

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

**REORGANIZATION/REGULAR MEETING
Oradell Public School/Media Center
January 7, 2013**

MINUTES

- I. The meeting was **CALLED TO ORDER** at 6:30 PM by Dr. Alfredo Aguilar, Business Administrator/Board Secretary.
- II. The **FLAG SALUTE** was led by Dr. Alfredo Aguilar.
- III. The **SUNSHINE LAW STATEMENT** was read by Dr. Alfredo Aguilar.

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 Borough Clerk, posted in Borough Hall and the Oradell Public Library, faxed to The Record, and Town News and all persons requesting such notice.

- IV. The **MISSION STATEMENT** was read by Dr. Alfredo Aguilar.

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. Samuel, Mrs. Walker, Mr. Walsh, Mrs. Watson-Nichols, Dr. Westlake.

Absent: Mr. Derian

Also present were Mrs. Anne Facendo, Chief School Administrator, Dr. Alfredo Aguilar, BA/BS and approximately seven members of the public.

- VI. **OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY – No comments at this time.**

REORGANIZATION MEETING

- VII. **BOARD SECRETARY'S REPORT ON ELECTION RESULTS**

Dr. Aguilar called the meeting to order and served as President Pro-Tem until the new Board Members are sworn in and the Board elects a new President.

Dr. Aguilar spoke about the Election Results.

**Annual School Election Results
Tuesday, November 5, 2012**

**Board Candidate Results from the Bergen County Board of Elections
(3) Full Three Year Terms**

Candidate	District 1	District 2	District 3	District 4	District 5	District 6	Mail in Ballots	Provisional	Total
Andrew Oddo	184	164	164	185	237	245	208	7	1394
Christine Robertson	196	130	170	175	218	217	202	8	1316
Mary Katherine Norian	161	111	136	166	213	229	223	8	1247

1. Dr. Aguilar administered the Oath of Office to the following newly elected Board Members:

Andrew Oddo 3-year term
Christine Robertson 3-year term
Mary Katherine Norian 3-year term

2. Dr. Aguilar calls the roll of the new Board-
Present: Mrs. Norian, Mr. Oddo, Mrs. Robertson, Mr. Samuel, Mrs. Walker, Mr. Walsh, Mrs. Watson- Nichols, Dr. Westlake

Absent: Mr. Derian

3. Oradell Board of Education Trustees and Expiration of Terms of Office:

<u>Trustee</u>	<u>Expiration of Term</u>
Gregory Derian	2014
Mary Katherine Norian	2016
Andrew Oddo	2016
Christine Robertson	2016
John Samuel	2014
Rita Walker	2014
John Walsh	2013
Dorothy Watson-Nichols	2013
Eugene Westlake	2013

4. Nomination and Election of President – Dr. Aguilar asked for nominations for the President of the Board. Nominated Mrs. Watson-Nichols. There being no further

nominations for President, a roll call vote was taken and carried 8-0-1 (Mr. Derian, absent) the Board elected Mrs. Watson-Nichols as President.

Dr. Aguilar relinquished the chair to the newly elected president.

5. Nomination and Election of Vice-President - The Board President asked for nominations for Vice-President of the Board. A motion by Mrs. Robertson, seconded by Mr. Walsh to nominate Mr. Samuel. There being no further nominations for Vice-President, a roll call vote was taken and carried 8-01(Mr. Derian absent) to elect Mr. Samuel as Vice- President.

A motion by Mr. Samuel, seconded by Dr. Westlake and carried by roll call vote 8-0 (Mr. Derian absent) the board approved Agenda Items #6, 7, 8, 9, 10, 11, 12, 13, 14,15, 16, 17, 18, 19, 29, 21, 22, 23, 24, 25, 26, 27, 28.

