



**ROSELLE PARK BOARD OF EDUCATION  
REMOTE PUBLIC MEETING MINUTES  
May 12, 2020  
6:05PM**

PLEASE BE ADVISED THAT due to the current State of Emergency, in accordance with N.J.S.A. 10:4-8 (b), and guidance from the New Jersey Department of Community Affairs, Division of Local Government Services, this Public Meeting- will be held by remote means.

**Notice of Meeting**

This meeting 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         | <i>arrived 6:07</i> |
| Vice President Leingang                                       | Chad Hemenway       |                     |
| Susan Carlstrom   | Khamele McLeod-Cato |                     |
| Marissa Falcon  | Christopher Miller  | <i>arrived 6:07</i> |
| Marc Fernandez  | <i>arrived 6:07</i> |                     |
| Pedro Garrido, Superintendent of Schools                      |                     |                     |
| Michelle Calas, School Business Administrator/Board Secretary |                     |                     |
| Jennifer Osborne, Board Attorney                              |                     |                     |

**Flag Salute**

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**Executive Session**

RESOLVED, That the Roselle Park Board of Education meeting hereby convenes to executive session for discussion of the following subjects:

Personnel Matters

It is anticipated that the executive session will take approximately 60 minutes; the Board may take action during public session. The Board shall return to public session, following executive session, at

Agenda  
May 12, 2020  
Open Session

approximately 7 p.m. The minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

Motion to go into executive session:

Moved: Mr. Hemenway  
Seconded: Mr. Harms  
Time: 6:07  
Voice Vote: AYE-9 NAY-0

Motion to return to public session:

Moved: Mr. Harms  
Seconded: Ms. Falcon  
Time: 7:07  
Voice Vote: AYE-9 NAY-0

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### **Public Participation – 7:00 PM – Agenda Items Only**

None

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### **Committee Reports**

Vice President Leingang expressed his content with the names of staff on the personnel list for renewal for the following school year. He also thanked the committee and the board for listening to the recommendations.

President Signorello asked for an Ad Hoc committee for summer camp. He indicated that there will be a meeting held prior to July 1<sup>st</sup> to discuss summer camp.

He also indicated that he would like the board to give some input in regards to graduation.

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### **Superintendent’s Report**

Mr. Garrido thanked the teaching staff and administration for all their work during the time of this pandemic. He also stated Governor Murphy announced all schools will remain closed for the remainder of the school year until June 30<sup>th</sup>, and that there is still an unknown time frame for school re-opening. Mr. Garrido also mentioned that no in-person graduation can occur, and administration is working on the plans for graduation. He also mentioned that we want to be respectful and take into consideration what the students would like to do for graduation. He discussed that the summer programs (ESL and ESY) will occur virtually. He indicated that registration for the summer programs is occurring and all information is on the school website. He indicated that a Reopening Committee will be formed. Mr. Garrido emphasized that there is no specific date for reopening. He mentioned areas to be focused on: health, mental health, academic, and finance. He thanked the teachers for the “drive by” parades.

Vice President Leingang asked if the reopening committee was a board or administrative committee.

Mr. Garrido clarified the committee.

## POLICY

### Agenda Item 1

The Superintendent recommends:

#### 1. District Policies – Adoption

To approve the following district policies for adoption:

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

#### *Approval of Policy Section*

Motion to Approve: Mr. Harms

Seconded: Ms. Carlstrom

#### *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
President Signorello	yes

## PERSONNEL

### Agenda Items 2 through 5 and Addenda Items 1 and 2

The Superintendent recommends:

#### 2. Appointments

To appoint the following staff:

- A. Treasurer of School Monies, Gregory Mayers
- B. Affirmative Action Officer, Patricia Gois
- C. Section #504/ADA Compliance Officer, Colleen Bodek
- D. Purchasing Agent, Michelle Calas
- E. Asbestos/Health and Safety/Air Quality/AHERA Officer, Ray Parenteau
- F. Integrated Pest Management Coordinator, Ray Parenteau
- G. Right to Know, Chemical Hygiene, Officer, Ray Parenteau
- H. Custodian of Records, Michelle Calas
- I. Anti-bullying Coordinator, Ellen Bachert
- J. Missing/Homeless Children Liaison, Colleen Bodek
- K. Public Agency Compliance Officer, Michelle Calas

