

# ROSELLE PARK SCHOOL DISTRICT

## Office of the Superintendent

January 4, 2019

**TO:** Members of the Board of Education  
**FROM:** Pedro Garrido, Superintendent  
**SUBJECT:** AGENDA FOR REORGANIZATION/PUBLIC MEETING – **January 8, 2019**

### *Notice of Meeting*

This meeting, held in the Roselle Park Middle School 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*

Kevin Cancino	_____	Christopher Miller	_____
Troy Gerten	_____	Kimberly Powers	_____
Loren Harms	_____	Sundjata Sekou	_____
Chad Hemenway	_____	Joseph Signorello, Jr	_____
Matthew Leingang	_____		
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	

Reorganization/  
Open Session  
January 8, 2019

***Results of School Board Elections***

Susan Carlstrom      1677  
Marissa Falcon        83  
Paul Santangelo      67

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

Susan Carlstrom, Marissa Falcon, and Paul Santangelo for (3) three year terms.

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

Susan Carlstrom	_____	Christopher Miller	_____
Marissa Falcon	_____	Kimberly Powers	_____
Loren Harms	_____	Paul Santangelo	_____
Chad Hemenway	_____	Joseph Signorello, Jr	_____
Matthew Leingang	_____		

***ELECTION OF OFFICERS***

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

***1. Board President***

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

Motion \_\_\_\_\_

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

***2. Vice President***

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

Motion \_\_\_\_\_

***Public Participation – Reorganization Agenda Items Only (#3 - #19)***  
***Each member of the public may speak a maximum of three minutes.***

***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 Sicignano
- H. Section #504/ADA Compliance Officer, Colleen Bodek
- I. Superintendent, Pedro Garrido (6/30/19)
- J. School Business Administrator/Board Secretary, Susan Guercio (6/30/19)
- K. Investment /Purchasing Officer, Susan Guercio
- L. Substance Awareness Coordinator, Angela Longo
- M. Asbestos/Health and Safety/Air Quality/AHERA Officer, Ray Parenteau
- N. Integrated Pest Management Coordinator, Ray Parenteau
- O. Right to Know, Chemical Hygiene, Officer, Ray Parenteau
- P. Custodian of Records, Susan Guercio
- Q. Anti-bullying Coordinator, Ellen Bachert
- R. Missing/Homeless Children Liaison, Colleen Bodek
- S. Public Agency Compliance Officer, Susan Guercio

***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 (1/1/19 – 12/31/19). All legal fees will be billed at \$165 per hour.

**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 2018, and will be performing the school audit for the 2018-2019 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 (1/1/19 – 12/31/19) 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, Di Cara Rubino Architects, Wayne, 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 Di Cara Rubino Architects continue, and

WHEREAS, the Board, assisted by its attorney, and Di Cara Rubino Architects 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 Di Cara Rubino Architects, Wayne, 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 2019 through December 2019. 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	8	January	22
Aldene	February	5	February	26
Sherman	March	12	March	26
RPHS	April	9	April	23
RPMS	May	7	May	21
RPMS	June	11	*June	25
			(closed session/no action)	
RPMS			July	23
RPMS	August	6 (if necessary)	August	20
RPMS	September	3	September	17
Aldene	October	1	October	15
Sherman	November	5	November	19
RPHS	December	3	December	17 (if necessary)
RPMS	January	7	2020	

**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/install	Electrical supplies	Paint
Athletic supplies & equip.	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 & accessories	Janitorial supplies	Science supplies/equipment
Computer hardware maint.	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	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

*Financial Investments/Board Operations continued*

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	Std. Act. Funds Elem/MS	2	Principal & Secretary
TD Bank, NA	HS General Association	2	Either Principal or Assistant Principal HS Bookkeeper
Wells Fargo-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 Svc Awd	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):

