

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

**PUBLIC WORK/BUSINESS SESSION MEETING
Oradell Public School Library/Media Center
September 20, 2012**

MINUTES

- I. The meeting was **CALLED TO ORDER** at 7:40 p.m. by President Watson-Nichols.
- II. The **FLAG SALUTE** was led by Mrs. Norian.
- 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. Derian.

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, Mr. Walsh,
Dr. Westlake, Mrs. Robertson, Mrs. Watson-Nichols
Absent: Mrs. Walker

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

VI. OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY

VII. BOARD PRESIDENT'S REMARKS

Staff Recognition Program – President Watson-Nichols presented the following staff members with certificates of recognition for years of service to the district:

Staff Member	Years of Service	Position
Debra Bendett	5	Teacher
Sheri Giacomini	10	Teacher
Judith Hoft	10	Part-time Teacher

Cassandra VanPoznak	5	Instructional Aide
Roberta Kenyon	10	Teacher
Cheryl Magill	5	Administrative Assistant
Marie Menti	15	Secretary
Donna Nobile	5	Lunch Aide
Heide O’Keeffe	25	Teacher
Carole Orthmann	15	Nurse
Michelle Rudolph	5	Teacher
Donna Smith	5	Teacher
Lorraine Trifiletti	25	Clerk

VIII. SUPERINTENDENT’S REPORT

A. Information/Discussion Items

1. Administrative Team Meetings - We have discussed the following items at our Administrative Team Meeting on September 10, 2012: Intro to Bill Feldman/Curricular Planning; Science In-Service; I&RS Application, Team, and Process; Operational Software, Phone Line Access, Substitute System; Update Re: EE4NJ Committee Make-Up with Tri-district; HIB Forms/Suggestion Boxes; Planning for “Week of Respect” in October; Back-to-School Nights; AED/CPR Training; Attendance Report; Building Usage Community Liaison; Staff development Plans for October 19; Truancy Referrals; Personnel Needs; School Emergency Plan; Extra-Curricular Assignments; Administrative Wikis
2. Mrs. Facendo provided a presentation on the Initial Reporting of NJASK Results, changes in the State’s assessment areas of strength and weakness for the district, how the district’s scores compare to State averages and how the district can take steps to improve. Mr. Walsh commented that he is pleased with the data and wished it had been put together years ago. Mr. Samuel is concerned that all the money spent on Mondo went to waste if we are now going to adopt another program; Mrs. Facendo reassured Mr. Samuel that Mondo is still in use. Mr. Ferrante pointed out that historically state testing as not matched the instructional programs that students go through.
3. HIB Report – Enclosure #1

B. Recommendations for September 20, 2012

1. Resignation of Aide
2. Approval of Aides
3. Longevity Adjustments
4. ESL/Basic Skills Teacher – Nora Rose earned her Bachelor of Arts Degree from Montclair State University and also completed the requirements for ESL Certification at Montclair State. She is certified as a K-8 Teacher and a Teacher of ESL. Ms. Rose has taught ESL in Alpine and Fairlawn and has been a Teacher of Language Arts and Social Studies in Newark.
5. Field Trip
6. Grade 6 Reading Curriculum – Previously distributed on 9/5/12

7. First Reading of Acceptable Use of Internet Policy – Previously distributed on 9/5/12
8. Extra-Curricular Activities
9. Conferences/Workshops
10. Special Education Services
11. Paramus Literacy Collaborative
12. Student Teacher Re-Assignment
13. Training in CPR/AED and Epi-Pens

C. Items for October 17

1. Movement on Salary Guide
2. Week of Respect - Report and Resolution
3. Violence and Vandalism Report
4. HIB Report
5. Staff Stipends for Sharpe Trip

IX. BUSINESS ADMINISTRATOR'S REPORT

A. Information/Discussion Items

- a. Proposals to Outsource Payroll
- b. Bond Referendum Summary
- c. Energy Audit Report

B. Action Items for September 20, 2012

- a. Approval to adjustment Tom Ackerman, Custodian, salary amount.
- b. Approval of Interlocal Agreement for Tri-District Coordinator

