

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

**PUBLIC WORK/BUSINESS SESSION MEETING  
Oradell Public School Library/Media Center  
JUNE 27, 2012**

**MINUTES**

- I.** The Meeting was **CALLED TO ORDER** at 7:30 p.m. by President Watson-Nichols.
- II.** The **FLAG SALUTE** was led by Mrs. Norian.
- III.** The **SUNSHINE LAW STATEMENT** was read by Mr. Derian.

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 President Watson-Nichols.

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, Mrs. Norian, Mr. Samuel, Mrs. Walker, Mr. Walsh,  
Dr. Westlake, Mrs. Robertson, Mrs. Watson-Nichols  
**Absent:** Mr. Ferrante

Also present were Dr. Jeffrey Feifer, Interim Superintendent, Dr. Alfredo Aguilar, Business Administrator/Board Secretary, and approximately 13 members of the public.

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

**VII. BOARD PRESIDENT'S REMARKS**

**VIII. INTERIM SUPERINTENDENT'S REPORT**

**A. Information/Discussion Items**

- a. Staff Recognition Award
  - i. 25 Years of Service – Heide O’Keeffe
- b. Board Advance

- i. Susan McCusker, from New Jersey School Boards Association, called to inform us that she will be unable to conduct our Board Advance that was planned for July 11, 2012. I hope to have additional options and/or other possible dates to discuss at our meeting.
- c. Status of Personnel Searches
  - i. Hiring Recommendations for June 27, 2012
    - 1. Kindergarten
    - 2. Grade 6
    - 3. Special Education
    - 4. ESL (.8)/Basic Skills (.2)
    - 5. Nurse Aide (24.5 hours/week)
    - 6. Accounts Payable Officer (24.5 hours/week)
  - ii. Hiring Recommendations for July, 2012
    - 1. Supervisors of Instruction
    - 2. Regional Supervisor of Curriculum and Instruction
    - 3. Grade 2 Leave of Absence Replacement
    - 4. Part-Time Payroll Officer (20 hours/week)
    - 5. Science Consultant
- d. HIB Incident Investigations for June 2012
  - i. There were no behavioral incidents requiring HIB investigations in June.

e. World Language Instruction – After discussion with the Curriculum Committee, I recommend that we offer Spanish to all incoming Kindergarten students beginning in September 2012. Further, I recommend that we phase-out French Instruction beginning in September 2012 so that our World Language instructional program for 2012-2013 would be as follows:

Kindergarten	Spanish
First Grade	Spanish
Second Grade	Spanish
Third Grade	Spanish
Fourth Grade	French
Fifth Grade	Spanish
Sixth Grade	French

*Mrs. Norian pointed out that historically both Spanish and French were part of curriculum.*

*Mrs. Walker commented on advantages of students being immersed on having exposure to one language.*

## **B. Action Items for June 27, 2012**

- a. Business Office Personnel
  - i. Carolyn Riecken has declined the Board's employment offer for the restructured position of Bookkeeper/Payroll Officer, 24.5 hours/week, commencing July 1, 2012, and has indicated that she will not be returning after June 29, 2012. I recommend that the Board accept her resignation.
  - ii. I recommend that the Board approve Eileen Gallagher to provide transition training to the new Accounts Payable Officer at a rate of \$24/hour, not to exceed 15 hours.
- b. Recommendations for Hiring of New Staff
  - i. Kindergarten - Adrianna Pestrichella has served the district in two long-term leave replacement positions. She is certified as a Teacher of

Pre-K - 3 and K - 5. We have had an opportunity to observe her work and have been very impressed with her teaching skills. I recommend that the Board approve her employment for 2012-2013 as a Kindergarten Teacher, Step 1, BA, \$48,220.

