

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

**PUBLIC WORK/BUSINESS SESSION MEETING
Oradell Public School Library/Media Center
JULY 18, 2012**

MINUTES

- I.** The meeting was **CALLED TO ORDER** at 7:32 p.m. by President Watson-Nichols.
- II.** The **FLAG SALUTE** was led by Mr. Derian.
- 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 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. Derian, Mr. Ferrante, Mrs. Norian, Mr. Samuel, Mrs. Walker,
Mr. Walsh, Dr. Westlake, Mrs. Robertson, Mrs. Watson-Nichols
Absent: None

Also present were Dr. Jeffrey Feifer, Interim Superintendent, Dr. Alfredo Aguilar, Business Administrator/Board Secretary and approximately 37 members of the public.

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

- VII. BOARD PRESIDENT'S REMARKS**

President Watson-Nichols spoke about the following:

- The new administration and structure for next year - Mrs. Anne Facendo will be the Superintendent/Principal as well as Supervisors of Instruction and an Assistant Principal.

- The new Supervisors of Instruction and Assistant Principal introduced themselves and spoke about their backgrounds.
- Dr. Feifer will stay on as a consultant. Dr. Feifer commented that the new school year will be a smooth one; all hires have strong literacy backgrounds and this will translate into success.

VIII. SUPERINTENDENT'S REPORT

A. Information/Discussion Items

- a. Mr. Ryan has informed us that he will be retiring on September 1, 2012. We thank him for his twenty-one years of devoted service to Oradell and wish him all the best in his future endeavors.
- b. Board Advance - Jane Kershner, from New Jersey School Boards Association, will be available to conduct our Board Advance on August 22, 2012, at 6:00 p.m.
- c. Regional Supervisor of Curriculum and Instruction - We have re-opened the search for our Regional Supervisor of Curriculum and Instruction and will be interviewing additional candidates this summer.
- d. Website Redesign – Before we begin redesigning our website, I need to make sure that I understand the Board's priorities. Below is a list of enhancements that I believe the Board would like implemented (I also plan to send an e-mail to staff and parents to see what suggestions that they might offer concerning any changes.) What am I missing?
 - i. Automate announcements so that website postings are simultaneously e-mailed to parents/guardians.
 - ii. Link to Realtime Parent Portal so that families can automatically update contact information and access report cards and other school data.
 - iii. Include the Parent/Student Handbook on the website with the ability for parents to sign and electronically return required documents.
 - iv. Include information on extra-curricular activities at each grade level.
 - v. Include overviews of each curriculum area.
 - vi. Assign passwords and specific areas of responsibility to key staff members so information can be posted more efficiently. Keep the district calendar as comprehensive and up-to-date as possible.
 - vii. Incorporate apps to provide translations of website information.
 - viii. Review websites from other districts to help maximize the effectiveness and efficiency of our redesign.
- e. Tuition Inquiry - The issue has been rendered moot because the parents have chosen to send the student to the new school district.
- f. Administrative Team – I will be distributing an enclosure at the Board meeting with recommendations for the employment of our new Administrative Team.
- g. Payroll Clerk - We are asking for approval of a temporary payroll clerk retroactive to July 3, 2012 to replace the arrangement with Account Temps. We are interviewing candidates for the position and will have a recommendation for the Board as soon as possible.
- h. Assistant Principal – Mr. Norton's last day in the district will be August 10, 2012. He will be leaving to accept a position in another district and we wish him the best.

A. Action Items for July 18, 2012

- a. Principal's Retirement - I recommend that the Board accept, with regret, the resignation, for the purpose of retirement, of William Scott Ryan, effective September 1, 2012.