X. MINUTES

- REVIEW OF MEETING MINUTES – None at this time.
- APPROVAL OF MINUTES – A motion by Mr. Walsh, seconded by Mr. Ferrante and carried by roll call vote, the Board approved the following minutes:
 - July 18, 2012 Work/Business Session
 - August 8, 2012 Work/Business Session
 - August 22, 2012 Board Retreat/Advance, Closed Session (Mrs. Norian abstained)

XI. COMMITTEE REPORTS/ACTION

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

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

Mr. Samuel asked for clarification on the overtime calculation for basketball.

A motion by Mr. Derian, seconded by Dr. Westlake and carried by roll call vote 8-0 (Mrs. Walker absent) the Board approved B1, B2.

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
*The Water Works Conservancy of Oradell,	“A Christmas Carol” Play	Auditorium and IMC	November 12 & 13, 2012 December 12 & 13, 2012 December 14, 2012	3:30-6 PM 6:30-9:30 PM 3:30-10PM
*Cub Scout #136	Meetings	MPR D	Oct. 12, Nov.16, Dec. 7, 2012 April 26, 2013	7:30-9 PM
*Child Evangelical Fellowship	Good News Club	MPR C	Oct. 15, 22, 29, Nov. 5, 12, 19, 26, Dec. 3, 10, 17, 2012 Jan 7, 14, 28, Feb, 4, 11, 25, March 4, 11, 18, 25, Apr. 1, 15, 22, 29, 2013	3-4:30 PM
*PTA	Screening of film “Race to Nowhere”	IMC	October 18, 2012	7-10 PM
*PTA	Caldecott Book Club	IMC	Oct. 17, 2012, Feb. 13, 2013, May 1, 2013	2:30-4 PM
*PTA	Upper Grades 4-6 Book Club	MPR D	November 27, 2012 March 12, 2013	12:45-2 PM
*Oradell Girl Scouts	Sing along event with crafts and snacks	MPR C & D	October 26, 2012	6-9:30 PM
*Oradell Girl Scouts #973	Meetings	IMC	Oct. 1, Nov. 12, Dec. 3, 2012 Jan.28, ,Feb. 11 , Feb. 25, Mar.11, April 15, May 20,2013	3-4:30PM

*No fee charged for use of facilities.

2. 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	Custodian Overtime Charges
Oradell Recreation Jr. Basketball	Games/ Practices	GYM (MWF)	Oct. 13, 2012-Mar. 28, 2013	4:30-9 PM	80 hrs @\$44.51 p/h Total:\$3,560.20 (approximate)
		GYM (T, TH)	Dec. 3, 2012-Feb. 28, 2013*	5:00 PM-10 PM	
		MPRs (M-F)	Dec. 3, 2012-Feb. 28, 2013*	7:00PM-9 PM	
		Gym & MPRS	<u>Saturdays</u> Oct. 13 Oct. 20, 27 Nov. 3, 17 Dec. 1, 8, 15 Jan.5,12,19, 26 Feb. 2, 9,16 Mar. 2, 9, 16, 23, 30	8:30-6 PM	
			<u>Sundays</u>	8:30-6 PM	
				72 hrs @\$59.35 p/h Total: \$4273.20	

		Gym & MPRs	Jan. 6, 13, 20, 27 Feb. 3, 10, 17 Mar. 3, 10, 17, 24, 31 *Excluding Black Out Dates (areas may vary) Oct. 16,17, 18, 24, 25,26 Nov. 6, 7, 8,9,10,11 21, 22, 23, 24, 25 Dec.3-7 Dec. 24-Jan.1, 2013 Jan 10, 16, 17, 23, 24, 29, 30, 31 Feb. 18-24 March 13 March 29	12:30-6:30PM	(approximate)
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*No fee charged for use of facilities.

C. CURRICULUM – Mr. Ferrante, Chairperson

Mr. Samuel commented on the Sharpe Trip and inquired about avoiding teacher scheduling issues.

