

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

**PUBLIC WORK/BUSINESS SESSION MEETING
Oradell Public School Library/Media Center
September 5, 2012**

MINUTES

- I.** The meeting was **CALLED TO ORDER** at **7:36 pm** by President Watson-Nichols.
- II.** The **FLAG SALUTE** was led by Mrs. Walker.
- 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. Samuel.

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 Mrs. Anne Facendo, Superintendent/Principal, Dr. Alfredo Aguilar, BA/BS and approximately four members of the public.

- VI. OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY – None at this time.**
- VII. BOARD PRESIDENT’S REMARKS – None at this time.**
- VIII. CHIEF SCHOOL ADMINISTRATOR’S REPORT**

*Mrs. Facendo discussed items under her CSA Report including Tri-district Supervisor, re-vamping of the district website, enrollment, administrative team meetings, etc.
Mrs. Facendo also thanked the staff for their efforts for a successful opening of school.*

Mrs. Facendo discussed items to be presented on the September 20th agenda for approval: September 20th conference, Teacher Evaluation/Model Symposium in Monroe Township for Mr. Stokes, Mrs. Facendo and Mr. McGill.

A. Information/Discussion Items

1. Tri-District Supervisor - Mr. William Feldman began working as our Tri-District Supervisor of Curriculum and Instruction on September 4, 2012. Mr. Feldman has more than 20 years experience in education while working as an Interim Director of Curriculum and Instruction, a Middle School Principal, a Charter School Director, a Middle School Program Supervisor, a Substance Abuse Counselor, and a Science Teacher. He has earned New Jersey Certification as a School Administrator (Superintendent), Principal, Supervisor, Substance Awareness Coordinator, Teacher of Biological Sciences, and School Psychologist.

2. Website Update -

Item	Projected Completion Date	Status
Input from parents/guardians and staff members requested	August 1	✓
All postings e-mail blasted to parents/guardians and staff	September 1	✓
Student/Parent Handbook posted	September 1	✓
Policy and regulation updates posted	September 1	✓
State assessment dates posted	September 1	✓
Calendar maintenance plan in place	September 1	✓
Staffing and parent contact information updated	September 1	✓
Curriculum Frameworks posted	September 30	
Grade level extra-curricular activities and special events posted	September 30	
Wikis (or webpages) updated	September 30	
Company for website development selected	November 1	
RealTime vs. Genesis decision	January 1	
E-mail blasts for postings automated	February 1	
System for electronic completion and return of forms incorporated	February 1	
Content management system incorporated	February 1	
Links to a parent portal for report cards and other information incorporated	February 1	
Translation applications incorporated	February 1	

3. Enrollment Report – Our enrollment report for September 1, 2012, will be distributed at the Board Meeting.
4. Administrative Team Meetings - We have discussed the following items at our Administrative Team Meeting on August 16: PR Release; Website; Staffing and Enrollment; Part-Time Music (.2), Physical Education Substitute; Substitutes; Wikis; Acceptable Use Policy; Sharpe Trip; Schedule of A-Team Meetings; Regional Staff Development; Suicide Prevention Training; Training for Scanning Programs; Topics for Legal Update; Board Meeting Schedule
5. Staff Recognition Program – We will be honoring staff members for their longevity in the district at our meeting of September 20, 2012.
6. Board Meeting Schedule for September through December 2012 - September 5 and 20, October 17, November 7 and 29, December 19
7. Resignation of ESL/Basic Skills Teacher
8. Professional Day Activities, September 4 and 5 (to be distributed 9/15/12)