- b. Grade 2 Leave of Absence Replacement - Lindsey Coffman has been an Instructional Aide for grades K-4 in Ridgewood and Oradell/River Edge for three years. She is a Rutgers graduate who is State certified in Elementary Education K-5 and in Language Arts Literacy. I recommend that the Board approve her employment as a Leave of Absence Replacement Teacher from September 5, 2012 and ending with the return of Mrs. Kenyon on or about February 1, 2013.
- c. Science Consultant – I recommend that the Board approve Al Ruffini as Science Consultant for 2012-2013 at a rate of \$200 per eight-hour day, not to exceed sixteen hours per week.
- d. 2012-2013 to 2014-2015 Memorandum of Understanding with the Oradell Administrators Association – I recommend that the Board approve the three-year Memorandum of Agreement between the Oradell Board of Education and the Oradell Administrators Association.
- e. Literacy Curriculum Summer Work – I recommend that the Board approve a maximum of 10 hours of summer Literacy Curriculum and transition work for Melissa Pizza at a rate of \$45/hour. This would enable Ms. Pizza to work with our Supervisors to setup classroom libraries and review available materials.
- f. Stipend for Summer Professional Development Instructors – Pursuant to our conversation concerning appropriate stipends for instructors teaching summer courses, I recommend that the Board pay \$55/hour for the first time that the course is taught and \$45/hour for any subsequent sessions of the same course. Board discussion followed. Mrs. Walker feels the rate is too low at \$45.00
- g. Policy Approvals – I recommend that the Board approve the Second Readings of File Code: 1330 – *Use of Facilities* (Enclosure 1) and File Code: 4119.21 – *Conflict of Interest* (Enclosure 2).
- h. Summer Professional Development Workshop Participants – I recommend that the Board approve Adrianna Pestrichella, Melissa Golden, Donna Smith, Melissa Pizza, Elinor Goeller, Scott Duthie and Kevin Stokes to take the following technology summer workshops: *Smart Notebook 11 – Basic* on July 24, 5 hours total @\$30/hour = \$150 stipend per teacher; *Smart Notebook 11 – Intermediate* on July 25th, 5 hours total @\$45/hour = \$225 stipend per teacher; *Smart Notebook 11 – Advanced* on August 15, 16, and 17, 15 hours total @\$45/hour = \$675 stipend per teacher.
- i. Hiring of Summer Part-time Custodian - Nick Moltzen, who had been previously hired for this position, is leaving us to attend the Police Academy. I recommend that the Board approve Michael Neville as a Summer Part-Time Custodian, retroactive to July 16, 2012, at a rate of \$9.50 per hour.

B. Action Items for August 8, 2012

- a. Hiring of Aides
- b. Uniform Memorandum of Agreement for the 2012-2013 School Year

IX. BUSINESS ADMINISTRATOR’S REPORT

Dr. Aguilar explained his informational items to the Board.

A. Information/Discussion Items

- a. School District Travel Maximum for 11/12 and 12/13 school years.
- b. Additional hours for Eileen Gallagher are needed. I am requesting board approval for up to 20 additional hours for Mrs. Gallagher to complete the transitional training for the new Accounts Payable clerk.
- c. Close-out funds from the Roof Project

- d. 3-Yr. Comparison with ACES
- e. Flex Plans for the district
- f. NJSBA Convention – October 23-25, 2012

B. Action Items for July 18, 2012

- a. Approval of School District Travel Maximum for 11/12 and 12/13
- b. Approval of Additional Hours for A/P Training – I am recommending that the Board approve up to 20 hours for Eileen Gallagher at \$24.00 per hour.
- c. Approval to close-out Capital Funds from the Roof Project Phase I at \$1,950.00 and Roof Project Phase II at \$1,050.00 and transfer to Capital Reserve.
- d. Approval to renew Membership in NESBIG
- e. Approval to renew Maksin Student Accident Insurance Company (3% increase from last year. Cost in 11/12 was \$ 3,800.00. Cost for 12/13 is \$3,915.00.)
- f. Approval to appoint BCBANC and Capital One and Signatories
- g. Approval to renew contract with Realtime Student Information System (same rate as 11/12)
- h. Approval to renew ACES Gas Agreement - June 2012-May 2014
- i. Approval to appoint Alfredo Aguilar as the Custodian of Records and P.A.C.O.
- j. Approval to appoint Kevin Williamson as Integrated Pest Management Coordinator

X. MINUTES

REVIEW OF MEETING MINUTES –

- June 27, 2012 Work/Business Session, Closed Session

APPROVAL OF MINUTES – *It is hereby moved by President Watson-Nichols, seconded by Mr. Walsh and carried by roll call vote the Board approved the following minutes.*

