

**ROSELLE PARK SCHOOL DISTRICT**  
**Office of the Superintendent**

May 4, 2016

**TO:** Christopher Miller, President  
Members of the Board of Education  
**FROM:** Pedro Garrido, Superintendent  
**SUBJECT:** AGENDA FOR BOARD MEETING – **May 10, 2016**

***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, Union Leader, the Home News Tribune, the borough clerk, school offices, and the district website. The Board shall open this meeting in public session and immediately adjourn to executive session. The Board shall return to public session at approximately 7:00 p.m.

***Roll Call***

President Miller	_____	Troy Gerten	_____
Vice President Harms	_____	Scott Nelson	_____
Alexander Balaban	_____	Sundjata Sekou	_____
Rodric Bowman	_____	Jeofrey Vita	_____
Kevin Cancino	_____		
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 – Non-tenure renewals
2. Personnel – Employee Matter
3. Personnel – Employee Matter
4. Attorney/Client Privilege

It is anticipated that the executive session will take approximately 60 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	

***Public Participation – 7:00 PM – Agenda Items Only***

***Committee Reports***

***Superintendent's Report***

***PERSONNEL***

***Consent Agenda Motion – Personnel***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following ***agenda items 1 through 5.***

***1. Staff Resignation***

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

Christine Muench, Director of the Academy, effective June 30, 2016.

***2. Staff Retirement***

To approve the following staff retirement (as recommended by the Superintendent):

Nora DeNike, High School, Administrative Assistant, effective June 30, 2016

***3. Staff Appointments***

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

- a. Valdete Zherka, Aldene, Paraprofessional, 6.5 hrs/day, \$14.52/hr + \$1/hr for toileting, effective 4/25/2016 (repl. J. DeLuca)
- b. Christopher Moore, Robert Gordon, Paraprofessional, 6 hrs./day, \$14.52/hr, effective 4/18/2016 (new position)

**4. *Speech/Language Evaluations***

To approve the following staff to do Speech/Language Evaluations as needed at a rate of \$34.83/hr. effective 2/17/16 – 4/8/16 (repl. M. Felicio)

Mary Reagan

Tara Mc Donald

Stephanie Gomez

**5. *Leave of Absence***

Be it resolved, that the Roselle Park Board of Education, based upon the recommendation of the Superintendent, places Employee # 4193 on an administrative leave of absence, with pay, retroactive to May 9, 2016, and until further notice or action by the Board.

Vice President Harms

\_\_\_\_\_

Mr. Gerten

\_\_\_\_\_

Mr. Balaban

\_\_\_\_\_

Mr. Nelson

\_\_\_\_\_

Mr. Bowman

\_\_\_\_\_

Mr. Sekou

\_\_\_\_\_

Mr. Cancino

\_\_\_\_\_

Mr. Vita

\_\_\_\_\_

President Miller

\_\_\_\_\_

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

***EDUCATION***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following ***agenda items 6 through 9.***

**6. *Education Programs***

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

Mental Health Assessment/Fit to Return

#104                      The Family Resource Center                      \$200

Home Instruction

#105      1hr./wk/Acellus Training/Follow Up                      3/16 – TBD      \$34.83/hr.

**7. *Educational Trip Request***

To approve the following district 2016 educational trip request:

- a) Gaylord Opryland, Nashville, Tenn.      June 28-July 2, 2016      Grades 10-12  
Technology Student Association National Conference
- b) MSNBC & NBC Studios, NYC      May 18, 2016      RPTV students  
Students will to get to see a live broadcast & get studio tours.
- c) Hyatt, Morristown      May 26, 2016      RPTV students  
Students will participate in workshops related to video production & broadcasting.

**8. *Workshop Attendance Request***

To approve the following staff workshop attendance request:

Vince Fucci, Yearbook Advisor, Herff Jones Signature Camps, Scranton, PA.,  
July 13-16, 2016, \$350.00

**9. *Summer Studio Program***

To approve the summer program in Architectural Design called Summer Studio,  
6hrs./day, Monday-Friday, July 11-22, 2016 (No cost to the district)

Motion \_\_\_\_\_

**BUSINESS**

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following ***agenda items 10 through 15.***

**10. 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 April 30, 2016 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 April 30, 2016 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.

**11. Approval of Bills**

To approve the following bills for the month of April 2016:

General Current Expense	\$ 752,858.98
Special Revenue Funds	\$ 34,754.00
Enterprise Fund	<u>\$ 19,331.91</u>
Total	\$ 806,944.89

**12. Secretary/Treasurer Report**

To approve the secretary/treasurer report for the period ending March 31, 2016.