#### 3. Staff Resignation

To accept the following resignations:

- a. Fay Witkowski, Director of Academy, effective June 30, 2020

#### 4. Substitute Salaries

To approve the following substitute/home instruction salaries for the 2020-2021 school year:

Substitutes

Secretaries	\$75.00/day
Paraprofessionals	\$13.00/hr.
Maintenance Workers	\$17.00/hr.
Lunch Aide	\$12.00/hr.
Custodians	\$13.00/hr.
Bus Drivers	\$31.00/hr

Teachers:

Substitute Certified	\$95.00/day
NJ Teacher Certified	\$100.00/day
Nurse	\$150.00/day
Home Instruction	\$34.83/hr

## **5. Maternity Leave of Absence Request (Allison Slattery, RPMS, 7<sup>th</sup>/8<sup>th</sup> Social Teacher)**

**RESOLVED**, that the Board, upon recommendation of the Superintendent, hereby approves the pre-birth disability leave of Allison Slattery commencing on August 19, 2020 and extending through September 16, 2020. Allison Slattery will use accumulated sick leave days during this pre-birth disability leave in order to receive salary. During this pre-birth disability leave, she will continue to receive health benefits. The employee's pre-birth disability leave shall run concurrent to her leave under the Family Medical Leave Act (FMLA).

**RESOLVED**, that the Board, upon recommendation of the Superintendent, approves the post-birth disability period of Allison Slattery following the birth of her child commencing September 17, 2020 until October 15, 2020. Allison Slattery will use accumulated sick leave day during this period of time in order to receive salary and health benefits. The employee's post-birth disability leave shall run concurrent to her leave under the Family Medical leave Act (FMLA).

**RESOLVED**, that the Board, upon recommendation of the Superintendent, approves the child care family leave of absence under the Family Medical Leave Act and the New Jersey Family Leave Act for Allison Slattery commencing October 16, 2020 and extending through January 31, 2021. The remainder of the employee's leave under the Family Medical Leave Act shall run concurrent to the employee's leave under the New Jersey Family Leave Act. The employee shall not receive salary during this period of time, but will continue to receive health benefits.

## **ADDENDA**

### ***PERSONNEL***

The Superintendent recommends:

#### ***1. Administrative Leave of Absence***

To place employee # 0532 on an administrative leave of absence, with pay, effective May 11, 2020 until further notice.

#### ***2. Medical Examination***

Pursuant to *N.J.S.A 18A:16-2*, that the Board of Education direct employee #0532 to undergo a medical examination.

***Approval of Personnel Section***

Motion to Approve: Ms. Carlstrom  
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
President Signorello	yes

## EDUCATION

### Agenda Items 6 through 9

The Superintendent recommends:

#### 6. Education Programs

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

Bedside Instruction

#80 Union County Educational Services 4/30/2020-approx 7/wks. \$4,760.00  
Account Number: 11-150-100-320-10

Tuition Change-

#81 Center for Life Long Learning  
From: \$24,892 To: \$27,321  
Account Number: 11-000-100-565-10

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

#### 7. NJSIAA Participation

To approve participation in the NJSIAA for the 2020-2021 school year.

The Board of Education of the School District No. 4550 County of Union, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A.18A:11-3 et seq.) herewith enrolls Roselle Park High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interschool athletic program sponsored by the NJSIAA.

This resolution to continue in effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. Pursuant to N.J.S.A.18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.

Administrative Responsibility - The Association must rely upon the voluntary compliance by its member schools in enforcing the eligibility standards set forth in Bylaws, Article V. Toward that end, the Principal in each member school has the affirmative obligation to report to the NJSIAA any violations of these standards. The fact that a school has disclosed that there has been an eligibility violation will not relieve the affected school of sanctions that may be imposed against it, pursuant to Article X of the Bylaws, including the forfeiture of games or events. However, the failure to disclose an eligibility violation may be grounds for imposing additional sanctions upon the offending school.