6. Official Depositories - It is hereby moved that the Board approve the following as official depositories for funds of this Board of Education from July 1, 2013 until the Reorganization Meeting in 2014:

Bank of America
Capital One

7. 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 from July 1, 2013 until the Reorganization Meeting in 2014:
8. Designation of Signatories - It is hereby moved that the Board approve the following checking accounts of the Oradell Board of Education, and Signatories from July 1, 2013 until the Reorganization Meeting in 2014:

<u>Account</u>	<u>Signatories</u>
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
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 th Grade Commencement	Principal Board Secretary or Treasurer of School Moneys
Summer School	Summer School Director or Summer

(2 required)

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 Monies as may be required in the event that the individuals are unavailable for personally affixing their signature.

- 9. Appointment of Board Secretary – It is hereby moved, upon recommendation of the Chief School Administrator that the Board of Education appoint Alfredo Aguilar as Board Secretary from this date until the Reorganization Meeting in 2014.
- 10. Appointment of Acting Board Secretary – It is hereby moved, upon recommendation of the Chief School Administrator that the Board of Education appoint the Chief School Administrator as Acting Board Secretary, to serve on an emergency basis only, from this date until the Reorganization Meeting in 2014.
- 11. Petty Cash Accounts - It is hereby moved that the Board of Education establishes the following petty cash accounts from July 1, 2013 until the Reorganization Meeting in 2014 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

- 12. Appointment of Professional Services – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the following appointments:

WHEREAS, there exists a need for auditing services, environmental services, and legal services, and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised.

NOW THEREFORE, BE IT RESOLVED by the Oradell Board of Education as follows:

- A. Lerch, Vinci and Higgins, Fair Lawn, New Jersey is appointed for auditing and accounting services from January 1, 2013-June 30, 2013 with billing rates as follows:

FY 10 Annual Audit Related Services	\$20,400.00*
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

- B. Garden State Environmental Inc., Glen Rock, New Jersey, is appointed for environmental and consulting services from January 1, 2013 to June 30, 2013 with billing rates as follows:

<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

*no increase in rates over prior year

- C. Anthony Sciarrillo of the law firm of Lindabury, McCormick and Estabrook is appointed Board Attorney for legal services from January 1, 2013 to June 30, 2013 at a rate of \$150 per hour (no increase over last year)

These appointments are made without competitive biddings as “Professional Services” under the provisions of N.J.S.A. 40:11-1 et. seq. because such services are recognized professions licensed and regulated by law not allowing for competitive bids.

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in The Record as required by law, within ten (10) days of its passage, stating its nature, duration, service and amount, and that the resolution and contract are on file in the office of the Board of Education.

13. 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 from July 1, 2013 until the Reorganization Meeting in 2014.
14. Integrated Pest Management Coordinator – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Board approve the appointment of Alfredo Aguilar, Business Administrator/Board Secretary as the

Integrated Pest Management Coordinator from July 1, 2013 until the Reorganization Meeting in 2014.

15. Custodian of Records – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Board approve the appointment of Alfredo Aguilar, Business Administrator/Board Secretary as the Custodian of Records from July 1, 2013 until the Reorganization Meeting in 2014.
16. Temporary Qualified Purchasing Agent - It is hereby moved, upon the recommendation of the Chief School Administrator, that the Board approve the appointment of Alfredo Aguilar, Business Administrator/Board Secretary, as the District's Qualified Purchasing from July 1, 2013 until the Reorganization Meeting in 2014 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 \$36,000.00), 18A:18A-4 (quoting requirements \$5,400.00), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services.
17. 403 B Agent Authorization - It is hereby moved that the Board approve the following 403 B plans from July 1, 2013 until the Reorganization Meeting in 2014:
 - AXA Equitable Life Insurance Company (formerly Equitable)
 - MetLife Investors (formerly Security First Group)
 - The Variable Annuity Life Insurance Company
 - The Vanguard Company
18. Public Agency Compliance Officer (P.A.C.O.) – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Board approve the appointment of Alfredo Aguilar, Business Administrator/Board Secretary, as Public Agency Compliance Officer from July 1, 2013 until the Reorganization Meeting in 2014.
19. 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 from July 1, 2013 until the Reorganization Meeting in 2014 to provide non- public nursing services to St. Joseph's students at an annual rate not to exceed the District's entitlement for non-public nursing aid.
20. 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 from July 1, 2013 until the Reorganization Meeting in 2014 at an annual rate not to exceed the district's entitlement.
21. Membership in Bergen County Region V – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Oradell Board of

