

ORADELL BOARD OF EDUCATION  
ORADELL, NEW JERSEY 07649

PUBLIC WORK/BUSINESS SESSION MEETING  
Oradell Public School Library/Media Center  
December 21, 2016

MINUTES

I. *The meeting was called to order by President Watson-Nichols at 7:30 p.m.*

II. *The Flag Salute was read by Mr. Oddo.*

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. Walsh*

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 (arrived at 7:32 p.m.), Mrs. Shapiro, Mr. Oddo, Mrs. Walker, Mr. Walsh, Mrs. Robertson, Mrs. Watson-Nichols

**Absent:** Dr. Westlake

**Also present was Mr. Paul Saxton, Superintendent, Mr. Scott Bisig, Business Administrator/Board Secretary and approximately 16 members of the public and approximately 60 Oradell Public School teachers.**

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

VII. **BOARD PRESIDENT'S REMARKS**

*President Dorothy Watson-Nichols introduced Jeffrey Bliss, CPA from Lerch, Vinci & Higgins, LLP to present the Comprehensive Annual Financial Report (CAFR) for FY ended June 30, 2016. Mr. Bliss detailed the comprehensive findings within the Comprehensive Annual Financial Report and stated that the district is in sound financial stability with no deficiencies.*

## VIII. SUPERINTENDENT'S REPORT

### A. Information/Discussion Items

1. Administrators will be sharing updates regarding the district's 2016-2017 goals, including members of the No Place for Hate Committee highlighting the school's focus on giving during November and December.

*Superintendent Saxton introduced the school principal, Megan Bozios, Assistant Principal, Gianna Apicella, Supervisor of Instruction, Michael Hagopian and Director of Special Services, Brian Mistretta.*

*Principal Megan Bozios and her staff outlined the current progression towards meeting the current goals for 2016-2017. The following district goals were discussed: (1) Improve student achievement in Language Arts in grades 3-5, (2) Improve Teacher technology proficiency, (3) Enhance School Climate, (4) Increase staff development focusing on indicator #4 on the Stronge evaluation system.*

*Two of our students, Timmy Buccos and Logan Quinn discussed the No Place for Hate Initiative and how it has impacted the student population.*

*A motion by Mrs. Robertson, seconded by Mrs. Norian to enter into closed session to discuss Personnel at 8:30 p.m. During the closed session the attendees were relocated to the Auditorium to accommodate the large crowd in the IMC.*

*A motion by Mrs. Walker, seconded by Mr. Walsh, the Board exited closed session at 9:05 p.m.*

## IX. BUSINESS ADMINISTRATOR'S REPORT

### B. Information/Discussion Items

1. A presentation of the Comprehensive Annual Financial Report (CAFR) for FY ended June 30, 2016 by Mr. Jeffrey Bliss, CPA, of the accounting firm of Lerch, Vinci & Higgins, LLP.
2. Acceptance of Comprehensive Financial Report (CAFR).
3. Acceptance and Approval of the Corrective Action Plan for FY ended June 30, 2016.

## X. MINUTES –

### REVIEW OF MINUTES -

- October 19, 2016 – Work/Business Session
- November 16, 2016 – Work/Business Session

### APPROVAL OF MEETING MINUTES –

## XI. COMMITTEE REPORTS/ACTION

### A. MISCELLANEOUS

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

• *The next Bi-Boro Meeting is scheduled for January 4, 2017.*

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

*A motion by Mr. Oddo, seconded by Mr. Walsh, and carried a roll call vote 8-0 (Dr. Westlake was absent), the Board approved C1.*

C1. 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 2016-2017 School Year:

Organization	Event	Area of Building	Dates	Time	Custodian O/T	Facility Charge
*Oradell PTA	Science Workshops	MPR D	1/10/17, 1/12/17, 1/17/17, 1/24/17, 1/31/17, 2/7/17	3:00 – 4:15 PM	-0-	-0-
*Special Education Parent Advisory Council (SEPAC)	SEPAC Parent Homework Workshop	Auditorium	1/17/17	7:30 – 9:30 PM	-0-	-0-
*Special Education Parent Advisory Council (SEPAC)	SEPAC Parent Meeting	IMC	2/6/17	7:00 – 8:30 PM	-0-	-0-
Oradell Little League	Softball Practices & Games	Softball Field	4/15/17 – 7/15/17	5:00 – 8:00 PM (weekdays) 9:00 AM – 4:00 PM (Saturdays)	-0-	-0-
Oradell Little League	Baseball Practice	MPR A & B	(Weekdays) 3/1/17, 3/2/17, 3/3/17, 3/6/17, 3/7/17, 3/8/17, 3/9/17, 3/10/17, 3/13/17, 3/14/17, 3/15/17, 3/16/17, 3/17/17, 3/20/17, 3/21/17, 3/22/17, 3/23/17, 3/24/17, 3/27/17, 3/28/17, 3/29/17, 3/30/17, 3/31/17	7:00 – 9:00 PM	\$7,164.39 (approx.)	\$405 27 days @ \$15/day
		MPR C & D	3/6/17, 3/7/17, 3/13/17, 3/14/17, 3/20/17	6:00 – 9:00 PM		
		MPR C	3/28/17	6:00 – 9:00 PM		
		MPR A & B	(Saturdays)	9:00 AM– 4:00 PM		

