

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

**PUBLIC WORK/BUSINESS SESSION MEETING
Oradell Public School Library/Media Center
July 24, 2013**

MINUTES

I. *The meeting was CALLED TO ORDER at 7:34 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 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. Oddo, Mrs. Robertson, Mrs. Walker, Mr. Walsh,
 Dr. Westlake, Mr. Samuel, Mrs. Watson-Nichols

Absent: Mrs. Norian

Also present were Mrs. Anne Facendo, Superintendent/Principal, Mr. Bert Arifaj, Business Administrator/Board Secretary and approximately 21 members of the public.

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

VII. **BOARD PRESIDENT'S REMARKS**

President Watson-Nichols spoke about the Odyssey of the Mind Photo.

VIII. **CHIEF SCHOOL ADMINISTRATOR'S REPORT**

A. Information/Discussion Items

1. Resignation of staff – *Mrs. Facendo spoke about her resignation and publically acknowledged the Board.*

2. HIB District State Score
3. Secretarial Training on Microsoft Excel
4. *Words Their Way* Training
5. State Mandated Training for District Administration on Stronge Teacher Evaluation Model

IX. BUSINESS ADMINISTRATOR’S REPORT

A. Information/Discussion Item

1. Paperless Board Meeting Agendas
2. Advanced Assessment Systems, Inc./Linkit!

X. MINUTES

REVIEW OF MINUTES –

- June 19, 2013 Public Work/Business Session Meeting
- June 26, 2013 Public Work/Business Session Meeting
- July 10, 2013 Closed Session

APPROVAL OF MEETING MINUTES – None at this time.

XI. COMMITTEE REPORTS/ACTION

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

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

C. CURRICULUM – Mrs. Walker, Chairperson

A motion by Mrs. Walker, seconded by Mr. Walsh and carried by roll call vote 8-0 (Mrs. Norian absent) the Board approved C1.

1. Approval of *Words Their Way* Training for Staff for the 2013/2014 School Year - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves *Words Their Way* training for the following staff at a cost not to exceed \$720 in total (3 hrs. p/teacher at \$30.00 p/hr).

<u>Staff</u>	<u>Position</u>
Melissa Golden	Grade 1 - Teacher
Ericka Wright	Grade 1 - Teacher
Joan Arfsten	Grade 1 - Teacher
Lisa Santangelo	Long term sub for Jamie Caruana
Hellen Kapp	New Teacher for Grade 1
Jane Jeffs	Grade 1- Resource Room Teacher
Sheri Giacomini	Grade 1- Basic Skills Teacher
Kristen Terzano	Grade 1- Basic Skills Teacher

D. FINANCE/TECHNOLOGY – Mr. Samuel, Chairperson

A motion by Mr. Samuel, seconded by Dr. Westlake and carried by roll call vote 8-0 (Mrs. Norian absent) the Board approved D1, D2, D3,D4, D5, D6, D7, D8, D9, D10, D11, D12, D13.

1. Monthly Certifications –The Financial Reports of the Board Secretary and Treasurer of School Moneys for the month end June 2013, 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. 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.
3. Payment of Invoices – It is hereby moved that the invoices for the month of June 2013 be retroactively approved as follows:

Fund 10 (<i>General Current Expense</i>)	\$ 894,816.12
Fund 12 (<i>Capital Outlay</i>)	\$ 0.00
Fund 20 (<i>Special Revenue Fund</i>)	\$ 23,368.16
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	\$ 1,277.18
Fund 64 (<i>Ntl School Lunch Prog</i>)	\$ 807.96
Fund 65	<u>\$ 0.00</u>
Total	\$ 920,269.42

4. Approval of Signatories for BCBANC and Capital One – It is hereby moved, upon recommendation of the Chief School Administrator, in conjunction with the Business Administrator/Board Secretary that the Board of Education approves the following signatories for the Oradell Public Schools during the 2013//2014 school year with the Bergen County Banking Consortium(BCBANC) and Capital One:

Dorothy Watson-Nichols	Board President
John Samuel	Board Vice President
Angelo DeSimone	Treasurer of School Monies
Anne Facendo	Superintendent/Principal
Bert Arifaj	Business Administrator/Board Secretary

5. Approval of Cooperative Pricing Program for the 2013/2014 School Year – It is hereby moved, upon recommendation of the Chief School Administrator that the board approve an agreement with the Educational Data Services Inc, for the district to participate in a cooperative pricing program for the 2013/2014 school year at an annual cost of \$2,480.00.(no increase over prior year).
6. Approval of Mentor/Mentoring Fee for Year 2 - It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the State-Certified Mentor, Lorna Oates-Santos, for Megan Bozios, at the mentoring fee for Year 2 of \$1,000.00.