- ii. Grade 6 - Chanel Min has two years experience teaching sixth grade in Newark with the primary responsibility of Language Art/Literacy. She earned her Masters of Education from Harvard University where she received extensive training in Readers and Writers Workshop. She is certified as an Elementary Teacher in Grades K-5 and as an Elementary Teacher with Subject Matter Specialization in Language/Arts Literacy, Grades 6-8. I recommend that the Board approve her employment for 2012-2013 as a Grade 6 Teacher, Step 3, MA, \$50,750.
  - iii. Special Education - Rosemarie Cataldo has three years experience teaching self-contained special education students in Emerson in grades 3-6. She is a graduate of Montclair State University and has also earned a Masters Degree in Elementary Education and has done additional graduate work to obtain her Special Education certification. She is also certified as a supplemental instructor in Reading and Mathematics, is Highly Qualified in Social Studies and is completing one final course to receive Highly Qualified status in Language Arts. I recommend that the Board approve her employment for 2012-2013 as a Special Education Teacher, Step 4, MA+15, \$52,515.
  - iv. ESL/Basic Skills - Debra Silverstein has been a LOA replacement teacher for ESL(.8)/Basic Skills(.2) in our district from January 1 through June 30, 2012 and has done an excellent job. Prior to that she completed three years of successful teaching in Fort Lee and ½ year in Leonia. She earned her Masters Degree in Language Education from Rutgers University and is certified as Teacher of English as a Second Language, K-12, and is Highly Qualified to teach English K-12. I recommend that the Board approve her employment for 2012-2013 as a tenure track ESL/Basic Skills Teacher, Step 5, MA, \$52,150.
  - v. Nurse Aide - Karen De Pol is a Registered Nurse with more than 12 years experience and is certified as a School Nurse/Health Educator. She has successfully worked as a Nurse Aide in our school and we are fortunate that she will be able to return in September. The Board had previously approved two part-time (15 hours/week each) Nurse Aides but, until now, we had been unable to find qualified candidates. Mrs. De Pol is available to work for 24.5 hours per week at the approved rate of \$24/hour and I am pleased to recommend her for the position.
  - vi. Accounts Payable Officer – Lisa Green had had extensive experience as an Accounts Payable Supervisor in private industry and as Treasurer in a private school. I recommend that the Board approve her employment for 2012-2013 as Accounts Payable Officer, 24.5 hours/week, \$18.75/hour.
- c. Appointment of Staff for 2012-2013 (Enclosures 1-5)
- i. Teachers (Enclosure 1)
  - ii. Administrators (Enclosure 2)
  - iii. Secretaries (Enclosure 3)
  - iv. Clerks (Enclosure 4)
  - v. Custodians (Enclosure 5)
  - vi. Aides will be recommended at our meetings in July/August
- d. Board Meetings (Enclosure 6)

- i. A tentative schedule of Board Meeting dates for July 2012 through Reorganization on January 9, 2013 was distributed at our June 13, 2012 meeting. Having heard no specific suggestions for changes from board members, I am recommending that the Board approve the schedule detailed in Enclosure 6.
- e. Salary for Long-Term Leave of Absence Replacement Teachers
  - i. After consultation with our attorney, I recommend that the Board approve the following pay schedule for a teacher who serves as a long-term leave of absence replacement: \$80/day for the first 10 days, \$85 for days 11-20, \$150/day after 20 consecutive days in the assignment.
- f. Recommendations for Policy Approvals – First Readings (Enclosures 7-9)
  - i. File Code: 1330 – Use of Facilities (Enclosure 7)
  - ii. File Code: 5136 – Fund Raising Activities (Enclosure 8)
  - iii. File Code: 4119.21 – Conflict of Interest (Enclosure 9)
- g. Recommendation for Policy Reading – Second Reading
  - i. File Code: 5141.8 - Sports Related Head Injury (Enclosure No.10)
- h. Student Teacher
  - i. I recommend that the Board approve Mr. William Thoman, Student Teacher, Montclair State University, to work with Carol Richardi from October through December 2012.
- i. Schaefer Explorations Aide
  - i. On May 23, 2012, the Board approved MaryAnn Travalja as an aide for three classes in the Schaefer Explorations Summer Program. She has informed us that she will be unable to work in the program. As such, I am recommending Cassandra VanPosnak to replace MaryAnn Travalja.
- j. Extended School Year Programs/Services as per IEPs (Enclosure 11)
  - i. I recommend that the Board approve the extended school year programs and services as per IEPs that are listed in Enclosure 11.
- k. School Safety Team
  - i. Board Policy File Code: 5131 – Harassment, Intimidation, and Bullying, requires the appointment of a school safety team that, “shall be appointed by the principal and consist of the principal or his or her designee who, if possible, shall be a senior administrator; a teacher in the school; the school anti-bullying specialist; a parent of a student in the school; and other members to be determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.” I recommend that the Board approve the following team members for 2012-2013: Susan Confrancisco, Chairperson; Thomas Santagato, Coordinator; Scott Ryan, Principal; Supervisors of Instruction; Melissa Golden, Teacher; Tricia Lyons, Parent.
- l. Technology Summer Staff Development Recommendations (Enclosure 12)

