

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

**PUBLIC WORK/BUSINESS SESSION MEETING  
Oradell Public School Library/Media Center  
October 21, 2015**

**MINUTES**

- I.    *The meeting was called to order by Mrs. Robertson at 7:30 p.m.***
- II.   *The Flag Salute was led by Mrs. Walker.***
- III.  *The Sunshine Law Statement was read by Mrs. Robertson.***

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, Mrs. Norian, Mrs. Walker, Mr. Walsh,  
Dr. Westlake, Mrs. Robertson, Mrs. Watson-Nichols (arrived at 8:25 p.m.)

**Absent:** Mr. Oddo

Also present were Mr. Matthew Wilson, Superintendent and Ms. Heather Goguen, Business Administrator/Board Secretary and approximately 6 members of the public.

- VI.   OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY**
  - Ms. Valerie Moran of Johnson Controls spoke about the ESIP.*

**VII.  BOARD PRESIDENT’S REMARKS**

- VIII. SUPERINTENDENT’S REPORT**
  - A. Information/Discussion Items

- *Mr. Wilson noted that there is a resolution to accept and approve the School Violence and Vandalism week under Miscellaneous.*
- *Mr. Wilson presented the 2015 Assessment Report regarding 4<sup>th</sup> grade Science scores from Spring 2015.*

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

### **A. Information/Discussion Items**

- *Ms. Goguen spoke about the many reports that are due to the state in the Fall.*

## **X. MINUTES**

*A motion by Mr. Walsh, seconded by Dr. Westlake and carried a roll call vote 5-0 (Mr. Oddo and Mrs. Nichols were absent, Mrs. Norian abstained) the Board approved the following minutes:*

### **REVIEW OF MINUTES –**

- October 7, 2015

### **APPROVAL OF MEETING MINUTES –**

- September 16, 2015

## **XI. COMMITTEE REPORTS/ACTION**

### **A. MISCELLANEOUS**

*A motion by Dr. Westlake, seconded by Mr. Walsh and carried a roll call vote 6-0 (Mr. Oddo and Mrs. Nichols were absent) the Board approved A1, A2.*

1. Approval and Acceptance of School Violence and Vandalism Week – It is hereby moved upon recommendation of the Superintendent, that the Board approves and accepts October 19-23, 2015 as School Violence and Vandalism Week, and supports the school activities implemented during this week.
2. Submission of Completed NJQSAC Statement of Assurance for the 2015-2016 School Year- It is hereby moved, upon recommendation of the Superintendent, in concert with the District's New Jersey Single Accountability Continuum Committee, that the Board approves the submission of the completed NJQSAC Statement of Assurance to the New Jersey Department of Education.

### **B. BI-BOROUGH/SHARED SERVICES – Dr. Westlake, Chairperson**

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

*A motion by Mr. Derian, seconded by Mr. Walsh and carried a roll call vote 6-0 (Mr. Oddo and Mrs. Nichols were absent) the Board approved C1, C2.*

1. Use of School Facilities – It is hereby moved, upon recommendation of the Superintendent, that the Board of Education approve the following requests for use of school facilities for the 2015-2016 School Year:

Organization	Event	Area of Building	Dates	Time	Custodian O/T	Facility Charge
*Girl Scout Troop # 995	Girl Scout Gold Award Project	MPR D	12/5/15	11:00 – 3:00 PM	-0-	-0-
*Good News Club	Bible Club for OPS Children	MPR D	11/9/15, 11/16/15, 11/23/15, 11/30/15, 12/7/15, 12/14/15, 12/21/15, 1/4/16, 1/11/16, 1/25/16, 2/1/16, 2/8/16, 2/29/16, 3/7/16, 3/21/16, 4/18/16, 4/25/16, 5/2/16, 5/9/15, 5/23/16	3:00 – 5:00 PM	-0-	-0-
*PTA Science Fun Workshop	Science Fun Workshop	MPR C	12/3/15, 12/10/15, 12/17/15,	3:00 – 4:30 PM	-0-	-0-
		MPR D	1/7/16, 1/14/16, 1/21/16, 1/28/16	3:00 – 4:30 PM		
*PTA Caldecott Book Club	Caldecott Book Club	Rooms 110, 111, 112	11/16/15, 2/22/16, 4/25/16	3:00 – 4:15 PM	-0-	-0-

\*facility use fee waived

2. Approval of the Comprehensive Maintenance Plan and M-1 – It is hereby moved, upon recommendation of the Superintendent, that the Board of Education approve the following:

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

**Whereas**, the required maintenance activities as listed in the attached document for the school facilities of the Oradell Public School District are consistent with these requirements, and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

**Now Therefore Be It Resolved**, that the Oradell Board of Education hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan and M-1 Form for Oradell Public School in compliance with Department of Education requirements.

