

ORADELL BOARD OF EDUCATION

ORADELL, NEW JERSEY 07649

PUBLIC WORK/BUSINESS SESSION MEETING

Oradell Public School Auditorium

June 27, 2018

TENTATIVE AGENDA

I. CALL TO ORDER- 7:30 p.m.

II. FLAG SALUTE

III. SUNSHINE LAW STATEMENT

All requirements of the Open Public Meetings Act 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. MISSION STATEMENT

The Oradell Public School District, a safe and nurturing learning community dedicated to ongoing pursuit of educational excellence, inspires lifelong learning in its children through comprehensive, innovate curriculum and instruction. The District fully supports and expects the attainment of 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

Mr. Griffin, Mrs. Norian, Mr. Oddo, Mrs. Shapiro, Mrs. Walker, Mr. Walsh, Dr. Westlake, Mrs. Robertson, Mrs. Watson- Nichols

VI. OPEN TO THE PUBLIC FOR AGENDA ITEMS ONLY

VII. BOARD PRESIDENT’S REMARKS

VIII. SUPERINTENDENT’S REPORT

IX. BUSINESS ADMINISTRATOR’S REPORT

X. MINUTES

REVIEW OF MEETING MINUTES

- June 13, 2018 Work/Business Section

APPROVAL OF MEETING MINUTES

- May 23, 2018 Work/Business Section

_____ Motion _____ Seconded

ROLL CALL

XI. COMMITTEE REPORTS/ ACTIONS

A. ADMINISTRATIVE ITEMS

B. BUILDING & GROUNDS/ SAFETY- Mr. Oddo, Chairperson

B1. Use of School Facilities- It is hereby moved, upon recommendation of the Superintendent, that the Board of Education approves the following requests for use of school facilities for the 2017-2018 SY:

| Organization | Event | Area of Building | Date (s) | Time | Custodian OT | Facility Charge |
|--------------|--------------------------------------|------------------|------------|------------------------|--------------|-----------------|
| PTA | Back to School Breakfast for Parents | MPR | 09/05/2018 | 7:30 A.M. – 10:00 A.M. | 0 | 0 |

_____ Motion _____ Seconded

ROLL CALL

C. **CURRICULUM-** Mrs. Walker, Chairperson

D. **FINANCE/ TECHNOLOGY-** Mrs. Shapiro, Chairperson

- D1. Check Register for June 27, 2018 - It is hereby moved, upon recommendation of the Business Administrator/ Board Secretary, that the Board approves the disbursements on the June 27, 2018 Check Register in the amount of \$202,302.17 check numbers 17663 (voided)-17727

_____ Motion _____ Seconded

ROLL CALL

- D2. Hand Check Register for June 1- June 22, 2018 - It is hereby moved, upon the recommendation of the Business Administrator/Board Secretary, that the Board approved the disbursements on the June 30, 2018 hand check register in the amount of \$1,014,677.56

_____ Motion _____ Seconded

ROLL CALL

- D3. Transfer of Funds – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the Monthly Transfers Report as of May 31, 2018, 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.

_____ Motion _____ Seconded

ROLL CALL

- D4. Approval of the Financial Reports of the Board Secretary and Treasurer – It is hereby moved, upon the recommendation of the Superintendent, that the Board approve the Report of the Board Secretary, A148, and the Treasurer, A149, as of May 31, 2018

_____ Motion _____ Seconded

ROLL CALL

D5. Monthly Budgetary Line Item Certification – RESOLVED, that the Board Secretary for the Oradell Board of Education certifies that pursuant to N.J.A.C 6A:23A-16.10 (c) 3 as of May 31, 2018, that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C 6A:23A-16.10 (a) ; and

FURTHER BE IT RESOLVED, that the Oradell Board of Education certifies that pursuant to N.J.A.C. 6A:23A-16.10 (c) 4 that after review of the Board Secretary’s Report (A148) and Treasurer’s Report (A149) and the advice of district officials, we have no reason t doubt that no major account or fund has been over-expended in violation of N.J.A.C 6A:23A-16.10 (b) and that sufficient funds are available to meet the District’s financial obligation for the remainder of the fiscal year

_____ Motion _____ Seconded

ROLL CALL

D6. Acknowledgment of Compliance P.L. 2015, Chapter 47

RESOLVED, that the Oradell Board of Education intends to renew, award or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR Part 200.317 et. seq. The report was provided to each member of the Board of Education prior to June 30, 2018 as required by law:

_____ Motion _____ Seconded

ROLL CALL

D7. Approval for Transfer to Capital Reserve Account

RESOLVED, WHEREAS N.J.S.A 18A:21-2 and N.J.S.A 18A 7G-13 permits a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statues authorize procedures, under the authority the Commissioner of Education, which permits a board of

education to transfer anticipated excess current revenue or unexpended appropriations in to reserve accounts during the month of June by board resolution, and

WHEREAS, the Oradell Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve and Maintenance Reserve accounts at year end if available, and

WHEREAS the Oradell Board of Education has determined that an amount up to \$500,000 may be available for such purpose of transfer into the Capital Reserve account and up to \$250,000 may be available for such purpose of transfer into the Maintenance Reserve account;

NOW THEREFORE BE IT RESOLVED by the Oradell Board of Education that is hereby authorizes the District’s School Business Administrator to make these transfers consistent with all applicable laws and regulations, having been reviewed and recommended by the Finance Committee.

