

ORADELL BOARD OF EDUCATION
ORADELL, NEW JERSEY 07649

PUBLIC WORK/BUSINESS SESSION MEETING
Oradell Public School Library/Media Center
September 2, 2015

MINUTES

I. *The meeting was called to order by Mrs. Robertson at 7:30 p.m.*

II. *The Flag Salute was led by Mr. Walsh.*

III. *The Sunshine Law Statement was read by Mrs. Norian.*

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 Mrs. Robertson.*

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, Mr. Samuel, Mrs. Walker, Mr. Walsh, Dr. Westlake, Mrs. Robertson

Absent: Mrs. Watson-Nichols

Also present were Mr. Matthew Wilson, Superintendent, Ms. Heather Goguen, Business Administrator/Board Secretary, and approximately 10 members on 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 thanked the custodians, instructional staff, nursing staff, administration, Board of Education, Business Office, and parent community for readying the school for opening.*
- *Bergen County Tech updated our switches and servers this summer.*

- *Mr. Wilson thanked the PTA for the 2 staff breakfasts on September 1st and 2nd*
- *In-service training with LinkIt and GoMath will take place on Friday, September 4th.*
- *Mr. Wilson introduced Ms. Apicella as the new vice principal who will be appointed on tonight's agenda.*

IX. BUSINESS ADMINISTRATOR'S REPORT

A. Information/Discussion Items

- *Ms. Goguen spoke about the audit. The auditors should finish up by the end of the week.*
- *Ms. Goguen will attend a faculty meeting sometime in the next month to discuss various business office procedures.*

X. MINUTES

REVIEW OF MINUTES –

- August 19, 2015 Public Work/Business Session

A motion by Mr. Walsh, seconded by Mrs. Walker and carried a roll call vote 8-0 (President Watson-Nichols was absent) the Board approved the following minutes:

APPROVAL OF MEETING MINUTES –

- July 15, 2015 Public Work/Business Session
- August 11, 2015 Board Retreat

XI. COMMITTEE REPORTS/ACTION

A. MISCELLANEOUS

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 8-0 (President Watson-Nichols was absent) the Board approved C1.

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
Creativity Unlimited in New Jersey doing business as New Jersey Odyssey of the Mind	NJ Odyssey of the Mind Liberty Regional Tournament	Entire School	Feb. 26, 2015 Feb. 27, 2015	3:00 PM - 10:00 PM 6:30 AM - 8:30 PM	No charge 30 hours @ \$54.69 = \$1,640.70: pending approval by town of any additional possible charges

*facility use fee waived

D. CURRICULUM – Mrs. Walker, Chairperson

E. FINANCE/TECHNOLOGY – Mr. Samuel, Chairperson

A motion by Mr. Samuel, seconded by Mr. Walsh and carried a roll call vote 8-0 (President Watson-Nichols was absent) the Board approved E1, E2, E3, E4, E5, E6, E7, E8, E9.

1. Monthly Certifications –The Financial Reports of the Board Secretary and Treasurer of School Moneys for the month end July 2015, 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 2015-2016 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. Payment of Invoices – It is hereby moved that the invoices for the month of July 2015 be retroactively approved as follows:

Fund 10 (General Current Expense)	\$	142,478.55
Fund 12 (Capital Outlay)	\$	0.00
Fund 20 (Special Revenue Fund)	\$	0.00
Fund 30 (Capital Projects Funds)	\$	0.00
Fund 40 (Debt Service Fund)	\$	0.00
Fund 50 (Bi-Borough Curriculum)	\$	8,750.00
Fund 63 (Summer School)	\$	52,846.00
Fund 64 (Milk)	\$	0.00
Unemployment	\$	<u>2,100.52</u>
Total	\$	206,175.07

3. Transfer of Funds – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the attached transfer lists 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.

