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

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Cancino</td>
</tr>
<tr>
<td>Troy Gerten</td>
</tr>
<tr>
<td>Loren Harms</td>
</tr>
<tr>
<td>Chad Hemenway</td>
</tr>
<tr>
<td>Matthew Leingang</td>
</tr>
<tr>
<td>Pedro Garrido, Superintendent of Schools</td>
</tr>
<tr>
<td>Susan Guercio, School Business Administrator/Board Secretary</td>
</tr>
<tr>
<td>Jennifer Osborne, Board Attorney</td>
</tr>
</tbody>
</table>

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

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

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)
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)

<table>
<thead>
<tr>
<th>Middle School</th>
<th>January</th>
<th>8</th>
<th>January</th>
<th>22</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aldene</td>
<td>February</td>
<td>5</td>
<td>February</td>
<td>26</td>
</tr>
<tr>
<td>Sherman</td>
<td>March</td>
<td>12</td>
<td>March</td>
<td>26</td>
</tr>
<tr>
<td>RPHS</td>
<td>April</td>
<td>9</td>
<td>April</td>
<td>23</td>
</tr>
<tr>
<td>RPMS</td>
<td>May</td>
<td>7</td>
<td>May</td>
<td>21</td>
</tr>
<tr>
<td>RPMS</td>
<td>June</td>
<td>11</td>
<td>*June</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(closed session/no action)</td>
<td></td>
</tr>
<tr>
<td>RPMS</td>
<td>July</td>
<td>23</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RPMS</td>
<td>August</td>
<td>6 (if necessary)</td>
<td>August</td>
<td>20</td>
</tr>
<tr>
<td>RPHS</td>
<td>September</td>
<td>3</td>
<td>September</td>
<td>17</td>
</tr>
<tr>
<td>Aldene</td>
<td>October</td>
<td>1</td>
<td>October</td>
<td>15</td>
</tr>
<tr>
<td>Sherman</td>
<td>November</td>
<td>5</td>
<td>November</td>
<td>19</td>
</tr>
<tr>
<td>RPHS</td>
<td>December</td>
<td>3</td>
<td>December</td>
<td>17 (if necessary)</td>
</tr>
<tr>
<td>RPMS</td>
<td>January</td>
<td>7</td>
<td>2020</td>
<td></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:

<table>
<thead>
<tr>
<th>Air conditioners</th>
<th>Custodial uniforms</th>
<th>Office paper</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarm system service/install</td>
<td>Electrical supplies</td>
<td>Paint</td>
</tr>
<tr>
<td>Athletic supplies &amp; equip.</td>
<td>Electrical work</td>
<td>Periodical subscriptions</td>
</tr>
<tr>
<td>Auditorium seating</td>
<td>Floor repair/floor tile installation</td>
<td>Photocopiars</td>
</tr>
<tr>
<td>Boiler repair</td>
<td>Grounds supplies/equipment</td>
<td>Ventilating equipment</td>
</tr>
<tr>
<td>Boiler water treatment</td>
<td>Gym/classroom floor restoration</td>
<td>Replacement doors/hardware</td>
</tr>
<tr>
<td>Building materials</td>
<td>Hand and power tools</td>
<td>Roofing work</td>
</tr>
<tr>
<td>Calculators</td>
<td>Heating plant modifications</td>
<td>School furniture</td>
</tr>
<tr>
<td>Chalkboards/bulletin boards</td>
<td>Industrial arts supplies/equipment</td>
<td>School health supplies</td>
</tr>
<tr>
<td>Commercial printing</td>
<td>Internet service provider</td>
<td>School supplies</td>
</tr>
<tr>
<td>Computers &amp; accessories</td>
<td>Janitorial supplies</td>
<td>Science supplies/equipment</td>
</tr>
<tr>
<td>Computer hardware maint.</td>
<td>Locker refinishing</td>
<td>Sidewalk and paving work</td>
</tr>
<tr>
<td>Computer networking</td>
<td>Misting equipment</td>
<td>Solid waste disposal</td>
</tr>
<tr>
<td>Carpeting</td>
<td>HVAC controls</td>
<td>Communications equipment</td>
</tr>
<tr>
<td>Stage drapery</td>
<td>Audio visual equipment</td>
<td></td>
</tr>
</tbody>
</table>
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</strong></td>
<td><strong>2 hour minimum</strong></td>
<td><strong>2 hour minimum</strong></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:

<table>
<thead>
<tr>
<th>Depository</th>
<th>Authorizing Official</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells Fargo Bank, Roselle</td>
<td>Business Administrator/Board Office Administrative Assistant for Payroll</td>
</tr>
<tr>
<td>Bank of America, Roselle</td>
<td>Business Administrator/Board Office Administrative Assistant for Payroll</td>
</tr>
<tr>
<td>TD Bank, NA</td>
<td>Business Administrator/Board Office Administrative Assistant for Payroll</td>
</tr>
<tr>
<td>State of NJ/Cash Management Fund</td>
<td>Business Administrator/Board Office Administrative Assistant for Payroll</td>
</tr>
<tr>
<td>(Bankers Trust)</td>
<td></td>
</tr>
<tr>
<td>Municipal Bond Insurers Assurance</td>
<td>Business Administrator/Board Office Administrative Assistant for Payroll</td>
</tr>
<tr>
<td>(MBIA)</td>
<td></td>
</tr>
</tbody>
</table>
Financial Investments/Board Operations continued

