

**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 Srvs

\_\_\_\_\_ 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**