Education continues its membership in the Bergen County Region V Council for Special Education from July 1, 2013 until the Reorganization Meeting in 2014 does hereby accept, adopt and agree to comply with the Region V Bylaws; designate the Superintendent as its representative to Region V; empower him/her to cast all votes and take all other action necessary to represent its interest in Region V. The Board further approves the Joint Transportation Agreements for all Oradell students who are transported through Region V.

22. Shared Services with Region V – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves shared services for student evaluations and related services on an as needed basis, and furthermore approves all shared service agreements with Region V from July 1, 2013 until the Reorganization Meeting in 2014.
23. Membership in Northeast Bergen County School Board Insurance Group (NESBIG) – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Oradell Board of Education approves, pursuant to the provision of Title 18A:18A-42, participation of the District as a member of the Northeast Bergen County School Board Insurance Group (NESBIG) in the Workers Compensation Pool and as a member for other joint insurance services from July 1, 2013 until the Reorganization Meeting in 2014.
24. Membership in New Jersey School Boards Association (NJSBA) – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Oradell Board of Education approves membership in the New Jersey School Boards Association from July 1, 2013 until the Reorganization Meeting in 2014.
25. Prescribed Mileage Reimbursement – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Oradell Board of Education approves the reimbursement rate for auto travel at \$.31 per mile to conform with the per mile rate established by the OMB Circular for the calendar year 2013.
26. 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.
27. Procurement of Goods - It is hereby moved that the Oradell Board of Education approves the following:

WHEREAS, Title 18A:18A-10 provides that “A Board of Education without advertising for bids, or 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 Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Oradell School District Board of Education desires to authorize its purchasing agent for the period July 1, 2013 –January 6, 2014 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 School District Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as indicated on the State of New Jersey website at: <http://state.nj.us/treasury/purchase/pricelists.shtml>.

A motion by Mrs. Norian, seconded by Mrs. Walker and carried by roll call vote, 8-0 (Mr. Derian absent) the Board approved Agenda Item #28.

28. Code of Ethics – It is hereby moved, that the Board adopts the following Code of Ethics developed by the New Jersey School Boards Association as the code to which each Oradell Board Member subscribes:

I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.

I will confine my board action to policymaking, planning, and appraisal and I will help to frame policies and plans only after the board has consulted those who will be affected by them.

I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.

I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.

I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate

information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.

I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief school administrative officer.

I will support and protect school personnel in proper performance of their duties.

I will refer all complaints to the chief school administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

VIII. CLOSED SESSION –Not at this time

IX. *A motion by Mrs. Norian, seconded by Dr. Westlake and carried by roll vote, the board adjourned the Reorganization Meeting at 6:44 p.m.*

**REGULAR SESSION MEETING
January 7, 2013**

I. The Regular Session Meeting was called to order by President Watson-Nichols at 6:45 pm.

II. The **FLAG SALUTE** at this time is waived.

III. The **SUNSHINE LAW STATEMENT** at this time is waived.

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 Borough Clerk, posted in Borough Hall and the Oradell Public Library, faxed to The Record and Town News and all persons requesting such notice.

IV. The **MISSION STATEMENT** at this time is waived.

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: Mrs. Norian, Mr. Oddo, Mrs. Robertson, Mrs. Walker, Mr. Walsh, Dr. Westlake, Mr. Samuel, Mrs. Watson-Nichols

Absent: Mr. Derian

VI. OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY –None at this time.

VII. BOARD PRESIDENT’S REMARKS

President Watson-Nichols informed the Board that Dr. Feifer sent a note thanking the Board for their service and indicated it was a pleasure working with the Board.

