



**ROSELLE PARK BOARD OF EDUCATION
REGULAR PUBLIC MEETING MINUTES**

March 16, 2020

7:00PM

SHERMAN ELEMENTARY SCHOOL

Notice of Meeting

This meeting, held in Sherman gymnasium/auditorium, is an open session of the Roselle Park Board of Education held under the Open Public Meetings Act of the State of New Jersey. Notice of this meeting was sent to the Star Ledger, Local Source, the Home News Tribune, the borough clerk, school offices, and the district website.

Roll Call

President Signorello	Loren Harms
Vice President Leingang	Chad Hemenway
Susan Carlstrom	Khamele McLeod-Cato <i>absent</i>
Marissa Falcon	Christopher Miller
Marc Fernandez <i>arrived 7:06 pm</i>	
Pedro Garrido, Superintendent of Schools	
Michelle Calas, School Business Administrator/Board Secretary	
Jennifer Osborne, Board Attorney	

Flag Salute

Public Participation – 7:00 PM – Agenda Items Only

None

Committee Reports

President Signorello has asked to move all Committee Reports to the next meeting.

Superintendent's Report

Mr. Garrido informed the public that all students were provided virtual learning and that all the information needed is available online. He indicated that staff worked very hard to prepare and congratulated them. He also mentioned that we may have remote board meetings if schools continue to remain closed, virtual meetings will be announced with further notice.

POLICY

Agenda Item 1

The Superintendent recommends:

1. District Policies – First Reading

To approve the following district policies for first reading:

- a. 5134 MARRIED/PREGNANT AND LACTATING PUPILS
- b. 4111.1/4211.1 NONDISCRIMINATION/AFFIRMATIVE ACTION

PERSONNEL

Agenda Items 2 through 8

The Superintendent recommends:

2. District Substitutes

To approve of additional substitutes:

NJ Certified Teachers-\$100/day, Sub Certified-\$95/day

TEACHERS

Shianne Martinez
Thomas Rose
Ferial A. Bolous
Sara Megan Quinty

Rutgers '16
Kean '19

HS
MS & HS
Grades K-12
MS

BUS DRIVER

Gladys Arevalo

CUSTODIAN

Robert Pineda

3. Staff Resignation

To accept the following resignations:

- a. Daniel Angeles, Computer Technician, effective March 23, 2020
- b. Jennifer Dreifuss, Aldene, Special Ed Teacher, effective March 16,2020

4. Medical Leave of Absence Extension

To approve the medical leave extension request of Employee # 1331.

<u>From</u> January 23, 2020 through March 9, 2020	<u>To</u> January 23, 2020 through April 3, 2020
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5. High School & Middle School Extra-Curricular Coaches 2019-2020

To approve the following high school extra-curricular coaches for the 2019-2020 school year:

Middle School Softball Coach	Katherine Morrison	Volunteer
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6. Middle School Activity Chaperone 2019-2020

To approve the following middle school extra-curricular activity chaperone for 2019 - 2020 year:

National Junior Honor Society	Lauren O'Toole	\$32.26 (2 hours)
Account Number: 11-401-100-100-03		

7. Paraprofessional Additional Hours

To approve Diana Munoz, Paraprofessional, to assist in the Middle School home track meets and practices on the following dates:

Track Meets: 3:15 P.M. – 6:00 P.M.

Track Practices: 3:15 P.M. – 4:30 P.M.

Rate: \$16.19 per hour

Account Number: 11-000-217-106-10 cost not to exceed: \$875.00

effective 3/30/2020 to 5/20/2020 (not including spring break)

8. Change of Assignment/Transfer

To approve the following change of assignment/transfers:

a. Kristen Dymond- Drake	<u>From</u> Sherman Paraprofessional 5.5 hrs. /day \$16.19/hr. 11-000-217-106-10	<u>To</u> Sherman Paraprofessional 5.5 hrs. /day \$16.19/hr. + \$1.00 toileting Acct. # 11-000-217-106-10 <i>effective 2/10/2020</i>
b. Ivy Lam	<u>From</u> District Bookkeeper \$50,082	<u>To</u> Adm. Asst. to SBA/BA \$50,082 <i>effective 3/1/2020</i>

EDUCATION

Agenda Items 9 through 13

The Superintendent recommends:

9. Education Programs

To approve the following education program(s) for the 2019-2020 school year:

Bedside Instruction

#77 Union County Educational Services 2/28/2020-approx 8/wks. \$5,440
 Account Number: 11-150-100-320-10

Bedside Instruction

#78 Union County Educational Services 2/19/2020-approx 8/wks. \$5,440
 Account Number: 11-150-100-320-10

Michelle Calas, School Business Administrator/ Board Secretary, certifies the availability of funds.