			3/4/17, 3/11/17, 3/18/17, 3/25/17			
*Odyssey of the Mind/OK Kids Foundation	Odyssey of the Mind Practice	MPR C & D	3/18/16, 3/25/16	9:00 AM– 4:00 PM	-0-	-0-
*Oradell PTA	Talent Show	Auditorium	3/9/17, 3/10/17	6:00 – 10:00 PM	-0-	-0-
		8 classrooms at the discretion of the Principal	1/24/17, 1/25/17, 1/26/17, 2/28/17, 3/1/17	3:00 – 5:00 PM	-0-	-0-

\*facility use fee waived

**D. CURRICULUM – Mrs. Walker, Chairperson**

***A motion by Mrs. Walker, seconded by Mr. Walsh, and carried a roll call vote 8-0 (Dr. Westlake was absent), the Board approved D1.***

**D1. Approval of Field Trips for the 2016-2017 School Year – It is hereby moved upon recommendation of the Superintendent, that the Board approves the following field trips:**

Destination	Grade	Date	Cost to District	Cost to Parents
Target (Paramus, NJ)	6	December 2016	\$0	\$200 (Transportation)
Turtle Back Zoo (West Orange, NJ)	K	May 2017	\$0	\$1,300 (Admission Fee) \$1,200 (Transportation)
Museum Village (Monroe, NY)	2	May 2017	\$0	\$1,265 (Admission Fee) \$1,275 (Transportation)
Berrie Center for Performing & Visual Arts (Ramapo College, Mahwah, NJ)	3	April 2017	\$0	\$960* (Admission Fee) *Offset by Anticipated OK Foundation Mini Grant \$825 (Transportation)
Bergen Performing Arts Center, (Englewood, NJ)	3	May 2017	\$0	\$1,036 (Admission Fee) \$825 (Transportation)
Buehler Science Center (Bergen Community College, Paramus, NJ)	5	June 2017	\$0	\$3,225 (Admission Fee) \$675 (Transportation Fee)

**E. FINANCE/TECHNOLOGY – Mr. Derian, Chairperson**

***A motion by Mr. Derian, seconded by Mr. Walsh, and carried a roll call vote 8-0, the Board Approved E1, E2, E3, E4, E5, E7, E8, E9, E10, E11, E12, E13. E6 was tabled until the January 4, 2017 Board of Education meeting.***

E1. Monthly Certifications – The Financial Reports of the Board Secretary and Treasurer of School Moneys for the month end October 2016 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 2016-2017 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.

E2. Payment of Invoices – It is hereby moved that the invoices for the month of October 2016 be retroactively approved as follows:

Fund 10 (General Current Expense)	\$ 1,061,802.62
Fund 12 (Capital Outlay)	\$ 0.00
Fund 20 (Special Education)	\$ 45,378.03
Fund 30 (Capital Projects Funds)	\$ 273,572.75
Fund 40 (Debt Service Fund)	\$ 0.00
Fund 50 (Bi-Borough Curriculum)	\$ 12,179.74
Fund 63 (Summer School)	\$ 8,000.00
Fund 64 (Milk)	\$ 505.01
Fund 90 (Payroll Agency)	\$ <u>96,632.01</u>
Total	\$ 1,498,070.16

E3. Transfer of Funds – It is hereby moved, upon recommendation of the Superintendent, that the Board approves transfers 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.

E4. Cancellation of old checks – It is hereby moved, upon the recommendation of the Business Administrator, the following check greater than six months old should be cancelled and the funds accounted for a miscellaneous revenue:

Payee	Check #	Amount
Verizon	14770	\$188.74

E5. Acceptance of Comprehensive Annual Financial Report (CAFR) – It is hereby moved, upon the recommendation of the Superintendent, in concert with the Business Administrator/Board Secretary, that the Board accepts and approves the 2015-2016 Audit and the CAFR for the fiscal year ended June 30, 2016.

