

**ORADELL BOARD OF EDUCATION  
ORADELL, NEW JERSEY 07649**

**SPECIAL PUBLIC BUSINESS MEETING  
CLOSED SESSION ONLY-PERSONNEL  
DECEMBER 17, 2003 (7:00 PM)**

**MINUTES**

**I. CALL TO ORDER**

The Special Public Business Meeting of the Oradell Board of Education was called to order at 7:07 p.m. by President Feigenson.

**II. FLAG SALUTE**

The flag salute was led by Mr. Gallow.

**III. SUNSHINE STATEMENT**

The Sunshine Statement was read by Mr. Feigenson.

All requirements of the Open Public Business Meetings Law have been met for this meeting of the Board of Education of the Borough of Oradell. Notice of this meeting was filed with the Borough Clerk, posted in Borough Hall and the Oradell Free Public Library, faxed to the Town News, The Record and all persons requesting such notice on December 12, 2003.

**IV. MISSION STATEMENT**

The Mission Statement was read by Dr. Westlake.

The Oradell Public School District, a safe and nurturing learning community dedicated to the ongoing pursuit of educational excellence, inspires life-long learning in its children through comprehensive, innovative curriculum and instruction designed to maximize student potential, develop responsible citizens, and promote respect for the uniqueness of all individuals.

Adopted by the Oradell Board of Education June 26, 2002

**V. ROLL CALL**

**PRESENT:** Mr. Gallow, Mr. Julis (7:40 p.m.) , Mr. Kramer, Mr. O'Connor,  
Mr. Walsh, Dr. Westlake, Mrs. Norian, Mr. Feigenson

**ABSENT:** Mr. Spadaccini

Also present was Mr. Jeffrey S. Mohre, Superintendent, Mr. John Esposito, Business Administrator/Board Secretary, Mr. William Scott Ryan, Principal, and Dr. John DiGiovachino, Director of Special Services

## VI. CLOSED SESSION

It was moved by Mr. Kramer, seconded by Dr. Westlake, that the Board adjourn to Closed Session at 7:10 p.m.

### ROLL CALL

**Motion carried by a unanimous roll call vote.**

**WHEREAS**, a matter to be considered by the Board of Education deals with personnel, negotiations and/or possible litigation, and

**WHEREAS**, public disclosure of this matter may be prejudicial to the public good,

**NOW, THEREFORE, BE IT RESOLVED**, that this matter be considered in a meeting closed to the public; and

**BE IT FURTHER RESOLVED**, that the Minutes of this meeting be sealed until the matter is resolved.

The Superintendent asked Dr. DiGiovachino and Mr. Ryan to discuss the mid-year performance of non-tenured teachers.

## VII. ADJOURNMENT

It was moved by Mr. Kramer, seconded by Dr. Westlake, that the Closed Session of the Special Public Business meeting be adjourned at 8:00 p.m.

### ROLL CALL

**Motion carried by a unanimous roll call vote.**

Respectfully submitted,



John Esposito  
Business Administrator/Board Secretary

**ORADELL BOARD OF EDUCATION  
ORADELL, NEW JERSEY 07649**

**REGULAR PUBLIC BUSINESS MEETING  
DECEMBER 17, 2003**

**MINUTES**

**I. CALL TO ORDER**

The Regular Public Business Meeting of the Oradell Board of Education was called to order at 8:05 p.m. by President Feigenson.

**II. FLAG SALUTE**

The flag salute was led by Mr. Julis.

**III. SUNSHINE LAW STATEMENT**

The Sunshine Law Statement was read by Mr. Feigenson.

All requirements of the Open Public Business Meetings Law have been met for this meeting of the Board of Education of the Borough of Oradell. Notice of this meeting was filed with the Borough Clerk, posted in Borough Hall and the Oradell Free Public Library, faxed to the Town News, The Record and all persons requesting such notice on December 12, 2003.

**IV. MISSION STATEMENT**

The Mission Statement was read by Mrs. Norian.

The Oradell Public School District, a safe and nurturing learning community dedicated to the ongoing pursuit of educational excellence, inspires life-long learning in its children through comprehensive, innovative curriculum and instruction designed to maximize student potential, develop responsible citizens, and promote respect for the uniqueness of all individuals.