We are purchasing SMART 40Wi interactive projectors for instructional areas that do not already have SMART technology. We will also be installing whiteboards and SMART Notebook 11 software will be installed on all presentation computers. To ensure that our new projectors will be utilized throughout the curriculum at every grade level, we have planned staff development workshops for the summer to train teachers on how to get the most out of the SMART Notebook 11 software. The initial workshops will be targeted to a teacher from each grade level who is knowledgeable with the grade level curriculum and will produce lessons for their respective grade levels but additional opportunities for training will be available in August and throughout the school year for additional training of all staff members. Our goal is for all teachers to become proficient with SMART

Notebook and to have access to a digital folder of interactive lessons in the areas of Everyday Math, MONDO, Science and Social Studies, and Readers/Writers Workshop lessons and rubrics. I recommend that the Board approve the following summer courses as included in Enclosure 12 and described below.

Course Description: Smart Notebook 11 - Basic

Fundamentals of the technology; developing a comfort level with using the projector, available tools, and interactive features of the program; implementing existing interactive lessons with the students available in the shared drive for Everyday Math, Mondo, and other subjects; using Oradell website curriculum links and interactive websites.

Course Description: Smart Notebook 11 – Intermediate

Using software tools for lesson creation; reviewing existing online lessons and adapting them to match the Oradell curriculum; collecting content for lesson development (images, scanning, text, instructional games); learning how to create interactive lessons in literacy, mathematics, science, and social studies to be placed on a shared drive for the grade level.

Course Description: Smart Notebook 11 – Advanced

Review curriculum and develop/modify lessons in literacy, mathematics, science, and social studies to be shared among grade level team members; continue with all the objectives of the Intermediate training.

- m. Summer Work for Staff Development, Technology, Network Maintenance, and New Installations
  - i. I recommend that the Board approve Corinne Lynch and Michelle Rudolph as instructors for our Summer Technology Staff Development courses at a rate of \$55/hour.
  - ii. I recommend that the Board approve Corinne Lynch for 100 hours and Tracey Killeen for 25 hours to conduct hardware, software, and network maintenance and new installations at a rate of \$45 per teacher per hour.
- n. Approval/Acceptance of June 13 HIB Reporting
  - i. I provided a list of HIB investigations for the month of May at our Board meeting of June 13, 2012. Having heard no questions concerning the resolution of our investigations, I recommend that the Board affirms the Administration's findings in these cases.
- o. **Action Items for July 2012**
  - a. Hiring of Staff
    - i. Supervisors of Instruction
    - ii. Regional Supervisor of Curriculum and Instruction
    - iii. Graded 2 LOA Replacement
    - iv. Aides
    - v. Payroll Officer
    - vi. Science Consultant
  - b. Uniform Memorandum of Agreement for the 2012-2013 School Year
  - c. Modifications to World Language Instruction

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

### **A. Information/Discussion Items**

- a. Anti-Bullying Funds
- b. Procedural Resolutions for 2012/2013
  - i. Official Depositories
  - ii. New Cooperatives in addition to Ed-Data
  - iii. Procurement of Goods

- iv. School District Travel Maximum 11/12
- v. Signatories
- vi. Official Newspapers
- vii. Chart of Accounts
- viii. Petty Cash
- ix. Cash Management
- x. Bergen County Dept of Health/Blood Borne Pathogens
- xi. Environmental Services
- xii. Benefits Broker/Benefits Provider
- xiii. 403B Plans
- xiv. Non-Public Nursing
- xv. Chapters 192/193
- xvi. Membership in NJSBA
- xvii. Mileage
- xviii. Purchasing Agent

**B. Action Items for June 27, 2012**

- a. Anti-Bullying Funds
- b. Procedural Resolutions( for 2012/2013)
  - i. Official Depositories
  - ii. New Cooperatives in addition to Ed-Data
  - iii. Procurement of Goods
  - iv. School District Travel Maximum 11/12
  - v. Signatories
  - vi. Official Newspapers
  - vii. Chart of Accounts
  - viii. Petty Cash
  - ix. Cash Management
  - x. Bergen County Dept of Health/Blood Borne Pathogens
  - xi. Environmental Services
  - xii. Benefits Broker/Benefits Provider
  - xiii. 403B Plans
  - xiv. Non- Public Nursing
  - xv. Chapters 192/193
  - xvi. Membership in NJSBA
  - xvii. Mileage
  - xviii. Purchasing Agent

**C. Action Items for July 2012**

- a. NJ Department of Agriculture Designees for National School Lunch
- b. School District Travel Maximum 12/13

*Mrs. Norian left the meeting at 7:49 P.M.*

**X. MINUTES**

REVIEW OF MEETING MINUTES –

- May 23, 2012      Work/Regular Session
- June 13, 2012    Closed Session #1, Work/Regular Session, Closed Session #2

APPROVAL OF MINUTES – None at this time.