D. CURRICULUM – Mrs. Walker, Chairperson

*A motion by Mrs. Walker, seconded by Dr. Westlake and carried a roll call vote 6-0 (Mr. Oddo and Mrs. Nichols were absent) the Board approved D1.*

1. Approval of Special Education Programs/Services for 2015-2016 School Year – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the following Programs/Services as per the student’s IEP for the 2015-2016 school year:

Student #	School/Program/Service	Tuition/Cost to District
103	16 occupational therapy sessions @ POTS @ \$147 per session for 2015-2016 school year	\$2,352
106	16 occupational therapy sessions @ POTS @ \$147 per session for 2015-2016 school year	\$2,352

E. FINANCE/TECHNOLOGY – \_\_\_\_\_, Chairperson

*A motion by Mr. Derian, seconded by Mr. Walsh and carried a roll call vote 7-0 (Mr. Oddo was absent) the Board approved E1, E2, E3, E4, E5, E6, E7, E8.*

1. Approval of Discovery Education Streaming Building Subscription - It is hereby moved, upon recommendation of the Superintendent, that the Board approve the renewal of Discovery Education Streaming Building Subscription at a cost of \$1,600.
2. Approval of QuickBooks - It is hereby moved, upon recommendation of the Superintendent, that the Board approve 5 QuickBooks Pro Desktop Licenses in the amount of \$876.55.
3. Approval of Repair Work - It is hereby moved, upon recommendation of the Superintendent, that the Board approve Alpine Painting to remove and replace the bottom two feet of sheetrock on exterior wall at basement level offices, spackle and paint to match existing paint color in the amount of \$10,510, to be covered by insurance payment.
4. Resolution of the Board of Education of the Borough of Oradell in the County of Bergen, New Jersey, authorizing the submission of preliminary Energy Savings Plan to a Third Party Verifier in connection with the undertaking of an Energy Savings Plan and other actions in connection therewith- It is hereby moved, upon recommendation of the Superintendent, that the Board approves the following:

**WHEREAS**, the Board of Education of the Borough of Oradell in the County of Bergen, New Jersey (the “Board” when referring to the governing body and the “School District” when referring to the territorial boundaries governed thereby) has, pursuant to N.J.S.A. 18A:18A-4.6, (the “ESP Law”), determined to undertake an energy savings plan; and

**WHEREAS**, the Board has appointed Johnson Controls, Inc. (“Johnson Controls”) to develop an Energy Savings Plan (the ESP”) pursuant to the ESP Law; and

**WHEREAS**, Johnson Controls has developed a preliminary ESP based upon a scope of projects including individual energy conservation measures (‘ECM’s”) and including annual energy and operational savings and a proposed cash flow pro forma (the “Preliminary Plan”); and

**WHEREAS**, in accordance with the ESP Law, the Board sought proposals for an entity to act as a “third party verifier” in order to verify the savings set forth in the Preliminary Plan, which once verified will constitute the “ESP”; and

**WHEREAS**, the third party verification proposal of DLB Engineering was most advantageous to the Board; and

**WHEREAS**, in order to continue to move the energy savings plan forward, the Board seeks to (i) appoint DLB Engineering as third party verifier; (ii) direct DLB Engineering to verify the savings of the Preliminary Plan (iii) direct Johnson Controls to submit the projects included in the Preliminary Plan to the NJDOE for “other capital project” approval and to amend the School District’s long range facility plan to reflect the projects included in the Preliminary Plan; (iv) direct Johnson Controls to submit the ESP, once verified by DLB Engineering, to the New Jersey Department of Public Utilities and (v) appoint the financial advisor and bond counsel in connection with the proposed financing of the ESP.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Borough of Oradell in the County of Bergen, New Jersey, as follows:

- a. The Board hereby appoints DLB Engineering as third party verifier and authorizes DLB Engineering to conduct a verification of the energy savings set forth in the Preliminary Plan.
- b. Johnson Controls is authorized and directed to submit the projects set forth in the Preliminary Plan to the New Jersey Department of Education as “Other Capital Projects”.
- c. The School District’s long range facilities plan is amended to reflect the projects set forth in the Preliminary Plan and Johnson Controls is authorized and directed to submit such amendment to the New Jersey Department of Education.
- d. Upon the verification of the Preliminary Plan, Johnson Controls is hereby authorized and directed to submit such plan to the New Jersey Department of Public Utilities for review and approval. The Board anticipates that it will formally accept the ESP after the ESP has been approved by the New Jersey Board of Public Utilities.
- e. The Board hereby appoints Phoenix Advisors, LLC, as financial advisor and Wilentz, Goldman & Spitzer, PA, as bond counsel in connection with the proposed financing of the ESP in accordance with their respective proposals to the Board.
- f. This resolution shall take effect immediately.