Adopted by the Oradell Board of Education June 26, 2002

**V. ROLL CALL**

PRESENT: Mr. Gallow, Mr. Julis, Mr. Kramer, Mr. O'Connor, Mr. Spadaccini (8:20 p.m.), Mr. Walsh, Dr. Westlake, Mrs. Norian, Mr. Feigenson

Also present were Mr. Jeffrey S. Mohre, Superintendent, Mr. John Esposito, Business Administrator/Board Secretary and two members of the community.

**VI. OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY**

There were no comments made at this time from the public.

## **VII. MINUTES**

### **APPROVAL OF MINUTES**

It was moved by Mr. Kramer, seconded by Dr. Westlake, that the Board of Education approve the Minutes of the Regular Public Business Meeting of November 19, 2003.

### **ROLL CALL**

**Motion carried by roll call vote with one abstention (Mrs. Norian).**

It was moved by Mr. Kramer, seconded by Dr. Westlake, that the Board of Education approve the Closed Minutes of the Regular Public Business Meeting of November 19, 2003.

### **ROLL CALL**

**Motion carried by roll call vote with one abstention (Mrs. Norian).**

It was moved by Mr. Kramer, seconded by Dr. Westlake, that the Board of Education approve the Minutes of the Special Public Business Meeting of November 20, 2003.

### **ROLL CALL**

**Motion carried by a unanimous roll call vote.**

### **REVIEW OF MINUTES**

There were no Minutes ready for review at this time.

## **VIII. SUPERINTENDENT'S REPORT/BOARD PRESIDENT'S REMARKS**

Mr. Mohre discussed the following issues:

- ◆ Staff and administration have planned a Technology Integration in-service workshop series to focus on linking technology applications with our curricula; and imparting strategies for managing the classroom tech center. Workshops are to take place this winter and early spring.
- ◆ Mrs. McGill is planning a presentation to the Board for January 14, 2003, based on the fifth graders' outdoor education experience this past November.

- ◆ The American Heart Association will recognize OPS for its Jump Rope for Heart Program, which has been an integral part of our physical education curriculum for fifteen years. Ms. Marable, from AHA, will attend a January Board meeting to make the presentation.
- ◆ The Oradell Lion's Club will recognize the annual Peace Poster Contest winners at the January 28 meeting of the Board
- ◆ Mrs. Killeen and about ten of her students will be participating in a special learning convocation sponsored by the Bergen County Consortium for Teachers of the Gifted. This will take place at Montclair College in the spring.

Mr. Esposito provided a brief update on the window screen project. The specifications have been completed by the architect, and are under attorney review.

Mr. Feigenson talked about the following issues:

- ◆ There is an excellent wildlife exhibit in the town's museum, and urged all to attend.
- ◆ Thanked Mr. Mohre and Mr. Esposito for their hard work throughout the year, and the teachers and administrators for making Oradell a great place for children to be educated.
- ◆ Noted that applications for anyone wishing to run for the Board this spring are available in the Board office.
- ◆ Wished a Happy Holiday season to all.

## **IX. COMMITTEE REPORTS/ACTION**

### **A. BI-BOROUGH – Dr. Westlake, Chairperson**

A meeting is scheduled for January 8<sup>th</sup>, 2003, 7:00 pm. at River Dell H.S..

### **B. BUILDING & GROUNDS - Mr. O'Connor, Chairperson**

A Building & Grounds committee meeting was held prior to this evening's Board meeting. A discussion took place about window screens, landscaping, the gym floor, and other budget items. The Board asked Mr. Esposito to write a letter to the OKF and Little League requesting support for new bleachers for the back baseball field.

### **C. CURRICULUM - Mrs. Norian, Chairperson**

A Curriculum committee meeting was held last Friday and a summary will be available for distribution at the next meeting.

D. FINANCE - Mr. Spadaccini, Chairperson

A meeting will be taking place some time in January to discuss the 2004 budget development process.

