

# ROSELLE PARK SCHOOL DISTRICT

## Office of the Superintendent

December 15, 2015

**TO:** Members of the Board of Education  
**FROM:** Pedro Garrido, Superintendent  
**SUBJECT:** AGENDA FOR REORGANIZATION/PUBLIC MEETING – **January 5, 2016**

### *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, the LocalSource, the Home News Tribune, the borough clerk, school offices, and district website.

### *Roll Call*

Alexander Balaban	_____	Loren Harms	_____
Rodric Bowman	_____	Christopher Miller	_____
Scott Bruckenstein	_____	Scott Nelson	_____
James Damm	_____	Jeofrey Vita	_____
Troy Gerten	_____		
Pedro Garrido, Superintendent of Schools			_____
Susan Guercio, School Business Administrator/Board Secretary			_____
Jennifer Osborne, Board Attorney			_____

### *Flag Salute*

### *Resolution – Executive Session*

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

#### 1. Personnel

It is anticipated that the executive session will take approximately 30 minutes; the Board may take action during public session. The Board shall return to public session, following executive session, at 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.

Moved	Seconded	Time
AYE	NAY	
Motion to return to public session (to be moved in public session)		
Moved	Seconded	Time
AYE	NAY	

***Results of School Board Elections***

Kevin Cancino	660
Troy Gerten	669
Sundjata Sekou	627

***Administration of Oath to Newly Elected Board Members***

Kevin Cancino, Troy Gerten, Sundjata Sekou and for (3) three year terms.

***Roll Call of Newly Elected Board***

Alexander Balaban	_____	Christopher Miller	_____
Rodric Bowman	_____	Scott Nelson	_____
Kevin Cancino	_____	Sundjata Sekou	_____
Troy Gerten	_____	Jeofrey Vita	_____
Loren Harms	_____		

***ELECTION OF OFFICERS***

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
to approve ***agenda items 1 and 2.***

***1. Board President***

To appoint \_\_\_\_\_ as President of the Roselle Park Board of Education.

Motion \_\_\_\_\_

***2. Vice President***

To appoint \_\_\_\_\_ as Vice President of the Roselle Park Board of Education

Motion \_\_\_\_\_

***Public Participation – Reorganization Agenda Items Only (#3 - #19)***

## ***REORGANIZATION***

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
to approve the following ***agenda items 3 through 19.***

### ***3. Appointments***

To appoint the following staff:

- A. Attendance Officer, Sarah Costa
- B. Issuing Officer, Sarah Costa
- C. Employee Insurance Broker, Brown and Brown Benefit Advisors, Inc.
- D. Property, Casualty, Liability Insurance Broker, Judy Davies
- E. School Physicians: Richard Bezozo
- F. Treasurer of School Monies, Gregory Mayers
- G. Affirmative Action Officer, Paula Siclignano
- H. Section #504/ADA Compliance Officer, Susan Carlstrom
- I. Superintendent, Pedro Garrido (6/30/16)
- J. School Business Administrator/Board Secretary, Susan Guercio (6/30/16)
- K. Investment /Purchasing Officer, Susan Guercio
- L. Substance Awareness Coordinator, Angela Longo
- M. Asbestos/Health and Safety/Air Quality/AHERA Officer, Assunta Padavano
- N. Integrated Pest Management Coordinator, Assunta Padavano
- O. Right to Know, Chemical Hygiene, Officer, Assunta Padavano
- P. Custodian of Records, Susan Guercio
- Q. Anti-bullying Coordinator, Ellen Bachert
- R. Missing/Homeless Children Liaison, Christine Muench

### ***4. District Policies***

To approve the adoption of the Roselle Park Board of Education Policies,  
Code of Ethics, By-Laws and Rules and Regulations currently in effect.  
(copy on file in board office and online @ [www.rpsd.org](http://www.rpsd.org))

### ***5. Appointment of Board Attorney***

WHEREAS, there exists from time to time a need for legal services for the Board of  
Education, and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-5) provides for the award  
of contracts for this type of professional service without competitive bidding, and