_____ Motion _____ Seconded

ROLL CALL

- D8. Approval to Dispose of Obsolete/Surplus Equipment – It is hereby moved, upon the recommendation of the Superintendent, that the Oradell Board of Education authorizes the Superintendent to dispose obsolete/surplus equipment in accordance with N.J.S.A 18A:20-5, N.J.A.C.6A:26-7.4 and Board Policy 3260-3270

_____ Motion _____ Seconded

ROLL CALL

- D9. Award of a Contract for Roofing Project – It is hereby moved, upon the recommendation of the Superintendent, the Board approves the award of a contract to Mak Group, LLC of Saddle Brook, NJ, for the partial roof replacement, State Project #3870-050-18-1000, at a base contract price of \$398,700 plus the add alternates in the amount of \$99,475, for a total contract of \$498,175, as recommended by the District’s Architect of Record and reviewed and approved by Board Counsel

_____ Motion _____ Seconded

ROLL CALL

D10. Authorization to Submit and acceptance of the IDEA Basic and Preschool Grants for the 2018-2019 School Year – It hereby moved, upon the recommendation of the Superintendent, that the Board authorizes the submission of the IDEA Basic and Preschool grant applications (Individuals with Disabilities Education Act) and accepts the funding as follows:

| | |
|------------------|------------------|
| IDEA Basic | \$148,852 |
| Non-Public Share | <u>\$ 27,771</u> |
| Total IDEA Basic | \$176,623 |
| Preschool Grant | \$ 13,300 |

_____ Motion _____ Seconded

ROLL CALL

D11. Approval of Depository – It is hereby moved that the Board approves Capital One Bank for the deposit of Oradell board of Education funds, subject to withdrawal by proper officers, as approved by the Board

_____ Motion _____ Seconded

ROLL CALL

D12. Approval of Signatories for Capital One – It is hereby moved, upon recommendation of the Superintendent, in conjunction with the Business Administrator/Board Secretary, that the Board of Education approved the following signatures for the Oradell Public Schools with Capital One:

| | |
|------------------------|--|
| Dorothy Watson-Nichols | Board President |
| Christine Robertson | Board Vice President |
| Angelo DeSimone | Treasurer of School Moneys |
| John C. Anzul | Superintendent |
| Nicole C. Schoening | Business Administrator/Board Secretary |
| Megan Bozios | Principal |

_____ Motion _____ Seconded

ROLL CALL

D13. Authorized Signatures for Bank Accounts – It is hereby moved, upon recommendation of the Superintendent, that the Board approve the following bank accounts and authorized signatures as required, and furthermore, approves the use of facsimile signature stamp(s) for the Board President, Board Vice President, Board Secretary, Superintendent, and Treasurer of School Moneys as may be required in the event that the individuals are unavailable for personally affixing their signature

| Account | Signatories |
|----------------------------------|--|
| General Fund (3 required) | Board President or Vice President Board Secretary or Superintendent Treasurer of School Moneys |
| Payroll (1 required) | Treasurer of School Moneys or Board Secretary |
| Payroll Agency (1 required) | Treasurer of School Moneys, Board Secretary or Board President |
| Student Activity (2 required) | Principal, Board Secretary or Treasurer of School Moneys |

_____ Motion _____ Seconded

ROLL CALL

D14. Approval of Petty Cash Accounts for 2018-2019 – It is hereby moved, upon recommendation of the Superintendent, that the Board establishes the following petty cash accounts from July 1, 2018 to June 30, 2019 in accordance with Board Policy #3451 and that the following accounts are to be replenished by vouchers and reported to the Board on an annual basis

| Account | Amount | Not to Exceed Per incident | Signatories |
|------------------|--------|-------------------------------|--------------------------|
| Superintendent | \$200 | \$150 | Superintendent |
| Business Office | \$200 | \$150 | Business Administrator |
| Principal | \$400 | \$ 50 | Principal |
| Special Services | \$100 | \$ 25 | Director of Special Svcs |

_____ Motion _____ Seconded

ROLL CALL

D15. Approval of 2018-2019 Schedule of Taxes – RESOLVED that the amount of District taxes needed to meet the obligations of the Oradell Board of Education during the school year 2018-2019 is hereby requested to place in the hands of the Treasurer of School Moneys in the amount according to the following schedule in accordance with the statues relating hereto:

| 2018 | Amount | 2019 | Amount |
|-----------|--------------|----------|--------------|
| August | \$ 1,997,914 | January | \$ 998,957 |
| September | \$ 998,957 | February | \$ 998,957 |
| October | \$ 998,957 | March | \$ 998,957 |
| November | \$ 998,957 | April | \$ 998,957 |
| December | \$ 998,957 | May | \$ 998,957 |
| | | June | \$ 998,957 |
| | | TOTAL | \$11,987,481 |

