

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

**PUBLIC WORK/BUSINESS SESSION MEETING
Oradell Public School Library/Media Center
MAY 23, 2012**

MINUTES

- I.** The meeting was **CALLED TO ORDER** at 7:39 p.m. by President Watson-Nichols.
- II.** The **FLAG SALUTE** was led by Dr. Westlake.
- 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 arrived at 7:41 p.m., Mrs. Norian arrived at 7:55 p.m., 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, Mr. Rita Cioppi, Business Administrator/Board Secretary and approximately 35 members of the public.

VI. BOARD PRESIDENT'S REMARKS

Mrs. Nichols commented on Dr. Westlake being honored by the Century Club for Athletic dedication.

Ms. Cioppi was honored for her retirement and a plaque was presented to her.

The school superintendent search was described and how Mrs. Anne Facendo came to be chosen.

School Board Association activity discussed including the highest level of board member certification being attained by Ms. Katherine Norian. She was presented with a plaque for her achievement.

Ms. Facendo spoke about her experiences and qualifications for the school superintendent position and fielded questions from the public.

Jane Gaffin, OPS Parent, commented on the role that parent involvement should play in the district.

Cleo Perakupka, OPS Parent, inquired about curriculum implementation.

Linda Masiello, OPS Teacher, expressed confidence in Mrs. Facendo as superintendent.

Mary Lang, OPS Parent, inquired about the math/science curriculum.

VII. INTERIM SUPERINTENDENT'S REPORT

(1) Full Day Kindergarten Report

- Kindergarten Team - I commend our teachers for their hard work in planning for FDK. Their enthusiasm is apparent and they have engaged in the re-structuring process with great professionalism. We have been using New Jersey's *Kindergarten Implementation Guidelines* as one of our primary reference resources. I believe that, with the continued support and input of our staff, we will be implementing a developmentally based full day program that conforms to the guidelines of this document.
- Visit to Tenafly - Included discussion with teachers and the principal concerning curriculum and instruction, schedule, lunch/recess, and screening.
- Revision to Kindergarten Framework – Reflects a balanced program to meet academic, social, and emotional needs of kindergarten students.
- Literacy – Primarily in the morning, with aides.
- Mathematics - Primarily in the afternoon – center based.
- Special Areas – Primarily in the afternoon
- Developmental Play - To promote social, emotional, and physical growth.
- Dismissal – Modified procedure
- First Week of School – Modified schedule
- Screening – Investigating procedures used in other districts.
- Materials/Equipment - Whisper Phones to assist with literacy, Smart technology, recess equipment, rugs with academic themes (numbers, letters, shapes, etc.)
- Enrollment for 2012-2013 is 94 (as of 5/9/12)
- Parent Orientation – May 31, 2012 at 2:00 p.m.
- A new bill that would require all school districts to provide full-day Kindergarten programs to their resident students was introduced on May 14, 2012. If a school district does not currently provide a full-day kindergarten program, and is classified in district factor groups A, B, CD, or DE, then the district would be required to begin offering such a program by the beginning of the 2013-2014 school year. All other school districts would be required to provide such a program by the beginning of the 2014-2015 school year. The bill also establishes a uniform age for enrollment in kindergarten. Under current law, each district determines the date by which a child must attain the age of five years in order to enroll in kindergarten; districts are also allowed to enroll a child who is not yet five years old. Under the bill, a child would have to be five years old by September 1 of the school year (our policy is October 1) in order to enroll in kindergarten.

(2) Technology Report

Corinne Lynch will present an overview of our plans to use any additional technology funds.

Mr. Ferrante inquired if the current routers can support BYOD. Mrs. Lynch was not certain.

Mrs. Nichols asked how many classrooms had interactive projectors. Mrs. Lynch responded that 13 had them.

Ms. Walker asked if the projectors in the 5th and 6th grade were Epsoms; Mrs. Lynch confirmed this.

Mrs. Lynch commented that one classroom in the school had a traditional Smartboard. Software to be used by teachers with interactive projectors and related teacher training discussed.

River Edge School District's involvement in this technology discussed.

(3) Letter of Thanks from the Oradell Education Association (Enclosure No.1)

The attached letter expresses the gratitude of the Oradell Education Association members for the Teacher Appreciation Breakfast provided by the Board of Education.

(4) Summer Staff Development – K-6 Reading and Writing (Enclosure No.2)

We will be participating in the Tri-District's Language Arts Curriculum Reading and Writing workshops. Enclosure No.2 details the information agreed to by the Tri-District participants and sent to the River Dell Board of Education for their approval.

