

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

REORGANIZATION/REGULAR MEETING

Oradell Public School/Media Center

January 7, 2014

MINUTES

I. *The meeting was called to order by Bert Arifaj, Business Administrator/Board Secretary at 7:33 PM.*

II. *The Flag Salute was led by Mr. Andrew Oddo.*

III. *The Sunshine Law Statement was read by Mr. Bert Arifaj.*

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 Mrs. Rita 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 arrived at 7:40 PM, Mrs. Norian, Mr. Oddo, Mrs. Robertson, Mr. Samuel, Mrs. Walker

Absent: None

Also present were Mr. Lawrence Hughes, Interim Superintendent, Mr. Bert Arifaj, BA/BS and approximately 2 members of the public.

VI. OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY – *Mr. Arifaj opened the meeting to the public. No comments were made. Mr. Arifaj closed the meeting to the public.*

4. *Mr. Arifaj asked for nominations for President of the Board. Dr. Westlake nominated Mrs. Dorothy Watson-Nichols, seconded by Mrs. Walker. There were no other nominations made. Roll call vote of 8-0 (Mr. Derian absent) elected Mrs. Watson-Nichols as President.*

Mr. Arifaj relinquished the chair to President Watson-Nichols.

5. *President Watson-Nichols asked for nominations for the position of the Vice-President of the Board. Dr. Westlake nominated Mr. John Samuel, seconded by Mrs. Walker. There were no other nominations made. Roll call vote of 8-0 (Mr. Derian absent) elected Mr. Samuel as Vice-President.*

President Watson-Nichols asked for a motion for a consent vote on Agenda Items 6-13. A motion by Mrs. Norian, seconded by Mr. Walsh and carried 8-0 (Mr. Derian absent) the board approved 6, 7 (with corrections/additions), 8, 9, 10,11, 12, 13.

6. 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.

7. Calendar of Meeting Dates for 2014 - It is hereby moved that the Board approve approves the below listed schedule of meeting dates for 2014 to be held on the 2nd and 4th Wednesday of the month (unless otherwise stated) beginning at 7:30 p.m. in the OPS-IMC:

January 29, 2014
February 12, 2014
February 26, 2014
March 12, 2014
March 26, 2014 (and a Tentative Budget Hearing Date)
April 9, 2014
April 30, 2014
May 14, 2014
May 28, 2014
June 11, 2014
June 25, 2014
July 30, 2014
August 27, 2014
September 10, 2014
September 23, 2014 (Tuesday)
October 8, 2014
October 29, 2014
November 19, 2014
December 17, 2014

Note: Action is taken at all Public Work/Business Session Meetings. Closed session meetings may precede and/or follow the work/business session meetings. Meeting location, dates & times subject to change. Notices for all meetings (scheduled, non-scheduled, cancelled or changed) are posted in the business office, the hall outside the OPS main office, The Oradell Public Library and the Oradell Town Hall.

8. Designation of Official Board of Education Newspapers - It is hereby moved that the Board designates The Record, The Star Ledger and The Town News as the official newspapers of the Oradell Board of Education for bid advertisements, and be it further resolved that the Board Secretary/Business Administrator is authorized to advertise for bids and other legal advertisements.
9. Selection of Depositories – It is hereby moved that the Board approve the following depositories for the deposit of Oradell Board of Education funds, subject to withdrawal by proper officers, as approved by the Board:

Bank of America
Capital One

10. Authorized Signatures for Bank Accounts - It is hereby moved that the Board approve the following bank accounts and authorized signatures for Bank Accounts:

<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 President 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 (2 required)	Summer School Director or Summer School Assistant Director or 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.

11. 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.

12. 403 (B) Agent Authorization - It is hereby moved that the Board approve the following 403 (B) plans:

AXA Equitable Life Insurance Company (formerly Equitable)
MetLife Investors (formerly Security First Group)
The Variable Annuity Life Insurance Company
The Vanguard Company

13. Reaffirms the Appointment of Professional Services – It is hereby moved, upon recommendation of the Interim Superintendent that the Board reaffirms 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, 2014 until June 30, 2014 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. LAN Associates, Midland Park, New Jersey, is appointed for architectural services from January 1, 2014 to June 30, 2014.

