Nicole Schneider		BA+16/step 3
Ms. Mally Shala	.5	BA/step 2
Ms. Maria Soria		MA/step 12
Mrs. Rose Zara		MA+16/step 6

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

Mrs. Nicole Killeen	MA+16 step/9 to MA+32/step 9
Mrs. Jennifer Madonna	BA+16/step 6 to MA/step 6

5. The re-hiring of the following 12-month secretarial staff from July 1, 2017 through June 30, 2018.

Ms. Anne Colthart  
Mrs. Nathalie Covo  
Mrs. Robin Rudolph  
Mrs. Linda Ryan

6. The re-hiring of Mrs. Terese Comer, part-time (.5) Media Center Library Clerk, for the 2017-2018 school year.

7. The re-hiring of the following one-on-one aides for the 2017-2018 school year:

Mrs. Derise Gluckman	
Mrs. Maria Borges	(.5 no health benefits)
Mrs. Celeste Cohen	(.5 no health benefits)
Mrs. Paula Tate	(.5 no health benefits)
Mrs. Geryl Greenberg	(.57 no health benefits)

## **MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

8. The re-hiring of the following instructional aides for the 2017-2018 school year:
  - Mrs. Lynn Arcella
  - Mrs. Rebecca Callahan (.5 no health benefits)
  - Mrs. Jacqueline Sheehy (.5 no health benefits)
9. The re-hiring of the following para-professionals for morning and lunchroom supervision for the 2017-2018 school year.
  - Mrs. Linda Annunziata (morning 8:00 am - 8:30 am, lunch 11:00 am – 1:30 pm)
  - Ms. Brenda Buck (morning 7:45 am – 8:45 am, lunch 11:00 am – 1:30 pm)
10. The re-hiring of Ms. Karen Frigiola as bus aide for July 5, 2017 through July 31, 2017 and for the 2017-2018 school year.
11. The re-hiring of Mrs. Dianne Smith, Principal, 12-month position from July 1, 2017 through June 30, 2018.
12. The re-hiring of Mr. Anthony Coppola, Building and Grounds Supervisor, 12-month position from July 1, 2017 through June 30, 2018.
13. The re-hiring of Mrs. Patricia Kayan, Executive Secretary to the Chief School Administrator, 12-month position from July 1, 2017 through June 30, 2018.
14. The re-hiring of Mrs. Kathleen Fitzpatrick, Secretary to Business Administrator/Payroll & Benefits, 12-month position from July 1, 2017 through June 30, 2018.
15. The re-hiring of Mrs. Nadine McGrath, Curriculum & Instruction Supervisor, 11-month position for the 2017-2018 school year.
16. The re-hiring of Mr. Emmett Dresler, District Technician, 12-month position from July 1, 2017 through June 30, 2018.
17. The re-hiring of Mr. Bashkim Shehi, Custodian, 12-month position from July 1, 2017 through June 30, 2018.
18. Mr. Kevin Montgomery, Custodian, 12-months position from July 1, 2017 through June 30, 2018.
19. The resignation of Mrs. Leslie Fishbein Supervisor of Special Education/LDTC, effective June 30, 2017.

## MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017

20. The following extra-curricular and co-curricular stipend positions for the 2017-2018 school year:

Athletic Coordinator	Mrs. Sharon Vadovic
Intramural Coordinator	Mrs. Sharon Vadovic
Boys Basketball Coach	Mr. Michael Schulman
Boys Basketball Ass't Coach	Mr. Andrew Cole
Girls Basketball Coach	Mr. Michael Schulman
Girls Basketball Ass't Coach	Mr. Andrew Cole
Soccer Coach	Ms. Jessica Dimataris
Volleyball Coach	Mrs. Sharon Vadovic
Track Coach	Mr. Michael Schulman
Baseball Coach	Mr. Ron Kucheruck
Softball Coach	Ms. Samantha Rudick
Art Club Supervisor	Mrs. Heather Matos
International Club Supervisor	Mrs. Shannon Lewis
Technology Lab Supervisor (early morning)	Mrs. Lauren Syre
Debate Club Advisor	Mr. Andrew Cole
School Newspaper Advisor	Ms. Caitlin Adair
Literary Magazine Advisor	Mrs. Tina Lanciotti
Yearbook Advisor	Mrs. Lauren Syre
Master Scheduler	Mrs. Lauren Syre
Drama Director (Spring Musical)	Ms. Pia Vanderstreet
Drama Art Designer (Spring Musical)	Mrs. Heather Matos
Band Director (early morning)	Mr. Dave Herndon
Choir Director (early morning)	Ms. Pia Vanderstreet
Student Activities Advisor	Mrs. Sharon Vadovic
Student Council Co-Advisors	Ms. Emma Flynn Ms. Dana Errico
Nat'l Junior Honor Society Advisors	Ms. Caitlin Adair Ms. Kristen Doramajian Ms. Emma Flynn Ms. Jennifer Madonna Mrs. Victoria Nicolich
Homework helpers	Mrs. Shannon Lewis
Substitute Caller	Ms. Lisa Kowalski

**MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

- 21. 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, 2017 through July 28, 2017.
- 22. **Amended:** The following Summer Custodian beginning June 23, 2017 through August 31, 2017.

Andrew Gluckman  
Jaime Alvarez

- 23. Dorney Poetry Festival for Grades 3 - 8 (12 students) at the Northern Valley Demarest High School on June 5, 2017.
- 24. Student Council Officers to participate in Student Government Day, in Hackensack, NJ, with a date TBD.
- 25. Mrs. Magnani and Mrs. Ottomanelli’s classes (9 students) trip to Closter Plaza – Whole Foods.
- 26. The following Scorers/Timers

Monday, May 22	Mrs. Elena Russell Mr. Andrew Cole
Wednesday, May 24	Ms. Soria Mrs. Elena Russell
Tuesday, May 30	Ms. Jennifer Lopez Dr. Michelle Sarver
Thursday, June 8	Mrs. Linda Ryan Dr. Michelle Sarver

- 27. Ms. Mally Shala as an one-on-one aide for a Northvale Student ID #8336862958 attending the Region III Summer Program beginning July 5, 2017 through July 28, 2018.
- 28. The following new and revised policies and regulations for Second Reading.

Policies

P 4111	Creating Positions
P 4112	Abolishing a Position
P 4130	Assignment and Transfer
P 4140	Termination

## **MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

P 4145	Layoffs
P 4150	Discipline
P 4152	Withholding an Increment
P 4160	Physical Examination
P 4161	Examination for Cause
P 4212	Attendance
P 4214	Staff Dress and Grooming
P 4215	Code of Ethics
P 4218	Substance Abuse
P 4230	Outside Activities
P 4233	Political Activities
P 4352	Sexual Harassment
P 4360	Support Staff Member Tenure
P 4425	Work Related Disability Pay
P 6141	Tax Revenues
P 6150	Tuition Income
P 6160	Grants from Private Sources
P 6210	Fiscal Planning
P 6230	Budget Hearing
P 6340	Multiple Year Contracts
P 6440	Cooperative Purchasing
P 6450	Choice of Vendor
P 6520	Payroll Deductions
P 6640	Cafeteria Fund
P 6700	Investments
P 7101	Educational Adequacy of Capital Projects
P 7102	Site Selection and Acquisition
P 7103	Selection of Architects and Engineers
P 7130	School Closing
P 7230	Gifts, Grants and Donations
P 7243	Supervision of Construction
P 7250	School and Facility Names
P 7432	Eye Protection
P 7433	Hazardous Substances
P 7436	Drug Free Workplace
P 7442	Moneys in School Buildings
P 7480	Motor Vehicles on School Property
P 7513	Recreational Use of Playgrounds
P 7520	Loan of School Equipment
P 8468.1	School Clearance Following Crisis Situation