B. Recommendations for September 5, 2012

1. Starting Date of Chief School Administrator
2. Contract with Administrative Consultant
3. Long-Term Physical Education Substitute
4. Salary Modification
5. Retroactive Approval for Attendance at Basic Notebook Workshop
6. Student Teaching and Practicum Requests
7. Conferences/Workshops
8. Resignation of Aides
9. Approval of Aides
10. Adjusted Salaries of Aides
11. Special Education Services
12. ESL/Basic Skills Teacher Resignation
13. Substitute Teacher
14. Post-Approval of Additional Time for Technology Coordinator
15. Acceptance of PTA Mini-Grant
16. Business Administrator Mentorship – September 6, 7, and 10
17. Appointment of (.2) Music Teacher – Danielle Partenope has earned her Bachelor's Degree in Music from The College of New Jersey and a Master's Degree in Music from New York University. She did her student teaching in South Brunswick, NJ. Ms. Partenope is certified as a K-12 Music Teacher in New Jersey. I recommend that the Board employs Danielle Partenope as a Music Teacher (.2) for 2012-2013 (pending Criminal History and Background Check), at MA/Step 1, annual salary \$50,750 (to be prorated).

C. Items for September 20

1. HIB Incident Report for September 2012
2. School Emergency Plan
3. Sharpe Reservation Trip
4. Grade 6 Reading Curriculum (To Be Distributed 9/5/12)
5. Acceptable Use of Internet Policy – First Reading (To Be Distributed 9/5/12)
6. ESL/Basic Skills Teacher
7. Aides
8. Extra-Curricular Activities

IX. BUSINESS ADMINISTRATOR’S REPORT

A. Information/Discussion Items

- a. School Use - Facilities Request
- b. Realtime Student Information System
- c. Energy Audit Report
- d. Energy Savings Based Project Funding
- e. Flex Spending Accounts
- f. Tri-District Interlocal Agreement- Enclosure #2

B. Action Items for September 5, 2012

- a. Approval of School Use – Facilities Request
- b. Renewal of Contract for Realtime
- c. Custodian Salary Revision
- d. Approval of Tri-District Interlocal Agreement for 2012/2013

X. MINUTES

REVIEW OF MEETING MINUTES –

- August 8, 2012 Work/Business Session
- August 22, 2012 Board Retreat/Advance, Closed Session

Final approval of the below minutes were pulled due to a formatting error. These minutes will be approved at the September 20, 2012 Board Meeting.

- **July 18, 2012 Work/Business Session**

XI. COMMITTEE REPORTS/ACTION

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

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

Mrs. Robertson commented that she doesn’t think the Rec. Basketball should take up/monopolize the bulk of the facility. She is fine if the scheduling is conditional. Mr. Samuel would like to table this request until actual costs are realized. The Board asked to pull the resolution regarding the Oradell Recreation’s request to use the facilities for the junior basketball program until they receive specific dates and the overtime cost of the custodians is more accurate.

A motion by Mr. Derian, seconded by Dr. Westlake and carried by roll call vote 8-0 (Mr. Ferrante absent) the Board approved B1(minus the Oradell Recreation’s request)

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

Organization	Event	Area of Building	Dates	Time
*Girl Scout Troop #863	Monthly Meetings	MPRD	9/20, 10/18, 11/ 15, 12/20,2012 1/17/13, 2/28/13, 3/21/13, 4/18/13, 6/20/13	3-4:30 p.m.
*Girls Scout Troop #979	Monthly Meetings	MPR D	9/10,10/01,10/29,11/19,12/10/12 1/7/2013,1/28/2013,2/25/13,3/18/ 13,4/15/13,4/22/13,5/6/13	3-4:30 p.m.

*PTA-Science Fun Committee	Science Workshop	MPR D	10/17/12,11/14/12,1/9/13,1/16/13	2:30-3:45pm
*PTA-Science Fun Committee	Science Expo Day Science Fair	MPR D	3/1/13 4/19/13	2:30-3:45pm
*Oradell Tiger Cubs	Cub Scout Meeting	MPR D	9/21, 10/12, 12/7, 1/18/13, 2/8/13,4/19/13	3-4:30 pm
*River Dell Cheerleading	Certification of Volunteers	Room 238	September 10, 2012	6:00-9:30 pm

*No fee charged for use of facilities.

The Oradell Recreation’s request to use the facilities was pulled.

