

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

**PUBLIC WORK/BUSINESS SESSION MEETING
Oradell Public School Library/Media Center
December 19, 2012**

MINUTES

- I.** The meeting was **CALLED TO ORDER** at 7:31 p.m. by President Watson-Nichols.
- II.** The **FLAG SALUTE** was led by Mr. Ferrante.
- III.** The **SUNSHINE LAW STATEMENT** was read by President 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 Mr. Walsh.

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. Derian, Mr. Ferrante, Mrs. Norian, Mr. Samuel, Mrs. Walker, Mr. Walsh, Dr. Westlake, Mrs. Watson-Nichols

Absent: Mrs. Robertson

Also present were Mrs. Anne Facendo, Superintendent/Principal, Dr. Alfredo Aguilar, BA/BS, Dr. Jeffrey Feifer, Consultant, and approximately 20 members of the public.

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

Mrs. Facendo asked to hold a moment of silence for our friends in Newtown, CT.

- VII. BOARD PRESIDENT'S REMARKS**

President Watson-Nichols informed the Board and Public of the change in the reorganization meeting date from January 9th to January 7th.

President Watson-Nichols recognized Mr. Andrew Oddo, the newly elected board member. President Watson-Nichols recognized Mr. Louis Ferrante for his numerous contributions to the district. Dr. Westlake thanked Mr. Ferrante for his service. Mrs. Facendo pointed out that Mr. Ferrante provided very insightful feedback to her curriculum goals.

President Watson-Nichols thanked Dr. Jeffrey Feifer for his service to the district. Mr. Samuel, Mrs. Norian, Mrs. Walker, Mr. Derian, Dr. Westlake, Mr. Walsh all commented and thanked Dr. Feifer for his contributions to the district and for the smooth transition. Mrs. Facendo and Dr. Aguilar expressed their thanks for his mentorship. Mrs. Shapiro, PTA President, expressed how much she enjoyed working with Dr. Feifer. Dr. Feifer thanked everyone for their kind words and the opportunity given to him to work in the Oradell School District. He pointed out that all efforts are aimed at what is the best for the students. He stated that great things are in store for Oradell. He is moving on to Oakland. Dr. Feifer also commended the students, parents, and educators for their efforts to improve the district.

VIII. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mrs. Facendo discussed her information items. She also thanked the PTA and Mr. Scanza for their security efforts.

A. Information/Discussion Items

- a. Monthly HIB Report (Attachment #1)
- b. Monthly Enrollment Report (Attachment #2)
- c. Techspo Conference 2013
- d. Columbia University weeklong "Intensives for Supervisory Staff"
- e. New Hire – (.5) Special Education Teacher– Lauren Roberto.
- f. "Legal One" – 12 hour mandated training for Principals.
- g. Fundraising – October
 1. OEA – "Breast Intentions"
 2. Concerned Moms of OPS – Gilda's Club of Northern NJ
- h. Partial Budget Freeze/State Aid Hurricane Sandy

B. Action Items for December 19, 2012

- a. Approval of Lauren Roberto, (.5) Special Education Resource Room Teacher at BA/Step 1, annual salary \$ 48,220(to be prorated).

IX. BUSINESS ADMINISTRATOR'S REPORT

A. Information/Discussion Items

- a. A presentation of the Comprehensive Annual Financial Report (CAFR) for FY ended June 30, 2012 by Mr. Jeffrey Bliss, CPA, of the accounting firm of Lerch, Vinci & Higgins, LLP (9:00 p.m.).

B. Action Items for December 19, 2012

- a. Acceptance of Comprehensive Annual Financial Report (CAFR)
- b. Acceptance and Approval of the Corrective Action Plan for FY ended June 30, 2012.

X. MINUTES

REVIEW OF MEETING MINUTES –

APPROVAL OF MINUTES – *A motion by Mr. Derian, seconded by Dr. Westlake and carried by roll call vote 7-0-1 (Mrs. Robertson absent, Mrs. Norian abstained) the board approved the following minutes:*

- October 17, 2012 Public Work/Business Session

XI. COMMITTEE REPORTS/ACTION

A. TRI-DISTRICT/SHARED SERVICES – Dr. Westlake, Chairperson

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

A motion by Mr. Derian, seconded by Dr. Westlake and carried by roll call vote 8-0 (Mrs. Robertson absent) the board approved B1.

