

ORADELL BOARD OF EDUCATION  
ORADELL, NEW JERSEY 07649

REGULAR SESSION MEETING  
Oradell Public School Library/Media Center  
DECEMBER 14, 2010

MINUTES

I. The meeting was **CALLED TO ORDER** at 7:32 PM by President Watson-Nichols.

II. The **FLAG SALUTE** was led by Mr. Ferrante.

III. The **SUNSHINE LAW STATEMENT** was read by Mrs. Watson-Nichols.

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 Record and Town News and all persons requesting such notice.

IV. The **MISSION STATEMENT** was read by Mrs. Walker.

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. The District fully supports and expects the attainment of the New Jersey Core Curriculum Content Standards on the part of all students within a school environment designed to maximize student potential, develop responsible citizens, and promote respect for the uniqueness of all individuals.

Adopted by the Oradell Board of Education August 27, 2008

V. **ROLL CALL**

**Present:** Mr. Ferrante, Mrs. Walker, Mr. Walsh, Dr. Westlake, Mrs. Robertson, Mrs. Watson-Nichols

**Absent:** Mr. Murphy, Mrs. Norian, Mr. Samuel

Also present were Dr. Maria Nuccetelli, Interim Superintendent, Ms. Rita Cioppi, Business Administrator/Board Secretary, Mr. Jeffrey Bliss, CPA from Lerch, Vinci & Higgins, LLP and approximately 11 members of the public.

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

VII. **SUPERINTENDENT'S REPORT/BOARD PRESIDENT'S REMARKS**

- A presentation of the Comprehensive Annual Financial Report (CAFR) for fiscal year ended June 30, 2010 by Mr. Jeffrey Bliss, CPA, of the accounting firm of Lerch, Vinci & Higgins, LLP.

- Community Planning – a meeting date was set for January 22, 2011 from 9:00 am to 1:30 pm in the OPS Media Center to define the path of the school for the next three years.
- Security Project Update – OPS will be going out to bid this month with a bid opening scheduled for mid January.
- Holiday Sing-a-Long – the students and staff at OPS will be participating in a Holiday Sing-a-Long Rehearsal scheduled for Tuesday, December 21 starting at 8:50 a.m.
- 2011-2012 Budget – a power point presentation given this evening will set parameters for formulating next year’s budget.
- Reminder – there will be a 12:30 pm dismissal on December 23, 2010.
- The next board meeting is scheduled for January 12, 2011 at 7:30 pm in the Media Center.
- Presentation and discussion of 2011-2012 Budget.

Mrs. Walker asked Dr. Nuccetelli to explain the increase in reading program. Dr. Nuccetelli responded the NJASK proficiency in 2014 has higher standards, and there are concerns the administration is trying to address.

Mrs. Robertson asked to explain the \$9,000 of estimated revenues. Dr. Nuccetelli responded, it is from the Integrated Preschool Program.

Mrs. Robertson also asked if the budget would include Learnia. Dr. Nuccetelli said they are discussing it. It is a great diagnostic tool and can give a clear picture of grade level standards.

Mrs. Robertson asked if River Edge is look into a reading program. Dr. Nuccetelli said “yes” and it will be paid for over multiple years.

## **President’s Report:**

President Watson-Nichols stated she received a gift, on behalf of the Oradell Public School, from the Book and Needle Club which will go toward the 2011 Sharpe trip.

*On a motion by Dr. Westlake, seconded by Mr. Ferrante and carried by roll call vote 6-0 (Mr. Murphy, Mrs. Norian, Mr. Samuel absent) the Board accepted the gift from the Book and Needle Club.*

President Watson-Nichols mentioned there is an open seat on the board. Anyone wanting to apply should let the board know.