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 SBA</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>Std. Act. 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-Norman Howard Scholarship</td>
<td></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-RP Vito Scarpelli Svc Awd</td>
<td></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)

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Office</td>
<td>$150</td>
<td>Aldene School</td>
</tr>
<tr>
<td>High School</td>
<td>$125</td>
<td>Sherman School</td>
</tr>
<tr>
<td>Middle School</td>
<td>$50</td>
<td>Robert Gordon</td>
</tr>
<tr>
<td>Special Services</td>
<td>$50</td>
<td>Curriculum Office</td>
</tr>
<tr>
<td>Roselle Park Academy</td>
<td>$50</td>
<td>Early Childhood Center</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**
  - Use of Facilities
  - NJSBA
  - UCSBA
  - Curriculum
  - Technology (includes)
    - Finance
      - Computers
      - Networking
      - RPTV

- **Personnel (includes)**
  - Contract Negotiations
  - Central Office Reviews
  - Enterprise Pay Scales
  - Committee of the Whole Board (includes)
    - 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 2018-2019 school year:

- **Substitutes**
  - 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.

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

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

<table>
<thead>
<tr>
<th>PARAPROFESSIONALS</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gabriel Rios</td>
<td>159 Jerome St., RP</td>
</tr>
<tr>
<td>Olivia Shoji-Jaworski</td>
<td>58 Cooper Lane, Millington</td>
</tr>
</tbody>
</table>

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)

(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)

<table>
<thead>
<tr>
<th>Name</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamie Nevitt</td>
<td>September 1, 2018 - March 3, 2019</td>
<td>September 1, 2018 - June 30, 2019</td>
</tr>
<tr>
<td>MS Mathematics Teacher</td>
<td>through March 3, 2019</td>
<td>through June 30, 2019</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Step</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Luciano Epp</td>
<td>Robotics Assistant Advisor</td>
<td>A</td>
<td>$5,633</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>School</th>
<th>Supervisor</th>
<th>Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Gordon</td>
<td>Gina Cesaro</td>
<td></td>
</tr>
</tbody>
</table>

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)

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

31. **Elementary Activity Proctors**

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

<table>
<thead>
<tr>
<th>Elementary Activity Proctors - $30/event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Gordon</td>
</tr>
<tr>
<td>Cheryl Trapani</td>
</tr>
<tr>
<td>Josephine Marino</td>
</tr>
<tr>
<td>Carol Rickert</td>
</tr>
<tr>
<td>Lynn Mathews</td>
</tr>
<tr>
<td>Gina Cesaro</td>
</tr>
<tr>
<td>Rachelle Langevin</td>
</tr>
<tr>
<td>Christy Longo</td>
</tr>
<tr>
<td>Aldene</td>
</tr>
<tr>
<td>Jodi Foy</td>
</tr>
<tr>
<td>Nicole Quaglia</td>
</tr>
<tr>
<td>Judy Nese</td>
</tr>
<tr>
<td>Jessica Rozewski</td>
</tr>
</tbody>
</table>

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)

<table>
<thead>
<tr>
<th>Mathematics</th>
<th>Language Arts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lisa Klemens</td>
<td>Giuliana Melo</td>
</tr>
<tr>
<td>Patricia Mawer</td>
<td>Emily Brewster</td>
</tr>
<tr>
<td>Michelle Lynch</td>
<td>Jamie Carlson</td>
</tr>
<tr>
<td>Katie Morrison – substitute</td>
<td>Bridgette Maiorelli – substitute</td>
</tr>
</tbody>
</table>

34. **Change of Assignments**

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

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Dena Meawad MS Paraprofessional 3.75 hrs./day $15.74/hr.</td>
<td>MS Paraprofessional 6 hrs./day $15.74/hr. (effective January 9, 2019)</td>
</tr>
<tr>
<td>b. Maria Alvarez RG Paraprofessional 5.5 hrs./day $15.74/hr. + toileting</td>
<td>RG Paraprofessional 5.5 hrs./day $15.74/hr. (effective January 9, 2019)</td>
</tr>
</tbody>
</table>

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.

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

Tuition (outgoing) & Transportation
#191  Center for Life Long Learning  $55,260 +1:1 para

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:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Current Expense</td>
<td>$831,175.11</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$ 84,835.00</td>
</tr>
<tr>
<td>Special Revenue Funds</td>
<td>$ 48,910.89</td>
</tr>
<tr>
<td>Enterprise Fund</td>
<td>$ 69,844.15</td>
</tr>
<tr>
<td>Total</td>
<td>$1,034,765.15</td>
</tr>
</tbody>
</table>

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:

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

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 5th 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 5th 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
   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.

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.