

ROSELLE PARK SCHOOL DISTRICT
Office of the Superintendent

June 21, 2016

TO: Christopher Miller, President
Members of the Board of Education
FROM: Pedro Garrido, Superintendent
SUBJECT: AGENDA FOR BOARD MEETING – **June 28, 2016**

Notice of Meeting

This meeting, held in the Roselle Park High 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.

Roll Call

| | |
|---|----------------|
| President Miller | Kevin Cancino |
| Vice President Harms | Troy Gerten |
| Rodric Bowman | Sundjata Sekou |
| Alexander Balaban, Scott Nelson, Jeofrey Vita were absent from this meeting | |
| 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 – Employee Matter: the Superintendent advised the Board of a personnel meeting regarding an employee.
2. Personnel – Employee Matter: The Superintendent provided the Board with an update regarding an employee previously placed on administrative leave.
3. Personnel – Employee Matter: the Board reviewed the Superintendent’s annual evaluation for the 2015-2016 school year with the Superintendent.

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 6:30 p.m. The minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

Minutes
June 28, 2016
Open Session

Moved: Mr. Cancino Seconded: Mr. Gerten Time: 6:05PM
AYE: 6 NAY: 0
Motion to return to public session (to be moved in public session)
Moved: Mr. Gerten Seconded: Mr. Bowman Time: 7:00PM
AYE: 6 NAY: 0

Public Participation – 6:30 PM – Agenda Items Only

Jacob Magiera, resident, questioned agenda item #15. Board Attorney Osborne responded.

Saul Qersdyn, resident, questioned agenda item #2. Board Attorney Osborne responded.

Joe Signarello, Woodland Ave., commented on Mrs. Deegan’s retirement and Mr. Suchanski’s resignation.

Committee Reports

Vice President Harms speaks for the Facility Committee reporting on the athletic field light poles.

Superintendent’s Report

District summary of Harassment, Intimidation or Bullying (HIB), Investigations, Training and Programs Report given by Ellen Bachert, District HIB Coordinator

District summary report of student Food Service Survey given by Susan Guercio, Business Administrator.

Pedro Garrido, Superintendent, gives a report which reviews the numerous achievements resulting from the district Strategic Plan 2013-2016.

District website update given by Michael Estrada.

POLICY

A motion was made by Mr. Sekou and seconded by Mr. Gerten to approve agenda items 1 through 3.

1. District Policy – Second Reading

To approve the following SMOKING PROHIBITION revised district policy: (second reading)

3515 SMOKING PROHIBITION

2. District Policy – Second Reading

To approve the following RELATIONS WITH VENDORS revised district policy: (second reading)

3327 RELATIONS WITH VENDORS

3. District Policy – Second Reading

To approve the following STATE FUNDS; FEDERAL FUNDS revised district policy: (second reading)

3220/3230 STATE FUNDS; FEDERAL FUNDS

On roll call, motion carries

PERSONNEL

Consent Agenda Motion – Personnel

A motion was made by Mr. Gerten seconded by Mr. Sekou to approve the following agenda items 4 through 20.

4. Leave of Absence Request (Tricia Eger, Middle School Special Education Teacher)

RESOLVED, that the Board, upon recommendation of the Superintendent, hereby approves the pre-birth disability leave of Tricia Eger commencing on September 12, 2016 and extending through October 9, 2016. Tricia Eger will use accumulated sick leave days during this pre-birth temporary disability period to continue to receive salary and health benefits from September 12, 2016 through October 9, 2016. The employee's pre-birth disability leave shall run concurrent to her leave under the Family Medical Leave Act (FMLA).

RESOLVED, that the Board, upon recommendation of the Superintendent, approves the post-birth disability period of Tricia Eger following the birth of her child. Tricia Eger will use the remainder of her accumulated sick leave days during this post-disability period, and continue to receive salary from October 10, 2016 through November 10, 2016. The employee will also receive health benefits during this period. The employee's post-birth disability leave shall run concurrent to her leave under the Family Medical leave Act (FMLA).

RESOLVED, that the Board, upon recommendation of the Superintendent, approves the child care family leave of absence under the Family Medical Leave Act and the New Jersey Family Leave Act for Tricia Eger commencing November 11, 2016 and extending through February 3, 2017. The remainder of the employee's leave under the Family Medical Leave Act shall run concurrent to the employee's leave under the New Jersey Family Leave Act. The employee shall not receive salary during this period of time, but will continue to receive health benefits.

RESOLVED, that the Board, upon recommendation of the Superintendent, approves the contractual child care leave of absence of Tricia Eger pursuant to the Collective Bargaining Agreement between the Board and Roselle Park Education Association commencing February 6, 2017 and extending through March 17, 2017. The employee shall return to the District March 20, 2017. The employee shall not receive salary during this contractual leave period. The employee shall receive health benefits during this contractual leave period as provided by the existing Collective Bargaining Agreement between the Board and the Roselle Park Education Association.