Organization	Event	Area of Building	Dates	Time	Cost
*Oradell Recreation	Junior Basketball-Practices & Games	MPR C & D GYM	October 1, 2012- March 30, 2013	4:30-9 PM Weekdays 8:30-6 PM Sat. 1:00-6PM Sun	30 hrs @\$44.51 p/h Total:\$1335.30 72 hrs @\$59.35 p/h Total: \$4273.20 (approximate cost)

C. CURRICULUM – Mr. Ferrante, Chairperson

A motion by Mrs. Robertson, seconded by Mr. Walsh and carried by roll call vote 8-0, (Mr. Ferrante absent) the Board tabled C1.

1. Approval of Tri-District Interlocal Services Agreement for 2012-2013 school year – It is hereby moved, upon recommendation of the Interim Superintendent that the Board approves the Tri-District Interlocal Agreement for the provision of curriculum services for the 2012-2013 school year as per Enclosure #2.

D. FINANCE/TECHNOLOGY – Mr. Samuel, Chairperson

Mr. Samuel asked to include the transfer forms with the transfer report for future meetings.

A motion by Mr. Samuel, seconded by Dr. Westlake and carried by roll call vote 8-0 (Mr. Ferrante absent) 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 July 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 2012/2013 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 August 2012 be retroactively approved as follows:

Fund 10 (General Current Expense)	\$ 339,459.63
Fund 12 (Capital Outlay)	\$ 0.00
Fund 20 (Special Revenue Fund)	\$ 18,339.40
Fund 30 (Capital Projects Funds)	\$ 0.00
Fund 40 (Debt Service Fund)	\$ 0.00
Fund 50 (Summer School)	\$ 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	\$	1,854.89
Fund 64 (<i>Ntl School Lunch Prog</i>)	\$	0.00
Fund 65	\$	<u>0.00</u>
Total		\$ 359,653.92

3. 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.
4. Acceptance of Grant - It is hereby moved, upon recommendation of the Chief School Administrator that the Board accepts, with gratitude, a PTA Mini-Grant of \$1,000 to help offset the cost of the Grade 6 Camp Bernie Trip.
5. 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

- E. PERSONNEL /NEGOTIATIONS– Mrs. Robertson, Chairperson
Mr. Walsh asked about the resignations listed on the agenda. President Watson-Nichols commented that long term subs should be approved at the new rates. Mrs. Walker commented on all staff for their summer preparations specifically Mrs. Lynch.

A motion by Mrs. Robertson, seconded by Dr. Westlake and carried by roll call vote 8-0 (Mr. Ferrante absent) the Board approved E1, E2, E3, E4, E5, E6, E7, E8, E9,E10, E11,E12, E13, E14, E15, E16, E17, E18, E19.

1. Approval of Revised Starting Date for Chief School Administrator, Anne Facendo – It is hereby moved, upon recommendation of the Chief School Administrator that the Board retroactively approves the Chief School Administrator’s starting date from August 15, 2012 to September 1, 2012.
2. Approval of Administrative Consultant – It is hereby moved, upon recommendation of the Chief School Administrator that the Board retroactively approves the contract with Dr. Jeffrey Feifer to serve as Administrative Consultant from September 1, 2012 to December 28, 2012.

3. Approval of Long-Term Physical Education Substitute - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves Emily Chiciak as Long Term Physical Education substitute for Elaine Choka beginning September 4, 2012 and ending upon Ms. Choka's return (estimated to be November/ December 2012).
4. Approval to Adjust Salary - It is hereby moved, upon recommendation of the Chief School Administrator that the Board adjusts the salary for Kristen Nicholas, Grade 5 Teacher, BA+15, Step 3 from \$49,620, as previously approved, to the correct amount of \$49,485.
5. Approval of Staff to Attend Smart Notebook 11-Basic Course - It is hereby moved, upon recommendation of the Chief School Administrator that the Board post- approves Stacey Gordon to participate in the *Smart Notebook 11 – Basic Course* on August 29, 5 hours total @\$30/hour = \$150 stipend.
6. Approval of Student Teacher Placement - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the following Student Teacher placement:
 - Name: Jacqueline Senzamici
 - School: St. Thomas Aquinas College
 - Cooperating Teacher: Donna Smith, Grade 2
 - Dates: October 28, 2012 – December 12, 2012
7. Approval of Special Education Practicum Placement - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the following Special Education Practicum Placement:
 - Name: Kristine Cutrupi
 - Cooperating Teacher: Christine Wood, Resource Center
 - School: William Paterson University
 - Dates: September 24, 2012 – December 10, 2012
8. Approval of Conferences/Workshops - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the following Conferences/Workshops:

Staff Member/Assignment: Jane Heede, Preschool
 Conference: New Jersey Division for Early Childhood – Annual Conference
 Location: Kean University, Union, NJ
 Date/Time: October 26, 2012, 8:25 a.m. – 3:00 p.m.
 Cost to District: Registration: \$90.00
 Travel: 16.74
 Substitute: 85.00
 Total: \$191.74

Staff Member/Assignment: Jennifer Amoroso, Grade 5
 Workshop: Region V Sponsored - Crisis De-Escalation – Trainer's
 Recertification
 Location: TBD

Date/Time: October 4, 2012, 8:30 a.m. – 3:00 p.m.
Cost to District: Substitute: 85.00

Staff Member/Assignment: Karen Chang, LDTC
Conference: New Jersey Association of Learning Consultants Fall
Symposium

Location: Long Branch, NJ
Date/Time: October 25- 26, 2012, 8:00 a.m. – 3:00 p.m.
Cost to District: Registration: \$125.00
Travel: 40.30
Total: \$ 165.30

Staff Member/Assignment: Tom Santagato, Director of Special Education
Conference: Tenure Reform, Accountability, and the Law
Location: Warren County Technical School, Washington, NJ
Date/Time: September 19, 2012, 9:00 a.m. – 3:00 p.m.
Cost to District: Registration: \$147.00
Travel: 35.34
Total: \$182.34

Staff Member/Assignment: Anne Facendo, CSA
Conference: Tenure Reform, Accountability, and the Law
Location: Foundation for Educational Administration, Monroe Township, NJ
Date/Time: September 24, 2012, 9:00 a.m. – 3:00 p.m.
Cost to District: Registration: \$147.00

Staff Member/Assignment: Megan Bozios, Assistant Principal
Conference: Tenure Reform, Accountability, and the Law
Location: Warren County Technical School, Washington, NJ
Date/Time: September 19, 2012, 9:00 a.m. – 3:00 p.m.
Cost to District: Registration: \$147.00
Travel: 18.60
Total: \$ 165.60

Staff Member/Assignment: Kevin Stokes, Supervisor of Instruction
Conference: Tenure Reform, Accountability, and the Law
Location: Foundation for Educational Administration, Monroe Township, NJ
Date/Time: January 24, 2013, 9:00 a.m. – 3:00 p.m.
Cost to District: Registration: \$147.00
Travel: 37.20
Total: \$184.20

Staff Member/Assignment: Sara Bright, Supervisor of Instruction
Conference: Tenure Reform, Accountability, and the Law
Location: Foundation for Educational Administration, Monroe Township, NJ
Date/Time: January 24, 2013, 9:00 a.m. – 3:00 p.m.
Cost to District: Registration: \$147.00

Staff Member/Assignment: Susan Confrancisco, Psychologist
Conference: Best Practices for the Practical Implementation of the Anti-Bullying Bill of Rights Act (ABR)
Location: Somerset, NJ
Date/Time: September 21, 2012 , 8:30 a.m. – 3:00 p.m.
Cost to District: Registration: -0-
Mileage: \$45.00

Staff Member/Assignment: Kevin Stokes, Supervisor of Instruction
Conference: Best Practices for the Practical Implementation of the Anti-Bullying Bill of Rights Act (ABR)
Location: Somerset, NJ
Date/Time: September 21, 2012 , 8:30 a.m. – 3:00 p.m.
Cost to District: Registration: -0-
Mileage: \$45.00