4. Approval of Professional Services Agreement for 2015-2016 – It is hereby moved upon recommendation of the Superintendent that the Board authorizes the Business Administrator/Board Secretary to renew an agreement with the Bergen County Department of Health to offer bloodborne pathogen training at a cost per participant of \$18.00 and Hepatitis B vaccinations at a cost of \$62.00 per vaccine dose and three

(3) dose series cost per participant at \$186.00 as part of the bloodborne pathogen compliance program for a one (1) year term for the 2015-2016 school year.

5. Student Accident Insurance – It is hereby moved, upon recommendation of the Superintendent that the Oradell Board of Education approve the appointment of Bollinger as the compulsory student accident insurance carrier for the 2015-2016 school year at a cost of \$3,827.00.

6. Student Accident Insurance – It is hereby moved, upon recommendation of the Superintendent that the Oradell Board of Education approve the appointment of Bollinger as the voluntary student accident insurance carrier for the 2015-2016 school year at no cost to the board and a cost of \$92.00 for parents who choose to participate.

7. Approval of Telecommunications Service/Maintenance Contract for 2015-2016 School Year – It is hereby moved upon recommendation of the Superintendent, that the Board approves the telecommunications service/maintenance contract with RFP Solutions, West Deptford, NJ, (State Contract # A80809) in the amount of \$6,756.24 (no increase from previous year) from October 13, 2015 to October 12, 2016.

8. Cancellation of old checks – It is hereby moved, upon the recommendation of the Business Administrator, the following checks greater than six months old should be cancelled and the funds accounted for as miscellaneous revenue:

Payee	Check#	Amount
Linda Gonzalez	14751	\$2,784.25
Lucy Bocchi-Kraus	18213	\$25.29

9. Approval to Amend ESY program at River Edge (New Bridges) for Summer 2015 – It is hereby moved, upon recommendation from the Superintendent, that the Board amend the approval of the following ESY Programs/Services (previously approved on June 24, 2015), as per the student’s IEP for Summer 2015 ESY:

Student #	School/Program/Service	Tuition/Cost to District
76	ESY Program at River Edge (New Bridges) for Summer 2015	\$6,059 (Previously \$5,260)

F. PERSONNEL - Mrs. Robertson, Chairperson

A motion by Mr. Samuel, seconded by Mr. Walsh and carried a roll call vote 8-0 (President Watson-Nichols was absent) the Board approved F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14.

1. Approval of Extra-Curricular Stipends for the 2015-2016 School Year – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the following staff members for Extra-Curricular positions in the 2015-2016 school year:

Teacher	Extra-Curricular Position	Stipend
Jennifer Telfer	Family Math	\$750
Kaitlin Guinan	Family Science	\$750

2. Amend the Approval of Instructional Aide for the 2015-2016 School Year – It is hereby moved, upon recommendation of the Superintendent, that the Board amends the approval of the following instructional aide (previously approved as Part-Time Special Education Instructional Aide on June 24, 2015), to 24.5 hour Instructional Aide, effective September 1, 2015 through June 30, 2016, at a salary of \$15,760.50:

• Francine Junda

3. Approval of Part-Time Special Education Instructional Aides 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 Aides at a salary of \$11,257.50:

- Jessica Alstete (pending medical requirements and criminal history review)
- Kristen Falotico (pending criminal history review)
- Sean Kelly (pending medical requirements)
- Shannon Carretta

4. Approval of 7.5 hour 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 \$4,824.64:

- Margarette Nickleford (pending medical requirements and criminal history review)

5. Approval of Substitute Instructional Aides for the 2015-2016 School Year – It is hereby moved, upon the recommendation of the Superintendent, that the Board approve the appointment of the following individuals as substitute instructional aides for the 2015-2016 school year:

- Jessica Alstete (pending medical requirements and criminal history review)
- Kristen Falotico (pending criminal history review)
- Sean Kelly (pending medical requirements)
- Margarette Nickleford (pending medical requirements and criminal history review)
- Shannon Carretta