### Regulations

R 4150	Discipline
R 4160	Physical Examination



## **MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

R 4218	Substance Abuse
R 4230	Outside Activities
R 4233	Political Activities
R 6160	Grants from Private Sources
R 6340	Multiple Year Contracts
R 7230	Gifts, Grants and Donations

29. The revised Job Descriptions:

Superintendent/Chief School Administrator  
School Business Administrator/Board Secretary  
Principal  
District Technician  
School Nurse  
School Physician  
School Psychologist  
School Social Worker  
Supervisor of Curriculum & Instruction  
Child Study Team Chairperson  
Learning Disability Teacher-Consultant (LDTC)  
Speech Language Specialist  
Occupational Therapist  
Guidance Counselor  
School Library Media Specialist  
Building and Grounds Supervisor  
Custodian  
Bus Driver  
Bus Aide  
Media Aide  
Special Education/Instructional Aide  
Lunchroom Aide  
Elementary Education Teacher Grades K-5  
Grades 6-8 Subject Area Teacher  
Grades K-8 Subject Area Teacher All Specials  
Health and Physical Education Teacher  
Special Education Teacher  
Basic Skills Teacher  
Teacher of English as a Second Language (ESL)  
Technology Teacher K-8  
Anti-Bully Coordinator  
Anti-Bully Specialist

## **MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

30. The Bilingual/ESL Three-Year Program Plan for the 2017-2020 school years.
31. BE IT RESOLVED to approve the following resolution:

WHEREAS, the Northvale Board of Education (hereinafter referred to as the “Board”) approve merit action plans for the Superintendent for the 2016-2017 school year consisting of three (3) quantitative merit criteria and two (2) qualitative merit criteria and submitted same to the Executive County Superintendent for approval in accordance with N.J.A.C.6A:23A-3.1(e)(10)(ii) (hereinafter referred to as “Merit Bonus Goals”); and

WHEREAS, on or about September 2, 2016, the Interim Executive County Superintendent approved the said Merit Bonus Goals, thereby authorizing the Board to evaluate and award merit bonus increases to the Superintendent upon achievement of each objective; and

WHEREAS, the Board has evaluated the Superintendent’s performance and determined that he achieved the objective of submitting a total of ten (10) press releases to the local newspapers, (The Record, Suburbanite, and Northern Valley Press) throughout the school year, with five (5) of them actually being published to date; thereby, entitling him to a quantitative merit bonus of 3.33% of his annual salary, and

WHEREAS, the Board has evaluated the Superintendent’s performance and determined that he achieved the objective of reviewing and revising all thirty-eight (38) job descriptions to reflect current job responsibilities. Thirty-two (32) have been placed on the May 15, 2017 agenda for Board approval and six (6) will be placed on the June 26, 2017 agenda for Board approval. Once all are approved they will be electronically filed in the Secretary to the Superintendent’s Office, thereby, entitling him to a quantitative merit bonus of 3.33% of his annual salary, and

WHEREAS, the Board has evaluated the Superintendent’s performance and determined that he achieved the objective of ten (10) district’s electronic newsletters “The Talon”, where each month, the Superintendent gathered information and photos from staff from grades K-8, including highlights and updates regarding the newly-created STEAM Program. Newsletters were emailed blasted to all parents; thereby, entitling him to a quantitative merit bonus of 3.33% of his annual salary, and

WHEREAS, the Board has evaluated the Superintendent’s performance and determined that he achieved the objective of reviewing all Board Policies and updating outdated or in need of revisions due to district needs. To date, over

## **MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

100 policies have been sent to the Policy Committee and have been Board approved. This is a process that will continue throughout the summer; thereby entitling him to a qualitative merit bonus of 2.5% of his annual salary, and

WHEREAS, the Board has evaluated the Superintendent's performance and determined that he achieved the objective of a new STEAM Program, where a classroom was created and a designated teacher was hired to teach STEAM to students in grades six, seven, and eight. A curriculum has been created through research online, together with the Supervisor of Curriculum & Instruction and teachers throughout the Valley and County; thereby, entitling him to a qualitative merit bonus of 2.5% of his annual salary, and

NOW, THEREFORE, BE IT RESOLVED, the Board hereby approves the aforementioned merit bonus for the 2016-2017 school year subject to the approval of the Executive County Superintendent and that the quantitative and qualitative merit criteria for each of the Board assessed objectives has been satisfied for the payment of such merit bonus.