1. Monthly Certifications – It was moved by Mr. Kramer, seconded by Mr. Gallow, that the Financial Reports of the Board Secretary and the Treasurer of School Moneys for the month end, November, 2003, be accepted as attached and, furthermore, that the Board certify in accordance with N.J.A.C. 6:20-2A.10(e) that no major account or fund in the 2003/04 Budget has been over-expended in violation of 6:20-2A.10(b) and that sufficient funds are available to meet the District’s financial obligation for the remainder of the fiscal year.

**ROLL CALL**

**Motion carried by a unanimous roll call vote.**

2. Payment of Invoices – It was moved by Mr. Kramer, seconded by Mr. Gallow, that the invoices for the period November 20, 2003 through December 17, 2003, be approved as follows:

Fund 11 ( <i>General Current Expense</i> )	\$660,325.01
Fund 12 ( <i>Capital Outlay</i> )	\$ .00
Fund 20 ( <i>Special Revenue Funds</i> )	\$ 22,301.72
Fund 40 ( <i>Debt Service Fund</i> )	\$ .00
Fund 50 ( <i>Summer School</i> )	\$ 72.55
Fund 51 ( <i>Region V</i> )	\$ 15,322.14
Fund 55 ( <i>Milk</i> )	\$ .00
<b>TOTAL</b>	<b>\$698,021.42</b>

**ROLL CALL**

**Motion carried by a unanimous roll call vote.**

3. Transfer of Funds – It was moved by Mr. Kramer, seconded by Mr. Gallow, that the Board approve the following transfer of funds as noted:

**Meeting of December 17, 2003  
Transfer of Funds\***

#	From Account (Credit)	To Account (Debit)	Credit	Debit
1	11-000-100-562-00-0801	11-000-216-320-00-0000	\$8,559.50	\$8,559.50
2	11-000-100-562-00-0801	11-000-262-340-00-0203	\$2,386.00	\$2,386.00
3	11-000-100-562-00-0801	11-190-100-106-00-0000	\$1,705.10	\$1,705.10
4	11-000-100-562-00-0801	11-000-262-420-00-0615	\$388.32	\$388.32
5	11-000-100-562-00-0801	11-000-213-600-00-0223	\$136.57	\$136.57
6	11-000-100-562-00-0801	11-120-100-101-00-0220	\$40.00	\$40.00
		<b>Total</b>	<b>\$13,215.49</b>	<b>\$13,215.49</b>

\* Transaction Date For Above Transfers November 30, 2003

## **ROLL CALL**

**Motion carried by a unanimous roll call vote.**

4. Acceptance of Character Education Grant –It was moved by Mr. Kramer, seconded by Mr. Gallow, upon the recommendation of the Superintendent, that the Board accept the \$4,000 Character Education Grant for the 2003-2004 school year.

## **ROLL CALL**

**Motion carried by a unanimous roll call vote.**

5. Authorization to Approve, Amend and Submit the Long Range Facilities Plan – It was moved by Mr. Kramer, seconded by Mr. Gallow, that the Board, upon the recommendation of the Superintendent, authorize the amendment and approval of the district Long Range Facility Plan, and permit the architectural firm of Seyffer and Sklar to submit the plan to the state as required.

## **ROLL CALL**

**Motion carried by a unanimous roll call vote.**

6. Approval of School Facilities Committee's Findings and Recommendations –

A discussion took place prior to the following resolution and questions arose about the changes Mr. Charles Koch, architect, made to the cost estimates.

The Board took a short recess at 8:30 pm. to telephone Mr. Koch in order to clarify site development costs. The meeting resumed at 8:50 p.m., and Mr. Mohre explained the reasons for the increased costs in the new design.

It was moved by Dr. Westlake, seconded by Mr. Kramer, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board approve the following resolution:

Whereas, the Oradell Board of Education charged the Citizen's Advisory Committee for School Facilities with identifying and prioritizing the educational needs of our children now and in the future;

Whereas, the Committee members worked with the architect to create potential additions or renovations to the school building to address these

needs, and presented their recommendations to the Board of Education;

Now Therefore, be it resolved that the Oradell Board of Education direct the architectural firm of Seyffer & Sklar to formalize the committee recommendations, and submit the required documents and plans to the Department of Education to qualify for a September 30, 2004, referendum.

