



**ROSELLE PARK BOARD OF EDUCATION  
REGULAR PUBLIC MEETING AGENDA  
March 16, 2020**

**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	_____
Marissa Falcon	_____	Christopher Miller	_____
Marc Fernandez	_____		
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**

Each member of the public may speak a maximum of three minutes.

**Committee Reports**

**Superintendent’s Report**

## **POLICY**

### ***Agenda Item 1***

#### **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

#### ***Approval of Policy Section***

Motion to Approve:

Seconded:

#### ***Roll Call***

Vice President Leingang	
Susan Carlstrom	
Marissa Falcon	
Marc Fernandez	
Loren Harms	

Chad Hemenway	
Khamele McLeod-Cato	
Christopher Miller	
President Signorello	

## PERSONNEL

### Agenda Items 2 through 8

#### 2. District Substitutes

To approve of additional substitutes:

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

##### **TEACHERS**

Shianne Martinez	Rutgers '16	HS
Thomas Rose	Kean '19	MS & HS
Ferial A. Bolous		Grades K-12
Sara Megan Quinty		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>	<u>To</u>
January 23, 2020	January 23, 2020
through March 9, 2020	through April 3, 2020

#### 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:

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

***Approval of Personnel Section***

Motion to Approve:

Seconded:

***Roll Call***

Vice President Leingang	
Susan Carlstrom	
Marissa Falcon	
Marc Fernandez	
Loren Harms	

Chad Hemenway	
Khamele McLeod-Cato	
Christopher Miller	
President Signorello	

Agenda  
March 17, 2020  
Open Session

## EDUCATION

### Agenda Items 9 through 13

#### 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 July Bennet Tara Pisano	BER Guided Math Conference New Brunswick	March 23, 2020 and March 24, 2020

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.

***Approval of Education Section***

Motion to Approve:

Seconded:

***Roll Call***

Vice President Leingang	
Susan Carlstrom	
Marissa Falcon	
Marc Fernandez	
Loren Harms	

Chad Hemenway	
Khamele McLeod-Cato	
Christopher Miller	
President Signorello	

## BUSINESS

### Agenda Items 14 through 29

#### 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:	\$ 37,634,677	
Special Revenue Fund:	\$ 1,993,927	
Debt Service Fund:	<u>\$ 663,500</u>	
		<u>\$40,292,104</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>\$ 1,993,927</u>	
		<u>\$17,438,526</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>
<b>TOTAL</b>	<b>\$ <u>271,000</u></b>

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>
<b>TOTAL</b>	<b>\$ <u>890,656</u></b>

## 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 11<sup>th</sup>, 18<sup>th</sup> & 25<sup>th</sup>; February 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, & 29<sup>th</sup>, 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 6<sup>th</sup> - 29<sup>th</sup>, 2020  
May 1<sup>st</sup> - 29<sup>th</sup>, 2020  
June 1<sup>st</sup> - 19<sup>th</sup>, 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:

<b>Name</b>	<b>Serial Number</b>
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	\$ 2,668.19
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 Business Section***

Motion to Approve:  
Seconded:

***Roll Call***

Vice President Leingang	
Susan Carlstrom	
Marissa Falcon	
Marc Fernandez	
Loren Harms	

Chad Hemenway	
Khamele McLeod-Cato	
Christopher Miller	
President Signorello	

## **Continuing Business**

### **New Business**

### **Public Participation**

**Each member of the public may speak a maximum of three minutes.**

### **Resolution – Executive Session (if required)**

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

It is anticipated that the executive session will take approximately \_\_\_\_\_; the Board may take action when it reconvenes to public session; and the minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

### **Closed Session**

Motion to go into closed session to discuss personnel matters or other exceptions to the sunshine law as follows: (no action to be taken)

1. Any matter considered confidential by federal law, state statute, or court rule;
2. Any matter in which the release of information would impair the receipt of federal funds;
3. Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
4. Any collective bargaining agreements;
5. Any matter involving the purchase, lease or acquisition of real property with public funds;
6. Any tactics and techniques used in protecting the safety and property of the public;
7. Any pending or anticipated litigation;
8. Personnel matters related to the employment, appointment or termination of current or prospective employees.
9. Attorney/client privilege.

### **Adjournment**

Motion to Adjourn:

Seconded:

Time:

Voice Vote:

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.