E6. (Was tabled for further review by the Oradell Board of Education).

- E7. Appointment of Public Agency Compliance Officer (P.A.C.O.) – It is hereby moved, upon the recommendation of the Superintendent, that the Board appoints Scott Bisig the Public Agency Compliance Office (P.A.C.O.) for the 2017 year.

**WHEREAS**, in accordance with N.J.A.C. 17:27-3.5 a Public Agency must annually designate an officer to serve as its Public Agency Compliance Officer; and

**WHEREAS**, the Public Agency Compliance Officer is responsible for assuring that no public contract may be awarded nor any monies paid until the contractor has agreed to contract performance which complies with the approved Affirmative Action Plan; and

**WHEREAS**, it is deemed necessary that the Public Agency (The Oradell Board of Education) shall designate an officer or employee to serve as Public Agency Compliance Officer (P.A.C.O.), whose name, title, business address, telephone number and fax number shall be forwarded to the State Affirmative Action Office by January 10, of every year; and

**WHEREAS**, the P.A.C.O. if the liaison official for matters concerning P.L. 1975, c. 127 (N.J.A.C. 17:27) and should have the authority to make the appropriate correction(s) to the Borough of Oradell's contracting procedures if required; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Oradell Board of Education of the Borough of Oradell hereby appoint Scott Bisig, Business Administrator/Board Secretary, as Public Agency Compliance Officer for the Oradell Board of Education for the year 2017, and is hereby directed to file a copy of this resolution with the Department of the Treasury, Affirmative Action Office, CN-209, Trenton, New Jersey 08625-0209.

- E8. Approval for Payroll Consultant – It is hereby moved, upon recommendation of the Superintendent, that the Board approves KCB Consultant to provide assistance with the end of year compilation of documents for State Reports and ACA Reporting for one (1) day in December 2016 and one (1) day in January 2017 not to exceed \$1000.

- E9. Approval to modify the Performance Contract between Johnson Controls, Inc. and Oradell Board of Education – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the modification of the Performance Contract Change Order to cover the installation of isolation ball valves and replacement of 11 gauges in the Boiler Room at a cost of \$16,600.

- E10. Acceptance and Approval the ESIP payments for May 2016, September 2016 and October 2016 – It is hereby moved, upon the recommendation of the Superintendent, that the Board retroactively approves the payments made to Johnson Controls for the ESIP Program (Energy Savings Improvement Program) for May 2016 for \$709,910, September 2016 for \$363,632.75 and October 2016 for \$273,572.75. The district is withholding set percentages based on each ECM until completed.

E11. Acceptance and Approval the ESIP payment for November 2016 – It is hereby moved, upon the recommendation of the Superintendent, that the Board approves the payment made to Johnson Controls for the ESIP Program (Energy Savings Improvement Program) for November 2016 for \$218,568.85. The district is withholding set percentages based on each ECM until completed.

E12. Resolution to transfer from the Maintenance Reserve Fund in the amount of \$125,000, to the make the necessary permanent repairs to the water main lines –

**WHEREAS**, the main water pipe underground near the maintenance shed that runs between the two buildings that house the student population in Oradell Public School has failed and caused a sink hole in the parking lot from leaking water has created a hazard to the welfare of the student population and district employees; and

**WHEREAS**, the Interim Superintendent and the Business Administrator has consulted with the Executive County Business Administrator regarding the emergent nature of his condition; and

**WHEREAS**, the Oradell Board of Education has budgeted maintenance and repair reserve funds in Fund 12 that were approved by the voters in the 2015-2016 budget to be used in case of emergency to make necessary repairs at the Oradell Public School; and

**BE IT FURTHER RESOLVED**, It is resolved that the Oradell Board of Education declare an emergency under N.J.A. C. 5:34-1 et seq. Within Subsection 6: Emergency Purchase and Contracts is notifying the Executive County Superintendent of Schools to transfer sufficient funds from the Maintenance Reserves to make the necessary repairs to the water main line.

