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 Bruckenstei _____ 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

| Name                  |   | Name                   |   |
|-----------------------|---|------------------------|
| 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/
Open Session
January 5, 2016

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)

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 (N.J.S.A 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)

<table>
<thead>
<tr>
<th>School</th>
<th>Month</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Middle School</td>
<td>January</td>
<td>5</td>
<td>January</td>
</tr>
<tr>
<td>Aldene</td>
<td>February</td>
<td>2</td>
<td>February</td>
</tr>
<tr>
<td>Sherman</td>
<td>March</td>
<td>8</td>
<td>March</td>
</tr>
<tr>
<td>Robert Gordon</td>
<td>April</td>
<td>5</td>
<td>April</td>
</tr>
<tr>
<td>Middle School</td>
<td>May</td>
<td>10</td>
<td>May</td>
</tr>
<tr>
<td>RPHS</td>
<td>June</td>
<td>14</td>
<td><em>June</em></td>
</tr>
</tbody>
</table>

*Closed session/no action/location TBA*  

<table>
<thead>
<tr>
<th>School</th>
<th>Month</th>
<th>Date</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RPHS</td>
<td>July</td>
<td></td>
<td>July</td>
</tr>
<tr>
<td>RPHS</td>
<td>August</td>
<td>4</td>
<td>August</td>
</tr>
<tr>
<td>RPHS</td>
<td>September</td>
<td>6</td>
<td>September</td>
</tr>
<tr>
<td>Aldene</td>
<td>October</td>
<td>4</td>
<td>October</td>
</tr>
<tr>
<td>Sherman</td>
<td>November</td>
<td>1</td>
<td>November</td>
</tr>
<tr>
<td>Robert Gordon</td>
<td>December</td>
<td>6</td>
<td>December</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th></th>
<th>Elem/Middle/Academy</th>
<th>High School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rate per hour/2 hour minimum</strong></td>
<td><strong>Rate per hour 2 hour minimum</strong></td>
<td></td>
</tr>
<tr>
<td>Auditorium &amp; Stage</td>
<td>$75</td>
<td>$95</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>$75</td>
<td>$95</td>
</tr>
<tr>
<td>Special Rooms</td>
<td>$30</td>
<td>$35</td>
</tr>
<tr>
<td>Kitchen</td>
<td>$50 *</td>
<td>$75 *</td>
</tr>
<tr>
<td>Classrooms</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>$50</td>
<td>$75</td>
</tr>
<tr>
<td>Custodial Over-Time**</td>
<td>Rate per hour</td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>$45</td>
<td></td>
</tr>
<tr>
<td>Sunday</td>
<td>$60</td>
<td></td>
</tr>
</tbody>
</table>

* 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:

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

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Amount</th>
<th>Signatory Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td>$150</td>
<td>Aldene School $50.</td>
</tr>
<tr>
<td>High School</td>
<td>125</td>
<td>Sherman School $50.</td>
</tr>
<tr>
<td>Middle School</td>
<td>50</td>
<td>Robert Gordon $50.</td>
</tr>
<tr>
<td>Special Services</td>
<td>50</td>
<td>Curriculum Office $50.</td>
</tr>
<tr>
<td>Roselle Park Academy</td>
<td>50</td>
<td>Early Childhood Center $50.</td>
</tr>
</tbody>
</table>

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

- **School Board Operations** (includes)
  - Policies
  - Legislation
  - NJSBA
  - UCSBA

**Curriculum**

- **Technology** (includes)
  - Computers
  - Networking

- **Finance**
  - RPTV

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

- **Committee of the Whole Board** (includes)
  - Budget
  - Board Self Evaluation
  - Superintendent’s Evaluation

**Liaisons/Contacts**

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

- 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:

- **Substitutes**
  - 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.