## **VIII. MINUTES**

### **REVIEW OF MEETING MINUTES –**

- November 10, 2010                      Regular Session Meeting

APPROVAL OF MINUTES – *On a motion by Mr. Ferrante, seconded by Dr. Westlake and carried by roll call vote 6-0 (Mr. Murphy, Mrs. Norian, Mr. Samuel absent) the Board approved the following minutes:*

- October 13, 2010 Regular Session Meeting

**IX. COMMITTEE REPORTS/ACTION**

A. BI-BOROUGH/SHARED SERVICES - Dr. Westlake, Chairperson

B. BUILDINGS & GROUNDS/SAFETY – Mr. Murphy, Chairperson

*On a motion by Mrs. Robertson, seconded by Mr. Walsh and carried by roll call vote 6-0 (Mr. Murphy, Mrs. Norian, Mr. Samuel absent) the Board approved B1, B2, B3.*

1. Use of School Facilities – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board of Education approve the following request for use of school facilities for the 2010-2011 School Year:

Organization	Event	Area of Building	Dates	Time	Cost
Oradell Recreation	Tennis Program	Gym	January 11, 13, 18, 20,25, 27, 2011 February 1, 3, 5, 8, 10,15,17,2011 March 1,3,8,10,15, 17, 22, 24, 2011	3:10 p.m – 5:00p.m.	<i>Charges for use of the gym are waived.</i>
Junior Women’s Club of Oradell, River Edge and New Milford	District Spelling Bee	Auditorium	January 9, 2011 (rain/snow date of January 23, 2011)	10:30 a.m.- 4:00 pm	<i>All associated custodial costs and charges for the use of the Auditorium for this event are waived.</i>
Oradell PTA/American Heart Association	Babysitting course	Auditorium	March 26, 2011	8:30 a.m. – 3:00 p.m.	<i>All associated custodial costs and charges for the use of the Auditorium for this event are waived.</i>
Region V	Parent Workshop- Mealtime for Students with autism	Auditorium	January 17, 2011	6-9 PM	<i>Charges for the use of the Auditorium for this event are waived</i>
Oradell Recreation	Basketball	Gym	January 9,16,23,30, 2011, Feb 6,13, 2011, March 6,2011	1-4 PM	<i>\$1596.00 (28 hrs @ \$57p/hr(subject to change pending negotiations)</i>

2. Use of Oradell Public School Parking Lot by the Reformed Church of Oradell – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the use of the Oradell Public School Parking lot by the Reformed Church of Oradell as per the attached

list of dates (with the exception of March 18, 2011), during the hours of 7 AM to 7 PM All fees associated with this request are waived.

3. Use of Oradell Public School by the Reformed Church Nursery School for Emergency Purposes– It is hereby moved, upon recommendation of the Interim Superintendent, that the Board of Education approves the use of the Oradell Public School as an emergency relocation annex for the Reformed Church Nursery School for the 2010-2011 school year.

C. CURRICULUM - Mrs. Robertson, Chairperson – No Report

*On a motion by Mrs. Robertson, seconded by Mr. Ferrante and carried by roll call vote 6-0 (Mr. Murphy, Mrs. Norian, Mr. Samuel absent) the Board approved C1,C2.*

1. Approval of Field Trip(s) for 2010/2011 School Year – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the following field trip(s):

<b>Grade</b>	<b>Destination</b>	<b>Date</b>	<b>Cost</b>
Grade 2	Newark Museum	4/29/11	\$2,200.00

2. Approval of Field Trip for 2010/2011 School Year – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the following field trip not to exceed \$3,450 including transportation at no cost to the Board:

<b>Grade</b>	<b>Destination</b>	<b>Date</b>	<b>Cost</b>
5 <sup>th</sup> Grade	Buehler Challenger & Science Center Moon Missions	Jan, 5, 6, 7, 2011	\$2,925.00
	Cost for Transportation		\$525.00

D. FINANCE/TECHNOLOGY – Mr. Samuel, Chairperson

*On a motion by Dr. Westlake, seconded by Mr. Walsh and carried by roll call vote 6-0 (Mr. Murphy, Mrs. Norian, Mr. Samuel absent) the Board approved D1, D2, D3, D4, D5,D6,D7.*