E13. Acceptance of Oradell Kids Foundation Mini-Grant Award Monies for the 2016-2017 school year – It is hereby moved, upon the recommendation of the Superintendent, that the Board accepts with deep appreciation, mini grant award money for the OK Kids Foundation in support of the following programs:

Grade	Grant	Amount
Kindergarten	Health Barn USA	\$800
1	Chinese Acrobat Program	\$760
2	Liberty Science Center	\$765
3	Ellis Island Program – Ramapo College	\$976
4	Lenape Lifeways	\$600

5	Flocabulary Ed. Resource	\$800
6	Camp Bernie	\$800
Music	Ukuleles with Cases	\$800
Physical Ed.	Portable Projector	\$921.26
Technology/TAG/Science	Two 3D Printers	\$2,300
OPS	1 <sup>st</sup> Buddy Bench	\$680
OPS	Indoor lunchtime Program	\$1,000

F. PERSONNEL - Mrs. Robertson, Chairperson

*A motion by Mrs. Robertson, seconded by Mr. Walsh, and carried a roll call vote 8-0 (Dr. Westlake was absent), the Board approved F1, F2, F3, F4, F5, F6, F7, F8, F9, F10.*

- F1. Approval of Substitute Teachers for the 2016-2017 School Year – It is hereby moved, upon the recommendation of the Superintendent, that the Board approves the appointment of the following individuals as a Substitute Teachers for the 2016-2017 school year at \$90.00 per day:
- Francine Junda
  - Kara Burns
  - Debra Tashjian
  - Beverly Thiele (pending medical requirements)
- F2. Approval of Substitute Instructional Aides for the 2016-2017 School Year – It is hereby moved, upon the recommendation of the Superintendent, that the Board approves the appointment of the following individual as a Substitute Instructional Aides for the 2016-2017 school year at \$90.00 per day:
- Kara Burns
  - Beverly Thiele (pending medical requirements)
- F3. Acceptance of Resignation – It is hereby moved, upon recommendation of the Superintendent, that the Board accepts with regret the resignation of Priscilla Aristakesian, Part-Time Nurse Aide, and effective January 13, 2017.
- F4. Approval of Part-Time Nurse Aide for the 2016-2017 School Year – It is hereby moved upon recommendation of the Superintendent, that the Board approves the following individual as Part-Time Nurse Aide \$24 per hour up to 24 hours per week effective December 22, 2016 through June 30, 2017 (hours to be shared with other Part-Time Nurse Aide, not to exceed 24 hours per week total among them):
- Louise Boss
- F5. Approval of Substitute School Nurse the 2016-2017 School Year – It is hereby moved upon recommendation of the Superintendent, that the Board approves the following individual as a Substitute School Nurse, at a per diem rate of \$120.00 per day:
- Louise Boss



F6. Approval of Grade 4 Teacher for the 2016-2017 School Year – It is hereby moved upon recommendation of the Superintendent, that the Board retroactively approves the appointment of Karen Heintz-Marron as Grade 4 Teacher (replacing Chanel Min) from November 2, 2016 until on or about June 30, 2017 at MA Step 2, at an annual salary of \$53,110.00 (to be prorated).

F7. Approval of Office Substitutes for the 2016-2017 School Year - It is hereby moved, upon recommendation of the Superintendent, that the Board approve the following office substitute for the 2016-2017 school year at a rate of \$11.75 per hour:

- Christine Samuel

F8. Approval of Substitute Morning Monitor for the 2016-17 School Year - It is hereby moved, upon recommendation of the Superintendent, that the Board retroactively approves from December 1, 2016 the appointment of the following staff member to serve as a Substitute Morning Monitor at \$7.20 per session per 15 minutes a session:

- Jennifer Telfer

F9. Approval of Revised Extracurricular Stipends for the 2016-2017 School Year – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the following revised extracurricular stipends for the following staff members for the 2016-2017:

Position	Teacher	Stipend
Winter Choral Concert	Carol Richardi	\$150
Winter Instrumental Concert	Carol Richardi	\$150
Winter Choral Concert	James Butcher	\$150
Winter Instrumental Concert	James Butcher	\$150
Spring Choral Concert	Carol Richardi	\$150
Spring Instrumental Concert	Carol Richardi	\$150
Spring Choral Concerts	James Butcher	\$150
Spring Instrumental Concert	James Butcher	\$150

F10. Approval of Workshops/Conferences for the 2016-2017 School Year – It is hereby moved, upon the recommendation of the Superintendent, that the Board approves the following Workshops/Conferences:

Attendee	Conference/Workshop	Location	Date(s)	Cost	Travel
Gianna Apicella	Making Treatment Make Sense for Individuals with Disorders (webinar)	Oradell, NJ	12/15/16	\$108	\$0