WHEREAS, Anthony P. Sciarrillo of the firm Sciarrillo Cornell, Merlino, McKeever & Osborne,  
LLC., Westfield, NJ is well qualified and capable of providing these services,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of  
Roselle Park, that Anthony P. Sciarrillo of the firm Sciarrillo Cornell, Merlino, McKeever &  
Osborne, LLC., Westfield, NJ is hereby appointed Board attorney (1/1/16 – 6/30/16). All  
legal fees will be billed at \$160 per hour. (no change in fee since 2010-2011)

**6. *Appointment of Auditor***

WHEREAS, there exists a need for an annual audit of school accounts, and

WHEREAS, the firm of Robert A. Hulsart & Company, Wall, NJ is licensed as Public School Accountants and is fully capable of providing this service, and

WHEREAS, Robert A. Hulsart & Company satisfactorily conducted the school audit in 2015, and will be performing the school audit for the 2015-2016 school year, and

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5) provides for the award of contracts for this type of professional service without competitive bidding, and

WHEREAS, funds are available for this purpose,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Roselle Park, NJ as follows:

1. The firm of Robert A. Hulsart & Company, Wall, NJ is hereby appointed auditors for the accounts of the Board of Education (1/1/16 – 12/30/16) at a fee of \$18,500. (no change in fee since 2005-2006)

2. This contract is awarded without competitive bidding as a professional service under the provisions of the Public School Contracts law.

**7. *Appointment of Architect***

WHEREAS, there exists a need for the services of an architect, and

WHEREAS, the Musial Group, P.A., Mountainside, NJ is a licensed architectural firm that has previously performed architectural services for the school district, including, but not limited to, design work for the district's capital projects,

WHEREAS, the Board of Education desires that the services of the Musial Group, P.A. continue, and

WHEREAS, the Board, assisted by its attorney, and the Musial Group, P.A. have reached mutually agreeable contract terms for these services, now therefore be it

RESOLVED, that the Board of Education of the Borough of Roselle Park approves the appointment of the Musial Group, P.A., Mountainside, NJ as district architect,

BE IT FURTHER RESOLVED, that this contract is awarded without competitive bidding as a professional service under the provisions of the Public School Contracts law (NJSA 18A: 18A-5).

**8. Annual Meeting Dates**

To establish monthly meeting dates for the period January 2016 through December 2016. Closed meetings shall start at \*6:00 P.M. and will be held as noted below. The public session of the meeting will start at 7:00 P.M\*. It may be necessary for the Board of Education to hold a closed session following each meeting to discuss a personnel matter or other exception to the sunshine law. Action may be taken in any open session. (subject to change) (\*unless otherwise noted)

Middle School	January	5	January	19
Aldene	February	2	February	23
Sherman	March	8	March	22
Robert Gordon	April	5	April	26
Middle School	May	10	May	24
RPHS	June	14	*June	28
			(closed session/no action/ location TBA)	
RPHS	July		July	26 (if necessary)
RPMS	August	4 (if necessary)	August	18
RPHS	September	6	September	20
Aldene	October	4	October	18
Sherman	November	1	November	15
Robert Gordon	December	6	December	20 (if necessary)

**9. Organizational Chart**

To approve the Roselle Park School District Organizational Chart.  
(copy on file in board office)

**10. Official District Newspapers**

To establish the Star Ledger, the Home News Tribune, and the LocalSource as the Board's official newspapers.