<p><u>Facilities (includes)</u> Buildings &amp; Grounds Renovations Use of Facilities</p> <p><u>Curriculum</u></p> <p><u>Finance</u> Budget</p> <p><u>Personnel (includes)</u> Contract Negotiations Central Office Reviews Enterprise Pay Scales</p>	<p><u>School Board Operations (includes)</u> Policies Legislation NJSBA UCSBA</p> <p><u>Technology (includes)</u> Computers Networking RPTV</p> <p><u>Committee of the Whole Board (includes)</u> Board Self Evaluation Superintendent's Evaluation</p>
<u>Liaisons/Contacts</u>	
<p>EJF-Aldene PTA Robert Gordon PTA Sherman School PTA Middle School PTA High School PTSA High School Student Council</p>	<p>Citizens Educational Advisory Committee Recreation Mayor/Council NJSIAA Dads Club Union County Educational Services Morris/Union Jointure Union County Chamber of Commerce</p>

**15. Substitute Salaries**

To approve the following substitute/home instruction salaries for the 2018-2019 school year:

<u>Substitutes</u>	
Secretaries	\$75.00/day
Paraprofessionals	\$13.00/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	\$150.00/day
Home Instruction	\$34.83/hr.

## **16. *Standard Field Trips***

To approve the following district field trips:

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

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Kent Place School, Summit	Union County College, Cranford
Kidz Village, Kenilworth	Union County Courthouse, Elizabeth
Liberty Science Center, Jersey City	Utopia Salon, Westfield
Locust Deli, RP	Vocational School, Scotch Plains
Manasquan Reservoir Environmental Center, Howell	Warinanco Park, Roselle
Martin Guitar Factory, Nazareth, PA	Washington Cross State Park, Titusville
McDonald's RP	Watchung Reservation, Mountainside
Metropolitan Museum	Winakung at Waterloo, Byram Township
National Museum of Natural History, NY	

### ***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 (1/1/19-12/31/19) at an annual fee of \$850

Motion \_\_\_\_\_

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

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

***Committee Reports***

***Superintendent’s Report***

***POLICY***

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_  
to approve ***agenda item 20.***

**20. *District Policy – Second Reading 5330***

To approve the following ADMINISTERING AN OPIOID ANTIDOTE district policy: (second reading)

5330 ADMINISTERING AN OPIOID ANTIDOTE

Vice President	_____	Christopher Miller	_____
Susan Carlstrom	_____	Kimberly Powers	_____
Marissa Falcon	_____	Paul Santangelo	_____
Loren Harms	_____	Joseph Signorello, Jr	_____
Chad Hemenway	_____	President	_____
Matthew Leingang	_____		

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

## ***PERSONNEL***

### ***Consent Agenda Motion – Personnel***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following ***agenda items 21 through 34.***

#### ***21. 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, Paraprofessionals=\$13/hr.

##### **TEACHER**

Luciano Epp	878 Terney St, Scotch Plains	NJ Institute '19	Grades 6-12
Gabriel Rios	159 Jerome St., RP	Col of NJ '18	Grades K-8
Melanie Cohen	30 Straton Ct., Parlin	Kean (currently)	Grades K-12
David Jenson	943 Spofford Ave., Elizabeth	Rutgers '75	Grades 6-12
Christopher Moore	30 Paterson Rd., Fanwood	Layfayette '78	Grades 6-12
Johanna Nieves	40A Kline Pl., Dunellen	Kean '18	Elementary
Alison Silva	126 E Colfax Ave., RP	Kean (currently)	PK-5

##### **PARAPROFESSIONALS**

Gabriel Rios	159 Jerome St., RP
Olivia Shoji-Jaworski	58 Cooper Lane, Millington

#### ***22. Staff Retirements***

To accept the following retirements: (as recommended by the Superintendent)

- a. Irene Baran, High School, Mathematics Teacher, effective July 1, 2019
- b. Judith Kurz, High School, Spanish/French Teacher, effective July 1, 2019
- c. Kathleen Cure, Middle and High School, French Teacher, effective July 1, 2019
- d. Kathleen MacDonald, District, LDTC, effective July 1, 2019

### **23. *Staff Resignations***

To accept the following resignations (as recommended by the Superintendent)

- a. Camellia Mooney, Robert Gordon, Paraprofessional, effective January 1, 2019
- b. Robin Parenteau, Robert Gordon, Lunch Aide, effective January 1, 2019
- c. Colleen MacDonald, High School, Paraprofessional, effective January 7, 2019
- d. Connor Gabriel, High School, Paraprofessional, effective January 19, 2019