Nikki Dell'Olio	Multisensory Language Instruction*	River Edge, NJ	3/23/17, 3/30/17, 4/6/17	5 hrs x \$30/hr = \$150 (Teacher Compensation)	\$0
Stacey Gordon	Making Math Motivational*	River Edge, NJ	1/10/17, 1/17/17	5 hrs x \$30/hr = \$150 (Teacher Compensation)	\$0
Hellen Kapp	Multisensory Language Instruction*	River Edge, NJ	3/23/17, 3/30/17, 4/6/17	5 hrs x \$30/hr = \$150 (Teacher Compensation)	\$0
Kevin Williamson	NJSBGA Conference Expo	Atlantic City, NJ	3/13/17, 3/14/17, 3/15/17	\$200 (registration fee) \$219 (hotel)	\$84.94 + tolls
Helene Albrecht	LitTogether Teacher Leader Project Kickoff	Paramus, NJ	1/12/17	\$0	\$0
Helene Albrecht	Teaching Theme & Interpretation Through Components of Balanced Literacy	Ramsey, NJ	2/22/17, 3/8/17, 3/22/17	6 hrs x \$30/hr = \$180 (Teacher Compensation)	\$0
Sheri Malenda	LitTogether Teacher Leader Project Kickoff	Paramus, NJ	1/12/17	\$0	\$0
Sheri Malenda	Creating Student-Centered Classrooms of Choice in Secondary Grades	Hillsdale, NJ	1/17/17, 2/7/17, 2/28/17	6 hrs x \$30/hr = \$180 (Teacher Compensation)	\$0
Sheri Malenda	Cultivating a Community of Talk in Classrooms	Glen Rock, NJ	1/12/17, 2/9/17, 3/2/17	6 hrs x \$30/hr = \$180 (Teacher Compensation)	\$0
Jennifer Telfer	LitTogether Teacher Leader Project Kickoff	Paramus, NJ	1/12/17	\$0	\$0
Jennifer Telfer	Fostering Creativity in Our Schools and in Our Teaching	Paramus, NJ	1/31/17, 2/28/17, 3/21/17	6 hrs x \$30/hr = \$180 (Teacher Compensation)	\$0
Jennifer Telfer	Become the Manual: Discovering New Writing Techniques for Your Conferences	Fair Lawn, NJ	3/7/17, 3/28/17, 4/18/17	6 hrs x \$30/hr = \$180 (Teacher Compensation)	\$0
Brian Mistretta	PARCC District Test Coordinator Training	Mt. Laurel, NJ	2/16/17	\$0	\$0
Scott Bisig	NJASBO Pension Update	Rockaway, NJ	2/23/17	\$0	\$21.70 + tolls
Jane Williamson	NJASBO Pension Update	Rockaway, NJ	2/23/17	\$0	\$0

\* Denotes course in the Professional Learning Academy for the Year 2016-2017

G. POLICY – Mrs. Shapiro, Chairperson

*A motion by Mrs. Shapiro, seconded by Mr. Walsh, and carried a roll call vote 8-0 (Dr. Westlake was absent), the Board approved G1.*

G1. Approval and Adoption of Second Reading of Policy– It is hereby moved, upon recommendation of the Superintendent that the Board approves and adopts the second reading of the following policy:

Policy #:	Description
5141.6	Student(s) Harmful to Self or Others Causing an Education Disruption

H. PUBLIC RELATIONS – Mrs. Norian, Chairperson – *No Report*

I. NJSBA/BCSBA DELEGATE REPORT – Mr. Walsh, Delegate – *No Report*

**XII. OPEN TO THE PUBLIC** - *Approximately 9:14 p.m. President Dorothy Watson-Nichols opened the floor for public comments. The open comments began with approximately 60 staff personnel from the Oradell Public School in attendance. The OEA contingent had 10 members who on behalf of the membership where the main focus of the conversation with the Oradell Board of Education revolved around contract negotiations between the Oradell Education Association (OEA) and the Board of Education (BOE).*

*Approximately 16 residents of the Oradell community were in attendance. The community had 12 residents voice their concerns regarding the length of time it has taken to settle the Oradell Education Association contract with the Board of Education.*

*President Dorothy Watson-Nichols and Christine Robertson informed the Association members and the general public that negotiations are ongoing and look forward to resolving the differences equitable and timely fashion.*

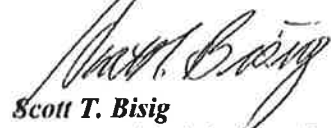
**XIII. OLD BUSINESS** - *None*

**XIV. NEW BUSINESS** - *None*

**XV. CLOSED SESSION** – *None*

**XVI.** *A motion by Mrs. Norian, seconded by Mr. Derian unanimously carried a vote at 11:05 p.m. to adjourn the meeting.*

*Respectfully submitted,*



**Scott T. Bisig**  
*Business Administrator/Board Secretary*