## XI. COMMITTEE REPORTS/ACTION

A. TRI-DISTRICT/SHARED SERVICES - Dr. Westlake, Chairperson reported that the District Curriculum Supervisor will be discussed.

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

*A motion by Mr. Derian, seconded by Mrs. Robertson and carried by roll call vote 7-0 (Mr. Ferrante and Mrs. Norian absent) the Board approved B1.*

1. Board Meeting Dates - It is hereby moved, upon recommendation of the Interim Superintendent that the Board of Education approves the Public Work/Business Session meetings to be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month (unless otherwise stated) beginning at 7:30 p.m. in the OPS-IMC as per Enclosure No. 6:

C. CURRICULUM – Mr. Ferrante, Chairperson

*A motion by Mrs. Robertson, seconded by Dr. Westlake and carried by roll call vote 7-0, the Board approved C1, C2.*

1. Approve and Accept the H.I.B Report – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves and accepts the Superintendent's H.I.B. Report of June 13, 2012.
2. Approval of Technology Summer Staff Development Courses – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the following summer courses as included in Enclosure No. 12 and listed as follows:

Course Description: Smart Notebook 11 – Basic

Course Description: Smart Notebook 11 – Intermediate

Course Description: Smart Notebook 11 – Advanced

D. FINANCE/TECHNOLOGY – Mr. Samuel, Chairperson

*Mr. Samuel pulled D13 from the consent agenda. Mr. Samuel asked if the board approved technology purchases were completed. Dr. Aguilar replied that all purchases have been processed.*

*Mr. Samuel asked about the preliminary audit and its findings. Dr. Aguilar commented that the audit went well and the items that were found are being corrected.*

*A motion by Mr. Samuel, seconded by Dr. Westlake and carried by roll call vote 7-0, the Board approved D1, D2, D3, D4, D5, D6, D7, D8, D9, D10, D11, D12, D14, D15, D16, D17, D18, D19, D20, D21, D22, D23, D24, D25, D26, D27, D28, D29, D30, D31.*

1. Monthly Certifications –The Financial Reports of the Board Secretary and Treasurer of School Moneys for the month end May 2012, 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 2011/2012 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 May 2012 be retroactively approved as follows:

Fund 10 ( <i>General Current Expense</i> )	\$ 859,433.27
Fund 12 ( <i>Capital Outlay</i> )	\$ 0.00
Fund 20 ( <i>Special Revenue Fund</i> )	\$ 64,855.14
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>Nil School Lunch Prog</i> )	\$ 431.49
Fund 65	\$ 0.00
Total	\$924,719.90

3. Payment of Bills/Invoices – It is hereby moved that the Board of Education authorize the Business Administrator/Board Secretary to pay bills for June 2012 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. Acceptance of Funds to Support the Implementation of the Anti-Bullying Bill of Rights – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves and accepts funds from the NJDOE in the amount of \$46.00 in support of the Anti-Bullying Bill of Rights Act (P.L.2012,c122).
6. Approval of Extended School Year Programs/Services – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the extended school year programs and services as per IEPs that are listed in Enclosure No. 11.
7. Official Depositories - It is hereby moved that the Board approve the following as official depositories for funds of this Board of Education for the 2012/2013 school year:

Bank of America  
Capital One



8. Procurement of Goods and Services for the 2012-2013 School Year – It is hereby moved, upon, upon recommendation of the School Business Administrator/ Board Secretary, authorizes the procurement of goods and services through the state agency for the 2012-2013 school year as follows:

**Whereas**, Title 18A:18A-10 provides that a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising, therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

**Whereas**, the Oradell School District has the need, on a timely basis to procure goods and services utilizing state contracts, and

**Whereas**, the Oradell Board of Education desires to authorize its purchasing agent for the 2012-2013 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

