

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

**REORGANIZATION/REGULAR MEETING  
Oradell Public School Library/Media Center  
January 7, 2015**

**MINUTES**

**I. *The meeting was called to order by Ms. Heather Goguen, Business Administrator/Board Secretary at 7:41 PM.***

**II. *The FLAG SALUTE was led by Ms. Heather Goguen.***

**III. *The SUNSHINE LAW STATEMENT was read by Ms. Heather Goguen.***

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 Ms. Heather Goguen.***

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

*Also present were Mr. Matthew Wilson, Superintendent, Ms. Heather Goguen, Business Administrator/Board Secretary, and approximately 2 members of the public. Mr. Derian, Mr. Samuel and Mrs. Walker sat in the audience until they read the oath.*

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

**REORGANIZATION MEETING**

**VII. BOARD SECRETARY’S REPORT ON ELECTION RESULTS**

*Ms. Heather Goguen served as President Pro-Tem until the new Board Members were sworn in and the Board elects a new President.*

**Election Results – Ms. Heather Goguen spoke about the election results.**

**Annual School Election Results  
Tuesday, November 5, 2014**

**Official Board Candidate Results  
(3) Full Three Year Terms**

Candidate	District 1	District 2	District 3	District 4	District 5	District 6	Mail In Ballots	Provisional	Total
Gregory Derian	105	67	61	98	94	125	76	2	628
Rita Walker	141	85	85	116	114	153	86	4	784
John Samuel	113	93	74	121	122	134	73	2	732

1. *Ms. Heather Goguen administered the Oath based on these results to the following newly elected Board Members:*

Gregory Derian	3-year term
Rita Walker	3-year term
John Samuel	3-year term

2. Roll Call – Mr. Derian, Mrs. Norian, Mr. Oddo, Mrs. Robertson, Mr. Samuel, Mrs. Walker, Mr. Walsh, Mrs. Watson- Nichols, Dr. Westlake

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

<u>Trustee</u>	<u>Expiration of Term</u>
Mary Katherine Norian	2015
Andrew Oddo	2015
Christine Robertson	2015
John Walsh	2016

Dorothy Watson-Nichols	2016
Eugene Westlake	2016
Gregory Derian	2017
John Samuel	2017
Rita Walker	2017

4. *Ms. Heather Goguen asked for nominations for President of the Board. Dr. Westlake nominated Mrs. Dorothy Watson-Nichols, seconded by Mrs. Rita Walker. There were no other nominations made. Roll call vote of 9-0 elected Mrs. Dorothy Watson-Nichols as President.*

*Ms. Heather Goguen relinquishes the chair to the newly elected president.*

5. *President Watson-Nichols asked for nominations for the position of the Vice-President of the Board. Mr. Samuel nominated Mrs. Christine Robertson, seconded by Dr. Westlake. There were no other nominations made. Roll call vote of 8 ayes and 1 abstention, electing Mrs. Christine Robertson Vice-President.*

*President Watson-Nichols asked that each of the board members read aloud a statement from the Code of Ethics. Then a motion by Mr. Samuel, seconded by Mr. Walsh and carried by roll call vote 9-0, the Board approved the Code of Ethics.*

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.

*President Watson-Nichols asked for a motion for a consent vote on Agenda items 7-17. A motion by Dr. Westlake, seconded by Mr. Samuel and carried by roll call vote 9-0, the Board approved items 7-17.*

7. Calendar of Meeting Dates for 2015 - It is hereby moved that the Board approve approves the below listed schedule of meeting dates for 2015 to be held on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month (unless otherwise stated) beginning at 7:30 p.m. in the OPS-IMC:

January 28, 2015  
February 4, 2015  
February 18, 2015  
March 4, 2015  
March 18, 2015  
April 15, 2015  
May 6, 2015  
May 20, 2015  
June 3, 2015  
June 24, 2015  
July 15, 2015  
August 19, 2015  
September 2, 2015  
September 16, 2015  
October 7, 2015  
October 21, 2015  
November 18, 2015  
December 16, 2015

**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. Board Policies, Regulations and Job Descriptions– It is hereby moved that the Board adopts all existing Board Policies, Regulations, and Job Descriptions currently in force for the 2014-2015 school year, subject to revision, adoption, and continuous review by the Board, until the next reorganization meeting in January 2016.