A motion by Mr. Ferrante, seconded by Dr. Westlake and carried 8-0 (Mrs. Walker absent) the Board approved C1, C2, and tabled C3.

1. Approval of 2012 Tri-District Language Art Curriculum Guide- It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the 2012 Tri-District Language Arts Curriculum Guide – Reading, Grade 6.
2. Approval of Field Trips for 2012/2013 School Year – It is hereby moved upon recommendation of the Chief School Administrator that the Board approves the following Field Trip, in compliance with Policy #6153 Field Trips which states that “adequate supervision must be provided by staff aided by other adult chaperones if necessary. For the annual fifth grade overnight trip to Sharpe Reservation, or equivalent outdoor education facility, two adult chaperones shall be required for each sleeping area”:

Grade	Destination	Dates	Cost to District	Cost to Parents
5	Sharpe Reservation Fishkill, NY	October 24, 25,26, 2012	\$4,170 for transportation	Approximately \$0 per student

3. Approval of Tri-District Interlocal Services Agreement for 2012-2013 school year – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the Tri-District Interlocal Agreement for the provision of curriculum services for the 2012-2013 school year.

D. FINANCE/TECHNOLOGY – Mr. Samuel, Chairperson

Mr. Samuel asked to see the transfer reports.

A motion by Mr. Samuel, seconded by Mr. Walsh and carried by roll call vote

8-0(Mrs. Walker absent) the Board approved D1, D2, D3,D4.

1. Accepts funding allocation amounts for FY 2013 IDEA Basic and Pre-School– It is hereby moved, upon the recommendation of the Chief School Administrator, that the Oradell Board of Education acknowledges the following FY 2013 IDEA Basic and Preschool Grant allocation amounts:

IDEA Basic	\$ 185,765.00
Non-Public Share	\$ 18,846.00
Preschool	\$ 13,424.00
Non Public Share	\$ 1,549.00

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

Fund 10 (General Current Expense)	\$ 546,924.03
Fund 12 (Capital Outlay)	\$ 0.00
Fund 20 (Special Revenue Fund)	\$ 27,459.40
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	\$ 3,114.89
Fund 64 (Ntl School Lunch Prog)	\$ 0.00
Fund 65	\$ 0.00
Total	\$ 577,498.32

3. Payment of Bills/Invoices – It is hereby moved that the Board of Education authorize the Business Administrator/Board Secretary to pay bills for September 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 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.

E. PERSONNEL /NEGOTIATIONS– Mrs. Robertson, Chairperson
Mrs. Roberts asked whether the district does CPR training every year. Mrs. Facendo said it is done every other year as certifications expire.

A motion by Mrs. Robertson, seconded by Dr. Westlake and carried by roll call vote 8-0 (Mrs. Walker absent) the Board approved E1, E2, E3, E4, E5, E6, E7 (Mr. Derian, Mr. Walsh and Mrs. Norian abstained), E8, E9, E10, E11, E12.

1. Acceptance of Resignation – It is hereby moved, upon recommendation of the Chief School Administrator, that the Board accepts the resignation of Joanne Lam as Part-Time Instructional Aide, effective September 1, 2012.

2. Approval of Part-Time Instructional Aides for the 2012-2013 School Year – It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the employment of the following Part-Time Instructional Aides for 2012-2013 pending criminal history check, at an annual salary of \$10,464, to be pro-rated:
 - Valerie Bobetski-Cadmus *Salary Acct: 11-213-100-106*
 - Alison Bayer *Salary Acct: 11-190-100-106*
 - Samantha Messmer *Salary Acct: 11-213-100-106*

3. Salary Adjustments - It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the adjustment of the following salaries, approved on June 27, 2012, to accurately reflect longevity entitlements:

Name	From	To
Ellen Heine	\$37,718	\$37,718 + 400 Longevity = \$38,118.00
Diane Malwitz	\$84,570+1,000 Longevity = \$85,570	\$84,570+ 2,000 Longevity = \$86,570.00
Heide O’Keefe	\$94,295+1,000 Longevity = \$95,295	\$94,295+2,000 Longevity = \$96,295.00
Lorraine Trifiletti	\$40,758+1,000 Longevity = \$41,758	\$40,758+2,000 Longevity = \$42,758.00