- C. Garden State Environmental Inc., Glen Rock , New Jersey, is appointed for environmental and consulting services from January 1, 2014 to June 30, 2014 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

D. Anthony Sciarrillo of the law firm of Lindabury, McCormick and Estabrook is appointed Board Attorney for legal services from January 1, 2014 to June 30, 2014 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.

14. *PULLED : Approval of Job Descriptions –

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

IX. *A motion by Mrs. Norian, seconded by Mr. Walsh, the Re-organization meeting adjourned at 7:50 p.m.*

**REGULAR SESSION MEETING
January 7, 2014**

I. *President Watson-Nichols called the meeting to order at 7:50 p.m.*

II. ROLL CALL

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

Absent: None

Also present were Mr. Lawrence Hughes, Interim Superintendent, Mr. Bert Arifaj, BA/BS, and approximately one member of the public.

III. OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY

IV. BOARD PRESIDENT'S REMARKS

V. INTERIM SUPERINTENDENT'S REPORT

VI. BUSINESS ADMINISTRATOR'S REPORT

- *Mr. Jeffrey Bliss, CPA of the accounting firm of Lerch, Vinci, & Higgins, LLP, gave a presentation on the Comprehensive Annual Financial Report (CAFR) for FY ended June 30, 2013.*

VII. MINUTES – A motion by Dr. Westlake, seconded by Mr. Walsh and carried by roll call vote, the Board approved the following minutes:

- October 29, 2013 Public Work Session/Business Session
- October 30, 2013 Board Retreat
- November 20, 2013 Public Work Session/Business (*Mrs. Robertson abstained*)

VIII. COMMITTEE REPORTS/ACTION

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

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

C. CURRICULUM - Mrs. Walker, Interim Chairperson

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

E. PERSONNEL /NEGOTIATIONS– Mrs. Robertson, Interim Chairperson

A motion by Mrs. Robertson, seconded by Mr. Walsh and carried by roll call vote, 9-0, the Board approved E1.

1. Appointment of Substitute Lunch Monitors for the 2013/2014 School Year - It is hereby moved, upon recommendation of the Interim Superintendent, that the Board approves the appointment of the following staff members to serve as Substitute Lunch Monitors at \$15.00 per session for up to 1 session a day:

Scott Duthie
Terrence McGill

F. POLICY – Mr. Oddo, Interim Chairperson

A motion by Mr. Oddo, seconded by Mrs. Norian and carried 8-0-1(Mr. Samuel abstained) the board adopted Policy #5338.

1. Second Reading of Policy 5338 – It is hereby moved, upon recommendation of the Interim Superintendent, that the Board adopts the following policy:

<u>Policy #</u>	<u>Description</u>
5338	Diabetes Management

G. PUBLIC RELATIONS– Mrs. Norian, Interim Chairperson

H. NJSBA/BCSBA DELEGATE REPORT – *Mr. Walsh, Delegate stated that on January 8th, Senator Bob Gordon will be speaking in his district office to the NJSBA Legislative members. Mr. Walsh was invited to attend.*

IX. OPEN TO THE PUBLIC – *No comments at this time.*

X. OLD BUSINESS

Dr. Westlake spoke about the Leadership magazine.

Mrs. Walker spoke about the shrubs in the front of the school.

Mr. Derian spoke about the painting of the hallways.

XI. NEW BUSINESS

Mr. Walsh spoke about NJPARCC in Princeton.

XII. CLOSED SESSION – *Not a this time.*

XIII. *A motion by Dr. Westlake seconded by Mrs. Norian the meeting was adjourned at 9:00 PM.*

Respectfully submitted,

Bert Arifaj

Business Administrator/Board Secretary