- **Teachers**
  - Substitute Certified $95.00/day
  - NJ Teacher Certified $100.00/day
  - Nurse (NJ school nurse certified only) $150.00/day
  - Home Instruction $34.83/hr.
16. **Standard Field Trips**

To approve the following district field trips:

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

<table>
<thead>
<tr>
<th>TEACHER</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Danielle Barritta</td>
<td>355 Maplewood Ave., Kenilworth</td>
<td>Kean ’98</td>
<td>Art &amp; K-12</td>
</tr>
<tr>
<td>Kalima Billups</td>
<td>1130 Warren St., Roselle</td>
<td>Rider ’11</td>
<td>PK-HS</td>
</tr>
<tr>
<td>Kerri Cartnick</td>
<td>210 Columbia Ave., Cranford</td>
<td>Mt. St. Mary ’92</td>
<td>Nurse</td>
</tr>
<tr>
<td>Elizabeth Kennedy</td>
<td>516 Spruce St., RP</td>
<td>Kean</td>
<td>PK-Grade 8</td>
</tr>
<tr>
<td>Kimberly Lopes</td>
<td>15 Franklin Ave, Cranford</td>
<td>attending Kean</td>
<td>Elementary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARAPROFESSIONALS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Kennedy</td>
<td>516 Spruce St., RP</td>
<td></td>
<td></td>
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<tr>
<td>Ibtisam Ali</td>
<td>118 Roosevelt St., RP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kimberly Lopes</td>
<td>15 Franklin Ave, Cranford</td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SECRETARY</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elizabeth Kennedy</td>
<td>516 Spruce St., RP</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21. Staff Resignations

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

b. Warren Vanderzee, Middle School, Day Custodian effective December 19, 2015
c. Melissa Felicio, Speech Therapist, effective February 18, 2016
d. Alison Cogswell, High School, Jazz Band Director, effective December 24, 2015
e. 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)

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>William DeNike</td>
<td>High School</td>
</tr>
<tr>
<td>Night Custodian</td>
<td>Middle School</td>
</tr>
<tr>
<td>(effective 1/11/16-6/30/16)</td>
<td>Day Custodian</td>
</tr>
</tbody>
</table>

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, hereby 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 Counselor)**

   **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)

<table>
<thead>
<tr>
<th>From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nancy Arvizzigno</td>
<td>Mat. Leave Replacement</td>
</tr>
<tr>
<td>M1 $58,551</td>
<td>(repl. C. Sas)</td>
</tr>
<tr>
<td></td>
<td>Mat. Leave Replacement</td>
</tr>
<tr>
<td></td>
<td>9/1/2015 – 1/11/2016</td>
</tr>
<tr>
<td></td>
<td>(repl. C. Sas)</td>
</tr>
</tbody>
</table>
Reorganization/
Open Session
January 5, 2016

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)

<table>
<thead>
<tr>
<th>MS Athletic Proctors - $40/event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patty Mawer</td>
</tr>
<tr>
<td>Daiana Permison</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MS Activity Chaperones - $32.26/hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Watson</td>
</tr>
<tr>
<td>Luciano Riggi</td>
</tr>
<tr>
<td>Shaun Lacey</td>
</tr>
</tbody>
</table>

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 Petruzelli, Aldene paraprofessional.

(to include administrators, custodian/maintenance and full time non-unit personnel)

<table>
<thead>
<tr>
<th>Vice President</th>
<th>Alexander Balaban</th>
<th>Christopher Miller</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rodric Bowman</td>
<td></td>
<td>Scott Nelson</td>
</tr>
<tr>
<td>Kevin Cancino</td>
<td></td>
<td>Sundjata Sekou</td>
</tr>
<tr>
<td>Troy Gerten</td>
<td></td>
<td>Jeofrey Vita</td>
</tr>
<tr>
<td>Loren Harms</td>
<td></td>
<td>President</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Home Instruction</th>
<th>#70 2hrs./wk/per subj</th>
<th>12/3/15 – 12/17/15</th>
<th>$34.83/hr.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#71 2hrs./wk/per subj</td>
<td>12/1/15 – TBD</td>
<td>$34.83/hr.</td>
</tr>
<tr>
<td></td>
<td>#72 2hrs./wk/per subj</td>
<td>12/1/15 – TBD</td>
<td>$34.83/hr.</td>
</tr>
<tr>
<td></td>
<td>#79 1hr./wk/per subj</td>
<td>12/10/15 – TBD</td>
<td>$34.83/hr.</td>
</tr>
</tbody>
</table>