**11. Authorization to Advertise for Bids, Solicit Quotations or Purchase by State Contract**

To authorize the Secretary/Business Administrator to advertise for bids, solicit quotations, purchase by State Contract or recommend for contract renewal the following items/services:

Air conditioners	Custodial uniforms	Office paper
Alarm system service/installation	Electrical supplies	Paint
Athletic supplies and equipment	Electrical work	Periodical subscriptions
Auditorium seating	Floor repair/floor tile installation	Photocopiers
Boiler repair	Grounds supplies/equipment	Ventilating equipment
Boiler water treatment	Gym/classroom floor restoration	Replacement doors/hardware
Building materials	Hand and power tools	Roofing work
Calculators	Heating plant modifications	School furniture
Chalkboards/bulletin boards	Industrial arts supplies/equipment	School health supplies
Commercial printing	Internet service provider	School supplies
Computers and accessories	Janitorial supplies	Science supplies/equipment
Computer hardware maintenance	Locker refinishing	Sidewalk and paving work
Computer networking	HVAC controls	Solid waste disposal
Carpeting	Audio visual equipment	
Communications equipment	Stage drapery	

**12. Use of Facilities Fees**

To approve the following use of facility fees: (same since 2010-2011)

	<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	

\* Must have food service company representative on duty.

\*\* Custodial fees to be charged a minimum of ½ hour before and ½ hour after event subject to set-up and clean-up times.

**13. Financial Investments/Board Operations**

To approve the following:

- A. Establish the following depositories and authorize the School Business Administrator/ Board Secretary to invest idle funds in legal securities. The details of all investments shall be communicated to the Treasurer of School Monies forthwith and authorize the President, Treasurer and Secretary to transfer funds from Savings Accounts to Checking Accounts:

Wells Fargo Bank, Roselle Park	Business Administrator/Board Office Administrative Assistant for Payroll
Bank of America, Roselle	Business Administrator/Board Office Administrative Assistant for Payroll
TD Bank, NA	Business Administrator/Board Office Administrative Assistant for Payroll
State of NJ/Cash Management Fund (Bankers Trust)	Business Administrator/Board Office Administrative Assistant for Payroll
Municipal Bond Insurers Assurance (MBIA)	Business Administrator/Board Office Administrative Assistant for Payroll

- B. Approval of the following district financial accounts:

<u>Bank</u>	<u>Account Name</u>	<u>#of Signatures</u>	<u>Signatory Title</u>
TD Bank, NA	Retirement Account	1	Board Secretary or Superintendent
TD Bank, NA	Summer Camp	2	Director, Assistant to Director or SBA
TD Bank, NA	Warrant	3	Either Board President or Vice President Bd Secretary/Treasurer School Monies
TD Bank, NA	Payroll Agency	1	Superintendent of Schools or SBA
TD Bank, NA	Payroll	2	Treasurer School Monies & SBA
TD Bank, NA	Special Agency	1	Board Secretary or Superintendent
TD Bank, NA	Capital Reserve	2	Board Secretary & Superintendent
TD Bank, NA	Student Activities Funds Elem/MS	2	Principal & Secretary
TD Bank, NA	HS General Association	2	Either Principal or Assistant Principal HS Bookkeeper
Wells Fargo Bank	Norman Howard Scholarship	2	Principal & MS Secretary
TD Bank, NA	Unemployment Trust	1	Board Secretary or Superintendent
TD Bank, NA	RPBOE Scholarship	1	Board Secretary or Superintendent
TD Bank, NA	HS Faculty	2	Bookkeeper & Secretary
Bank of America	RP Vito Scarpelli Service Award	2	Principal & MS Secretary

- C. Establishment of imprest petty cash accounts in the following amounts: (effective 7/1/11)

Central Office	\$150.	Aldene School	\$50.
High School	125.	Sherman School	50.
Middle School	50.	Robert Gordon	50.
Special Services	50.	Curriculum Office	50.
Roselle Park Academy	50.	Early Childhood Center	50.

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed \$25.00

The principal of each school is responsible for proper disposition and accounting for funds in his/her charge; and the Board Secretary shall be responsible for the central office account.

All disbursements from petty cash shall be reported at the next regular monthly meeting of the Board. All petty cash funds shall be established by Board approved voucher and all unused money is to be returned to the depository at the close of each fiscal year.