(5) Summer Retreat

I suggest that the Board works with NJSBA to plan a summer retreat that includes the designated new Superintendent and me. If this is agreeable, we should try to schedule a date as soon as possible because working around vacation plans for twelve people can be challenging.

RECOMMENDATIONS

(1) Job Description for Supervisor of Instruction (Enclosure No. 4)

I have drafted a Job Description for the newly created position of Supervisor of Instruction and presented it to the Personnel Committee for their review and input. I am requesting Board approval of the Job Description tonight so that we can refer to the document in our interviews of candidates that are scheduled for June 4 and 7, 2012.

(2) Expansion of School Garden

At our Board of Education meeting of May 2, 2012, Eagle Scout John Haak presented a sketch that showed the plan for the expansion of the school garden. We had a chance to review the plan and ask questions. I recommend that the Board of Education approve the school garden expansion plan as detailed in the diagram provided by Eagle Scout Haak.

(3) Revised HIB Reporting (Enclosure No.3)

I have revised the monthly HIB reporting form to conform to legal requirements. The attached sheets reflect these changes. It is also necessary for the BOE to affirm or reject the Superintendent's decision in each of these cases at the next scheduled meeting of the Board. I recommend the Board approve the enclosed HIB Reporting Forms.

(4) Schaefer Explorations 2012 Summer Program

The names of the staff members and their compensation per course are listed for your approval as item number four under Personnel Committee motions.

(5) Leave of Absence

I recommend that the Board approves a Childbirth Disability Leave of Absence for Roberta Kenyon to commence on or about September 6, 2012 and terminate on or about January 31, 2013.

(6) Curriculum Guides

The following 2012 Tri-District Curriculum Guides are ready for Board of Education approval:

Reading	-	Kindergarten
Reading	-	Grade One
Reading	-	Grade Two
Reading	-	Grade Three
Reading	-	Grade Four
Reading	-	Grade Five
Writing	-	Grade Four
Writing	-	Grade Five

(7) Accounts Payable Clerk/Bookkeeper

Eileen Gallagher submitted her letter of resignation from the Part-Time Accounts Payable/Bookkeeper position effective June 30, 2012. We thank her for her 2 years of service to the district and wish her well in her new roll. A recommendation to accept, with regret, her resignation is included under Personnel/Negotiations Committee motions.

VIII. OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY

Jane Gaffin, OPS Parent, inquired about starting date for new superintendent. Dr. Feifer responded the beginning of September.

Thomasina Schwartz, OPS Parent, asked how large the kindergarten classes will be and if physical education will take place. Dr. Feifer responded between 20 – 25 and that recess will take place everyday.

Linda Masiello, OPS Teacher commented that corn was planted and that the kindergarten has strawberries and other fruits already. She also mentioned that the Reading Committee observed many other schools' kindergarten classes with technology and Oradell is lacking.

Shane Pollinger questioned the recommendation for a second instructional supervisor. Ms. Nichols responded that the supervisors will take on the assistant principal's duties.

IX. MINUTES

REVIEW OF MEETING MINUTES –

- May 2, 2012 Work/Regular Session Meeting, Closed Session

APPROVAL OF MINUTES – *A motion by Mr. Walsh, seconded by Mrs. Walker and carried by roll call vote 8-0-1 (Mr. Samuel abstained) the Board approved the following minutes.*

- April 18, 2012 Work/Regular Session Meeting, Closed Session

X. COMMITTEE REPORTS/ACTION

A. TRI-DISTRICT/SHARED SERVICES - Dr. Westlake, Chairperson
Dr. Westlake discussed items pertaining to the Tri-District meeting including curriculum, February vacation next year, the Tri-District instructional supervisor replacement and shared services.

B. BUILDINGS & GROUNDS/SAFETY – Mr. Derian, Chairperson
A motion by Mr. Derian, seconded by Mr. Walsh and carried by roll call vote 9-0, the Board approved B1, B2.

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 2011-2012 School Year:

Organization	Event	Area of Building	Date(s)	Time	Custodian Overtime
Girl Scout Troop # 863	Bridging Ceremony to Junior Girl Scouts	Auditorium	May 24, 2012 June 7, 2012	3:00-4:15 PM	-0-

*no fee to use facility

2. Expansion of School Garden – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the plan for expansion of the school garden as presented by Eagle Scout John Haak at the May 2, 2012 Board Meeting.