_____ Motion _____ Seconded

ROLL CALL

D16. Renewal of Membership in Northeast Bergen County School Board Insurance Group (NESBIG) – It is hereby moved, upon recommendation of the Superintendent, that the Board approves, pursuant to the provision o Title 18A:A18A-42, participation of the District as a member of the Northeast Bergen County School Board Insurance Group (NESBIG) in the Workers Compensation Pool and as a member for other joint insurance services effective July 1, 2018-June 30, 2019

_____ Motion _____ Seconded

ROLL CALL

D17. Approval of Extraordinary Unspecifiable Services (EUS):

WHEREAS, the Public School Contracts Law (N.J.S.A 18A:18A-1 et.seq.) defines Insurance as an Extraordinary Unspecifiable Service (EUS) N.J.S.A 18A:18A-5a(2) requiring that the awarding of contracts without competitive bidding must be approved by resolution of the district; andic meeting without advertising for bids;

NOW THEREFORE BE IT RESOLVED, by the ORADELL BOARD OF EDUCATION that the following insurance brokers are appointed for the 2018-2019 school year:

Insurance Broker Balken Risk Management Services
Morristown, New Jersey

Employee Benefits Broker Brown & Brown Benefits Advisor, Inc.
Lambertville, New Jersey

_____ Motion _____ Seconded

ROLL CALL

D18. Approval for Professional Services – It is hereby moved, upon recommendation of the Superintendent, that the Board approves the following appointments:

WHEREAS, there exists a need for auditing services, environmental services and legal services; and,

WHEREAS, Audit Services to be provided by (A) Lerch, Vinci and Higgins; (B) Sciarrillo, Cornell, Merlino, McKeever & Osborne; and,

WHEREAS, the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. requires that the resolution authorizing the award contracts for “Professional Services” with 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 July 1, 2018 – June 30, 2019 with billing rates as follows:

| | |
|-------------------------------------|----------------------|
| FY 18 Annual Audit Related Services | \$25,390* |
| Partners | \$150-\$175 per hour |
| Managers | \$125-\$140 per hour |
| Senior Accountants/Supervisors | \$90-\$115 per hour |
| Staff Accountants | \$75-\$80 per hour |
| Other Personnel | \$45 per hour |

*reflects 2% increase

(B)Anthony Sciarrillo, of the Firm of Sciarrillo, Cornell, Merlino, McKeever & Osborne as Board Attorney from July 1, 2018 – June 30, 2019 as the rate of \$165* per hour.

*no increase in rates over prior year

These appointments are made without competitive biddings as “Professional Services” under 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 notices of this action shall be printed once in The Record as required by law, within ten (10) days if its passage, starting in nature, duration, service and amount, and that the resolution and contract are on file in the Business Office.

_____ Motion _____ Seconded

ROLL CALL

E. **NJSBA/ BCSBA DELEGATE REPORT-** Mr. Walsh, Delegate

F. **PERSONNEL- Mrs. Robertson, Chairperson**

F1. It is hereby moved, upon recommendation of the Superintendent, that the Board accepts and approves the Personnel Committee Report dated June 27, 2018.

_____ Motion _____ Seconded

ROLL CALL

F2. Approval of Revised 2018-2019 School Calendar - It is hereby moved, upon recommendation of the Superintendent, that the Board approves the revised 2018-2019 School Calendar.

_____ Motion _____ Seconded

ROLL CALL

F3. Approval of 2018-2019 Work Calendar for 12-Month Employees - It is hereby moved, upon recommendation of the Superintendent, that the

Board approves the 2018-2019 Work Calendar for custodians, secretaries, and administrators.

_____ Motion _____ Seconded

ROLL CALL

G. POLICY- Mr. Griffin, Chairperson

G1. First reading of the following Policies:

| Policy # | Description |
|---------------------|--|
| Policy #3542.1 | Wellness & Nutrition |
| Policy # 2130-R | Regulations for Principal Evaluation |
| Policy #2130 | Principal Evaluation |
| Policy #4112.2 | Certification |
| Policy #4115 | Supervision |
| Policy #4116 | Evaluation of Teaching Staff Members |
| Policy #4116-R | Regulations for Evaluation of Teaching Staff Members |
| Policy #4131/4131.1 | Staff Development: In-service Education/ Visitations/ Conferences: |

H. PUBLIC RELATIONS- Mrs. Norian, Chairperson

I. TRI DISTRICT/ SHARED SERVICES- Dr. Westlake, Chairperson

(B) OPEN TO THE PUBLIC

(C) OLD BUSINESS

(D) NEW BUSINESS

(E) CLOSED SESSION- (IF NECCESARY)

(NOTICE: Public action may be taken after Closed Session concludes.)

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.

_____ Motion _____ Seconded
ROLL CALL

XVI. ADJOURNMENT

_____ Motion _____ Seconded
ROLL CALL