5. Approval and Acceptance of Funding Allocation Amounts for FY 2016 Nonpublic Security Aid– It is hereby moved, upon the recommendation of the Superintendent, that the Board acknowledges and accepts the following FY 2016 Nonpublic Security Aid allocation amount to be used for the purpose of exterior cameras and monitors:
  - Nonpublic Security Aid - \$2,650
  
6. Appropriation of Unreserved Fund Balance from 2014-2015 excess Extraordinary Aid - It is hereby moved, upon recommendation of the Superintendent, that the Board appropriate unreserved fund balance resulting from the 2014-2015 excess extraordinary aid received in the amount of \$30,952.09 to the 2015-2016 budget as follows:
  - 12-000-400-450
  
7. Approval of Restricted Miscellaneous Revenue - It is hereby moved, upon recommendation of the Superintendent, that the Board approves restricted miscellaneous revenue from insurance proceeds in the amount of \$34,594.87 to the 2015-2016 budget as follows:
  - 12-000-400-450
  
8. Approval of Repair Work - It is hereby moved, upon recommendation of the Superintendent, that the Board approve RFS Commercial Inc., State Contract #A81751, to remove carpeting from basement offices, hallway and conference room, and perform the following:
  - asbestos abatement - \$15,500
  - relative humidity remediation - \$10,950
  - install wood vinyl flooring - \$28,586.96

Total Cost of Project = \$55,036.96  
 Board Share = \$30,952.09  
 Insurance Share = \$24,084.87

F. PERSONNEL - Mrs. Robertson, Chairperson

*A motion by Mrs. Nichols, seconded by Dr. Westlake and carried a roll call vote 7-0 (Mr. Oddo was absent) the Board approved F1, F2, F3, F4, F5, F6, F7, F8, F9.*

1. 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 Ericka Mohr to commence on or about January 26, 2016 (using 24 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 2, 2016.

2. Amendment to Approval of Leave Replacement Teacher – It is hereby moved, upon recommendation from the Superintendent, that the Board amends the approval of William Lai, as Leave Replacement Teacher for Lesley Maklin (Grades 5&6), effective on September 24, 2015 through December 23, 2015 (inclusive of two transition days), at \$90 per day, increasing to \$125 per day after the first 20 days of service (previously approved September 2, 2015).
  
3. Approval of Part-Time Special Education Instructional Aide for the 2015-2016 School Year – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the appointment of the following Part-Time Special Education Instructional Aide at a salary of \$11,257.50:
  - Kelly Collova (pending criminal history review and medial requirements)
  
4. Approval of Substitute Special Education Instructional Aide for the 2015-2016 School Year – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the appointment of the following Substitute Special Education Instructional Aide at \$90 per day:
  - Kelly Collova (pending criminal history review and medial requirements)
  - Nermin Ramush (pending criminal history review and medial requirements)
  
5. Approval of Substitute Teacher for the 2015-2016 School Year – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the appointment of the following Substitute Teacher at \$90 per day:
  - Kelly Collova (pending criminal history review and medial requirements)
  - Nermin Ramush (pending criminal history review and medial requirements)
  
6. Amendment to Approval to Appoint Library Media Specialist for the 2015-2016 School Year – It is hereby moved, upon the recommendation of the Superintendent, that the Board approves Heather Goggins as Library Media Specialist, Step 4-6 MA +15 at an annual salary of \$55,175 to be prorated (pending criminal history review and medical requirements), effective November 3, 2015 through June 30, 2016 (previously approved September 2, 2015).
  
7. Appointment of Lunch Aide for the 2015-2016 School Year – It is hereby moved, upon recommendation from the Superintendent, that the Board approves Silda Rachko as a Lunch Aide for the 2015-2016 School Year at \$5.80 per session, up to (5) sessions per day effective October 22, 2015 through June 30, 2016.

8. Acceptance of Resignation – It is hereby moved, upon recommendation from the Superintendent, that the Board accepts with regret the resignation of Lisa Williams, Part-Time Instructional Aide, effective on or before November 20, 2015.
  
9. Approval of Workshops/Conferences for the 2015-2016 School Year – It is hereby moved, upon recommendation from the Superintendent, that the Board approves the following Workshops/Conferences:

<b>Attendee</b>	<b>Conference/Workshop</b>	<b>Location</b>	<b>Date(s)</b>	<b>Cost</b>	<b>Travel</b>
Denise Kuehner	National Science Teachers Assoc. Conference	Philadelphia, PA	11/12/15, 11/13/15	\$190	\$63.86 + tolls
Jennifer Powers	Earth in our Sites	Paramus, NJ	10/27/15	\$0	\$0

G. POLICY – Mr. Oddo, Chairperson

1. First Reading of Revised Policy – Assessment of Individual Needs

<b>Policy #</b>	<b>Description</b>
5120	Assessment of Individual Needs

2. First Reading of Revised Policy – Administering Medication

<b>Policy #</b>	<b>Description</b>
5141.21	Administering Medication

H. PUBLIC RELATIONS – Mrs. Norian, Chairperson

- I. NJSBA/BCSBA DELEGATE REPORT – Mr. Walsh, Delegate

**XII. OPEN TO THE PUBLIC**

**XIII. OLD BUSINESS**

**XIV. NEW BUSINESS**

- XV. CLOSED SESSION – A motion by Mrs. Nichols, seconded by Mrs. Norian and carried a roll call vote 7-0 (Mr. Oddo was absent) the Board entered closed session at 9:21 pm for the purpose of:**

***PERSONNEL***

**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.

*XVI. A motion by Dr. Westlake, seconded by Mr. Derian, the meeting adjourned at 9:30 pm.*

*Respectfully submitted,*



*Heather Goguen*  
*Business Administrator/Board Secretary*