10. 403 (B) Agent Authorization - It is hereby moved that the Board approve the following 403 (B) plans until the next reorganization meeting in January 2016:

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

11. Designation of Companies to Provide Voluntary Insurance - It is hereby moved that the Board approve the following companies to provide voluntary insurance plans to the employees of the Oradell Board of Education until the next reorganization meeting in January 2016:

Prudential  
AFLAC

12. Prescribed Mileage Reimbursement – It is hereby moved 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 2015.

13. Cash Management – It is hereby moved that the Oradell Board of Education authorizes the Business Administrator/Board Secretary to perform the following:

- Transfer funds among the various bank accounts of the District.
- Transfer line item accounts among the various budgetary accounts.
- Invest school funds as The Investment Officer of the Board, as permitted by statute.
- 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.

14. Temporary Qualified Purchasing Agent - It is hereby moved, upon the recommendation of the Superintendent, that the Board approve the appointment of Heather Goguen, Business Administrator/Board Secretary, as the District's Temporary Qualified Purchasing from December 1, 2014-June 30, 2015 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 \$26,000.00), 18A:18A-4 (quoting requirements \$3,900.00), and such other aspects of 18A:18A as may apply to the procurement of equipment, materials, or services.

15. Approval of Cooperative Pricing Program for the 2014/2015 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 2014/2015 school year at an annual cost of \$2,480.00.(no increase over prior year).

16. Approval of Contract with Kencor Inc. for 2014/2015 -- It is hereby moved, upon recommendation of the Chief School Administrator, that the Board approves a contract with Kencor Inc., Westchester, PA to service the district's hydraulic passenger elevator at the following rates:

- \$100 per month/including labor-Monthly preventative maintenance
- \$100 p/hr/mechanic regular time-\$150/hr/overtime
- \$200/ annual pressure relief test
- 5% markup on material

17. Approval of the Alliance for Competitive Energy Services(ACES) Natural Gas Supply Service Contract - It is hereby moved, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board, through its membership with the Alliance for Competitive Energy Services

(ACES), as part of a cooperative bid with other government entities, authorizes the Business Administrator/Board Secretary to enter into a contract with South Jersey Energy Company, Hammonton, NJ to provide natural gas to the Oradell Public School, beginning January 2015-December 2015.

## **VIII. OPEN TO THE PUBLIC**

**IX.** *A motion by Dr. Westlake, seconded by Mrs. Rita Walker, the Re-organization meeting adjourned at 7:50 PM.*

### **REGULAR SESSION MEETING January 7, 2015**

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

## **V. ROLL CALL**

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

*Also present were Mr. Matthew Wilson, Superintendent, Ms. Heather Goguen, Business Administrator/Board Secretary, and approximately 2 members of the public.*

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

## **VII. BOARD PRESIDENT'S REMARKS**

## **VIII. SUPERINTENDENT'S REPORT**

A. Information/Discussion Items –*Mr. Wilson spoke about the following:*  
• *HIB Report for November 2014*

## **IX. BUSINESS ADMINISTRATOR'S REPORT**

A. Information/Discussion Items

**X. MINUTES** – None at this time

## **XI. 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**

*A motion by Mrs. Walker, seconded by Dr. Westlake, and carried by roll call vote 9-0, the Board approved items C1 & C2.*

1. Acceptance of HIB Report for December 2014 – It is hereby moved, upon recommendation of the Superintendent that the Board approves the HIB Report for December 2014.
2. Approval of Field Trips for 2014/2015 School Year – It is hereby moved upon recommendation of the Superintendent that the Board approves the following Field Trips.