#### 8. Harassment/ Intimidation/Bullying Incidents

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

#19020, #19021, #19022

## 9. Standard Field Trips

To approve the following district field trips for the 2020-2021 school year:

7 President's Park	NJ Carpenters Apprentice Training, Kenilworth
Acme, Kenilworth	NJ State Museum, Trenton
Applebee's, Union	New Amsterdam Theater, NYC
Assumption Church, RP	Newark Museum
Bounce Factory, Warren	Nomahegan Park, Cranford
Burger King, RP	NY Aquarium
Casano Center, RP	NYC Financial District
Cheesequake Farms, Old Bridge	Ocean Institute, Sandy Hook
Chestnut Hardware, RP	Panera Bread, Springfield
Chestnut Hill Grocery Store, RP	Pizza Hut, Berkley Heights
Chevy's Restaurant, Linden	Prudential Center, Newark
Chiego Center, RP	Pump It Up, RP
Chili's, Clark	Rahway Rec Center
Clark Commons, Clark	Rita Pharmacy, RP
Clark Recreation Center, Clark	Robert Gordon
College Of NJ, Ewing	Roselle Park High School
Community Food Bank, Hillside	Roselle Park Historical Society
Cornell Hall Nursing Home, Union	Roselle Park Library
Crayola Factory, Easton, PA	Roselle Park Middle School
Doyle's Unami Farm, Hillsborough	Roselle Park Police Department
Dreyer Farms, Cranford	Roselle Park Post Office
Dunkin Donuts, RP	Roselle Park Veteran's Memorial Library
EJF –Aldene	Sandy Hook State Park
Elks Lodge, Union	Shakespeare Theater of NJ, Madison
Esposito Park, Clark	Sherman
Family Dollar, RP	ShopRite, Garwood
Five Below, Springfield	Six Flags Great Adventure, Jackson
Froehlich Safety Center, Westfield	Somerset Patriot Baseball
Garwood Lanes, Garwood	South Brunswick High School
Green Meadows Farm, Hazlet	St. John's University, Staten Island
Grounds For Sculpture, Hamilton	Sterling Mines
Holmdel Park & Activity Center	Suburban Golf Club, Union
Hyatt Hills Golf, Clark	Sun Tavern, RP
Imagine That, Florham Park	Sunrise Diner, RP
Jenkinson's Aquarium, Point Pleasant	Target, Clark
Jersey Gardens Mall, Elizabeth	Terence Reilly #7, Elizabeth
Johnsonburg Camp Conv Center, Johnsonburg	Trailside Museum, Mountainside
JP Morgan Library & Museum, NYC	Turtle Back Zoo, West Orange
Junior Achievement Park	Twin Lights Historic Sight & Highlands, Atlantic Highlands
Kean University, Union	UC Magnet School, Scotch Plains



Agenda  
 May 12, 2020  
 Open Session

Kent Place School, Summit  
 Kidz Village, Kenilworth  
 Liberty Science Center, Jersey City  
 Locust Deli, RP  
 Manasquan Reservoir Enviromental Center, Howell  
 Martin Guitar Factory, Nazareth, PA  
 McDonald's RP  
 Meadowlands Environment Center, Secaucus  
 Metropolitan Museum  
 National Museum of Natural History, NY

Union County College, Cranford  
 Union County Courthouse, Elizabeth  
 Utopia Salon, Westfield  
 Vocational School, Scotch Plains  
 Warinanco Park, Roselle  
 Washington Cross State Park, Titusville  
 Watchung Reservation, Mountainside  
 William Halloran, School 22, Elizabeth  
 Winakung at Waterloo, Byram Township

Mr. Miller had a question regarding future field trips that may not be on this 2020-2021 list.  
 Mr. Garrido clarified.

***Approval of Education Section***

Motion to Approve: Vice President Leingang  
 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
President Signorello	yes

## BUSINESS

### Agenda Items 10 through 20

The Superintendent recommends:

#### 10. Monthly Certification

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 April 30, 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

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 April 30, 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.