### **ROLL CALL**

**Motion carried by a unanimous roll call vote.**

Following a Board discussion, the following motion was passed:

**MOTION** It was moved by Mr. Kramer, seconded by Dr. Westlake, upon the recommendation of the Superintendent, that the Board of Education authorize the Business Administrator to send out, to a minimum of three construction management firms, the attached RFP for Construction Management Services with a requested return date of January 14, 2004.

### **ROLL CALL**

**Motion carried by a unanimous roll call vote.**

E. PERSONNEL - Mr. Julis, Chairperson

A meeting took place earlier to discuss the non-tenured staff.

1. Retroactive Approval of Substitute Teacher(s) for the 2003/04 School Year – It was moved by Mr. Kramer, seconded by Mr. Gallow, upon the recommendation of the Superintendent, that the Board retroactively approve the following individual(s) as substitute teacher(s) for the 2003/04 school year, at a per diem rate of \$75.00 which increases to \$80.00 per day after the 10<sup>th</sup> day of service during the 2003/04 school year:

Lisa Crotti  
Michael Delia  
Kathleen Farragher  
Stephanie Pace

### **ROLL CALL**

**Motion carried by a unanimous roll call vote.**



2. Appointment of School Psychologist – It was moved by Mr. Kramer, seconded by Mr. Gallow, upon the recommendation of the Superintendent, that the Board approve the appointment of Jacqueline McClane, as full-time school psychologist, for the 2003/04 school year, at MA + 30/Step 8, effective on or before March 1, 2004, at the annual salary of \$45,496.00 as set forth on the Oradell Education Association's 2003/04 Teacher's Salary Guide, to be paid in semi-monthly installments.

**ROLL CALL**

**Motion carried by a unanimous roll call vote.**

3. Retroactive Appointment of "Temporary Custodian in Charge" – It was moved by Mr. Kramer, seconded by Mr. Gallow, upon the recommendation of the Superintendent, in conjunction with the Business Administrator, that the Board appoint William Braun as "Temporary Custodian in Charge," retroactive to September 1, 2003, at a stipend of \$300 per month. The duration of this position is to be determined by the Superintendent and Business Administrator.

**ROLL CALL**

**Motion carried by a unanimous roll call vote.**

4. Retroactive Appointment of Lunchroom Aide Substitute for the 2003/04 School Year – It was moved by Mr. Kramer, seconded by Mr. Gallow, upon the recommendation of the Superintendent, that the Board retroactively approve Zeibour (Susan) Khorozian as a lunchroom aide substitute for the 2003/04 school year, at a rate of \$13.00/hr. (Ms. Khorozian was inadvertently listed on the Agenda of December 10, 2003 as a substitute teacher. This motion serves to rescind the previous appointment.)

**ROLL CALL**

**Motion carried by a unanimous roll call vote.**

5. Retroactive Appointment of Substitute Office Clerk for the 2003/04 School Year – It was moved by Mr. Kramer, seconded by Mr. Gallow, upon the recommendation of the Superintendent, that the Board retroactively approve Janeth Kingslow as a substitute office clerk for the 2003/04 school year, at a rate of \$10.88/hr.

**ROLL CALL**

**Motion carried by a unanimous roll call vote.**

F. POLICY – Mr. Gallow, Chairperson

A Policy committee meeting was held Wednesday, December 10, 2003 to review the Nepotism policy. Mr. Mohre talked about a possible discussion/revision of the Homework policy.

1. Approval of Policy – It was moved by Mr. Kramer, seconded by Dr. Westlake, upon the recommendation of the Superintendent, that the Board approve the following policy for first reading:

#4112.8 – Nepotism

**ROLL CALL**

**Motion carried by roll call vote with one no (Mr. Walsh) and one abstention (Mr. O'Connor).**

G. PUBLIC RELATIONS - Mr. Walsh, Chairperson

Members are awaiting the facilities plan to come together. At the present time it is difficult to fine-tune the key communicator list.

X. **OLD BUSINESS**

The following issues/questions were raised at this time:

- Budget questions related to the potential for another administrator
- A job description be developed for “Assistant Administrator”
- Parking lot signs are in – installation to be determined
- The gym floor to be re-done in January 9, 2004
- The Building & Grounds committee is to take a look at Shared Services
- The Board discussed the RFP for construction management services, including who should interview, evaluate and decide on prospective candidates.