- May 23, 2012 Work/Business Session Meeting (Mrs. Norian abstained)
- June 13, 2012 Closed Session #1, Work/Regular Session, Closed Session #2

XI. COMMITTEE REPORTS/ACTION

- A. TRI-DISTRICT/SHARED SERVICES – Dr. Westlake, Chairperson stated a new Tri-District Supervisor of Curriculum is being searched for.
- B. BUILDINGS & GROUNDS/SAFETY – Mr. Derian, Chairperson
- C. CURRICULUM – Mr. Ferrante, Chairperson
- D. FINANCE/TECHNOLOGY – Mr. Samuel, Chairperson
The Board discussed D1. The Board decided to table D1 and asked Dr. Aguilar to research the student software program, Genesis, the same program used in River Dell Regional.

A motion by Mr. Samuel, seconded by Mr. Walsh and carried by roll call vote 9-0 the Board approved D2, D3, D4, D5, D6, D7, D8, D9, D10, D11.

1. Professional Consultant/Computer Management Services – It is hereby moved that Realtime Information Technology, Inc. be approved to provide student system software and support during the 2012/2013 school year at the following costs (no increase over the prior year):

Student Systems	\$6,758.50
Special Services/IEP Writer	<u>\$2,750.00</u>
Total	\$9,508.50

2. Approval of BCBANC and Capital One for 2012/2013 School Year - It is hereby moved upon recommendation of the Interim Superintendent, in conjunction with the Business Administrator/Board Secretary that the Board approves the following resolution:

Be it resolved that the Oradell Board of Education authorize the Business Administrator/Board Secretary to invest school district funds within statutory limitations;

Be it further resolved that the Oradell Board of Education approves the district's participation in the Bergen County Banking Consortium (BCBANC) from July 1, 2012-June 30, 2013 and authorizes the Business Administrator/Board Secretary to serve as a trustee;

Be it further resolved that the Oradell Board of Education designates Capital One as the bank for deposits and withdrawals for the General Fund Account, Payroll Account, Payroll Agency Account, Unemployment Account, Student Activities Account, Summer School Account and 6th Grade Commencement Account from July 1, 2012-June 30, 2013.

3. Approval of Signatories for BCBANC and Capital One – It is hereby moved, upon recommendation of the Interim Superintendent, in conjunction with the Business Administrator/Board Secretary that the Board of Education approves the following signatories for the Oradell Public Schools during the 2012//2013 school year with the Bergen County Banking Consortium(BCBANC) and Capital One:

Dorothy Watson-Nichols	Board President
Christine Robertson	Board Vice President
Angelo DeSimone	Treasurer of School Monies
Dr. Jeffrey Feifer	Interim Superintendent
Dr. Alfredo Aguilar	Business Administrator/Board Secretary
W. Scott Ryan	Principal

4. School District Travel Maximum - It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the following:

WHEREAS, school district policy 6471 School District Travel and N.J.A.C. 18A:11-12(4)p provides that the Board of Education shall establish in the annual school

budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2011-2012 school year; and

WHEREAS, the Oradell Board of Education established the school district travel maximum for the 2010-2011 school year at the sum of \$7,100.00; and

WHEREAS, the Oradell Board of Education has appropriated through June 30, 2011 travel expenses of \$2,388.00 for the 2010-2011 school year,

NOW, THEREFORE BE IT RESOLVED, that the Oradell Board of Education hereby establishes the school district travel maximum for the 2011-2012 school year at the sum of \$7,100; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

5. School District Travel Maximum - It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the following:

WHEREAS, school district policy 6471 School District Travel and N.J.A.C. 18A:11-12(4)p provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2012-2013 school year; and

WHEREAS, the Oradell Board of Education established the school district travel maximum for the 2011-2012 school year at the sum of \$7,100.00; and

WHEREAS, the Oradell Board of Education has appropriated through June 30, 2012 travel expenses of \$ 4,305.00 for the 2011-2012 school year,

NOW, THEREFORE BE IT RESOLVED, that the Oradell Board of Education hereby establishes the school district travel maximum for the 2012-2013 school year at the sum of \$7,000; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

6. Membership in Northeast Bergen County School Board Insurance Group (NESBIG) – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Oradell Board of Education approves, pursuant to the provision of Title 18A:18A-42, participation of the District as a member of the Northeast Bergen County School Board Insurance Group (NESBIG) in the Workers Compensation Pool and as a member for other joint insurance services for the 2012/2013 school year.
7. Student Accident Insurance – It is hereby moved that the Oradell Board of Education approve the appointment of Maksin Group Pennsauken, NJ as the student insurance carrier for the 2012/2013 school year at a cost of \$3,915.00.