32. **Amended:** The following Fire and Security Drills.

Fire Drill - March 23  
April 27, 2017

Security Drills – March 26 (Lockdown)  
April 17 (Non-Fire Evacuation)  
May 15 (Bomb Threat -Evacuation)

### **VIII. BUSINESS ADMINISTRATOR'S REPORT**

Ms. Delasandro reviewed the agenda which included the typical monthly resolutions for bills, payroll and reports of the board secretary and treasurer. Also on the agenda for approval is the hiring of Stone Creek to install the wall air conditioners and an additional pre-school special education tuition contract.

President McGuire questioned how the electrical upgrade project is coming along. Ms. Delasandro explained that most of the conduit and wiring in the building has been completed to date and the company is installing the classroom outlets. Mr. Pinajian further explained that we had recently met with the contractor and architect for a progress meeting. At that meeting we expressed our concern with the contractor leaving behind dust and other messes. The orange fencing near the parking lot is there because they recently dug in that area to locate the existing conduit. He also commented that we are at the mercy of Orange & Rockland utility company for the new transformer and

**MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

electricity conversion. We can have all other work done, but still not be able to use the new air conditioners until Orange & Rockland provides the new transformer.

Ms. Delasandro asked for a motion to approve resolutions 1- 7, with resolution #7 amended.

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

1. General Fund warrants:

May Bill List	\$133,965.71
Additional Feb In-Office checks	\$ 6,908.04
March 31 In-Office checks	\$ 13,843.85
April 30 In-Office checks	\$308,339.78
April 30 Payroll	\$240,881.50
May 15 Payroll	\$254,827.84

Milk Fund Warrant: Cream-O-Land Dairies \$ 794.29

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

4. Transfer of funds between budgetary line items for April 2017 in compliance with NJ S-1701 Regulations. (10% cap)

4. Approve Stone Creek, Inc. to perform masonry work to provide new air conditioning openings at twelve exterior walls in the middle school, at a cost of \$24,460.

5. Tuition contract for \$19,762.08 for one (1) student, (ID#4273404169) attending Valley Program from April 3, 2017 – June 30, 2017.

**MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

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

Joan Bohan

- 7. **Amended:** Applications for Use of School Buildings submitted by the following organizations:

- Northvale Recreation T-Ball, 1 – 2 grade softball – 4/8/17 through 6/30 or 7/30/17
- Northvale Recreation Baseball and Softball Photos – 5/30
- Summer Recreation Registration for Camp Northvale – 5/15/17
- Northvale Preschool Art Show and Graduation in the APR – 6/14/17

**IX. NEW AND UNFINISHED BUSINESS**

Mr. Pinajian reviewed the monthly HIB report, noting there was one HIB incident involving 4<sup>th</sup> and 5<sup>th</sup> grade students.

President McGuire reminded the other board members to complete the Superintendent evaluation. He also provided dates to remember.

DATES TO REMEMBER

June 22, 2017 Last Day of School

June 26, 2017 Regular Meeting.....6:30 pm

**X. COMMENTS FROM THE PUBLIC**

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.

NONE

**MINUTES – REGULAR SESSION - MONDAY, MAY 15, 2017**

**XI. ADJOURNMENT**

Motioned by Mr. Bargna and seconded by Mrs. Corday, the Regular Meeting was adjourned at 6:53 P.M.

---

Dawn Delasandro  
Business Administrator/Board Secretary