1. Use of School Facilities – It is hereby moved, upon recommendation of the Chief School Administrator, that the Board of Education approve the following request for use of school facilities for the 2012-2013 School Year:

Organization	Event	Area of Building	Dates	Time
*Girl Scout Troop #973	Fitness Workshop	MPR C & D	January 25, 2013	6:30-8:30 PM

**No fee charged for use of facility or custodian overtime.*

C. CURRICULUM – Mr. Ferrante, Chairperson

Mr. Ferrante questioned the proposed budget freeze and are there funds available for planned workshops. Mrs. Facendo assures him the funds are available. President Watson-Nichols asked if the circus trip is free of cost. Mrs. Facendo stated that the parents will pay for both the transportation and circus tickets.

1. Acceptance of HIB Report for November 2012 – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the HIB Report for November 2012 as per Attachment #1.
2. Additional Staff Training – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves one additional day of staff training at a cost of \$2,000, by Patty McGee, Staff Developer, from Northern Valley, for the Reading, Writing Workshop to be held on April 3, 2013.
3. Approval of Field Trip for the 2012-2013 School Year - It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the following field trip:

Grade	Destination	Dates	Cost
5	Beuhler Challenger Science Center Bergen Community College, Paramus, NJ	January 3, 4, 7, 2013	Paid for with surplus funds from Sharpe
1	Izod Center-Circus	March 7, 2013	Parents to pay for the tickets and transportation.

4. Approval of Smart Notebook Lesson Development - It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the following teachers for up to 15 after-school hours of Smart Notebook Lesson Development at \$45/per hour:

Adriana Pestrichella
Ericka Wright

Michelle Rudolph
Elinor Goeller
Melissa Golden
Kristen Nicholas
Corinne Lynch

D. FINANCE/TECHNOLOGY – Mr. Samuel, Chairperson

Mr. Samuel stated that the committee is researching information on paperless board meetings. Dr. Aguilar was asked to simplify the transfer report to make it easier to read.

1. Acceptance of Comprehensive Annual Financial Report (CAFR) – It is hereby moved, upon the recommendation of the Chief School Administrator, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2011-2012 Audit and the CAFR for the fiscal year ended June 30, 2012.
2. Acceptance and Approval of the Corrective Action Plan for FY ended June 30, 2012– It is hereby moved, upon recommendation of the Chief School Administrator, 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:

IV. School Food Services

- It is recommended that appropriate action be taken to ensure net cash resources do not exceed the three month average expenditures in the Food Service Fund.
Corrective Action Plan - See Attachment –D2
Person Responsible for Implementation- Alfredo Aguilar, BA/BS
Completion Date of Implementation – On-going

VI. Extended Year Summer Program Fund

- It is recommended that all cash receipts from program fees be deposited in a timely manner.

Corrective Action Plan - See Attachment – D2

Person Responsible for Implementation- Alfredo Aguilar, BA/BS

Completion Date of Implementation – On-going

3. ***ITEM PULLED** -Monthly Certifications –The Financial Reports of the Board Secretary and Treasurer of School Moneys for the month end November 2012.
4. Transfer of Funds – It is hereby moved, upon recommendation of the Chief School Administrator, 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. Payment of Invoices – It is hereby moved that the invoices for the month of December 2012 be retroactively approved as follows:

Fund 10 (<i>General Current Expense</i>)	\$ 902,504.13
Fund 12 (<i>Capital Outlay</i>)	\$ 0.00
Fund 20 (<i>Special Revenue Fund</i>)	\$ 6,533.70
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>)	\$ 0.00
Fund 63	\$ 0.00
Fund 64 (<i>Ntl School Lunch Prog</i>)	\$ 271.91
Fund 65	\$ 0.00
Total	\$ 909,309.74

6. Approval of Special Education Programs/Services for 2012-2013 School Year – It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the following Programs/Services as per the student’s IEP for the 2012-2013 school year:

<u>Student</u>	<u>School/Services</u>	<u>Tuition/Cost</u>	<u>Date</u>
#59	Community School Teaneck, NJ	\$35,435 (to be prorated)	1/2/13
#80	Valley Program	\$69,745 (to be prorated)	1/2/13

7. Approval of Special Education Programs/Services for 2012-2013 School Year – It is hereby moved, upon recommendation of the Chief School Administrator, that the Board continues occupational therapy services for Student #67 provided by Bergen Pediatric Therapy through 1/13/13; effective 2/1/13 sessions will increase to 45 minutes per week at \$135.00 per session.