#### **14. Board Committees**

To approve the following committees (President to select members in January):

Facilities (includes)  
Buildings & Grounds  
Renovations  
Use of Facilities

Curriculum

Finance

Personnel (includes)  
Contract Negotiations  
Central Office Reviews  
Enterprise Pay Scales

Liaisons/Contacts

EJF-Aldene PTA  
Robert Gordon PTA  
Sherman School PTA  
Middle School PTA  
High School PTSA  
High School Student Council

School Board Operations (includes)  
Policies  
Legislation  
NJSBA  
UCSBA

Technology (includes)  
Computers  
Networking  
RPTV

Committee of the Whole Board (includes)  
Budget  
Board Self Evaluation  
Superintendent's Evaluation

Citizens Educational Advisory Committee  
Recreation  
Mayor/Council  
NJSIAA  
Dads Club  
Union County Educational Services  
Morris/Union Jointure  
Union County Chamber of Commerce

#### **15. Substitute Salaries**

To approve the following substitute/home instruction salaries for the 2015-2016 school year:

<u>Substitutes</u>	
Secretaries	\$75.00/day
Paraprofessionals	\$11.50/hr.
Aides	\$10.50 /hr.
Lunch Aides	\$ 9.00/hr.
Maintenance Workers	\$17.00/hr.
Custodians	\$13.00/hr.
<u>Teachers</u>	
Substitute Certified	\$ 95.00/day
NJ Teacher Certified	\$100.00/day
Nurse (NJ school nurse certified only)	\$150.00/day
<u>Home Instruction</u>	\$34.83/hr.



## **16. Standard Field Trips**

To approve the following district field trips:

7 President's Park	Nomahegan Park, Cranford
Acme, Kenilworth	NYC Financial District
Applebees, Union	Panera Bread, Springfield
Assumption Church, Roselle Park	Pizza Hut, Berkeley Heights
Burger King, Roselle Park	Pump It Up, Roselle Park
Casano Center, Roselle Park	Rita Pharmacy, Roselle Park
Cheesequake Farms, Old Bridge	Robert Gordon Elementary School
Chestnut Hardware, Roselle Park	Roselle Park High School
Chestnut Hill Supermarket, Roselle Park	Roselle Park Historical Society
Chevy's Restaurant, Linden	Roselle Park Library
Chiego Center, Roselle Park	Roselle Park Middle School
College of NJ, Ewing	Roselle Park Post Office
Community Food Bank, Hillside	Sandy Hook State Park
Cornell Hall Nursing Home, Union	Shakespeare Theater of NJ, Madison
Crayola Factory, Easton, PA	Sherman Elementary School
Deals, Roselle Park	Six Flags Great Adventure, Jackson
Dunkin Donuts, Roselle Park	Somerset Patriot Baseball
EJF - Aldene School	South Brunswick High School
Family Dollar, Roselle Park	St John's University, Staten Island
Farmer's Market, Roselle Park	Sterling Mines
Five Below, Springfield	Suburban Golf Club, Union
Froehlich Saftey Center, Westfield	Sun Tavern, Roselle Park
Green Meadows Farm, Hazlet, NJ	Sunrise Diner, Roselle Park
Holmdel Park & Activity Center	Terence Reilly School #7, Elizabeth
Jenkinson's Aquarium, Point Pleasant	Trailside Museum, Mountainside
Jersey Gardens Mall, Elizabeth	Turtle Back Zoo, West Orange
Johnsonburg Camp Conv Center, Johnsonburg	UC Magnet School, Scotch Plains
JP Morgan Library & Museum, NYC	Union County College, Cranford
Kean University, Union	Union County Courthouse, Elizabeth
Kent Place School, Summit	Utopia Salon, Westfield
Kidz Village, Kenilworth	Valentino's, Roselle Park
Liberty Science Center	Vocational School, Scotch Plains
Martin Guitar Factory, Nazareth, PA	Warinanco Park, Roselle
Mc Donald's, Roselle Park	Washington Cross. State Park, Titusville
Metropolitian Museum	Watchung Reservation, Mountainside
National Museum of Natural History, NY	Waterloo Village, Stanhope, NJ
New Jersey State Museum, Trenton	Williams Nursery, Westfield
Newark Museum	