1. Monthly Certifications –The Financial Reports of the Board Secretary and Treasurer of School Moneys for the month end October 2010, be retroactively accepted, and furthermore, that the Board certify that in accordance with N.J.A.C. 6:20-2A. (10e) that no major account or fund in the 2010/2011 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.
2. Payment of Invoices – It is hereby moved that the invoices for the month of November 2010 be retroactively approved as follows:

Fund 10 ( <i>General Current Expense</i> )	\$ 878,966.51
Fund 12 ( <i>Capital Outlay</i> )	\$ 0.00
Fund 20 ( <i>Special Revenue Funds</i> )	\$ 52,632.97
Fund 30 ( <i>Capital Projects Funds</i> )	\$ 0.00
Fund 40 ( <i>Debt Service Fund</i> )	\$ 0.00
Fund 50 ( <i>Summer School</i> )	\$ 0.00
Fund 51 ( <i>Region V</i> )	\$ 0.00
Fund 55 ( <i>Milk</i> )	\$ 0.00
Fund 60 ( <i>Integrated PreSchool</i> )	\$ 8,156.40
Fund 63 ( <i>Schaefer Explorations</i> )	\$ 0.00
Fund 64 ( <i>Ntl School Lunch Prog</i> )	\$ 711.00
Fund 65 ( <i>Park Academy</i> )	\$ 169.48
Total	\$ 940,636.36

3. Payment of December 2010 Bills/Invoices – It is hereby moved, that the Board of Education authorizes the Business Administrator/Board Secretary to pay bills during the month of December 2010 with retroactive approval at the next scheduled Regular Public Business Meeting of the Oradell Board of Education.
  
4. Transfer of Funds – It is hereby moved upon recommendation of the Interim Superintendent, that the Board approve the attached transfer list in accordance with Title 18A:22-8.1 and furthermore designates the Business Administrator/Board Secretary to make budget transfers between line items, and to make additional transfers as necessary between monthly meetings of the Board.
  
5. Approval of Oradell Public School Guide for Standard Operating Procedure and Internal Controls – It is hereby moved, upon recommendation of the Interim Superintendent of School, in concert with the Business Administrator/Board Secretary, that the Board approves the Guide for Standard Operating Procedures and Internal Controls for the Oradell Public School.
  
6. Acceptance of Comprehensive Annual Financial Report (CAFR) – It is hereby moved, upon the recommendation of the Interim Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2009-2010 Audit and the CAFR for the fiscal year ended June 30, 2010.
  
7. Acceptance and Approval of the Corrective Action Plan – It is hereby moved, upon recommendation of the Interim Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the Corrective Action Plan and submission to the County Office as follows:

I. Administrative Practices and Procedures

- o Employment contracts are to be submitted to the County Superintendent for approval in accordance with NJAC 6A:23A-3-1.

Corrective Action Plan - See Attachment D-7  
Person Responsible for Implementation- Interim Superintendent of Schools  
Completion Date of Implementation – May 1, 2010

V. Student Body Activities

- o The district must review and enhance internal control procedures related to the financial transactions of the 6<sup>th</sup> grade commencement student activity account.

Corrective Action - See Attachment D-7  
Persons Responsible for Implementation – Interim Superintendent, Business Administrator and Bookkeeper  
Completion Date of Implementation – April 1, 2010

\_\_\_\_\_ Motion \_\_\_\_\_ Seconded

**ROLL CALL**

- E. PERSONNEL /NEGOTIATIONS– Mr. Walsh, Chairperson  
Mrs. Walker asked what LTLRS is. Dr. Nuccetelli responded that this replaces someone on leave.