#### 11. Approval of Bills

To approve the following bills for the month of April 2020:

General Current Expense	\$ 166,052.35
Special Revenue Funds	\$ 1,150.00
Enterprise Fund	\$ 21,954.39
Summer Camp	<u>\$ 15.83</u>
Total	\$ 189,172.57

#### 12. Approval of Minutes

To approve the following minutes:

April 28, 2020

### 13. Use of Facilities Fees for 2020-2021

To approve the following use of facility fees:

	<u>Elem/Middle/Academy</u>	<u>High School</u>
	Rate per hour/ 2 hour minimum	Rate per hour 2 hour minimum
Auditorium & Stage	\$75	\$95
Gymnasium	\$75	\$95
Special Rooms	\$30	\$35
Kitchen	\$50	\$75
Classrooms	\$25	\$25
Cafeteria	\$50	\$75
Custodial Over-Time	Rate per hour	
Saturday	\$45	
Sunday	\$60	

### 14. 2020-2021 Food Nutrition Program Contract

Be it resolved that the Roselle Park Board of Education “SFA” accepts the Food Service Management proposal from The Pomptonian, Inc. “FSMC” for the food service operation for 2020-2021.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$0.1693 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals served and meal equivalents. The number of reimbursable meals served to the children shall be determined by actual count. Cash receipts, other than from sales of reimbursable program meals served to the children, shall be divided by \$3.66 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$0.1693 will be multiplied by total meals.

The FSMC guarantees the SFA a minimum return of \$5,000.00 for school year 2020-2021.

### 15. National School Lunch Program Reimbursement

To apply for reimbursement through the National School Lunch Program for the 2020-2021 school year.

## 16. 2020-2021 School Lunch Prices

To approve the following breakfast/lunch prices for the 2020-2021 school year:

	<u>High</u>	<u>Middle</u>	<u>Aldene</u>	<u>Robert Gordon</u>	<u>Sherman</u>
<u>Breakfast</u>					
Student	\$1.85	\$1.85	\$1.70	\$1.70	\$1.70
Adult	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
reduced	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
<u>Lunch</u>					
student	\$3.35	\$3.35	\$3.15	\$3.15	\$3.15
adult	\$4.25	\$4.25	\$4.25	\$4.25	\$4.25
reduced	\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
<u>Milk Unflavored/Flavored</u>					
student	\$ .80	\$ .80	\$ .80	\$ .80	\$ .80
adult	\$ .80	\$ .80	\$ .80	\$ .80	\$ .80

## 17. 2020-2021 Joint Transportation Agreement

To enter into contract with Winfield Park Board of Education to provide transportation service for joint district students of Winfield Park. Contract cost payable to the Roselle Park Board of Education shall be in the amount of \$35,000.

## 18. Employee Insurance

Be it resolved that the Roselle Park Board of Education terminates its Horizon medical and prescription coverage and change insurance carriers to Aetna for said coverages effective July 1, 2020.

Be it further resolved to terminate its Horizon dental coverage and change insurance carriers to Delta Dental for said coverage effective July 1, 2020.

Brown and Brown Benefit Advisors shall remain the Board of Education's exclusive Broker of Record for its new Aetna medical and prescription and new Delta Dental coverages effective July 1, 2020.

## **19. District Contracts for 2020-2021**

To approve the following district contracts\*:

- a. 2020-2021 Union County Educational Services Commission Special Education Tuition Contract covering any/all students attending one or more schools operated by the Commission during the 2020-2021 academic year.
- b. Union County Educational Services Commission 2020-2021 School Year Resolution/Agreement for Participation in Coordinated Transportation Services
- c. Union County Educational Services Commission (UCESC) for Professional Services for the 2020-2021 school year
- d. Union County Vocational-Technical Schools Tuition Agreement Contract for the 2020-2021 school year.
- e. Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC, Legal Services Agreement for the period July 1, 2020 through June 30, 2021 at the rate of \$165/hour.
- f. Frontline Education for IEP Direct software and program usage for the 2020-2021 school year, \$14,386.18
- g. Genesis Educational Services, Computerized Student Information System and annual maintenance fee, \$14,240.00.
- h. Educational Data Services, Inc., License and maintenance 2020-2021 cooperative purchasing and bidding services, \$9,512
- i. Computer Solutions, Inc., Budgetary Accounting and Personnel software support system agreement, \$11,760.
- j. Robert A. Hulsart and Company, Auditing Services Agreement for the July 1, 2020 through July 30, 2021 school year, \$18,500.
- k. Di Cara Rubino Architects, Architectural Services Agreement for July 1, 2020 through June 30, 2021, cost not to exceed \$56,000.
- l. Phoenix Advisors, LLC, Continuing Disclosure Agent and Independent Registered Municipal Advisor, \$1,000.