**17. *Travel and Related Expense Reimbursement***

To approve the following resolution:

WHEREAS, the Roselle Park board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operations of the school district; and

WHEREAS, N.J.A.c.6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$250 per staff member where prior Board approval shall not be required unless this Annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C.6A:23B-1.1 et seq.; but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C.6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the Approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A. C. 6A:23B-1.2(b), to a maximum expenditure of \$25,000 for all staff and board members. (same since 2011-2012)

**18. *Interdistrict Public School Choice***

To approve the following conditions in its Interdistrict Public School Choice policy Pursuant to N.J.A.C. 6:12-3.3(b)(1): A maximum of 2% per grade level per year subject to a total maximum of 7% of the total number of students enrolled in the district.

**19. *Continuing Disclosure Agent***

To approve Phoenix Advisors, LLC as the district Continuing Disclosure Agent (1/1/16-12/30/16) at an annual fee of \$850

Motion \_\_\_\_\_

**Public Participation – Agenda Items Only (#20 - #34)**

**Committee Reports**

**Superintendent’s Report**

**PERSONNEL**

**Consent Agenda Motion – Personnel**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following **agenda items 20 through 30.**

**20. District Substitutes**

Approval of additions to the district wide substitute list. (as recommended by the Superintendent) NJ Certified Teachers-\$100/day, Sub Certified-\$95/day, Paraprofessional-\$11.50/hr.

**TEACHER**

Danielle Barritta	355 Maplewood Ave., Kenilworth	Kean '98	Art & K-12
Kalima Billups	1130 Warren St., Roselle	Rider '11	PK-HS
Kerri Cartnick	210 Columbia Ave., Cranford	Mt. St. Mary '92	Nurse
Elizabeth Kennedy	516 Spruce St., RP	Kean	PK-Grade 8
Kimberly Lopes	15 Franklin Ave, Cranford	attending Kean	Elementary

**PARAPROFESSIONALS**

Elizabeth Kennedy	516 Spruce St., RP
Ibtisam Ali	118 Roosevelt St., RP
Kimberly Lopes	15 Franklin Ave, Cranford

**SECRETARY**

Elizabeth Kennedy	516 Spruce St., RP
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**21. Staff Resignations**

To accept the following staff resignation: (as recommended by the Superintendent)

- Ann Badillo, Aldene, Paraprofessional, effective on December 11, 2015.
- Warren Vanderzee, Middle School, Day Custodian effective December 19, 2015
- Melissa Felicio, Speech Therapist, effective February 18, 2016
- Alison Cogswell, High School, Jazz Band Director, effective December 24, 2015
- Alison Cogswell, High School, Musical Orchestra Director, effective December 24, 2015

**22. Staff Transfers 2015-2016**

Approval of the following staff transfers for the 2015-2016 school year:  
(as recommended by the Superintendent) (as per RPEA contract)

	<u>From:</u>	<u>To:</u>
Willian DeNike (effective 1/11/16-6/30/16)	High School Night Custodian	Middle School Day Custodian

**23. Staff Appointment**

To approve the following staff appointments: (as recommended by the Superintendent) (as per RPEA contract)

- a. Veronica Rocha, Aldene, Paraprofessional, effective December 14, 2015 through June 30, 2016 at 5.5 hrs./day, 5 days/week for \$14.52/hr. (repl. A. Badillo)
- b. Luis Caro, High School, Night Custodian, \$37,169, effective January 11, 2016 through June 30, 2016 (repl. W. DeNike)
- c. Laura Mejia, ECC, Paraprofessional, effective January 4, 2016 through June 30, 2016 at 5.5 hrs./day, 5 days/week for \$14.52/hr. + \$1/toileting (repl. M. Savino)

**24. ASYC Substitute Counselor**

To approve the following Anthony Signorella Youth Center substitute counselor for the 2015-2016 school year: Gabby Falco at \$10/hr.