C. CURRICULUM – Mr. Ferrante, Chairperson
A motion by Mr. Ferrante, seconded by Mr. Walsh and carried by roll call vote 9-0, the Board approved C1, C2, C3, C4.

1. Approval to continue membership in Region V Council for Special Education for the 2012-2013 School Year – It is hereby moved, upon recommendation of the Interim Superintendent that the Oradell Board of Education continue as a full member for services provided by the Bergen County Region V Council for Special Education for the 2012-2013 school year; does hereby accept, adopt and agree to comply with the Region V Bylaws; designates the Interim Superintendent or Superintendent, as its representative to Region V; and empowers him/her to cast all votes and take all other actions necessary to represent its interests in Region V. The Board further approves the joint transportation agreements for all Oradell (district) students who are transported through Region V and approves Shared Services including but not limited to evaluations, therapies, non public school services and other services as requested to be provided by Region V consultants on as needed basis.

2. Approval of Field Trip for 2011/2012 School Year – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board retroactively approves the following field trip:

Grade(s)	Destination	Dates	Cost
Third	Cinemax Movie Theatre Washington Township	May 16, 2012	\$5 per person, \$75 rental fee \$450 (3) buses

	"Chimpanzee"		Parent Funded
Sixth	Orientation River Dell Middle School River Edge, NJ	June 1, 2012	\$150 (2) buses Paid for by the district

3. 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 May 23, 2012.

4. Approval of 2012 Tri-District Curriculum Guides - It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the following:

- Reading - Kindergarten
- Reading - Grade One
- Reading - Grade Two
- Reading - Grade Three
- Reading - Grade Four
- Reading - Grade Five
- Writing - Grade Four
- Writing - Grade Five

D. FINANCE/TECHNOLOGY – Mr. Samuel, Chairperson

Mr. Derian discussed details of where the Energy Audit is.

Mr. Samuels discussed alternatives to ACES.

Mr. Walsh discussed looking into how savings are realized with ACES.

Ms. Walker suggests keeping a list of ACES alternatives.

A motion by Mr. Samuel, seconded by Mr. Walsh and carried by roll call vote 9-0, the Board approved D1, D2,D3, D4, D5.

1. Monthly Certifications –The Financial Reports of the Board Secretary and Treasurer of School Moneys for the month end April 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 (General Current Expense)	\$ 544,180.78
Fund 12 (Capital Outlay)	\$ 0.00
Fund 20 (Special Revenue Fund)	\$ 27,563.76
Fund 30 (Capital Projects Funds)	\$ 0.00
Fund 40 (Debt Service Fund)	\$ 0.00
Fund 50 (Summer School)	\$ 0.00
Fund 51 (Region V)	\$ 0.00
Fund 55 (Milk)	\$ 0.00
Fund 60 (Integrated PreSchool)	\$ 0.00

Fund 63	\$	0.00
Fund 64 (Ntl School Lunch Prog)	\$	431.49
Fund 65	\$	0.00
Total	\$	572,176.03

3. 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.

4. Renewal of the Alliance for Competitive Energy Services(ACES) Electric Generation Service– 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 Champion Energy Services Mays Landing, NJ, to provide electric generation service to the Oradell Public School, beginning May 25, 2012-May 2013.

5. Approval of Contract with auditing firm authorized by NJ Board of Public Utilities Clean Energy -Local Government Energy Audit Program – It is hereby moved, upon the recommendation of the Interim Superintendent, in concert with the Business Administrator/Board Secretary, that the Board approves the following:

Auditing Firm Awarded	Application #	Facility Name	Approved Audit Cost
Clough Harbour and Associates	03363MA	Oradell Public School	\$7,409.00
Approved Program Incentive (100% of Total Cost)			\$7,409.00

- E. PERSONNEL /NEGOTIATIONS– Mrs. Robertson, Chairperson
Mrs. Robertson discussed changes that were agreed on.
Mr. Ferrante discussed the job description for the new supervisor and necessary certifications.
Mrs. Robertson discussed teacher stipends for Schaefer Summer Program and the minimum number of students needed for each class to run.

A motion by Mrs. Robertson, seconded by Dr. Westlake and carried by roll vote 9-0, the Board approved E1, E2, E3, E4, E5, E6, E7.

1. Approval of Job Description for Supervisor of Instruction – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approve the (attached) job description for the Supervisor of Instruction position.