7. Approval of Annual Contract for Hospital Instruction for the 2013/2014 School Year – It is hereby moved, upon the recommendation of the Chief School Administrator that the Board approves a contract with Bergen County Special Services to provide Hospital Instruction for the 2013/2014 school year for students who are confined during school hours for medical and/or rehabilitative care at a rate of \$60.00 per hour.
8. Acceptance of reimbursement from Tri-District – It is hereby moved, upon the recommendation of the Chief School Administrator that the Board accepts a reimbursement of \$10,564.50 for unused Tri-District Funds for the 2012/2013 School Year.
9. Approval of Tri-District Interlocal Services Agreement for 2013/2014 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 2013/2014 school year at a cost of \$74,803.00 to be paid in the following installments:
 - 50% in August 2013
 - 50% in February 2014
10. Approval of Professional Development through Stronge Associates Educational Consulting – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the following professional development through Stronge Associates for a one-day administrator/evaluator training at River Dell Regional School District, New Jersey (in-district training) on August 28, 2013 (one trainer). The total contracted payment for the project is \$3,000.00 as specified in the Statement of Work. This amount includes all Stronge fees and Stronge travel expenses.
11. Approval of Advanced Assessment Systems, Inc. /Linkit! for the 2013/2013 School Year – It is hereby moved upon recommendation of the Chief School Administrator that the Board approves a contract agreement with Advanced Assessment System, Inc. for Linkit! Software from July 1, 2013-June 30, 2014 at a cost of \$10,524.00.
12. Amend Previously Approved Resolution – It is hereby moved, upon recommendation of the Chief School Administrator, that the Board amends Resolution D3 previously approved on June 26, 2013 regarding an inter-local service agreement with the Northern Valley Regional School District in the amount of \$95,000.00 for the installation of building Wi-Fi Internet and security infrastructure and for the Board to approve an additional \$50,000.00 for a total cost of \$145,000.00 pending approval by the Bergen County Superintendent's Office.
13. Transfer of funds to Capital Outlay Account– It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves the transfer of funds in the amount of \$50,000 from the 2012-2013 General Fund Account 11-000-291-270 into the Capital Outlay Account 12-000-400-450, pending approval by the Bergen County Superintendent's Office.

E. PERSONNEL – Mrs. Robertson, Chairperson

Mr. Samuel and Dr. Westlake spoke about the resignations. Mr. Derian had a question on Dial 4.

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

1. Acceptance of Resignations – It is hereby moved, upon recommendation of the Chief School Administrator, that the Board accepts with regret, the following resignations:

Anne Facendo, Chief School Administrator, as of June 27, 2013
Sara Bright, Supervisor of Instruction PreK-3, as of June 27, 2013
Jamie Schraer-Mormino, 6th Grade Teacher, as of July 16, 2013

2. Appointment of Leave Replacement Substitute for 2013/2014 School year – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Board approves the appointment of Lisa Santangelo, leave replacement substitute (for Jamie Caruana) effective September 1 – 25, 2013.
3. Appointment of Custodian of Records, P.A.C.O. , Integrated Pest Management Coordinator, for the 2013/2014– It is hereby moved upon the recommendation of the Chief School Administrator, that the Board approve the appointment of Bert Arifaj, Business Administrator/Board Secretary to the following positions for the 2013/2014 school year:

Custodian of Records
P.A.C.O (Public Agency Compliance Officer)
Integrated Pest Management Coordinator

4. Retroactive Approval of Qualified Purchasing Agent – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the appointment of Alfredo Aguilar, as the District’s Qualified Purchasing Agent, retroactive to April 17, 2013.
5. Temporary Qualified Purchasing Agent - It is hereby moved, upon the recommendation of the Chief School Administrator, that the Board approve the appointment of Bert Arifaj, Business Administrator/Board Secretary, as the District’s Temporary Qualified Purchasing from July 1, 2013-June 30, 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.
6. Approval of Contract for School Business Administrator/Board Secretary – It is hereby moved, upon the recommendation of the Chief School Administrator, that the Board approves the contract between the Oradell Board of Education and Bert Arifaj, Business Administrator/Board Secretary retroactive July 1, 2013-June 30, 2014. The contract has been approved by the Executive County Superintendent as required by law.
7. Approval of BA +15 – It is hereby moved, upon recommendation from the Chief School Administrator, that the Board approves BA +15 for Carole Natiello effective July 1,

2013 (the salary for Ms. Natiello remains consistent with the current contract until a new contract is negotiated).