**25. *Maternity Leave of Absence Request (Jennifer Ferry MS Special Education)***

**RESOLVED**, that the Board, upon recommendation of the Superintendent, hereby approves the pre-birth disability leave of Jennifer Ferry commencing on March 14, 2016 and extending through March 30, 2016. Jennifer Ferry will use accumulated sick leave days during this pre-birth temporary disability period to continue to receive salary and health benefits from March 14, 2016 through March 30, 2016. 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 Jennifer Ferry for one month, following the birth of her child. Jennifer Ferry will use 8 accumulated sick leave days during this post-birth disability period to continue to receive salary during a portion of this leave period. The employee shall continue to receive health benefits from April 1, 2016 through April 30, 2016. 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 Jennifer Ferry commencing May 1, 2016 and extending through June 14, 2016. 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. The employee shall return to the District on June 15, 2016.

**26. *Maternity Leave of Absence Extension (Christine Sas. Aldene Counslar)***

**RESOLVED**, that the Board, upon recommendation of the Superintendent, approves the contractual child care leave of absence of Christine Sas pursuant to the Collective Bargaining agreement between the Board and Roselle Park Education Association commencing December 14, 2015 and extending through January 10, 2016. The employee shall return to the District as of January 11, 2016. The employee shall not receive salary during this contractual leave period. The employee shall receive health benefits during this contractual leave period as provided by the existing Collective Bargaining Agreement between the Board and the Roselle Park Education Association.

**27. *Change of Assignment***

To approve the following change of assignment: (as recommended by the Superintendent)  
(as per RPEA contract)

	<u>From:</u>	<u>To:</u>
Nancy Arvizzigno	Mat. Leave Replacement	Mat. Leave Replacement
Aldene Guidance	9/1/2015 – 12/11/2015	9/1/2015 – 1/11/2016
M1 \$58,551	(repl. C. Sas)	(repl. C. Sas)

**28. *Additional High School Athletic Proctors***

To approve the following additional athletic proctor at \$45/event:

Michael Estrada

**29. *Middle School Extra-Curricular Assignments***

To approve the following 2015-2016 extra-curricular assignments: (as recommended by the Superintendent)

MS Athletic Proctors - \$40/event

Patty Mawer                      Dan Kessler  
Daiana Permison              Lisa Robinson

MS Activity Chaperones - \$32.26/hr.

Robert Watson                      Kristen Battaglia  
Luciano Riggi                      Maria Vieira  
Shaun Lacey                      Daiana Permison

**30. *Sick Day Bank***

To approve an agreement between the Roselle Park Board of Education and the Roselle Park Education Association to permit RPEA members to donate one (1) sick day each on a volunteer basis to Patricia Petruzzelli, Aldene paraprofessional.  
(to include administrators, custodian/maintenance and full time non-unit personnel)

Vice President	_____		
Alexander Balaban	_____	Christopher Miller	_____
Rodric Bowman	_____	Scott Nelson	_____
Kevin Cancino	_____	Sundjata Sekou	_____
Troy Gerten	_____	Jeofrey Vita	_____
Loren Harms	_____	President	_____

On roll call, motion \_\_\_\_\_

## EDUCATION

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following **agenda item numbered 31 through 33.**

### 31. Education Program

To approve the following education program(s) for the 2015-2016 school year:

#### Home Instruction

#70	2hrs./wk/per subj	12/3/15 – 12/17/15	\$34.83/hr.
#71	2hrs./wk/per subj	12/1/15 – TBD	\$34.83/hr.
#72	2hrs./wk/per subj	12/1/15 – TBD	\$34.83/hr.
#79	1hr./wk/per subj	12/10/15 – TBD	\$34.83/hr.