10. Conference Attendance Request

To approve the following staff workshop attendance requests:

a.

Attendees	Conference	Date
Kim Rusert	BER Guided Math Conference	March 23, 2020 and
July Bennet	New Brunswick	March 24, 2020

Tara Pisano		
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Cost not to exceed: \$479.00
 Account Number: 11-000-223-500-05

b.

Attendees	Conference	Date
Christy Longo	Mental Health Issues in K-5 classroom White Sands Hotel, Point Pleasant	April 20, 2020

Cost not to exceed: \$279.00
 Account Number: 11-000-223-500-05

c.

Attendees	Conference	Date
Alexandra Swirz	Strengthen Phonics Instruction in Any K-2 Reading Program The Wilshire Grand Hotel, West Orange	April 22, 2020

Cost not to exceed: \$279.00
 Account Number: 11-000-223-500-06

Michelle Calas, School Business Administrator/ Board Secretary, certifies the availability of funds.

11. Revision of Conference Attendance Dates

To approve the following staff workshop attendance requests:

a.

Attendees	Conference	Date
Wendy Ozeri Maria Vieira Vanessa Garaio Isabella Guarino Rosa Inglesius-Blazquez Loretta Smith-Hardy Jeanette Garcia Maura Kepuladze	2020 NJ TESOL Spring Conference New Brunswick	From: May 31, 2020 To: May 27, 2020 to May 29, 2020

Cost not to exceed: \$1,872.00
 Account Number: 20-240-200-300-11

12. Harassment/ Intimidation/Bullying Incidents

To affirm the Superintendent's recommendation on the following harassment/ Intimidation/bullying incidents:

#19017

13. 2019-2020 School Calendar Revision

To approve the revised 2019-2020 district school calendar.

BUSINESS

Agenda Items 14 through 29

The Superintendent recommends:

14. 2020-2021 Tentative School District Budget

To approve, pursuant to N.J.S.A. 18A:7F-5(c) and N.J.A.C.6A:23A-8.1(a), the proposed school budget for the school year 2020-2021, for submission to the New Jersey Department of Education and the Executive County Superintendent for Union County for review and approval.

The 2020-2021 proposed school district budget highlights the following:

Total School District Budget Appropriations:		
General Fund:	\$ 37,694,677	
Special Revenue Fund:	\$ 1,949,337	
Debt Service Fund:	<u>\$ 663,500</u>	
		<u>\$40,307,514</u>
Less: Anticipated Revenues		
Other Revenues from Local Sources	\$ 190,437	
State Aid and Extraordinary Aid	\$ 13,955,871	
SEMI	\$ 57,839	
Withdrawal from Capital Reserve	\$ 300,000	
Budgeted Fund Balance	\$ 1,000,452	
Special Revenue	<u>\$ 1,949,337</u>	
		<u>\$17,453,936</u>
Tax Levy to be Raised		<u>\$22,853,578</u>

The budget to be submitted to the New Jersey Department of Education and to the Executive County Superintendent of Schools for review is subject to possible adjustments and revisions. The proposed school budget is subject to revisions by the Roselle Park Board of Education. The budget will be advertised in the Union County Local Source, in accordance with N.J.S.A. 18A:22-10.

Mr. Garrido notes the following budget dates and location:

Public Hearing on the Budget:
 Tuesday, April 28, 2020 - 7:00 p.m.
 High School Auditorium, 185 W. Webster Avenue

15. Annual Maximum Travel Expenditure Amount— 2020-2021 School Year

To establish, in accordance with N.J.A.C. 6A:23A-7.3, and based upon the information provided by Ms. Michelle Calas, School Business Administrator, hereby establishes the annual maximum travel expenditure amount for the 2020-2021 school year. The amount listed below shall be travel that is supported by local and state funds in the general current expense budget. Travel amounts provided by federally funded programs are established by the individual grants and are not included in the calculation that determined the travel maximum requirement.