**Now therefore**, be it resolved, that the Oradell Board of Education does hereby authorize the district purchasing agent to make purchase of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as listed:

<u>Vendor</u>	<u>State Contract Number</u>
Action Office Supplies	65590
Apple Computer	70259
Brodart Company	81004
Cascade School Supplies	65589
CDW-G	74851
Dell Incorporated	70256, 77003
Lakeshore Learning	80991
Hertz Furniture	70269
Hewlett Packard	70262
W. Grainger	79875, 72605
Pitney Bowes	75237
Ricciardi Brothers Inc	73149
School Specialty	80986
Staples	77249
Stericycle	72240
Steps to Literacy	80980
Stewart Business Systems	64041
Tanner	69948
Verizon New Jersey	43338
Waste Management	77549

9. Cooperative Pricing Agreement with Middlesex Regional Educational Services Commission for the 2012/2013 School Year – It is hereby moved, upon recommendation of the School Business Administrator that the Board approves the following:

**WHEREAS** N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a

Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

**WHEREAS**, the Middlesex Regional Educational Services Commission, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

**NOW, THEREFORE BE IT RESOLVED** as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Oradell Board of Education; Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the School Business Administrator/Board Secretary is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

10. Cooperative Pricing Agreement with the Hunterdon County Educational Services Commission for the 2012/2013 School Year – It is hereby moved, upon recommendation of the School Business Administrator that the Board approves the Cooperative Pricing Agreement between the Oradell Board of Education and the Hunterdon County Educational Services Commission for the 2012/2013 School Year.
11. Cooperative Pricing Agreement with the U.S. Communities Government Purchasing Alliance – It is hereby moved, upon recommendation of the School Business Administrator that the Board approves the Cooperative Pricing Agreement with the U.S. Communities Government Purchasing Alliance for the 2012/2013 School Year.
12. Cooperative Pricing Program – It is hereby moved that the Oradell Board of Education approve an agreement with the Educational Data Services Inc, for the district to participate in a cooperative pricing program for the 2012/2013 school year at an annual cost of \$2,480.00.(no increase over prior year)
13. **\*PULLED\***-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 \$1,277.05 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.

14. Official Newspapers - It is hereby moved that the Board approve The Record, The Star Ledger and The Town News as the official newspapers of the Oradell Board of Education for the 2012/2013 school year.
15. Designation of Signatories - It is hereby moved that the Board approve the following checking accounts of the Oradell Board of Education, and Signatories for the 2012-2013 school year:

<b>Account</b>	<b>Signatories</b>
Regular General Fund (3) Required	Board President or Board Vice President Board Secretary or Superintendent Treasurer of School Moneys
Payroll (1) Required	Treasurer of School Moneys or Board Secretary or Board President
Payroll Agency (1) Required	Treasurer of School Moneys or Board Secretary or Board President
Student Activity (2) Required	Principal Board Secretary or Treasurer of School Moneys
6 <sup>th</sup> Grade Commencement	Principal Board Secretary or Treasurer of School Moneys
Summer School (2) Required	Summer School Director or Summer School Assistant Director Board Secretary
And furthermore approves the use of facsimile signature stamp(s) for the board President, Board Vice President, Board Secretary, Superintendent and Treasurer of School Moneys as may be required in the event that the individuals are unavailable for personally affixing their signature.	

16. Approval of Chart of Accounts - It is hereby moved that the Board approve the Chart of Accounts for the 2012/2013 school year, which are on file in the Board Secretary's Office.
17. Petty Cash Accounts - It is hereby moved that the Board of Education establishes the following petty cash accounts for the 2012-2013 school year in accordance with Board Policy #3451 and that the said accounts are to be replenished by vouchers and reported to the Board on an annual basis.

<u>Account</u>	<u>Amount</u>	<u>Not to Exceed Per Incident</u>	<u>Signatories</u>
Superintendent	\$200	\$150	Superintendent
Business Office	\$200	\$150	Bus.Admin./Bd.Secy.

Principal	\$400	\$ 25	Principal
Special Services	\$100	\$ 25	Director of Special Services
Custodian Office	\$200	\$150	Bus. Admin/Bd. Secy

18. Cash Management – It is hereby moved that the Oradell Board of Education authorizes the Business Administrator/Board Secretary to perform the following:

- a. Transfer funds among the various bank accounts of the District.
- b. Transfer line item accounts among the various budgetary accounts.
- c. Invest school funds as The Investment Officer of the Board, as permitted by statute.
- d. Make payment on the Bills and Claims, prior to their approval by the Board when it is deemed necessary, and then present them for approval at the next Board Meeting.