8. Approval of Salary Revision for the 2013-2014 School Year- It is hereby moved, upon recommendation from the Chief School Administrator, that the Board approves a salary revision for the following staff member:

Name	Position	Degree/Step	Salary **
Blair Hughes	Special Ed Resource Room	From: BA/Step 2 To: MA/Step 2	From: \$48,220.00 To: \$50,750.00

**Until a contract agreement is ratified for the 2013/14 school year by the Oradell Board of Education and the Oradell Education Association, the 2012/13 salary guide will remain in effect unless otherwise stated. All adjustments will be made after settlement of the new contract.

9. Approval of additional hours/payment for attendance at the Paramus Literacy Collaborative Program - It is hereby moved, upon recommendation from the Chief School Administrator, that the Board retroactively approves 6 (six) additional hours at \$30.00 p/hr. to be paid to Helene Albrecht, for a total cost of \$180.00, from October 2012 – May 2013.
10. Approval of additional hours/payment for attendance at Paramus Institute of Reading and Writing – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approve a total of 13.5 hours July 8, 9, 10, 2013 at \$30.00 p/hr for a cost of \$405.00, and a total of 23 hours from July 15, 16, 17, 18, 2013 at \$30.00 p/hr for a cost of \$690.00 to be paid to Helene Albrecht.
11. Approval of staff for Dial 4 Training – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approve the following staff for Dial 4 Training at 3.5 hours per teacher at \$30.00 per hour:

Debbie Bendett	Diane Malwitz
Michelle Rudolph	Debbie Domingues
Adrianna Pestrichella	Lisa Conforti
Kim Scalanga	Sheri Giacomini
Kristin Terzano	Traci Killeen

12. Approval of Workshops/Conferences for the 2013-2014 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
Paige Murtagh	Conquer Math	Fairfield, NJ	July 22-23, 2013	\$210.00	\$37.00
Cheryl Magill	NJ DOE Certification	Parsippany, NJ	July 17, 2013	0	\$16.00
Cheryl Magill	Excel Training	Region V Oradell NJ	July 25, 2013	0	0
Barbara Barbagallo	Excel Training	Region V Oradell NJ	July 25, 2013	0	0
Elyse Stewart	Excel Training	Region V Oradell NJ	August 7, 2013	0	0
Marie Menti	Excel Training	Region V Oradell NJ	July 25, 2013	0	0

Bert Arifaj	Excel Training	Region V Oradell NJ	July 25, 2013	0	0
Bert Arifaj	Systems 3000 Financial Accounting	Randolph ,NJ	August 6, 2013	0	\$26.75
Bert Arifaj	System 3000 Budget Preparation	Randolph, NJ	October 15, 2013	0	\$26.75
Lorraine Trifiletti	Excel Training	Region V Oradell NJ	August 7, 2013	0	0
Lisa Green	Excel Training	Region V Oradell NJ	August 8, 2013	0	0
Nancy D'Antonio	Excel Training	Region V Oradell NJ	August 7, 2013	0	0

13. Approval of Consultant – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the appointment of Dave Rinderknecht, as a Professional Consultant, not to exceed five days.

F. POLICY – Mr. Oddo, Chairperson – ***No Report***

G. PUBLIC RELATIONS – Mrs. Norian, Chairperson

H. NJSBA/BCSBA DELEGATE REPORT – Mr. Walsh, Delegate – ***Mr. Walsh stated that a Delegates Meeting is scheduled for November.***

XII. OPEN TO THE PUBLIC

Members from the public spoke/questioned the following:

- *Superintendent Search*
- *Administrative Structure*
- *LinkIt!*

XIII. OLD BUSINESS

Mr. Samuel spoke about Paperless Board Meetings and the tech software. Mr. Samuel also spoke about Technology and security upgrades.

Mrs. Walker spoke about the shrub obstruction.

XIV. NEW BUSINESS - None

XV. CLOSED SESSION – *A motion by Dr. Westlake, seconded by Mrs. Walker and carried by roll call vote, the board entered into closed session at 8:00 PM.*

XVI. *A motion by Dr. Westlake, seconded by Mrs. Walker, the meeting adjourned at 9:00 PM.*

Respectfully submitted,

Bert Arifaj
Business Administrator/Board Secretary