9. Acceptance of Resignation - It is hereby moved, upon recommendation of the Chief School Administrator that the Board accepts the resignations of the following part-time instructional aides previously approved for employment for 2012-2013: Terry Bretan, Stacey Katz, Kaitlin Bailey, Mary Ann Travalja, Carol Walker effective September 1, 2012.
10. Approval of Part-Time Instructional Aides - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves Anne Fanelli and Carrie Rooney as part-time instructional aides for 2012-2013, pending results of criminal history background check, at an annual salary of \$10,464.
11. Approval of Lunch Aides - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves Rosemary Musano and Kim Dunphy (pending criminal background check) as lunch aides, 2 hours per day, \$14 per hour.
12. Approval of Special Education Services – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves following Special Education Services:
 - IEP Meeting Participation at a rate of \$45 per hour for Michelle Rudolph (not to exceed 12 hours) and Diane Malwitz (not to exceed 6 hours)
 - Speech for Student #78 provided by Victoria Munsterman (not to exceed two sessions at a rate of \$75 per session)
 - Changing a previously approved out of district placement from student #91 to student #92
13. Acceptance of Resignation - It is hereby moved, upon recommendation of the Chief School Administrator that the Board accepts the resignation of Debra Silverstein as ESL (.8)/Basic Skills (.2)/ Teacher effective August 27, 2012.

14. Approval of Substitute Teacher - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves Ashna Tolani as a Substitute Teacher for 2012-2013
15. Approval of Additional Technology Coordinator Hours - It is hereby moved, upon recommendation of the Chief School Administrator that the Board post-approves an additional 30 hours, at a rate of \$45/hour, for Technology Coordinator Corrine Lynch to complete the installation of all our new technology
16. Approval of Business Administration Mentor - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves Mr. Dave Rinderknecht as Business Administration Mentor at the rate of \$85 per hour, on September 6,7, and 10, not to exceed 24 hours.
17. Approval of Revised Custodian Salaries for the 2012/2013 School Year – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the revised Custodian Salaries as per Enclosure # 1.
18. Adjustment of Salaries for Instructional Aides for the 2012-2013 School Year – It is hereby moved, upon recommendation of the Chief School Administrator that the Board adjusts the salary for full-time aides from \$20,929, as previously approved, to the correct salary of \$20,928 and the salary for part-time aides from \$10,465, as previously approved, to the correct salary of \$10,464.
19. Appointment of (.2) Music Teacher for the 2012-2013 School Year – It is hereby moved, upon recommendation of the Chief School Administrator that the Board appoints Danielle Partenope, (.2) Music Teacher for 2012-2013 School Year (pending criminal history background check) at MA/Step 1, annual salary of \$50,750 (to be prorated).

F. POLICY – Mrs. Walker, Chairperson

G. PUBLIC RELATIONS/KEY COMMUNICATORS – *Mrs. Norian, Chairperson spoke about the celebration for Mr. Ryan. Mrs. Norian reported that Mr. Ryan plans on returning to Oradell Public School for the October Halloween festivity.*

H. NJSBA/BCSBA DELEGATE REPORT – *Mr. Walsh, Delegate reported that he was appointed the representative for NJSBA District #38. Mr. Walsh informed the board members that for the NJSBA Convention he has accommodations at Harrah's.*

XII. OPEN TO THE PUBLIC

Mrs. Toni Boccanfuso, OPS Teacher, informed the Board that the new kiln is in and she thanked the Board.

Ms. Megan Bozios, Assistant Principal, updated the Board on the Supervisors' activities during the first days of the school year.

XIII. OLD BUSINESS

Mr. Derian asked if a Police link for kindergarten drop off could be more prominent on the website. President Watson-Nichols asked if the Safety Patrol can facilitate student drop off.

Mr. Samuel inquired about ; calendar changes due next year, bond closing report submission, curriculum documents to be posted to website.

XIV. NEW BUSINESS

Mr. Derian, Mr. Samuel and President Watson-Nichols discussed the concept of paperless board meetings.

XV. CLOSED SESSION – *Not at this time.*

XVI. *A motion by Mr. Walsh, seconded by Mrs. Norian, the meeting adjourned at 9:10 PM.*

Respectfully submitted,

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