<b>Grade</b>	<b>Destination</b>	<b>Dates</b>	<b>Cost to District</b>	<b>Cost to Parents</b>
5&6 TAG	Odyssey of the Mind Regional Tournament	February 2015	\$600 (Bus) \$270 for team entry and teacher stipend	\$0
2	Museum Village, Monroe, NY	May 2015	\$ 0	\$945 (Busses) and \$1,140 (admission)

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

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

*A motion by Mrs. Robertson, seconded by Dr. Westlake and carried by roll call vote 9-0, the Board approved items E1, E2, E3, E4, E5, E6, E7, and E8.*

1. Appointment of Administrative Assistant to the Business Administrator for the 2014-2015 School Year – It is hereby moved, upon recommendation of the Superintendent that the Board approves the appointment of Lisa Green, Administrative Assistant to the Business Administrator, at an annual salary of \$42,500, to be prorated, with a retroactive start date of January 5, 2015.
2. Approval of Part-Time Special Education Instructional Aide for the 2014-2015 School Year – It is hereby moved, upon recommendation of the Chief School Administrator that the Board approves the appointment of the following Part-Time Special Education Instructional Aides at a salary of \$10,972.00 (to be prorated) with an approximate start date of January 8, 2015.



- a. Lisa Williams (pending criminal history check and medical requirements)
3. Approval of Substitute Instructional Aide for the 2014-15 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 instructional aides for the 2014-15 school year at \$80.00 per day which increases to \$85.00 per day after the 10th day of service:
    - a. Lisa Williams (pending criminal history check and medical requirements)
  4. Approval of staff member to attend the Odyssey of The Mind Regional Tournament. It is hereby moved, upon recommendation of the Superintendent, that the Board approves the following staff member to attend the Odyssey of The Mind Regional Tournament at a rate of \$150.00 per day for one full day in February 2015:
    - a. Traci Schaum
  5. Approval of Stipend for Professional Development Instructors – It is hereby moved, upon recommendation of the Superintendent that the Board approve the following stipends for professional development courses to be taught on the January 19, 2015 Staff Development Day:

<b>Course Title</b>	<b>Instructor</b>	<b>Length of Course</b>	<b>Compensation</b>
Creating Digitally-Rich Social Studies Lessons (K-2)	Corinne Lynch	90 minutes	\$82.50 90 minutes of planning (\$30) 90 minutes of instruction (\$52.50)
Creating Digitally-Rich Social Studies Lessons (3-5)	Corinne Lynch	90 minutes	\$82.50 90 minutes of planning (\$30) 90 minutes of instruction (\$52.50)
Math on the Go!	Roberta Kenyon	90 minutes	\$82.50 90 minutes of planning (\$30) 90 minutes of instruction (\$52.50)
Using Documentation to Inform Teacher Development and Student Progress	Adrianna Pestrichella	90 minutes	\$82.50 90 minutes of planning (\$30) 90 minutes of instruction (\$52.50)
Preparing Today's Children for Tomorrow's World	Roberta Kenyon	90 minutes	\$82.50 90 minutes of planning (\$30)

			90 minutes of instruction (\$52.50)
Teaching Students on the Autistic Spectrum	Michelle Rudolph	90 minutes	\$82.50 90 minutes of planning (\$30) 90 minutes of instruction (\$52.50)
Integrating SMART Technology Across the Curriculum	Michelle Rudolph	90 minutes	\$82.50 90 minutes of planning (\$30) 90 minutes of instruction (\$52.50)
Microsoft Word	Corinne Lynch	90 minutes	\$82.50 90 minutes of planning (\$30) 90 minutes of instruction (\$52.50)
Understanding Differences	Jill VanPragh, Karen Chang & Jen Adona	90 minutes	\$82.50* 90 minutes of planning (\$30) 90 minutes of instruction (\$52.50) <i>*Split amongst the 3 presenters</i>

6. Approval of Workshops/Conferences for the 2014/2015 School Year to take place outside contractual hours. It is hereby moved, upon recommendation from the Superintendent, that the Board approve the following Workshops/Conferences to take place outside contractual hours:

Attendee	Workshop	Location	Hours	Registration Cost	Teacher Compensation
Judy Bishopp	Foreign Language Educators of NJ Annual Conference	New Brunswick, NJ	2/28/15	\$115 (conference fee); \$30 (membership fee); \$33.27 (tolls /parking)	6 ¾ hours @ \$30/hr. \$202.50
Stacey Gordon	Introduction to Reading Workshop in the Balanced Literacy Classroom	Wyckoff Public Library	3/10, 3/17, 3/24, 3/31 4:15 – 6:15	\$300	8 hours @ \$30/hr. \$240
Debra Bendett	Fitting it All in: Maximizing Student Learning in a Balanced Literacy Framework	River Edge Public Library	3/2, 3/16/ 3/23 & 3/30 4:15 – 6:15	\$300	8 hours @ \$30/hr. \$240
Diane Malwitz	Fitting it All in: Maximizing Student Learning in a Balanced Literacy	River Edge Public Library	3/2, 3/16/ 3/23 & 3/30 4:15 – 6:15	\$300	8 hours @ \$30/hr. \$240

	Framework				
Danielle DeLucia	Writing Workshop in the Age of the Common Core	Ridgewood Public Library	3/5, 3/19 & 3/26 4:15 – 6:15	\$225	6 hours @ \$30/hr. \$180
Nora Rose	Vocabulary and Grammar: Supporting Common Core Language	Harrington Park Public Library	2/4, 2/11, 2/25, 3/3 4:15 – 6:15	\$300	8 hours @ \$30/hr. \$240
Helene Albrecht	Collaborating and Publishing with Internet Applications	Wyckoff Public Library	1/28, 2/11, 2/26 4:15 – 6:15	\$225	6 hours @ \$30/hr. \$180
Helene Albrecht	Text Types: Developing Standard Based	Harrington Park Public Library	2/2, 2/9, 2/23 4:15 – 6:15	\$225	6 hours @ \$30/hr. \$180
Michelle Rudolph	“A Walk in the PARCC in ELA”	Tri-District Workshop	1/8, 1/15, 1/22, 1/29, 2/5 3:30 – 5:30	\$0	10 hours @ \$30/hr. \$300
Sheryl Eaton	“A Walk in the PARCC in ELA”	Tri-District Workshop	1/8, 1/15, 1/22, 1/29, 2/5 3:30 – 5:30	\$0	10 hours @ \$30/hr. \$300
Stacey Gordon	“A Walk in the PARCC in ELA”	Tri-District Workshop	1/8, 1/15, 1/22, 1/29, 2/5 3:30 – 5:30	\$0	10 hours @ \$30/hr. \$300

7. Approval of Leave of Absence – It is hereby moved, upon recommendation from the Superintendent, that the Board approves the Childbirth Disability Leave of Absence for Paige Majka to commence on or about March 2, 2015 (using 30 accrued sick days) concurrent with FMLA leave to the extent permitted by law, followed by New Jersey Family Leave (unpaid by the Board, with health benefits) with an expected return date on or about June 8, 2015.
  
8. Approval of Leave of Absence – It is hereby moved, upon recommendation from the Superintendent, that the Board approves the Childbirth Disability Leave of Absence for Lisa Maiella to commence on or about February 23, 2015 (using 15 accrued sick days) concurrent with FMLA leave to the extent permitted by law, followed by New Jersey Family Leave (unpaid by the Board, with health benefits) with an expected return date on or about May 18, 2015.

F. POLICY – Mr. Oddo, Interim Chairperson

G. PUBLIC RELATIONS– Mrs. Norian, Interim Chairperson

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

**XII. OPEN TO THE PUBLIC**

**XIII. OLD BUSINESS**

**XIV. NEW BUSINESS**

*A motion by Dr. Westlake, seconded by Mr. Samuel and carried by roll call vote 9-0, the Board entered Closed Session at 8:10 P.M. for the purpose of:*

**XV. CLOSED SESSION (IF NECESSARY)**

*It is hereby moved that the Board of Education retire to Closed Session for the purpose of:*

***Privacy***

**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.

*A motion by Dr. Westlake seconded by Mr. Samuel, the board exited Executive Session at 8:18 P.M.*

**XVI. A motion by Dr. Westlake seconded by Mr. Samuel, the meeting adjourned at 8:18 P.M.**

*Respectfully submitted,*



**Heather Goguen**  
**Business Administrator/Board Secretary**