E. PERSONNEL /NEGOTIATIONS– Mrs. Robertson, Chairperson

1. Acceptance of Resignations - It is hereby moved, upon recommendation of the Chief School Administrator that the Board accepts the resignations of the following Part-Time Instructional Aides:

Jenna Tripsas	effective November 30, 2012
Christina Taryla	effective December 21, 2012
Emily Chiciak	effective December 21, 2012

2. Approval of (.5) Special Education Resource Room Teacher for the 2012- 2013 School Year - It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves Lauren Roberto, to the position of (.5) Special Education Resource Room Teacher, (no benefits), at BA/Step 1, salary of \$ 48,220.00 (to be prorated), effective start date January 2, 2013.
Salary Acct: 11-000-219-104-50

3. Approval of Part-time Instructional Aides for 2012-2013 School Year – It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the appointment of the following part-time instructional

aides effective 12/20/12 at a salary of \$ 10,464.00 (to be prorated) pending criminal history review:

Keri-Lyn Maher

Nicole Anderson

Amy Schwartz-Lebeda*effective date of hire pending criminal history review

4. Approval of Workshops/Conferences for the 2012-2013 School Year - It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the following Workshop/Conferences:

Attendee	Conference/Workshop	Location	Date(s)	Cost	Travel
Diane Malwitz	Kindergarten Seminar	Califon, NJ	12/4/12	\$0	\$36.00
Amy Rabinowitz	Enhance Speech Instruction	Region V	2/4/13	\$0	\$0
Anne Facendo	School Law Training thru Legal One	Monroe Twp, NJ	2/7/13 3/7/13	\$315.00	\$0
Kevin Stokes	Teachers College Reading & Writing Project	New York, NY	2/18-2/21	\$600.00	\$204.00
Sara Bright	Teachers College Reading & Writing Project	New York, NY	2/18-2/21	\$600.00	\$204.00
Anne Facendo	Transition to CCSS and PARCC	Paramus, NJ	1/18/13	\$0	\$0
Kevin Stokes	Transition to CCSS and PARCC	Paramus, NJ	1/18/13	\$0	40
Attendee	Conference/Workshop	Location	Dates	Cost	Travel/tolls/parking hotel/meals
Anne Facendo	TECHSPO	Atlantic City, NJ	1/31/13 – 2/1/13	\$375.00	441.00
Corinne Lynch	TECHSPO	Atlantic City, NJ	1/31/13 – 2/1/13	\$375.00	441.00
Kevin Stokes	TECHSPO	Atlantic City, NJ	1/31/13 – 2/1/13	\$375.00	441.00
Jennifer Amoroso	TECHSPO	Atlantic City, NJ	1/31/13 – 2/1/13	\$375.00	441.00
BOE Member and/or Teacher TBD	TECHSPO	Atlantic City, NJ	1/31/13 – 2/1/13	\$375.00	441.00

5. Approval of Nurse Aide for the 2012-2013 School Year – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Board approve the appointment of the following individual as nurse aide, not to exceed 24.5 hours per week, at \$24 per hour for the 2012-2013 school year.

Betsy Tyras

F. POLICY – Mrs. Walker, Chairperson

G. PUBLIC RELATIONS/KEY COMMUNICATORS – Mrs. Norian, Chairperson

H. NJSBA/BCSBA DELEGATE REPORT – Mr. Walsh, Delegate

XII. OPEN TO THE PUBLIC

Questions from the public were noted as follows:

Locking of the doors from the outside, hiring of security personnel, volunteers to patrol the hallways, keeping the school website secure from the public, kindergarten parents participation, implementation timeframe for new security procedures, locking mechanisms of the classroom doors, the location of recycling bins in the building.

Mrs. Facendo answered many of the questions.

Mr. Jeffrey Bliss from Lerch, Vinci, and Higgins presented the district audit. Dr. Aguilar was asked to ensure that \$90,000 was not appropriated already. Dr. Aguilar was asked to revise the corrective action plan in more detail. Dr. Aguilar was asked to obtain from the board attorney a detailed report on the breakdown of costs by topic area. The January meeting will include a resolution regarding FY 12 legal costs.

XIII. OLD BUSINESS

XIV. NEW BUSINESS

Mr. Ferrante commented that Ms. Bozios' "Flash" needs to be changed to reflect the correct date for the school show.

A motion by Mr. Samuel, seconded by Mr. Derian and carried by roll call vote, the board approved to send out RFP's for the district architect.

XV. CLOSED SESSION – (IF NECESSARY)

XVI. *A motion by Mrs. Norian, seconded by Dr. Westlake, the meeting adjourned at 10:34 pm.*

Respectfully submitted,

**Alfredo Aguilar, Ed. D.
Business Administrator/Board Secretary**