### **24. *Staff Appointments***

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

- a. Sylwia Bednarz-Caraballo, Robert Gordon, Paraprofessional, effective January 2, 2019 through June 30, 2019, 5.5 hrs./day at \$15.74/hr. + toileting (new position)
- b. Jennifer Klein, Aldene, Paraprofessional, effective January 2, 2019 through June 30, 2019, 5.5 hrs./day at \$15.74/hr. (repl. S. McNamara)
- c. Marcela Assuncao, Aldene, Paraprofessional, effective January 2, 2019 through June 30, 2019, 5.5 hrs./day at \$15.74/hr. (repl. J. Siconolfi)
- d. Jamie Martinez, High School, Administrative Paraprofessional, effective January 22, 2019 through June 30, 2019, 6.5 hrs./day at \$15.01/hr.
- e. Ivy Lam, High School, Paraprofessional, effective January 22, 2019 through June 30, 2019, 6.5 hrs./day at \$15.74/hr. (repl. C. Gabriel)
- f. Khayriyyah Dawson, High School, Paraprofessional, effective January 22, 2019 through June 30, 2019, 6.5 hrs./day at \$15.74/hr. (repl. C. MacDonald)
- g. Banupriya Kalimireddi, District Computer Technician, effective January 16, 2019 through June 30, 2019 at \$30,000 (pro-rated)
- h. Jo Ann Smith-Kellon, Sherman, Special Education Teacher, effective January 7, 2019 through April 29, 2019 at B1 \$56,663 (repl K. Slater) (mat leave)(pro-rated)
- i. Elizabeth O'Loughlin, Middle School, T&G Teacher, effective March 10, 2019 through June 30, 2019 at M11 \$70,133 (repl. J. Carbotti) (pro-rated)

**25. *Medical Leave of Absence Extension Request***

The Board approves the medical leave absence request of Employee #0997 for the period January 1, 2019 through June 30, 2019. The leave shall be without pay. The employee's health benefits shall be maintained during this leave of absence.

**26. *Maternity Leave of Absence Extension Request***

To approve the following maternity leave of absence extension request (as recommended by the Superintendent)

	<u>From</u>	<u>To</u>
Jamie Nevitt	September 1, 2018	September 1, 2018
MS Mathematics Teacher	through March 3, 2019	through June 30, 2019

**27. *Additional High School Extra-Curricular Advisor 2018-2019***

To approve the following high school extra-curricular advisor for the 2018-2019 school year: (as recommended by the Superintendent) (as per RPEA contract)

Luciano Epp	Robotics Assistant Advisor	Step A	\$5,633
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**28. *Additional Breakfast Supervisor***

To approve the following breakfast supervisor for the 2018-2019 school year at \$18.97/day: (as recommended by the Superintendent) (one person per day at each building)

Robert Gordon School  
Gina Cesaro

**29. *Job Description***

To approve the job description for PIRT Specialist as required by the Preschool Education Expansion Aid regulations.

**30. Additional Sections**

To approve the following teachers to teach an additional class for the 2018-2019 school year through June 30, 2019: (as recommended by the Superintendent) (as per RPEA contract salary) (repl. D. Noccioli) (mat leave)

<b>High School</b>	<b>Subject</b>		
Kourtney Padilla	Algebra 1 (eff. 1/22/19)	1/8	\$ 7,693.38 (pro-rated)
Jessica Clausi	AP Statistics (eff. 1/22/19)	1/8	\$10,621.25 (pro-rated)
Irene Baran	Intro. To Computer Science (eff. 2/4/19)	1/8	\$11,373.50 (pro-rated)
Jennifer Sousa	Pre-Calculus (eff. 1/22/19)	1/8	\$ 8,766.63 (pro-rated)

**31. Elementary Activity Proctors**

To approve the following 2018-2019 elementary activity proctors: (as recommended by the Superintendent)

Elementary Activity Proctors - \$30/event

<u>Robert Gordon</u>	<u>Aldene</u>	<u>Sherman</u>
Cheryl Trapani	Jodi Foy	Amber Ingenito
Josephine Marino	Nicole Quaglia	Kerri Cartnick
Carol Rickert	Judy Nese	Pamela Nigro
Lynn Mathews	Jessica Rozewski	Karina DiLillo
Gina Cesaro		Randi Sheps
Rachelle Langevin		Denise Matarante
Christy Longo		Katie Chierico