4. Appointment of ESL (.8)/Basic Skills (.2) Teacher for the 2012-2013 School Year – It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the employment of Nora Rose as an ESL (.8)/Basic Skills (.2) Teacher, pending a criminal history check, Step 4, BA+15, \$49,985, to be prorated.
Salary Account: 11-230-100-106-50

5. Extra-Curricular Stipends for 2012-2013 School Year - It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the following extra-curricular assignments:

Name	Assignment	Stipend
Ericka Wright	Grade 6 Safety Patrol	\$600
Jamie Caruana	Grade 6 Safety Patrol	\$600
Traci Killeen	Family Math	\$650
Jamie Mormino	Family Math	\$650
Traci Killeen	Family Science	\$650
Jamie Mormino	Family Science	\$650

Sharon McGill	Sharpe Coordinator	\$850
Peter Kasturas	Intramural Basketball	\$600
Kim Sheridan	Student Government	\$850
Elinor Goeller	Math League	\$850

Salary Account: 11-401-100-100

6. Approval of Special Education Services for the 2012-2013 School Year - It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the following special education services:
 - amend previously approved rate of service for Victoria Munsterman from \$75 per hour to \$80 per hour;
 - approve audiology services to be provided by Bergen County Special Services, (not to exceed 10 hours at a rate of \$185) for student #53.

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

Name: Kevin Stokes
 Workshop: Teacher Evaluation Model Symposium
 Date: 9/20/12
 Location: Monroe Township, NJ
 Cost to District: Transportation \$57.34

Name: Anne Facendo
 Workshop: Teacher Evaluation Model Symposium
 Date: 9/20/12
 Location: Monroe Township, NJ
 Cost to District: Transportation \$28.67

Name: Terrance McGill
 Workshop: Teacher Evaluation Model Symposium
 Date: 9/20/12
 Location: Monroe Township, NJ
 Cost to District: Transportation \$57.34

Name: Kevin Stokes
 Workshop: Best Practices for the Application and Practical Implementation of the Anti-Bullying Bill of Rights
 Date: 9/21/12
 Location: Somerset, NJ
 Cost to District: Transportation \$37.92

Name: Susan Confrancisco
 Workshop: Best Practices for the Application and Practical Implementation of the Anti-Bullying Bill of Rights
 Date: 9/21/12
 Location: Somerset, NJ
 Cost to District: Transportation \$33.17

Name: Alfredo Aguilar
Workshop: Academy for Newly Appointed School Business Administrators
Dates: 9/25/12, 11/30/12, 1/24/13, 3/19/13, 6/13 TBD
Time: 8:30 a.m. – 12 noon
Location: NJASBO – Robbinsville, NJ
Cost to District: \$100/all 5 sessions:Transportation \$42.16 per session

Name: Tracey Killeen
Workshop: Monthly Meeting of Bergen County Consortium of Teachers of Gifted and Talented
Date: 9/28/12, 10/30/12, 12/5/12, 1/8/13
Time: 12:30 – 3:00 p.m.
Location: Westwood, NJ
Cost to District: \$0

Name: Jill VanPraagh
Workshop: School Based Treatment of Social Anxiety Disorder
Date: 10/29/12
Time: 11:00 a.m. – 1:00 p.m.
Location: Region V, Oradell, NJ
Cost to District: \$0

Name: Karen Chang
Workshop: Test Anxiety: What You Need To Know to Help Your Students
Date: 12/17/12
Location: Hackensack, NJ
Cost to District: \$0

Name: Karen Chang
Workshop: Autism Spectrum Disorders
Date: 10/24/12
Location: Hackensack, NJ
Cost to District: \$0

Name: Jane Heede
Workshop: Handle With Care Recertification
Date: 10/4/12
Location: Dumont, NJ
Cost to District: Substitute - \$80