2020-2021 Maximum Travel Expenditure Amount (Exclusive of the Special Revenue Fund)	\$ <u>34,000</u>
2019-2020 Appropriated Travel Expenditure Amount (Exclusive of the Special Revenue Fund)	\$ <u>25,000</u>
2019-2020 Amount Spent to Date	\$ <u>13,201</u>

16. Professional Services Appropriations and Extra Curricular Activities 2020-2021 School Year

In accordance with, N.J.A.C. 6A:23A-5.2 (a) (1), the Roselle Park School District has budgeted the amount of \$271,000 for professional services in the 2020-2021 general current expense budget.

Legal	\$ 118,000
Financial Audit	\$ 18,500
Continuing Disclosure Agent	\$ 1,500
OT/PT/Speech/Evaluation (Pre-K – 12)	\$ 45,000
Medical Inspector/ Drug Screening	\$ 12,000
Architect Contracts	\$ 56,000
Home Instruction	\$ <u>20,000</u>
TOTAL	\$ <u>271,000</u>

Extra-Curricular Activities (Clubs and Athletics) —N.J.A.C. 6A:23A-5.8 (c) (3)

The Roselle Park School District has budgeted the amount of \$890,656 for extracurricular activities in the 2020-2021 general current expense budget:

K – 8 Co-Curricular (Clubs & Activities)	\$ 20,300
High School Co-Curricular (Clubs & Activities)	\$ 161,000
Interscholastic Athletics (Includes Coaches, Supplies & Services)	<u>\$ 709,356</u>
TOTAL	<u>\$ 890,656</u>

17. Capital Reserve Withdrawal

To approve a capital reserve withdrawal in the amount of \$300,000. The district intends to utilize these funds to assist in implementing district wide capital improvements as follows:

1. Track Replacement - The track at Herm Shaw Athletic Complex is damaged beyond repair and is in need of a complete replacement and exterior renovations to assist with drainage.

\$700,000
2. Fire Door Replacement- Fire Doors at Aldene and Sherman are in need code complaint upgrades.

\$180,000

18. Long Range Facility Plan- Major Amendment

To approve a major amendment update and submission of the Long Range Facility Plan to the Office of School Facilities Planning, in accordance with P.L. 2007, c. 137. To authorize and direct the architectural firm of Di Cara Rubino Architects and the school administration, as applicable, to submit all required supporting documentation within the submission package.

19. Monthly Certification

A. Board Secretary's Monthly Certification, Budgetary Line Item Status

Pursuant to N.J.A.C. 6:20-2.13(d), I certify that as of February 29, 2020 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8 and 18:22-8.1

Board Secretary

Date

B. Board of Education's Monthly Certification, Budgetary Major Account/Fund Status

Pursuant to N.J.A.C. 6:20-2.13(e), we certify that as of February 29, 2020 after review of the secretary's monthly financial report (appropriations section) and upon consultation with

the appropriate district officials that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20- 2.13(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. This certification is solely based on the information provided by the School Business Administrator/Board Secretary and is assumed by the board to be correct.

20. Use of Buildings and Grounds

To approve the following use of buildings and grounds (appropriate fees to be charged where applicable):

- a. Sherman – Indoor Soccer Clinic (5 & 6 year olds)
Sherman – gymnasium
Saturday, January 11th, 18th & 25th; February 1st, 8th, 15th, 22nd, & 29th, 2020
8:30 A.M – 11:00 A.M
- b. Recreation Basketball - Practice
Roselle Park High School – gymnasium
Monday, March 9, 2020
8:00 P.M – 10:00 P.M.
- c. Sherman School PTA – K – 2 Dance
Sherman – gymnasium & students' cafeteria
Friday, May 1, 2020
5:00 P.M – 9:00 P.M.
- d. Roselle Park Middle School – Spring concert for Sherman School
Roselle Park Middle School – Auditorium, sound equipment, stage and gymnasium
Wednesday, May 27, 2020
5:00 P.M – 9:00 P.M.
- e. Roselle Park Soccer Club – Soccer Practices
Anthony Signorello Youth Center - gymnasium
Monday, Wednesday & Friday
March 30, 2020
April 6th - 29th, 2020
May 1st - 29th, 2020
June 1st - 19th, 2020
6:00 P.M – 9:00 P.M.
- f. Roselle Park Police Station – East VS. West Basketball Game
Roselle Park High School – gymnasium and teachers' cafeteria
April 24, 2020
6:30 P.M – 9:00 P.M.