**13. Use of Buildings and Grounds**

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

- a) Roselle Park Girl Scouts – Bridging Ceremony  
Roselle Park Middle School – auditorium & stage  
Monday, June 13, 2016  
6:00PM – 8:00PM
- b) Roselle Park Wrestling – Tournament  
Roselle Park High School – gymnasium  
Saturday, June 18, 2016  
7:30AM – 6:00PM
- c) Roselle Park Youth Football & Cheer – Cheer Practice  
Robert Gordon – gymnasium  
Monday – Thursday, May & June 2016  
6:00PM – 9:00PM
- d) Roselle Park Summer Camp – Open House  
Roselle Park High School – students’ cafeteria  
Thursday, May 5, 2016  
6:00PM – 9:00PM
- e) Roselle Park Summer Camp  
Roselle Park High School  
Monday – Friday, June 27 – August 19, 2016  
7:30AM – 6:00PM
- f) Roselle Park Summer Camp – Set Up  
Roselle Park High School  
Thursday, Friday, June 23 & 24, 2016

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- g) Roselle Park Summer Camp – Theater Camp Auditions  
Roselle Park High School – auditorium, stage  
Wednesday, Thursday, June 15, 16, 2016  
6:00PM – 9:00PM
  
- h) Roselle Park Robotics Club – Frisbee Event  
Roselle Park High School – Herm Shaw Field  
Thursday, May 26, 2016  
4:00PM – 7:30PM
  
- i) Sherman School – Spring Concert  
Middle School – auditorium, stage  
Wednesday, May 25, 2016  
6:00PM – 9:00PM
  
- j) Roselle Park Youth Baseball/Softball League – Picture Day  
Roselle Park High School – students’ cafeteria  
Saturday, May 14, 2016  
8:00AM – 2:00PM
  
- k) Roselle Park Soccer Club – Photos  
Roselle Park High School – the grove  
Saturday, May 14, 2016  
9:00AM – 5:00PM
  
- l) The Work Family Connection – Family Night  
Roselle Park Middle School – kitchen, teachers’ cafeteria  
Tuesday, May 17, 2016  
6:00PM – 8:30PM

### 14. *Approval of Transfers*

To approve the following transfers for the month of April 2016:

OTHER PURCH SERV	11-000-211-500	\$7,885.00	\$300.00	\$8,185.00
SALARIES	11-000-213-100	\$337,423.00	\$8,575.00	\$345,998.00
OTHER SAL FOR INSTRUCT	11-000-217-106	\$275,326.00	\$10,486.00	\$285,812.00
PURCH PROF SERVICES	11-000-223-320	\$12,513.00	\$328.00	\$12,841.00
OTHER PURCH SERV	11-000-223-500	\$20,480.00	\$727.00	\$21,207.00
LEGAL SERVICES	11-000-230-331	\$124,392.00	\$22,416.00	\$146,808.00
MISC EXPENDITURES	11-000-230-890	\$22,883.01	\$146.00	\$23,029.01
BOE MEMBERSHIP DUES	11-000-230-895	\$14,105.00	\$103.00	\$14,208.00
SAL OF SEC ASST	11-000-240-105	\$408,067.00	\$2,821.00	\$410,888.00
UNUSED VACATION	11-000-240-199	\$0.00	\$3,243.00	\$3,243.00
SALARIES	11-000-261-100	\$207,094.00	\$3,718.00	\$210,812.00
CLEANING,REPAIR,MAINT	11-000-262-420	\$119,153.32	\$862.00	\$120,015.32
OTHER PURCH SERV	11-000-262-590	\$9,476.00	\$630.00	\$10,106.00
SALARIES OF TEACHERS	11-110-100-101	\$396,795.00	\$857.00	\$397,652.00
SALARIES OF TEACHERS	11-120-100-101	\$3,434,448.00	\$7,120.00	\$3,441,568.00
SALARIES OF TEACHERS	11-150-100-101	\$4,500.00	\$5,044.00	\$9,544.00
OTHER SAL FOR INSTRUCT	11-205-100-106	\$35,018.00	\$82.00	\$35,100.00
MISC EXPENDITURES	11-402-100-890	\$19,252.00	\$177.00	\$19,429.00
SALARIES OF TEACHERS	11-230-100-101	\$352,433.00	-\$25,476.00	\$326,957.00
SALARIES OF TEACHERS	11-140-100-101	\$3,337,673.00	-\$16,469.00	\$3,321,204.00
SUPPLIES AND MATERIALS	11-000-221-600	\$69,005.81	-\$555.00	\$68,450.81
OTHER OBJECTS	11-000-221-800	\$1,000.00	-\$500.00	\$500.00
AUDIT FEES	11-000-230-332	\$20,000.00	-\$1,500.00	\$18,500.00
PURCH PROF SERVICES	11-000-262-300	\$82,000.00	-\$5,000.00	\$77,000.00
SALARIES	11-402-100-100	\$315,200.00	-\$177.00	\$315,023.00
HEALTH BENEFITS	11-000-291-270	\$5,966,567.00	-\$17,958.00	\$5,948,609.00
OTHER PURCH SERV	20-231-200-500	\$4,000.00	\$1,528.00	\$5,528.00
SUPPLIES AND MATERIALS	20-250-100-600	\$51,489.00	\$11.00	\$51,500.00
OTHER PURCH SERV	20-260-200-500	\$6,657.00	\$586.00	\$7,243.00
SALARIES OF TEACHERS	20-231-100-101	\$280,852.00	-\$18.00	\$280,834.00
SUPPLIES AND MATERIALS	20-231-100-600	\$9,468.00	-\$1,510.00	\$7,958.00
PERSONAL SERVICES	20-250-200-200	\$23,092.00	-\$11.00	\$23,081.00
SUPPLIES AND MATERIALS	20-260-200-600	\$330.00	-\$330.00	\$0.00
PURCH PROF SERVICES	20-260-200-300	\$10,000.00	-\$256.00	\$9,744.00
		\$15,978,577.14	\$0.00	\$15,978,577.14