8. Renewal of the Alliance for Competitive Energy Services(ACES) Natural Gas Supply Service Contract - It is hereby moved, upon the recommendation of the Interim Superintendent, in concert with the Business Administrator/Board Secretary, that the Board, through its membership with the Alliance for Competitive Energy Services (ACES), as part of a cooperative bid with other government entities, authorizes the Business Administrator/Board Secretary to enter into a contract with Hess Corporation, Woodbridge NJ, to provide natural gas to the Oradell Public School, beginning June 2012-May 2014.
9. Approval to Transfer Funds from Capital Projects to Capital Reserve - It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board authorizes the Business Administrator to close out the Capital Fund Balance for the Roof Replacement Phase I & Phase II as follows and transfer this balance to Capital Reserve Account:

- Roof Replacement - Phase I \$1,950.00
- Roof Replacement - Phase II \$1,050.00

10. Payment of Invoices – It is hereby moved that the invoices for the month of June 2012 be retroactively approved as follows:

Fund 10 (<i>General Current Expense</i>)	\$ 773,943.47
Fund 12 (<i>Capital Outlay</i>)	\$ 0.00
Fund 20 (<i>Special Revenue Fund</i>)	\$ 23,196.28
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>)	\$ 1,047.65
Fund 65	<u>\$ 0.00</u>
Total	\$ 798,187.40

11. 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.

E. PERSONNEL /NEGOTIATIONS– Mrs. Robertson, Chairperson

Mrs. Norian asked to take a separate vote on E1.

A motion by Mrs. Robertson, seconded by Mr. Samuel and carried by roll call vote 9-0, the Board accepted the retirement of Mr. William Scott Ryan.

1. Acceptance of Retirement – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board accepts, with regret, the resignation of William Scott Ryan, for the purpose of retirement, effective September 1, 2012.

A motion by Mrs. Robertson, seconded by Mr. Samuel and carried by roll call vote 9-0, the Board approved E2, E3, E4, E5, E6, E6, E8, E9, E10, E11, E12, E13, E14, E15, E16.

2. Appointment of Grade 2 - Leave of Absence Replacement Teacher - It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the appointment of Lindsey Coffman, as the Grade 2 - Leave of Absence Replacement Teacher from September 5, 2012 and ending on or about February 1, 2013.
3. Appointment of Science Consultant for 2012/2013 School Year - It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the appointment of Al Ruffini, as Science Consultant for the 2012/2013 school year at a rate of \$200 per eight-hour day, not to exceed sixteen hours per week.
4. Approval of 2012-2013 to 2014/2015 Memorandum of Understanding with the Oradell Administrators Association – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the three-year Memorandum of Agreement between the Oradell Board of Education and the Oradell Administrators Association.
5. Approval of Literacy Curriculum Summer Work – It is hereby moved, upon recommendation the Interim Superintendent that the Board approves Melissa Pizza for a maximum of 10 hours summer Literacy Curriculum and transition work at a rate of \$45.00 per hour.
6. Approval of Stipend for Summer Professional Development Instructors - It is hereby moved, upon recommendation the Interim Superintendent that the Board approves the rate of \$55.00/hour for the first time that a course is taught and \$45/hour for any subsequent session of the same course.
7. Approval of 2012 Summer Professional Development Workshop Participants – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves Adrianna Pestrichella, Melissa Golden, Donna Smith, Melissa Pizza, Elinor Goeller, Scott Duthie and Kevin Stokes to take the following technology summer workshops:

<u>Workshop</u>	<u>Dates</u>	<u>Hours/Stipend</u>
Smart Notebook II – Basic	July 24th	5 hours total @\$30/hour = \$150stipend/teacher
Smart Notebook 11 – Intermediate	July 25th	5 hours total @\$45/hour = \$225 stipend/ teacher
Smart Notebook 11 – Advanced	August 15, 16, & 17	15 hours total @\$45/hour = \$675 stipend/ teacher

8. Approval to appoint Part-Time Temporary Payroll Clerk – It is hereby moved, upon recommendation the Interim Superintendent that the Board approves the appointment of Nancy D’Antonio, Part-Time Temporary Payroll Clerk, retroactive to July 3, 2012 at an hourly rate of \$25.00 per hour, 20 hours per week, not to exceed 60 hours (pending criminal history review).