19. Professional Services Agreement – It is hereby moved that the Board authorizes the Business Administrator/Board Secretary to enter into an agreement with the Bergen County Department of Health to offer bloodborne pathogen training and Hepatitis B vaccinations as part of the bloodborne pathogen compliance program for the 2012/2013 school year.

20. Professional Services Consultant/Auditor - It is hereby moved upon recommendation of the Interim Superintendent that the Board extends the contract for Lerch, Vinci & Higgins, Certified Public Accountants, until December 31, 2012 for the purposes of conducting the fiscal year audit and other services deemed necessary at the following rates:

FY 10 Annual Audit Related Services	\$20,800.00
Partners	\$140-\$170 per hour
Managers	\$100 - \$125 per hour
Senior Accountants	\$ 80-\$100 per hour
Staff Accountants	\$ 70 - \$ 80 per hour
Other Personnel	\$45.00 per hour

\*no increase in rates over prior year, minimal increase in annual fee.

21. Professional Services Consultant-Board Attorney – It is hereby moved upon recommendation of the Interim Superintendent that the Board extends the contract for Anthony Sciarrillo of the firm of Lindabury, McCormick, & Estabrook as Board Attorney until December 31, 2012 at a rate of \$150.00 per hour (no increase over prior year).

22. Professional Consultant/Environmental Services – It is hereby moved upon recommendation of the Interim Superintendent that the Board extends the contract for Garden State Environmental Inc., Glen Rock, NJ until December 31, 2012 to provide environmental and consulting services as per the following rates (no increase over prior year):

<u>Task</u>	<u>Cost</u>
AHERA 6-month surveillance Inspection (includes all travel, field and admin time)	\$650 each

AHERA 3-Year Re-inspection (includes all travel, field and admin time)	\$1,100 each
General and technical asbestos compliance as needed	\$115 p/hr
2-hour on site AHERA asbestos awareness session	\$550
Handout and Documentation Materials	\$5 p/person
On-site Annual inspection, review of existing RTK records, completion of NJ RTK forms	\$950
2-hour update PEOSH Hazcom training	\$475
4-hour initial PEOSH Hazcom training for new employees	\$575
PEOSH Indoor Air Quality Site Visit, Update of IAQ	\$700

23. Employee Benefits Broker – It is hereby moved that Brown & Brown Benefits Advisor, Inc., of Lambertville, NJ be appointed as the District’s Employee Benefits Broker of Record for the 2012/2013 school year.
24. Medical, Prescription and Dental Benefits for the 2012/2013 year - It is hereby moved that the Oradell Board of Education approves participation of the district with Horizon Blue Cross/Blue Shield of NJ for medical and prescription benefits and Delta Dental of NJ for dental benefits for the 2012/2013 school year.
25. 403 B Agent Authorization - It is hereby moved that the Board approve the following 403 B plans for the 2012/2013 school year:
- AXA Equitable Life Insurance Company (formerly Equitable)  
MetLife Investors (formerly Security First Group)  
The Variable Annuity Life Insurance Company  
The Vanguard Company
26. Designee Non-Public Nursing Services – It is hereby moved that the Board authorizes the Business Administrator/Board Secretary to enter into an agreement with the Mid-Bergen Regional Health Commission to provide non-public nursing services to St. Joseph’s students for the 2012/2013 school year, at an annual rate not to exceed the District’s entitlement for non-public nursing aid.
27. Chapters 192/193 Service Agreement/Non-Public School Services – It is hereby moved that the Board authorizes the Business Administrator/Board Secretary to enter into an agreement with Bergen County Special Services to provide remedial and auxiliary services to eligible students attending non-public schools within the Oradell School District as required under Chapter 192/193 laws for the 2012/2013 school year at an annual rate not to exceed the district’s entitlement.