**15. Bid Award**

To approve the following bid to the lowest responsible bidder: (copy on file in business office)  
 (through Hunterdon County Educational Services Commission Lease Purchase Bidding/Financial Advisory Service)

**WHEREAS**, a recommendation was made by the Superintendent of Schools to the Roselle Park Board of Education (“Board”) to seek a contract for a Lease Purchase Agreement for the purchase of various educational materials and equipment (hereinafter “Lease Purchase”); and

**WHEREAS**, The Lease Purchase was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-1; and

**WHEREAS**, on Tuesday, May 3, 2016 the Board received bids from potential bidders in accordance with N.J.S.A. 18A:18A-1, *et seq.*; and

Bidder	Index Federal Reserve H-15 like term date/term	Purchase Option Penalty (% of outstanding Principal balance)	Rate Bid	Additional Fee/effective yield
US Bancorp Government Leasing & Finance, Inc.	1.25%, /5yr., 4/22/16	103%	1.741%	No Escrow Fee for first 6 months. \$500/6months after month 6
Municipal Leasing Consultants, VT	1.14%/4 yr. 4/22/16	101%	2.97%	\$500 Escrow

**WHEREAS**, the bid submitted by US Bancorp Government Leasing & Finance, Inc. (“US Bancorp”) has been reviewed and has been determined to be in compliance with the bid specifications and New Jersey Public Contracts Law, N.J.S.A. 18A:18A-1, *et seq.*; and

**NOW THEREFORE:**

**BE IT RESOLVED**, that the Board hereby awards the Lease Purchase Agreement to US Bancorp at the rate bid of 1.741%.

Dated: 5/10/2016

\_\_\_\_\_  
 Susan Guercio  
 Board Secretary

Motion \_\_\_\_\_

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following ***agenda item 16.***

***16. Adoption of the 2016-2017 School Year Budget And Tax Levy***

To approve the following resolution:

WHEREAS, the Roselle Park Board of Education adopted a tentative budget on March 22, 2016 to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on March 29, 2016; and

WHEREAS, the tentative budget was advertised in the legal section of the Union County Local Source on April 21, 2016; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 26, 2016; and

WHEREAS, the total amount of the budget for General Fund Expenses shall be \$32,409,907, of which \$21,055,914 shall be raised by tax levy, and

WHEREAS, the total amount of the budget for Special Revenue Fund Expense shall be \$790,948, of which \$0.00 shall be raised by tax levy, and

WHEREAS, the total amount of the budget for Debt Service Expense shall be \$703,550 of which \$703,550 shall be raised by tax levy.

NOW THEREFORE, BE IT RESOLVED that the Roselle Park Board of Education hereby adopts the 2016-2017 School Year budget and,

BE IT RESOLVED that there should be raised for the General Funds \$32,409,907 for the ensuing School Year (2016-2017) and

BE IT RESOLVED that there should be raised for Debt Service Funds, \$703,550 for the ensuing School Year (2016-2017).

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May 10, 2016  
Open Session

Vice President Harms	_____	Mr. Gerten	_____
Mr. Balaban	_____	Mr. Nelson	_____
Mr. Bowman	_____	Mr. Sekou	_____
Mr. Cancino	_____	Mr. Vita	_____
		President Miller	_____

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

### ***Committee/Liaison Reports***

#### ***Continuing Business***

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

October 20	1 student
November 3	0 students
November 17	0 students
December 1	0 students
January 5	0 students
January 19	0 students
February 2	1 student
February 23	2 students
March 8	0 students
March 22	0 students
April 5	0 students
April 26	0 students
May 10	<u>0 students</u>
Total	4 students

#### ***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.

***Executive Session***

Motion to go into executive session to discuss personnel matters or other exceptions to the sunshine laws as follows:

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 matter related to the employment, appointment or termination of current or prospective employees;
9. Attorney/client privilege.

Moved	Seconded	Time
AYE	NAY	

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

***Adjournment***

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

Motion \_\_\_\_\_

Next scheduled board meeting: May 24, 2016 – Roselle Park Middle School Auditorium – 7:00pm