Name: Gregory Derian
Workshop: NJSBA Annual Convention
Date: October 23, 24, 25, 2012
Location: Atlantic City, NJ
Hotel/Meals: \$365.00
Registration Fee: \$150.00
Mileage /Tolls/Parking: \$150.00

Name: Katherine Norian
Workshop: NJSBA Annual Convention
Date: October 23, 24, 25, 2012
Location: Atlantic City, NJ
Hotel/Meals: \$365.00
Registration Fee: \$150.00

Mileage /Tolls/Parking: \$150.00

Name: Alfredo Aguilar
Workshop: NJSBA Annual Convention
Date: October 23, 24, 25, 2012
Location: Atlantic City, NJ
Hotel/Meals: \$365.00
Registration Fee: \$150.00
Mileage / Tolls/Parking: \$150.00

Name: John Walsh
Workshop: NJSBA Annual Convention
Date: October 23, 24, 25, 2012
Location: Atlantic City, NJ
Hotel/Meals: \$365.00
Registration Fee: \$150.00
Mileage /Tolls/Parking: \$150.00

Name: Rita Walker
Workshop: NJSBA Annual Convention
Date: October 23, 24, 25, 2012
Location: Atlantic City, NJ
Hotel/Meals: \$365.00
Registration Fee: \$150.00
Mileage /Tolls/Parking: \$150.00

Name: Anne Facendo
Workshop: NJSBA Annual Convention
Date: October 23, 24, 25, 2012
Location: Atlantic City, NJ
Hotel/Meals: \$365.00
Registration Fee: \$150.00
Mileage /Tolls/Parking: \$150.00

8. Paramus Literacy Collaborative - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the participation of Helene Albrecht and Diane Malwitz in the Paramus Collaborative Program – Writers Workshop, to be held on four afternoons after school and on one full day (October 30, 2012), at a cost not to exceed \$450 total.
9. Approval to Amend Salary - It is hereby moved, upon recommendation of the Chief School Administrator that the Board adjusts the salary for Thomas Ackerman, Custodian, Step 16, of \$61,727.00 as previously approved on September 5, 2012, to the correct amount of \$61,886.00.
10. Approval of Student Practicum Re-Assignment– It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves Keri-Lyn Maher from St. Thomas Aquinas to do her Student Practicum with Jeanne Black from October 28, 2012 through December 14, 2012.
11. Cardio Pulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) Training - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the training of

approximately thirty staff members in CPR and AED, at a total cost not to exceed \$1,800 for instruction and \$450 for books.

12. Approval of Office Substitutes for 2012-2013 School Year - It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approve the following office substitutes for the 2012-2012 school year, retroactive to September 1, 2012, at a rate of \$11.75 per hour:

Jane DeSimone

Tina Muscat

MaryAnn Travalja

F. POLICY – Mrs. Walker, Chairperson

The committee discussed the next policy meeting date.

1. First Reading - File Code: 6142.10, Technology: Acceptable Use Policy

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

H. NJSBA/BCSBA DELEGATE REPORT – *Mr. Walsh, Delegate informed the board he attended the Delegate’s Meeting in Trenton and met with assembly people to discuss various educational topics including resolutions that will be voted on at the next Delegate’s meeting.*

XII. OPEN TO THE PUBLIC

Basketball coach shared her concern for sufficient medical attention/staffing during basketball program – having a nurse in the building during that time would be beneficial. Mr. Ferrante pointed out that Bergen County EMT’s going through internship can serve as nurses during these types of programs. Dr. Aguilar was asked to contact this organization regarding the use of EMT’s.

XIII. OLD BUSINESS

Mr. Ferrante asked about the costs associated with Sharpe.

XIV. NEW BUSINESS

Dr. Westlake discussed the event culminating the dedication of townspeople putting up a building through fundraising. The building will be dedicated before the 9/28/12 football game. President Watson-Nichols commented that Dr. Westlake chaired this committee and was able to accomplish so much.

XV. CLOSED SESSION – Not at this time.

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

Respectfully submitted,

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