**32. Anthony Signorello Youth Program Counselor**

To approve the following Anthony Signorello Youth Program afterschool counselor effective for the 2018-2019 school year: (as recommended by the Superintendent)

Adriana Castro – Volunteer



**33. *After School Instructional Support***

To approve the following staff to provide after school instruction for middle school students – a total of 13 sessions each at a rate of \$34.83 per hour from January 28, 2019 until March 15, 2019: (as recommended by the Superintendent) (as per RPEA contract)

Mathematics

Lisa Klemens  
Patricia Mawer  
Michelle Lynch  
Katie Morrison – substitute

Language Arts

Giuliana Melo  
Emily Brewster  
Jamie Carlson  
Bridgette Maiorelli – substitute

**34. *Change of Assignments***

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

a. Dena Meawad	<u>From:</u> MS Paraprofessional 3.75/hrs./day \$15.74/hr.	<u>To:</u> MS Paraprofessional 6/hrs./day \$15.74/hr. (effective January 9, 2019)
b. Maria Alvarez	RG Paraprofessional 5.5/hrs./day \$15.74/hr. + toileting	RG Paraprofessional 5.5/hrs./day \$15.74/hr. (effective January 9, 2019)

Vice President	_____	Christopher Miller	_____
Susan Carlstrom	_____	Kimberly Powers	_____
Marissa Falcon	_____	Paul Santangelo	_____
Loren Harms	_____	Joseph Signorello, Jr	_____
Chad Hemenway	_____	President	_____
Matthew Leingang	_____		

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

**EDUCATION**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following **agenda item numbered 35 through 36.**

**35. Education Program**

To approve the following education program(s) for the 2018-2019 school year:

Home Instruction

#186	2/hrs./wk./per subj.	12/4/18 – TBD	\$34.83/hr.
#192	1/hr./wk./per subj.	1/3/19 – TBD	\$34.83/hr.

Bedside Instruction

#193	UCESC	10/hrs./wk.	1/2/19 – TBD	\$67/hr.
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Fit to Return

#187	The Family Resource Center	\$175
#188	The Family Resource Center	\$175

Fit to Return & Mental Health Assessment

#189	The Family Resource Center	\$225
#194	The Family Resource Center	\$225

Neurological Evaluation

#190	Dr. Kulikova	\$450
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Tuition (outgoing) & Transportation

#191	Center for Life Long Learning	\$55,260 +1:1 para
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**36. Workshop Attendance Request**

To approve the following staff workshop attendance request:

- a. Doug Metzgar and Brian Lowe, 101 Strategies for Strengthen Physical Education Program, New Brunswick, February 6, 2019, \$518.00

Motion \_\_\_\_\_

**BUSINESS**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following *agenda items 37 through 45*.

**37. Approval of Bills**

To approve the following bills for the month of December 2018:

General Current Expense	\$831,175.11
Capital Outlay	\$ 84,835.00
Special Revenue Funds	\$ 48,910.89
Enterprise Fund	<u>\$ 69,844.15</u>
Total	\$1,034,765.15

**38. 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 November 30, 2018 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 November 30, 2018 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.

### **39. Transfers**

To approve the following transfers for the month of December 2018:

OTHER PURCHASED SERV	11-000-262-590	\$2,000.00	\$2,682.00	\$4,682.00
TRANSPORTATION	11-000-270-517	\$10,500.00	\$2,420.00	\$12,920.00
TRANSPORTATION SUPPLIES	11-000-270-615	\$1,000.00	\$2,658.00	\$3,658.00
OTHER RETIREMENT CONTRIB	11-000-291-240	\$375,000.00	\$2,256.00	\$377,256.00
GENERAL SUPPLIES	11-000-262-610	\$81,853.26	-\$2,682.00	\$79,171.26
TRANSPORTATION - ESC SPEC	11-000-270-518	\$258,419.22	-\$5,078.00	\$253,341.22
HEALTH BENEFITS	11-000-291-270	\$5,758,195.00	-\$2,256.00	\$5,755,939.00
		\$6,486,967.48	\$0.00	\$6,486,967.48

### **40. Secretary/Treasurer Report**

To approve the Secretary/Treasurer report for the period ending September 30, 2018.