- g. Roselle Park Soccer Club – games and practices
Roselle Park High School – Herm Shaw Field
April 1st – June 20, 2020
Wednesday’s and every other Thursday (*first Thursday 4/16/2020*)
6:00 P.M – 8:30 P.M.
Saturday’s
4:00 P.M – 6:00 P.M.
Sunday’s
9:00 A.M. – 5:00 P.M.
(*18’s practice on the lower Colfax Field, all other Thursday’s at Herm Shaw Field*)

21. Grant Acceptance

- a. To approve the acceptance of the following grant for \$300.00 from Grounds for Sculpture towards transportation for the Enriched Art class trip for Aldene.
- b. To approve school grant for the Union County Kids Dig for a small raised bed garden for an estimated value up to \$2000.00.

22. Donation

To accept a donation from The Roselle Park Cabaret Committee in the amount of \$900.00. This donation will be used to enhance the music programs in Roselle Park High School and Robert Gordon Elementary School.

23. Disposal of Property

To approve the disposal of obsolete and damaged Special Services Office equipment:

Name	Serial Number
Lightspeed Classroom Amplification System	SPK049074 SPK049073 SPK049072
LES820IR Model – LES-820IR	RX820-070725-0294 RX820-070725-0255

24. Award of Emergency Contract

To acknowledge the award of emergency contract pursuant to N.J.S.A 18A:18A-7 on March 3, 2020 to Reynolds Plumbing and Heating, Inc. for emergency sewer service at Aldene School.

Cost not to exceed: \$6,704.96
 Account Number: 11-000-261-420-04

25. Approval of Bills

To approve the following bills:

General Current Expense	\$322,721.52
Capital Outlay	\$ 4,228.69
Special Revenue Funds	\$ 3,369.95
Enterprise Fund	\$ 38,071.40
Summer Camp	<u>\$ 2,668.19</u>
Total	\$ 371,059.75

26. Approval of Minutes

To approve the following minutes:

February 25, 2020
 March 10, 2020

27. Approval of Transfers

To approve the following budget transfers:

11-421-100-101-03	\$0.00	\$5,434.00	\$5,434.00
11-000-221-104-11	\$6,500.00	-\$3,892.00	\$2,608.00
11-000-223-320-11	\$8,318.47	-\$1,542.00	\$6,776.47
11-000-218-104-00	\$47,346.60	\$20,000.00	\$67,346.60
11-000-219-104-10	\$638,260.49	-\$20,000.00	\$618,260.49
11-421-100-101-03	\$5,434.00	\$5,434.00	\$10,868.00
11-000-221-600-11	\$40,136.46	-\$4,434.00	\$35,702.46
11-000-222-600-03	\$1,000.00	-\$1000.00	\$0.00

28. Secretary/Treasurer Report

To approve the secretary/treasurer report for the period ending January 31, 2020

29. 2020 Food Services Corrective Action Plan

To accept the Corrective Action Plan that has been developed to address the district's Food Services- Administrative Review findings for the 2019-2020 school year.

Approval of All Sections

Motion to Approve: Mr. Hemenway
Seconded: Mr. Harms

Roll Call

Vice President Leingang	yes
Susan Carlstrom	yes
Marissa Falcon	yes
Marc Fernandez	yes
Loren Harms	yes

Chad Hemenway	yes
Khamele McLeod-Cato	yes
Christopher Miller	yes, abstention 20a and g
President Signorello	yes, abstention 20 b

Continuing Business

President Signorello and Mr. Harms both commended the finance committee, Ms. Calas and Mr. Garrido on the budget.

Vice President Leingang asked about having virtual meetings. Mr. Garrido responded that he would look into virtual meetings.

President Signorello asked for everyone to be patient and to keep children home.

Mr. Miller asked Mr. Garrido and Ms. Calas about food for the students who had free or reduced lunch. Mr. Garrido and Ms. Calas provided him with information.

Ms. Falcon asked about student attendance. Mr. Garrido gave an explanation about attendance tracking during school closure. He also provided information regarding free Wifi access for those who did not have internet.

New Business

None

Public Participation

None

Adjournment

Motion to Adjourn: Mr. Hemenway
Seconded: Vice President Leingang
Time: 7:10 PM
Voice Vote: 9-0

The next **Regular Public Meeting** of the Roselle Park Board of Education and the **Public Hearing on the Budget** will be held on **Tuesday, April 28, 2020** at 7:00 p.m. at the High School Auditorium, 185 W. Webster Avenue.

Respectfully submitted,

Michelle Calas
School Business Administrator
Board Secretary