#### Bedside Instruction

#73	5hrs./wk	12/2/15 – approx.. 28/days	\$62/hr.
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#### Fit To Return

#74	The Family Resource Center		\$150
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#### Tuition and Transportation

#75	Lamberts Mill Academy		\$51,100(1 way) (prorated)
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#### Termination of Contract

#76	Cornerstone Day School		\$68,607(+trans.) (prorated)
#77	Maxim Healthcare Services		
#78	First Children		\$63,640 (+trans.) (prorated)

#### Psychiatric Evaluation

#80	The Family Resource Center		\$450
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#### Bilingual Child Study Team Psychological & Educational Evaluations

#81	Silva Martins-Neno-Psychological		\$450
	Maria Alvarez-Educational		\$450

#### Tuition Incoming

#82	West Orange		\$41,920
#83	West Orange		\$41,920

### 32. Educational Trip Requests

To approve the following district educational trip requests:

- Think Tank, Cranford                      February 10, 2016                      3<sup>rd</sup> grade T&G  
Students will participate in a day of problem solving & creative thinking activities
- Pax Amicus Theater, Budd Lake                      April 20, 2016                      HS English I  
Students will see a live production of William Shakespeare's Romeo & Juliet
- Barclay's Center, Brooklyn                      January 15 & 22, February 19, 2016                      HS Self Contained  
Students will be rewarded for positive behavior (5 students per trip)

*Educational Trip Requests continued*

- d. Clark Commons, Clark January 13, 2016 HS Self Contained  
Students will shop for their goals of a healthy life skills program

**33. Harassment/ Intimidation/Bullying Incidents**

To affirm the Superintendent’s recommendation on the following harassment/  
intimidation/bullying incident:

#15007 #15008 #15009

Motion \_\_\_\_\_

***BUSINESS***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following ***agenda items 34 through 40.***

**34. Approval of Bills**

To approve the following bills for the month of December 2015:

General Current Expense	\$478,602.13
Special Revenue Funds	\$ 12,846.83
Enterprise Fund	\$ 62,010.36
Summer Camp	<u>\$ 1,796.48</u>
Total	\$555,255.80

**35. Approval of Minutes**

To approve the following minutes:

December 15, 2015 open session                      December 15, 2015 closed session



**36. Secretary/Treasurer Reports**

To approve the secretary/treasurer reports for the period ending September 30, 2015 and the period ending October 31, 2015.

**37. Approval of Transfers**

To approve the following transfers for the month of November 2015:

OTHER SAL FOR INSTRUCT	11-000-217-106	\$269,764.00	\$5,562.00	\$275,326.00
SAL OF OTHER PROF STAF	11-000-219-104	\$705,744.00	\$2,968.00	\$708,712.00
SUPPLIES & MATERIALS	11-000-222-600	\$15,755.56	\$10.00	\$15,765.56
SAL OF PRINCIPALS/ASST	11-000-240-103	\$863,910.00	\$17,000.00	\$880,910.00
INSURANCE	11-000-262-520	\$101,821.00	\$2,500.00	\$104,321.00
OTHER PURCH SERVICES	11-000-262-590	\$5,740.00	\$80.00	\$5,820.00
TRANSPORTATION-ESC	11-000-270-518	\$206,284.22	\$8,025.00	\$214,309.22
SALARIES OF TEACHERS	11-120-100-101	\$3,355,421.00	\$79,027.00	\$3,434,448.00
OTHER SAL FOR INSTRUCT	11-205-100-106	\$18,154.00	\$16,864.00	\$35,018.00
SALARIES OF TEACHERS	11-214-100-101	\$55,102.00	\$58,171.00	\$113,273.00
OTHER SAL FOR INSTRUCT	11-214-100-106	\$40,490.00	\$31,606.00	\$72,096.00
SALARIES OF TEACHERS	11-216-100-101	\$148,443.00	\$50,055.00	\$198,498.00
SALARIES OF TEACHERS	11-240-100-101	\$558,568.00	\$4,626.00	\$563,194.00
OTHER PURCH SERVICES	11-402-100-590	\$15,240.00	\$1,811.00	\$17,051.00
SAL OF OTHER PROF STAF	11-425-100-104	\$60,679.00	\$29,477.00	\$90,156.00
SALARIES OF TEACHERS	11-000-216-101	\$367,346.00	-\$26,420.00	\$340,926.00
SALARIES OF TEACHERS	11-000-217-101	\$73,423.00	-\$9,529.00	\$63,894.00
SAL OF OTHER PROF STAF	11-000-218-104	\$887,163.00	-\$14,324.00	\$872,839.00
SALARIES OF TEACHERS	11-110-100-101	\$401,057.00	-\$4,262.00	\$396,795.00
SALARIES OF TEACHERS	11-130-100-101	\$2,133,790.00	-\$118,646.00	\$2,015,144.00
SALARIES OF TEACHERS	11-140-100-101	\$3,345,482.00	-\$7,809.00	\$3,337,673.00
SALARIES OF TEACHERS	11-205-100-101	\$148,229.00	-\$18,139.00	\$130,090.00
SALARIES OF TEACHERS	11-230-100-101	\$356,788.00	-\$4,355.00	\$352,433.00
SALARIES OF TEACHERS	11-212-100-101	\$151,204.00	-\$12,825.00	\$138,379.00
SALARIES OF TEACHERS	11-213-100-101	\$1,504,212.00	-\$19,976.00	\$1,484,236.00
SALARIES OF TEACHERS	11-215-100-101	\$155,901.00	-\$28,687.00	\$127,214.00
OTHER SAL FOR INSTRUCT	11-215-100-106	\$16,170.00	-\$9,757.00	\$6,413.00
SALARIES OF TEACHERS	11-425-100-101	\$134,690.00	-\$33,053.00	\$101,637.00
		\$16,096,570.78	\$0.00	\$16,096,570.78