*Upon recommendation of the Interim Superintendent, a motion by Mr. Walsh, seconded by Mr. Ferrante and carried by roll call vote 6-0 (Mr. Murphy, Mrs. Norian, Mr. Samuel absent) the Board approved E1,E2, E3, E4, E5, E6, E7, E8, E9, E10, E11,E12,E13,E14,E15(as amended) ,E16,E17.*

1. Appointment of Director of Special Education and Student Support Services – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board appoints Mr. Thomas Santagato to the position of Director of Special Education and Student Support Services at no change in salary.
2. Abolishment of Supervisor of Special Education and Student Support Services position – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board abolishes the position of Supervisor of Special Education and Student Support Services.
3. Acceptance of Resignation – Its is hereby moved, upon recommendation of the Interim Superintendent, that the Board accepts with regret, the resignation of Lisa Ludwig, Part-Time Special Education Instructional Aide effective December 3, 2010.
4. Approval of Part-Time Special Education Instructional Aide for the 2010-2011 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the appointment of Ashley Sarro, Part-Time Special Education Instructional Aide, effective December 15, 2010, at a salary of \$9,718.00 to be prorated.
5. Approval of Part-Time Special Education Instructional Aide for the 2010-2011 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the appointment of Denise Pallotta,

Part-Time Special Education Instructional Aide, effective December 15, 2010, at a salary of \$9,718.00 to be prorated.

6. Approval of Stipends for 2010/2011 School Year - It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the following staff/stipends for the 2010-2011 School Year:

<u>Name</u>	<u>Activity</u>	<u>Stipend Amount</u>
Carol Blakeslee	Student Government Moderator	\$850.00
Tracey Killeen	Family Math(2 <sup>nd</sup> session/5wks)	\$650.00
Jamie Schraer	Family Math(2 <sup>nd</sup> session/5wks)	\$650.00

7. Appointment of 6<sup>th</sup> Grade Video Coordinator for the 2010/2011 School Year – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the appointment of Mr. Reed Gidez, Professional Videographer, to produce the 6<sup>th</sup> Grade Video at a rate of \$850.00, pending completion of appropriate paperwork.
8. Student Teacher(s) for the 2010/2011 school year – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approve the following student teacher(s) for the 2010/2011 school year, pending completion of appropriate paperwork:

<u>Student Teacher</u>	<u>College/University</u>	<u>Dates</u>	<u>Cooperating Teacher</u>
Ann Montano	Montclair University	2/1/11-5/31/11 (60 hrs)	Ms. Carol Richardi, Music

9. Acceptance of Board Member Resignation – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board accepts with regret, the resignation of Richard G. Murphy, Board Member, effective January 4, 2011.
10. Conferences/Workshops 2010/2011 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the below listed staff members/board members to attend the following conference/workshop (and related expenses) as outlined in the A5 School District Accountability Act:

**Name:** Victoria Munsterman  
**Conference/Seminar/Workshop:** Region V – Integrating Therapy  
**Date:** January 20, 2011  
**Location:** Montvale, NJ  
**Registration Fee:** None  
**Mileage:** None  
**Tolls:** None

**Name:** Victoria Munsterman  
**Conference/Seminar/Workshop:** Region V – Asperger’s  
**Date:** January 26, 2011  
**Location:** Montvale, NJ

**Registration Fee:** None  
**Mileage:** None  
**Tolls:** None

**Name:** Victoria Munsterman  
**Conference/Seminar/Workshop:** Region V – Bipolar/ADHD  
**Date:** February 14, 2011  
**Location:** Oradell, NJ  
**Registration Fee:** None  
**Mileage:** None  
**Tolls:** None

**Name:** Victoria Munsterman  
**Conference/Seminar/Workshop:** Region V – Childhood Apraxia  
**Date:** March 21, 2011  
**Location:** TBA  
**Registration Fee:** None  
**Mileage:** None  
**Tolls:** None

**Name:** Carole Orthmann  
**Conference/Seminar/Workshop:** Sixth Annual School Nursing Conference  
**Date:** March 19, 2011  
**Location:** New Brunswick, NJ  
**Registration Fee:** \$155.00  
**Mileage:** None  
**Tolls:** None