### **41. Use of Buildings and Grounds**

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

- a. Roselle Park Recreational Basketball – Games  
Sherman School – gymnasium  
Tuesdays – Fridays, December 6, 7, 11, 12, 14, 18, 29, 2018, January 8, 9, 10, 11, February 1, 5, 6, 8, 12, 13, 14, 15, 20, 21, 27, 28, March 5, 6, 7, 8, 13, 14, 15, 2019  
6:00PM – 9:00PM
- b. Roselle Park 5<sup>th</sup> Grade Luncheon Committee – Meetings  
Sherman School – students’ cafeteria  
Mondays, January 7 – June 30, 2019 (only when school is in session)  
7:30PM – 8:30PM
- c. Roselle Park Girls Scouts Troop 40239 – Meetings  
Aldene School – classroom  
Tuesday, Thursday, January 10, 29, February 7, 2019  
6:15PM – 7:00PM
- d. Roselle Park 5<sup>th</sup> Grade Luncheon – Zumba  
Sherman School – students’ cafeteria  
Friday, January 25, 2019, 6:30PM – 8:30PM  
Friday, February 22, 2019, 6:00PM – 9:30PM

*Use of Buildings and Grounds continued*

- e. Roselle Park Youth Baseball & Softball League – Clinic Days  
Roselle Park High School – gymnasium  
Tuesday, January 29, February 5, 2019  
7:15PM – 8:45PM
- f. Roselle Park Youth Cheerleading – Practices  
Robert Gordon School – gymnasium  
Monday – Friday, January – March 2019  
6:00PM – 9:00PM
- g. Roselle Park Soccer Club – Conditioning & Training  
Anthony Signorello Youth Center – gymnasium  
Wednesday, Thursdays, January 3 – March 6, 2019  
6:00PM – 9:00PM
- h. Knights of Columbus – Basketball Free-throw Championship  
Anthony Signorello Youth Center – gymnasium  
Friday, January 25, 2019  
6:00PM – 8:30PM
- i. Roselle Park Soccer Club – Games  
Roselle Park High School – gymnasium  
Prior approval dates extended in time for winter season  
Saturdays, Sundays, January 12, 2019, 1:30PM – 8:30PM, January 26, 2019,  
3:30PM-8:30PM, February 2, 2019, 2:00PM-8:30PM, February 9, 2019, 2:30PM-  
7:30PM, February 16, 2019, 1:00PM-8:30PM, February 23, 2019, 1:00PM-8:30PM,  
March 2, 2019, 1:30PM-8:30PM, Saturday, March 9, 2019, 1:30PM-8:30PM
- j. Roselle Park Recreational Basketball – Practices  
Anthony Signorello Youth Center – gymnasium  
Mondays, Fridays, January 4 – January 31, 2019 (except January 25, 2019)  
6:00PM – 9:00PM

**42. *District Contracts/Agreements***

To approve the following contracts with:

- a. William Paterson University to provide a Professor in Residence to work with pre-school staff from January to June 2019 for \$5,000. (funded through Pre-School Expansion Aid)
- b. E-Rate Online, LLC to provide USF Filing Services for E-Rate Funding 2019 for \$5,00

**43. *Approval of Minutes***

To approve the following minutes:

December 4, 2018

**44. *Post Severance Contributions Resolutions***

The governing Board of the Roselle Park Board of Education (the “Organization”) has established a 403(b) retirement program that is funded through voluntary employee’s salary reduction contributions and non-elective contributions made by the Organization for the purpose of enhancing retirement income for eligible employees.

RESOLVED, that the Board hereby requires all severance pay, pay that employees would have received, or leave that could have been taken, if the employee had continued to work, to be paid in the form of an employee non-elective contribution to the 403(b) Plan for employees age 55 or older with an amount of severance pay \$5,000.00 or more. Said employer non-elective contributions will be fully paid by the end of the fifth taxable year after which he or she ceases to be an Employee.

**45. *Class of 1968 Donation***

To accept a donation of \$2,918.87 from the RPHS Class of 1968 to be used towards the purchase of a new drill press for the new STEAM wing.

Motion \_\_\_\_\_

***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.

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 22, 2019 at 7 PM in the Middle School auditorium.