XI. **NEW BUSINESS**

Mr. Feigenson brought up the following issues:

- The lights on the scoreboard in the gymnasium would be fixed.
- The custodial staff cleaned up graffiti in the girl’s room.

## **XII. OPEN TO THE PUBLIC**

Mrs. Shinevar, PTA president, raised the following topics:

- Thanked the Board of Education for its work on the screens
- Asked for a copy of the teachers' contract and will contact the Board office to obtain one
- Asked about a presentation to the PTA regarding the referendum, sometime in February
- Asked for a Board representative on the school's publication, OPTA-Mist
- Asked about Reading/Language Arts scores. Mr. Mohre addressed the recent test scores and noted that if you follow a grade level as they move up, scores have increased steadily each year. He illustrated such by sharing information relevant to the reading comprehension scores of OPS' most recent graduating class
- Questioned the cost per household for the referendum
- A reference check be completed of Seyffer & Sklar Architectural Firm
- Asked about technology in the school

## **XIII. CLOSED SESSION (IF NECESSARY)**

It was moved by Mr. Kramer, seconded by Mr. Spadaccini, that the Board adjourn to Closed Session at 10:00 p.m.

### **ROLL CALL**

**Motion carried by a unanimous roll call vote.**

**WHEREAS**, a matter to be considered by the Board of Education deals with personnel, negotiations and/or possible litigation, and

**WHEREAS**, public disclosure of this matter may be prejudicial to the public good,

**NOW, THEREFORE, BE IT RESOLVED**, that this matter be considered in a meeting closed to the public; and

**BE IT FURTHER RESOLVED**, that the Minutes of this meeting be sealed until the matter is resolved.

## **XIV. ADJOURNMENT**

It was moved by Mr. Kramer, seconded by Mrs. Norian, that the Closed Session of the meeting be adjourned at 10:25 p.m.

**ROLL CALL**

**Motion carried by a unanimous roll call vote.**

Respectfully submitted,

A handwritten signature in cursive script that reads "John Esposito". The signature is written in black ink and is positioned above the printed name.

John Esposito  
Business Administrator/Board Secretary

ORADELL BOARD OF EDUCATION  
ORADELL, NEW JERSEY 07649

CLOSED SESSION REGULAR PUBLIC BUSINESS MEETING  
DECEMBER 17, 2003

MINUTES

**I. CALL TO ORDER**

The Closed Session of the Regular Public Business Meeting of the Oradell Board of Education was called to order at 10:05 p.m. by President Feigenson.

**II. ROLL CALL**

**PRESENT:** Mr. Gallow, Mr. Julis, Mr. Kramer, Mr. O'Connor, Mr. Walsh,  
Mr. Spadaccini, Dr. Westlake, Mrs. Norian, Mr. Feigenson

**Also present was Mr. Jeffrey S. Mohre, Superintendent and Mr. John Esposito, Business Administrator/Board Secretary.**

**WHEREAS,** a matter to be considered by the Board of Education deals with personnel, negotiations and/or possible litigation, and

**WHEREAS,** public disclosure of this matter may be prejudicial to the public good,

**NOW, THEREFORE, BE IT RESOLVED,** that this matter be considered in a meeting closed to the public; and

**BE IT FURTHER RESOLVED,** that the Minutes of this meeting be sealed until the matter is resolved.

The Superintendent and Business Administrator updated the Board on the J.Roser personnel situation. Mr. Mohre shared with the Board the contents of a letter from our attorney, Mal Kenney. It was decided to hold off on any decision regarding J.R.'s employment status until at least the next meeting.

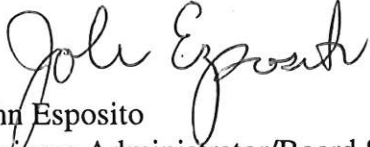
**III. ADJOURNMENT**

It was moved by Mr. Kramer, seconded by Mrs. Norian, that the Second Closed Session of the meeting be adjourned at 10:25 p.m.

**ROLL CALL**

**Motion carried by a unanimous roll call vote.**

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "John Esposito".

John Esposito  
Business Administrator/Board Secretary