6. Acceptance of Resignation – It is hereby moved, upon recommendation of the Superintendent, that the Board accepts with regret the resignation of Colleen Ceresnak, Part-Time Instructional Aide, effective September 30, 2015.
7. Acceptance of Resignation – It is hereby moved, upon recommendation of the Superintendent, that the Board accepts with regret the resignation of Rachel DeGraw, Part-Time Instructional Aide, effective September 1, 2015.
8. Approval of Proposal to Provide Balanced Literacy Staff Development – It is hereby moved, upon recommendation of the Superintendent, that the Board approves an agreement from Gravity Goldberg LLC for a comprehensive staff development program to assist with the implementation of a Balanced Literacy approach to classroom instruction, for 8 days during the 2015-2016 school year, at \$1800 per day for a total cost of \$14,400.
9. Approval of Lunch Aide for 2015-2016 School Year – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the following individual as a Lunch Aide, at \$5.80 per session up to (5) sessions per day:
 - Jennifer Mayer
10. 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 (pending criminal history review and medical requirements), on or before November 2, 2015 through June 30, 2016.

11. Rescinding of Summer Hours - It is hereby moved, upon recommendation of the Superintendent, that the Board approves the rescinding of summer hours for Carole Orthmann (previously approved June 24, 2015)

12. Approval of Staff for Summer 2015 – It is hereby moved, upon recommendation of the Superintendent, that the Board retroactively approves the following staff members for the Summer 2015:

- Priscilla Aristakesian: 2 hours at \$24 per hour, for a total of \$48
- Betsy Tyras: 8.5 hours at \$24 per hour, for a total of \$204

13. Approval of Staff for Summer 2015 – It is hereby moved, upon recommendation of the Superintendent, that the Board retroactively approves the following staff members for Summer 2015:

- Missy Simpson: 16.5 hours at \$21.56 per hour, for a total of \$355.74
- Amy Skroce: 20 hours at \$26.16 per hour, for a total of \$523.20

14. Appointment of Assistant Principal for the 2015-2016 School Year – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the appointment of Gianna Pentrelli Apicella as Assistant Principal, at an annual salary of \$103,000.00 (to be prorated), on or before November 2, 2015 through June 30, 2016 (pending criminal history review and medical requirements).

G. POLICY – Mr. Oddo, Chairperson

A motion by Mr. Oddo, seconded by Dr. Westlake and carried a roll call vote 8-0 (President Watson-Nichols was absent) the Board approved G1.

1. Second Reading of Policy – Use of School Facilities

Policy #	Description
1330	Use of School Facilities (Revised)

H. PUBLIC RELATIONS – Mrs. Norian, Chairperson

- *The committee met last week, and a summary of the meeting was included in the board packet.*
- *The committee will be part of Friday’s luncheon for staff hosted by the Board of Education and the administrators.*
- *The committee will participate in the preparations for the Odyssey of the Mind tournament that will be held at OPS in February.*

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

XII. OPEN TO THE PUBLIC

XIII. OLD BUSINESS

- *Mrs. Walker asked why River Edge has a different schedule. Oradell and River Dell share a similar schedule. Mr. Wilson answered that the differences in teacher contracts sometimes makes it difficult to coordinate schedules. We were fortunate this year to be able to coordinate ours with River Dell.*

XIV. NEW BUSINESS

- *Mr. Samuel read a statement. He has enjoyed his time as a board member and has contributed to significant decisions regarding the budget while staying under the 2% cap, numerous security improvements, and building and technology improvements. He thanked everyone on the board and stated that he believes everyone on the board keeps the interests of the students in mind. Mr. Samuel was asked to run for the Oradell Board Council. The council will vote and he may be appointed at the September 8th meeting.*

XV. CLOSED SESSION – *Did not have*

XVI. *A motion by Dr. Westlake, seconded by Mrs. Norian, the meeting was adjourned at 8:17 p.m.*

Respectfully submitted,



*Heather Goguen
Business Administrator/Board Secretary*