11. Appointment of Qualified Purchasing Agent – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approve the appointment of Rita Cioppi, Business Administrator/Board Secretary as the District's Qualified Purchasing Agent for the 2010/11 school year and be approved to make purchases for the District in accordance with the provisions of statute as cited in 18A:18A-3 (establishment of bid threshold of \$36,000.00), 18A:18A-4 (quotation threshold of \$5,400.00), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services effective November 2010.
12. Approval of Personal Leave – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the personal leave of absence without pay on November 29, 2010 for Mr. Terrence McGill, Teacher.
13. Approval of Personal Leave – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approve the personal leave of absence on January 3, 2011 without pay for Ms. Hera Yang, Teacher.
14. Abolish position of Leave Replacement Teacher - It is hereby moved, upon recommendation of the Interim Superintendent, that the Board abolishes the position of Leave Replacement Teacher for reasons of economy, effective January 1, 2011.



15. Creation of Long Term Leave Replacement Substitute Position – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the establishment of Long Term Leave Replacement Substitute position as per the attached job description effective February 1, 2011.
16. Approval of the Long Term Leave Replacement Substitute Salary Guide – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the Long Term Leave Replacement Substitute salary guide as follows:

<b>BA</b>	
<u>Step</u>	<u>LTLRS Salary Guide</u>
1	\$ 32,000.00
2	\$ 32,640.00
3	\$ 33,292.80
4	\$ 33,958.66
5	\$ 34,637.83

<b>MA</b>	
<u>Step</u>	<u>LTLRS Salary Guide</u>
1	\$ 36,000.00
2	\$ 36,720.00
3	\$ 37,454.40
4	\$ 38,203.49
5	\$38,967.56

**Note\*** There are no benefits attached to this position unless it is longer than 6 months.

17. Approval of Substitute Teachers for the 2010/11 School Year – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approve the appointment of the following individual as substitute teacher for the 2010/11 school year:

Momoko Aoe

F. **POLICY** – Mr. Ferrante, Chairperson

*On a motion by Mr. Ferrante, seconded by Dr. Westlake and carried by roll call vote 6-0 (Mr. Murphy, Mrs. Norian, Mr. Samuel) the Board accepted F1 and approved F2.*

1. First Reading of Policies – It is hereby moved, upon recommendation of the Interim Superintendent that the Board accepts the first reading of the following policies:

<u>Policy</u>	<u>Number</u>
Fundraising Outside Organizations	1314
Health	5141

2. Adoption of Policy – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the second reading and adoption of the following policy:

<u>Policy</u>	<u>Number</u>
Fundraising	5136

G. PUBLIC RELATIONS/KEY COMMUNICATORS – Mrs. Norian Chairperson  
Dr. Nuccetelli reminded the Board and the public of the Community Planning Meeting on January 22, 2011 beginning at 9:00 a.m. in the Media Center.

H. NJSBA/BCSBA DELEGATE REPORT – Mr. Walsh, Delegate – No Report

#### **X. OPEN TO THE PUBLIC**

Mrs. Murray asked what steps were being taken when the school nurse is not present. Dr. Nuccetelli said it happened before and steps are being taken. We are working with Mr. Fletcher, River Dell Superintendent to have his nurse on call. We placed an ad on NJ Hire for a substitute nurse and are checking with different agencies, which are very expensive. We also surveyed other districts to check their rates.

Mrs. McGill asked when Mrs. Capodonna will be visiting the OPS teachers, and will every grade level be involved? Dr. Nuccetelli responded K through 5 beginning around January 13, 2011.

#### **XI. OLD BUSINESS - None**

#### **XII. NEW BUSINESS**

Mrs. Robertson asked how many people were attending the community meeting. Dr. Nuccetelli did not have that information as yet.

Mrs. Walker said a new bill on head injuries was being imposed, should we have a policy for it. Dr. Nuccetelli said she would check on it.

#### **XIII. CLOSED SESSION – None**

**XIV. *On a motion by Dr. Westlake, seconded by Mrs. Walker the meeting adjourned at 9:05 p.m.***

Respectfully submitted,



Rita Cioppi  
Business Administrator/Board Secretary