| Bedside Instruction | #73 5hrs./wk | 12/2/15 – approx. 28/days | $62/hr. |

<table>
<thead>
<tr>
<th>Fit To Return</th>
<th>#74 The Family Resource Center</th>
<th>$150</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Tuition and Transportation</th>
<th>#75 Lamberts Mill Academy</th>
<th>$51,100 (1 way) (prorated)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Termination of Contract</th>
<th>#76 Cornerstone Day School</th>
<th>$68,607 (+trans.) (prorated)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#77 Maxim Healthcare Services</td>
<td>$63,640 (+trans.) (prorated)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Psychiatric Evaluation</th>
<th>#80 The Family Resource Center</th>
<th>$450</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Bilingual Child Study Team Psychological &amp; Educational Evaluations</th>
<th>#81 Silva Martins-Neno-Psychological</th>
<th>$450</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maria Alvarez-Educational</td>
<td>$450</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Tuition Incoming</th>
<th>#82 West Orange</th>
<th>$41,920</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>#83 West Orange</td>
<td>$41,920</td>
</tr>
</tbody>
</table>

32. **Educational Trip Requests**

To approve the following district educational trip requests:

a. **Think Tank, Cranford** February 10, 2016 3rd grade T&G Students will participate in a day of problem solving & creative thinking activities

b. **Pax Amicus Theater, Budd Lake** April 20, 2016 HS English I Students will see a live production of William Shakespeare’s Romeo & Juliet