9. Approval to Summer Part-Time Custodian – It is hereby moved, upon recommendation the Interim Superintendent that the Board retroactively approves the Michael Neville, summer part-time custodian at \$9.50 per hour retroactive to July 16, 2012 (pending criminal history review).
10. Appointment of Custodian of Records 2012/2013– It is hereby moved upon the recommendation of the Interim Superintendent, that the Board approve the appointment of Dr. Alfredo Aguilar, Business Administrator/Board Secretary as the Custodian of Records for the 2012/2013 school year.
11. Appointment of P.A.C.O. Officer for 2012/2013 – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approve the appointment of Dr. Alfredo Aguilar, as the Public Agency Compliance Officer for the 2012/2013 school year.
12. Appointment of Integrated Pest Management Officer for 2012/2013 – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approve the appointment of Kevin Williamson, as the Integrated Pest Management Officer for the 2012/2013 school year.
13. Approval for Additional Hours for A/P Training– It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approves the up to 20 hours at \$24.00 per hour for Eileen Gallagher to provide transition training for the Accounts Payable Clerk.
14. Approval of Assistant Principal for 2012/2013 – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the appointment of Megan Bozios, as Assistant Principal from August 6, 2012 through June 30, 2013 at an annual salary of \$90,000.00 (to be prorated).
15. Approval of Supervisor of Instruction (Literacy Coach) for 2012/2013 – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the appointment of Sara Bright, as Literacy Coach, to change to Supervisor of Instruction (upon receipt of certification) from August 6, 2012 through June 30, 2013 at an annual salary of \$77,500.00 (to be prorated).
16. Approval of Supervisor of Instruction for 2012/2013 – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the appointment of Kevin Stokes, as Supervisor of Instruction, from August 6, 2012 through June 30, 2013 at an annual salary of \$77,500.00 (to be prorated).

F. POLICY – Mrs. Walker, Chairperson

A motion by Mrs. Walker, seconded by Mr. Walsh and carried by roll call vote, the Board approved F1.

1. Second Reading – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves and adopts the second reading of the following policy:

Policy #

1330
4119.21

Policy

Use of Facilities (Enclosure No. 1)
Conflict of Interest (Enclosure No. 2)

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

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

XII. OPEN TO THE PUBLIC

Mrs. Jackie Merrigan, Parent, stated she supports Genesis.

Ericka Wright, OEA President, asked if the RiverDell Middle School can change their calendar instead of Oradell. Dr. Feifer explained that it cannot happen this year; the OPS calendar will remain the same for the 2012/2013 year.

Ms. Tara Russo, Parent, commented that the district should email parents about summer reading.

Ms. Christine Pollinger, Parent, seeks more direction with books that are purchased for summer.

Ms. Schwartz, Parent, questions projects with books that parents need to go out and buy. She does not want her child to read Shiloh and wants a master educator to teach teacher training on technology. Dr. Feifer explained that Mrs. Lynch is qualified.

Mrs. Kathy Sears, Parent, stated the garden will be expanded in October.

Mrs. Hussein, Parent, commented on the website re-development.

XIII. OLD BUSINESS

Mr. Samuel asked if the district heard anything about the QSAC visit/ report? Dr. Feifer indicated he had not.

Mrs. Robertson asked about the fundraising policy? Mrs. Walker commented it is being worked on.

Dr. Aguilar will email the proposal from AFLAC Flex plan to all board members.

XIV. NEW BUSINESS

Mr. Derian asked about the technology equipment.

Mr. Samuel asked for a summary report of the bond refinancing/ funding.

XV. A motion by Dr. Westlake, seconded by Mr. Ferrante, the board meeting adjourned at 9:54 p.m.

Respectfully submitted,

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