**38. *Donation***

To accept a donation from The Work-Family Connection in the amount of \$150.00. This donation will be used for school activities.

**39. *Grant Adjustment Acceptance:***

To approve the following adjustment to the 2016 NCLB Title I Grant:

Original Grant	\$376,305
Adjustment	+ <u>    \$ 282</u>
New Grant Total:	\$376,587

**40. *Use of Buildings and Grounds***

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

- a. Roselle Park Girls Recreational Soccer  
Sherman – gymnasium  
Friday, December 11, 2015  
7:00 PM – 9:00 PM
  
- b. Knights of Columbus #3240 – youth free throw contest  
Anthony Signorello Center – gymnasium  
Friday, January 29, 2016  
5:30PM – 8:30PM
  
- c. Roselle Park Recreational Soccer – coaches meeting  
Roselle Park Middle School – auditorium  
Monday, January 4, 2016  
7:00PM – 9:00PM
  
- d. Roselle Park Recreational Soccer – indoor soccer matches  
Aldene School – gymnasium  
Saturdays, January 16, 23, 30, February 6, 20, 27, 2016  
9:00AM – 2:00PM

*Use of Buildings and Grounds continued*

- e. Roselle Park Recreational Basketball  
Sherman – gymnasium  
Tuesday – Friday, December 10, 2015 – March 24, 2016  
6:00PM – 9:00PM  
Aldene – gymnasium  
Monday – Thursday, December 10, 2015 – March 24, 2016  
6:00PM – 9:00PM  
Middle School – gymnasium  
Monday – Thursday, December 10, 2015 – March 24, 2016  
6:00PM – 9:00PM
  
- f. Roselle Park Recreational Soccer – coaches & referee meeting  
Roselle Park Middle School – students’ cafeteria  
Wednesday, January 6, 2016  
7:00PM – 9:00PM

***Continuing Business***

Students identified as not residing in Roselle Park/removed from school:

October 20	1 student
November 3	0 students
November 17	0 students
December 1	0 students
January 5	<u>0 students</u>
Total	1 student

***New Business***

***Public Participation***

**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.

Moved	Seconded	
AYE	NAY	Time

Motion to return to open session.		
Moved	Seconded	
AYE	NAY	Time

**Adjournment**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to adjourn the meeting at \_\_\_\_\_ p.m.

Motion \_\_\_\_\_

Next scheduled board meeting: Tuesday, January 19, 2016 at the Middle School auditorium/gymnasium