\*Copies on file in business office

## 20. Budget Transfers

To approve the following budget transfers:

	FROM		TO
11-000-252-500-14	\$5,099.00	\$2,800.00	\$7,899.00
11-000-252-100-14	\$118,369.00	-\$1,996.00	\$116,373.00
11-000-252-340-14	\$85,389.68	-\$804.00	\$84,585.68
11-000-223-500-02	\$3,200.00	\$8,480.00	\$11,680.00
11-000-223-500-03	\$2,500.00	\$1,820.00	\$4,320.00
11-000-223-500-04	\$1,545.00	-\$1,065.00	\$480.00
11-000-223-500-05	\$4,538.00	-\$1,028.00	\$3,510.00
11-000-223-500-06	\$1,450.00	-\$449.00	\$1,001.00
11-000-223-500-10	\$3,650.00	-\$313.00	\$3,337.00
11-000-230-331-00	\$171,359.25	-\$7,445.00	\$163,914.25
11-000-261-420-03	\$98,176.61	\$36,217.00	\$134,393.61
11-000-262-590-07	\$2,000.00	-\$1,099.00	\$901.00
11-000-262-610-07	\$74,290.47	-\$7,262.00	\$67,028.47
11-000-266-300-02	\$17,500.00	-\$3,000.00	\$14,500.00
11-000-270-512-02	\$11,600.00	-\$10,000.00	\$1,600.00
11-000-270-512-08	\$20,000.00	-\$4,000.00	\$16,000.00
11-000-291-270-00	\$4,791,241.98	-\$10,856.00	\$4,780,385.98
11-000-261-420-03	\$134,393.61	\$2,202.32	\$136,595.93
11-000-261-420-06	\$184,010.09	\$1,959.66	\$185,969.75
11-000-261-420-66	\$11,179.00	-\$1,466.80	\$9,712.20
11-000-261-610-03	\$24,608.59	-\$1,959.66	\$22,648.93
11-000-261-610-06	\$12,000.00	-\$735.52	\$11,264.48
11-000-262-300-07	\$92,925.60	\$19,399.56	\$112,325.16
11-000-262-610-07	\$67,028.47	-\$11,399.56	\$55,628.91
11-000-262-620-92	\$63,882.56	-\$8,000.00	\$55,882.56
11-000-261-420-04	\$47,502.51	\$1,526.67	\$49,029.18
11-000-261-610-04	\$13,300.00	-\$1,526.67	\$11,773.33
11-000-218-105-03	\$65,374.60	\$7,200.00	\$72,574.60
11-000-219-104-10	\$618,260.49	\$20,000.00	\$638,260.49
11-000-219-105-10	\$87,345.00	-\$27,200.00	\$60,145.00
11-214-100-101-03	\$61,719.00	\$481.00	\$62,200.00
11-214-100-101-04	\$169,338.00	-\$481.00	\$168,857.00

Mr. Hemenway asked if the facilities fees were the same from previous years.

Ms. Calas stated that they were the same from previous years.

Vice President Leingang asked about the Joint Transportation Agreement.

Ms. Calas provided an explanation.

Mr. Miller commented on the transportation agreement and commended the efforts to bring in additional revenue into the district.

Agenda  
May 12, 2020  
Open Session

***Approval of Business Section***

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

***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
President Signorello	yes

### **Continuing Business**

President Signorello asked if we could continue with track repairs. He stated he believed that construction is permissible for school districts and discussed re-opening the track.

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### **New Business**

Mr. Fernandez asked if there were any provisions to allow teachers to come into the building to pick up their belongings.

Mr. Garrido indicated that only essential workers are allowed to enter in the buildings in accordance with the Governor’s executive orders.

President Signorello expressed his content with the lawn signs and with the “wave” parades.

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### **Public Participation**

None

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### **Adjournment**

Motion to Approve: Mr. Harms

Seconded: Mr. Hemenway

Time: 7:36

Voice Vote: 9-0

Next scheduled board meeting: Tuesday, May 26, 2020 at 7:00PM. The board meeting will not be held in the Roselle Park Middle School auditorium/gymnasium. The meeting will be held virtually.

Instructions are forth coming.

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Respectfully submitted,

Michelle Calas  
School Business Administrator  
Board Secretary