28. Membership in New Jersey School Boards Association (NJSBA) – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Oradell Board of Education approves membership in the New Jersey School Boards Association for the 2012/2013 school year.
29. Prescribed Mileage Reimbursement – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Oradell Board of Education approves the reimbursement rate for auto travel at \$.31 per mile for the 2012/13 school year, to conform with the per mile rate established by the OMB Circular for the calendar year 2012.
30. Transfer of Current Year Surplus to Capital Reserve – It is hereby moved, upon recommendation of the Interim Superintendent of Schools, in concert with the School Business Administrator that the Board approves the following:

**WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Oradell Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

**WHEREAS**, the Oradell Board of Education has determined that an amount not to exceed \$80,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Oradell Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

31. Transfer of Current Year Surplus to Emergency Reserve – It is hereby moved, upon recommendation of the Interim Superintendent, in concert with the School Business Administrator that the Board approves the following:

**WHEREAS**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Oradell Board of Education wishes to deposit anticipated current year surplus into an Emergency Reserve account at year end, and

**WHEREAS**, the Oradell Board of Education has determined that an amount not to exceed \$80,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Oradell Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

E. PERSONNEL /NEGOTIATIONS– Mrs. Robertson, Chairperson  
*Mrs. Robertson spoke about the personnel agenda items.*

*A motion by Mrs. Robertson, seconded by Dr. Westlake and carried by roll call vote 7-0 (Mr. Ferrante and Mrs. Norian absent) the Board approved E1, E2, E3, E4, E5, E6, E7, E8, E9, E10, E11, E12, E13, E14, E15, E16, E17, E18, E19, E20, E21, E22, E23.*

1. **\*PULLED** -Acceptance of resignation – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board accepts with regret, the resignation of Carolyn Riecken, Bookkeeper/Payroll Officer effective June 29, 2012.
2. Approval of additional hours – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves Eileen Gallagher to provide transition training at \$24.00 per hour, not to exceed 15 hours.
3. Appointment of Kindergarten Teacher for the 2012/2013 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the appointment of Adrianna Pestrichella, Kindergarten Teacher at BA/Step 1, at a salary of \$48,220.00 for the 2012/2013 school year.
4. Appointment of Sixth Grade Teacher for the 2012/2013 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the appointment of Chanel Min, Sixth Grade Teacher at MA/Step 3, at a salary of \$50,750.00 for the 2012/2013 school year(pending criminal background check).
5. Appointment of Special Education Teacher for the 2012/2013 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the appointment of Rosemarie Cataldo, Special Education Teacher at MA+15/Step 4, at a salary of \$52,515.00 for the 2012/2013 school year (pending criminal background check).
6. Appointment of ESL/Basic Skills Teacher for the 2012/2013 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the appointment of Debra Silverstein, ESL/Basic Skills Teacher at MA/Step 5, at a salary of \$52,150.00 for the 2012/2013 school year.
7. Appointment of Nurse Aide for the 2012/2013 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the appointment of Karen DePol, Nurse Aide, at 24.5 hours per week, at \$24 per hour for the 2012/2013 school year.
8. Appointment of Accounts Payable Officer for the 2012/2013 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the

appointment of Lisa Green, Accounts Payable Officer, at 24.5 hours per week, at \$18.75 per hour for the 2012/2013 school year.

9. Appointment of Teachers for the 2012-2013 School year – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board appoints the teaching staff for the 2012-2013 School Year as per Enclosure No. 1.
10. Appointment of Administrators for the 2012-2013 School year – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board appoints the Administrators for the 2012-2013 School Year as per Enclosure No. 2.
11. Appointment of Secretaries for the 2012-2013 School year – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board appoints the secretaries for the 2012-2013 School Year as per Enclosure No. 3.
12. Appointment of Clerks for the 2012-2013 School year – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board appoints the clerks for the 2012-2013 School Year as per Enclosure No. 4.
13. Appointment of Custodians for the 2012-2013 School year – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board appoints the custodial staff for the 2012-2013 School Year as per Enclosure No. 5.
14. Approval of Salary for Long Term Leave of Absence Replacement Teachers for the 2012-2013 School year – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approves the following pay schedule for a teacher who serves as a long term leave replacement teacher as follows:
  - \$80 per day for the first 10 days
  - \$85 per day for days 11-20
  - \$150 per day after 20 consecutive days in the assignment
15. Approval of Student Teacher for 2012-2013 School year – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approves Mr. William Thoman, Student Teacher, Montclair State University to work with Ms. Carol Richardi from October 2012-December 2012.
16. Appointment of Schaefer Explorations Aide – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves Cassandra VanPosnak to replace Mary Ann Travalja as an aide for 3 classes in the Schaefer Explorations Summer Program.
17. Appointment of School Safety Committee 2012/2013 – It is hereby moved upon recommendation of the Interim Superintendent that the Board appoints the following staff to the School Safety Committee for 2012/2013 as per Board Policy #5131.1:

Susan Confrancisco	Chairperson
Thomas Santagato	Coordinator
Melissa Golden	Teacher



Supervisors of Instruction  
Scott Ryan Principal  
Tricia Lyons Parent

18. Approval of 2012 Summer Technology Staff Development Instructors – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves Corinne Lynch and Michelle Rudolph as instructors for our Summer Technology Staff Development at a rate of \$55.00 per hour.
19. Approval of 2012 Summer Technology Work– It is hereby moved by upon the recommendation of the Interim Superintendent, that the Board approves 2012 summer technology work for Mrs. Corinne Lynch at the rate of \$45.00p/hr not to exceed 100 hours effective July 1, 2012.
20. Approval of 2012 Summer Technology Work – It is hereby moved upon the recommendation of the Interim Superintendent that the Board approves 2012 summer technology work for Mrs. Tracey Killeen at a rate of \$45.00 p/hr not to exceed 25 hours effective July 1, 2012.
21. Purchasing Agent – 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, be appointed as the District’s Purchasing Agent for the 2012/13 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 \$26,000.00), 18A:18A-4 (quoting requirements \$3,900.00), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services.
22. Appointment of Treasurer of School Moneys - It is hereby moved, upon recommendation of the Interim Superintendent, that the Board appoints Angelo DeSimone as Treasurer of School Moneys from July 1, 2012 through June 30, 2013 at an annual salary of \$2,700.00 (no increase over last year.)
23. Approval of Account Temps - It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves Account Temps of Paramus, NJ to provide a temporary payroll clerk at an hourly rate \$27-\$30.00 per hour, 20 hours per week, not to exceed 60 hours, effective July 2, 2012.

F. POLICY – Mrs. Walker, Chairperson

*Mrs. Walker discussed school insurance policy covering certain groups using OPS. All groups are obligated to furnish a certificate of insurance. Dr. Feifer agreed that certain groups can be added to the school insurance after being board approved. The Board only needs to vote on #2.*

1. First Reading:

<u>Policy #</u>	<u>Policy</u>
1330	Use of Facilities (Enclosure No. 7)
<del>5136</del>	<del>Fundraising Activities (Enclosure No. 8)</del> - Pulled
4119.21	Conflict of Interest (Enclosure No. 9)

2. *A motion by Mrs. Walker, seconded by Mr. Walsh and carried 7-0 (Mr. Ferrante and Mrs. Norian absent) the Board approved and adopted the second reading of policy 5141.8.*

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:

<u>Policy #</u>	<u>Policy</u>
5141.8	Sports Related Head Injury (Enclosure No. 10)

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

H. NJSBA/BCSBA DELEGATE REPORT – Mr. Walsh, Delegate discussed the 4<sup>th</sup> of July parade. He also mentioned the School Board Convention in October.

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

*Mrs. Jane Gaffin, parent, asked if the part-time nurse will be working every day. Mrs. Carol Blakeslee, OPS Teacher, asked if nurse training will be available to teachers. Dr. Feifer will follow up. Mrs. Walker asked for similar training for board members.*

*Someone asked if there is a different schedule for the beginning of the school year. Dr. Feifer commented on the structure for the first five days of school*

*Mrs. Picnic, parent, asked if the listing of teachers is final, or will the teachers be moved. Mrs. Nichols commented that the document has been seen by the board but it can change.*

*Mrs. Hussein, parent, asked about the Science consultant. Dr. Feifer explained the position.*

## **XIII. OLD BUSINESS**

*Mr. Samuel volunteered to be on the committee to develop a new school website. He commented that the project should be completed this year.*

*QSAC monitoring was completed.*

*Webwatch was completed.*

*The Energy Audit is underway. Mr. Derian described the audit process.*

*Mr. Samuel asked when the board will receive an update on the district goals. Dr. Feifer indicated September-October for test score related goals to be completed. Business Office goals to be discussed at the retreat.*

*Dr. Aguilar is working on the 3-year comparison for ACES.*

## **XIV. NEW BUSINESS**

*Dr. Aguilar is to investigate Flex Plans for the district.*

**XV. CLOSED SESSION**

*A motion by Dr. Westlake, seconded by Mr. Walsh, the meeting adjourned at 8:51PM to closed session to discuss personnel matters.*

*The meeting adjourned at 9:55 p.m.*

Respectfully submitted,



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