VIII. SUPERINTENDENT’S REPORT

Mrs. Facendo spoke about the following:

A. Proposed Calendar BOE Calendar for 2013 (attachment #1)

B. Security Update: *Safe and Secure Schools: Perspectives after Newtown – The College of NJ / NJSBA*

VIII. MINUTES - None

IX. COMMITTEE REPORTS/ACTION

A. TRI-DISTRICT/SHARED SERVICES - *Dr. Westlake, Interim Chairperson, stated that the previously scheduled Tri-District meeting has been deferred and will be rescheduled.*

B. BUILDINGS & GROUNDS/SAFETY – *Mrs. Walker had no update to report.*

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

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	Custodian Overtime Charges
RiverDell Jr. Cheerleading	Practice for Showcase	MPR CD	January 29, 2013	3:30-5PM	None
	Showcase Performance	MPR ABCD	February 1, 2013 (rescheduled from 12/14/12)	5:30-9:30 PM	None
Girl Scouts	Valentine Dance	MPR BCD	February 8, 2013	6:30-8:30	None

C. CURRICULUM - Mrs. Robertson, Interim Chairperson – *No Report.*

D. FINANCE/TECHNOLOGY – Mr. Samuel, Interim Chairperson

A motion by Mr. Samuel, seconded by Mr. Walsh, and carried by roll call vote 8-0 (Mr. Derian absent) the Board accepted the Treasurer of School Moneys Report for November 2012. Dr. Aguilar is to email the report to all board members.

E. PERSONNEL /NEGOTIATIONS– Mr. Walsh, Interim Chairperson

President Watson-Nichols spoke about the retirement of Mrs. Masiello’s.

A motion by Mr. Walsh, seconded by Mrs. Robertson

1. Approval of Substitute Teachers for the 2012/13 School Year – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Board approve the appointment of the following individuals as substitute teachers for the 2012/13 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 2012/13 school year:

Nicholas Moltzen

2. Acceptance of Retirement - It is hereby moved, upon recommendation from the Chief School Administrator that the Board accepts with regret, the resignation of Linda Masiello, for the purpose of retirement, effective June 30, 2013.
3. Acceptance of Resignation - It is hereby moved, upon recommendation of the Chief School Administrator that the Board accepts the resignation of Tiffany Correa, Part-Time Instructional Aide effective January 15, 2013.
4. Approval of Part-time Instructional Aide for 2012/2013 – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the appointment of the following Part-time Instructional Aide for the 2012/2013 School year at a salary of \$10,464.00 (to be prorated) pending criminal history background check:

Luciana LoSchiavo

5. Approval of Workshops/Conferences for the 2012-2013 School Year – It is hereby moved, upon recommendation from the Chief School Administrator, that the Board approves the following Workshops/Conferences:

Attendee	Conference/Workshop	Location	Date(s)	Cost	Travel
Adriana Pestrichella	Kindergarten Seminar	Wayne, NJ	1/17/13, 3/14/13, 4/15/13, 5/23/13	\$0	\$40.00
Greg Derian	Safe & Secure Schools: Perspectives after Newtown	College of NJ Ewing NJ	1/18/13	\$0	\$55.00 (139.4 miles)
Alfredo Aguilar	Safe & Secure Schools: Perspectives after Newtown	College of NJ Ewing NJ	1/18/13	\$0	\$55.00 (139.4 miles)
Megan Bozios	Safe & Secure Schools: Perspectives after Newtown	College of NJ Ewing NJ	1/18/13	\$0	\$55.00 (139.4 miles)

F. POLICY – Mrs. Walker, Interim Chairperson

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

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

X. OPEN TO THE PUBLIC

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. CLOSED SESSION

It is hereby moved by Mrs. Norian, seconded by Dr. Westlake that the Board of Education retire to Closed Session at 7:02 pm.

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.

XIV. *A motion by Dr. Westlake, seconded by Mrs. Norian, the meeting adjourned at 8:07 pm.*

Respectfully submitted,

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