c. **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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Current Expense</td>
<td>$478,602.13</td>
</tr>
<tr>
<td>Special Revenue Funds</td>
<td>$12,846.83</td>
</tr>
<tr>
<td>Enterprise Fund</td>
<td>$62,010.36</td>
</tr>
<tr>
<td>Summer Camp</td>
<td>$1,796.48</td>
</tr>
<tr>
<td>Total</td>
<td>$555,255.80</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Code</th>
<th>Amount 1</th>
<th>Amount 2</th>
<th>Amount 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Sal for Instruct</td>
<td>11-000-217-106</td>
<td>$269,764.00</td>
<td>$5,562.00</td>
<td>$275,326.00</td>
</tr>
<tr>
<td>Sal of Other Prof Staf</td>
<td>11-000-219-104</td>
<td>$705,744.00</td>
<td>$2,968.00</td>
<td>$708,712.00</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>11-000-222-600</td>
<td>$15,755.56</td>
<td>$10.00</td>
<td>$15,765.56</td>
</tr>
<tr>
<td>Salaries of Principals/Asst</td>
<td>11-000-240-103</td>
<td>$863,910.00</td>
<td>$17,000.00</td>
<td>$880,910.00</td>
</tr>
<tr>
<td>Insurance</td>
<td>11-000-262-520</td>
<td>$101,821.00</td>
<td>$2,500.00</td>
<td>$104,321.00</td>
</tr>
<tr>
<td>Other Purch Services</td>
<td>11-000-262-590</td>
<td>$5,740.00</td>
<td>$80.00</td>
<td>$5,820.00</td>
</tr>
<tr>
<td>Transportation-ESC</td>
<td>11-000-270-518</td>
<td>$206,284.22</td>
<td>$8,025.00</td>
<td>$214,309.22</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-120-100-101</td>
<td>$3,355,421.00</td>
<td>$79,027.00</td>
<td>$3,434,448.00</td>
</tr>
<tr>
<td>Other Sal for Instruct</td>
<td>11-205-100-106</td>
<td>$18,154.00</td>
<td>$16,864.00</td>
<td>$35,018.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-214-100-101</td>
<td>$55,102.00</td>
<td>$58,171.00</td>
<td>$113,273.00</td>
</tr>
<tr>
<td>Other Sal for Instruct</td>
<td>11-214-100-106</td>
<td>$40,490.00</td>
<td>$31,606.00</td>
<td>$72,096.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-216-100-101</td>
<td>$148,443.00</td>
<td>$50,055.00</td>
<td>$198,498.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-240-100-101</td>
<td>$558,568.00</td>
<td>$4,626.00</td>
<td>$563,194.00</td>
</tr>
<tr>
<td>Other Purch Services</td>
<td>11-402-100-590</td>
<td>$15,240.00</td>
<td>$1,811.00</td>
<td>$17,051.00</td>
</tr>
<tr>
<td>Salaries of Other Prof Staf</td>
<td>11-425-100-104</td>
<td>$60,679.00</td>
<td>$29,477.00</td>
<td>$90,156.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-000-216-101</td>
<td>$367,346.00</td>
<td>-$26,420.00</td>
<td>$340,926.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-000-217-101</td>
<td>$73,423.00</td>
<td>-$9,529.00</td>
<td>$63,894.00</td>
</tr>
<tr>
<td>Salaries of Other Prof Staf</td>
<td>11-000-218-104</td>
<td>$887,163.00</td>
<td>-$14,324.00</td>
<td>$872,839.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-110-100-101</td>
<td>$401,057.00</td>
<td>-$4,262.00</td>
<td>$396,795.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-130-100-101</td>
<td>$2,133,790.00</td>
<td>-$118,646.00</td>
<td>$2,015,144.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-140-100-101</td>
<td>$3,345,482.00</td>
<td>-$7,809.00</td>
<td>$3,337,673.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-205-100-101</td>
<td>$148,229.00</td>
<td>-$18,139.00</td>
<td>$130,090.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-230-100-101</td>
<td>$356,788.00</td>
<td>-$4,355.00</td>
<td>$352,433.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-212-100-101</td>
<td>$151,204.00</td>
<td>-$12,825.00</td>
<td>$138,379.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-213-100-101</td>
<td>$1,504,212.00</td>
<td>-$19,976.00</td>
<td>$1,484,236.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-215-100-101</td>
<td>$155,901.00</td>
<td>-$28,687.00</td>
<td>$127,214.00</td>
</tr>
<tr>
<td>Other Sal for Instruct</td>
<td>11-215-100-106</td>
<td>$16,170.00</td>
<td>-$9,757.00</td>
<td>$6,413.00</td>
</tr>
<tr>
<td>Salaries of Teachers</td>
<td>11-425-100-101</td>
<td>$134,690.00</td>
<td>-$33,053.00</td>
<td>$101,637.00</td>
</tr>
</tbody>
</table>

Total: $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:

<table>
<thead>
<tr>
<th>Original Grant</th>
<th>$376,305</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjustment</td>
<td>+ $282</td>
</tr>
<tr>
<td>New Grant Total</td>
<td>$376,587</td>
</tr>
</tbody>
</table>

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
   6:00PM – 9:00PM
   Middle School – gymnasium
   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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 20</td>
<td>1 student</td>
</tr>
<tr>
<td>November 3</td>
<td>0 students</td>
</tr>
<tr>
<td>November 17</td>
<td>0 students</td>
</tr>
<tr>
<td>December 1</td>
<td>0 students</td>
</tr>
<tr>
<td>January 5</td>
<td>0 students</td>
</tr>
<tr>
<td>Total</td>
<td>1 student</td>
</tr>
</tbody>
</table>

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.

Moved
AYE
Seconded
NAY
Time

Motion to return to open session.

Moved
AYE
Seconded
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