2. Approval of Substitute Teachers for the 2011/12 School Year – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approve the appointment of the following individuals as substitute teachers for the 2011/12 school year, at a per diem rate of \$80.00 which

increases to \$85.00 per day after the 10th day of service during the 2011/12 school year:

Nina DeMaio
Ashna Tolani

3. Conferences/Workshops 2011/2012 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: Alfredo Aguilar
Conference/Seminar/Workshop: NJASBO Audit and CAFR Preparation
Date: June 28, 2012
Location: Rockaway, NJ
Registration Fee: \$75.00
Mileage and Tolls: \$ 21.08

Name: Carol Blakeslee
Conference/Seminar/Workshop: NJ Agricultural Society's Best Practices
Date: June 8, 2012
Location: New Brunswick, NJ
Registration Fee: \$ 0
Mileage and Tolls: \$ 32.28

4. Schaefer Explorations 2012 Summer Program Stipends– It is hereby moved, upon recommendation of the Interim Superintendent, that the Board of Education approves the following staff and stipends as noted, in relation to the Schaefer Explorations 2012 Summer Program:

<u>Employee</u>	<u>Number of Classes</u>	<u>Total Stipend/Course</u>
Melissa Golden	3	\$840/\$2,520
Carole Orthmann	3	\$840/\$2,520
Joan Arfsten	3	\$840/\$2,520
Jamie Caruana	3	\$840/\$2,520
Ericka Wright	3	\$840/\$2,520
Julie Helmis	3	\$840/\$2,520
Lisa Maiella	3	\$840/\$2,520
Elinor Goeller	3	\$840/\$2,520
Sheri Giacomini	3	\$840/\$2,520
Melissa Pizza	3	\$840/\$2,520
Scott Duthie	3	\$840/\$2,520
Terry McGill	3	\$840/\$2,520
Jill Jengo	3	\$840/\$2,520
Kim Scalanga	2	\$840/\$1,680
Toni Boccanfuso	2	\$840/\$1,680
Roberta Kenyon	3	\$840/\$2,520
Judy Hoft	2	\$840/\$1,680
Ivonne Garcia(Aide)	3	\$420/\$1,260
Missy Simpson(Aide)	3	\$420/\$1,260
Carol Walker(Aide)	3	\$420/\$1,260
MaryAnn Travalja(Aide)	3	\$420/\$1,260
Denise Pallotta(Aide)	3	\$420/\$1,260

5. Appointment of Substitutes for Schaefer Explorations – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approves the appointment of the following personnel as substitutes for the 2012 Schaefer Explorations at the rate of pay at \$44.21 per hour for Teachers; \$22.10 per hour for Aides.

Anne DiScala (nurse sub)
Jamie Schraer
Jane Jeffs
Lisa Conforti
Kristin Terzano
Peter Kasturas
Lesley Maklin
Carol Blakeslee
Kevin Stokes
Kim Sheridan
Rosalba DePalma
Jenna Tripsas
Dolores Delia (Aide)
Beth Shuler (Aide)

6. Approval of Leave of Absence – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board approves a Childbirth Disability Leave of Absence for Roberta Kenyon to commence on or about September 6, 2012 and terminate on or about January 31, 2013.
7. Acceptance of Resignation – It is hereby moved, upon the recommendation of the Interim Superintendent, that the Board accepts, with regret, the resignation of Eileen Gallagher, Part-Time Accounts Payable/Bookkeeper, effective June 30, 2012.

F. POLICY – Mrs. Walker, Chairperson – No Report.

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

H. NJSBA/BCSBA DELEGATE REPORT – **Mr. Walsh, Delegate commented that the NJ School Boards director resigned. A committee is searching for qualified candidates.**

Mrs. Norian left the meeting at 9:12 p.m.

XI. OPEN TO THE PUBLIC

XII. OLD BUSINESS

Mr. Samuel discussed the energy analysis and the savings realized with heat. At the same time, electric spending is high. He felt this needs to be further monitored. He commented that the school web improvements item can be closed and that a cellular tower is not currently being considered by the borough.

XIII. NEW BUSINESS

Mrs. Robertson commented on a letter received from a parent about a school incident.

Dr. Feifer responded that the parent is to meet with him.

Mr. Walsh asked for a report showing ACES savings.

Mrs. Nichols wants to add one more meeting in June.

Dr. Feifer suggests Board hold one work session and one voting session – both public.

XIV. CLOSED SESSION – (IF NECESSARY)

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

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

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

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

XV. *A motion by Dr. Westlake, seconded by Mr. Ferrante, the meeting adjourned at 9:20 p.m.*

Respectfully submitted,



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