5. *Leave of Absence Request (Sarah Kanach, ECC Special Education Teacher)*

RESOLVED, that the Board, upon recommendation of the Superintendent, hereby approves the pre-birth disability leave of Sarah Kanach commencing on October 10, 2016 and extending through October 14, 2016. Sarah Kanach will use accumulated sick leave days during this pre-birth temporary disability period to continue to receive salary and health benefits from October 10, 2016 through October 14, 2016. The employee's pre-birth disability leave shall run concurrent to her leave under the Family Medical Leave Act (FMLA).

RESOLVED, that the Board, upon recommendation of the Superintendent, approves the post-birth disability period of Sarah Kanach following the birth of her child. Sarah Kanach will use 11 accumulated sick leave days during this post-disability period, and continue to receive salary during a portion of this leave period. The employee shall continue to receive health benefits from October 15, 2016 through November 15, 2016. The employee's post-birth disability leave shall run concurrent to her leave under the Family Medical leave Act (FMLA).

RESOLVED, that the Board, upon recommendation of the Superintendent, approves the child care family leave of absence under the Family Medical Leave Act and the New Jersey Family Leave Act for Sarah Kanach commencing November 16, 2016 and extending through January 6, 2017. The remainder of the employee's leave under the Family Medical Leave Act shall run concurrent to the employee's leave under the New Jersey Family Leave Act. The employee shall not receive salary during this period of time, but will continue to receive health benefits. The employee shall return to the District on January 9, 2017.

6. Staff Transfers/Change of Assignment 2016-2017

To approve the following change of assignments for the 2016-2017 school year:
(as recommended by the Superintendent) (as per RPEA contract) (effective September 1, 2016)

| | <u>From:</u> | <u>To:</u> |
|---|---|-----------------------------------|
| Joanna Netta Art Teacher | ½ time elementary ½ time high school | Full time high school |
| Sarah Kanach Special Education Teacher | Early Childhood Center | Aldene Resource Room |
| Loretta Smith-Hardy | ½ time T&G \$29,813 | Full time ½ T&G ½ ESL \$59,626 |

7. Staff Resignations/Retirement

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

- a. Richard Suchanski, HS Assistant Principal (Athletics), effective July 8, 2016
- b. Jamie O'Connell, Board Office, Administrative Assistant/Payroll, effective August 1, 2016
- c. Sandra Deegan, Sherman, 10 month Secretary, effective June 30, 2016

8. Staff Appointments

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

- a. Jennifer Nicol, Robert Gordon, Paraprofessional, effective September 1, 2016 through June 30, 2017 at 6 hrs./day, 5 days/week for \$14.89/hr.
- b. Daria Resnick, Sherman, Teacher, effective date September 1, 2016 through November 23, 2016 at B1 \$53,599 (mat. leave repl. J. Padovano)(prorated)
- c. Kimberly Lopes, Middle School, Special Education Teacher, effective date September 12, 2016 through March 17, 2017 at M1 \$59,416 (mat. Leave repl. T. Eger) (prorated)
- d. Fay Witkowski, Director of the Academy, effective date September 1, 2016 through June 30, 2017 at DCA 10 step 2, \$80,164* (as per RPAA contract)(* pending negotiations)(repl. C. Muench)

9. Additional Extra-Curricular Appointment

To approve the following additional appointment for the 2015-2016 school year
(as recommended by the Superintendent):

| | | | |
|--|-----------------|--------|-------|
| Yearbook Proof Reader (repl. V. Petz) | Wendy Battaglia | Step A | \$683 |
|--|-----------------|--------|-------|

10. Revised 2016 Extended School Year Staff

Approval of the following revised 2016 Extended School Year Staff: (as recommended by the Superintendent)

| Name | Days/Weeks | Position | Hrs./Day | Salary/Hr. |
|------------------|-------------------|------------------|-----------------|---------------------------------|
| Joanna Romano | 4 | Paraprofessional | 4 | \$14.52/hr+ \$1.00 toileting |
| Linda Samolowicz | 4 | Paraprofessional | 2.5 | \$14.52/hr |
| Edith Silva | 4 | Paraprofessional | 4 | \$14.52/hr |
| Nanette Sayani | 4 | Nurse | 5.75 | \$34.83/hr |
| Rosalia Perez | 1 | Bus Aide | 2 - Friday only | \$14.52/hr |
| Rosalia Perez | | Bus Aide (sub) | | |

11. Professional Development

To approve the following personnel to prepare for staff development on June 7, 2016 at \$34.83/hr. (as recommended by the Superintendent) (per RPEA contract)

CPR Certification Training – 3 hours each

| | | |
|-----------|-----------------|------------------|
| James Foy | Kevin Rodriguez | Shannon Martinez |
|-----------|-----------------|------------------|

12. 2016 Summer Credit Recovery Program Staff

To approve the following staff to monitor the Summer Remediation Program at \$34.83/hr. (No cost to the district)

| | |
|------------------------|--------------|
| Anna Maria Matarredona | Mary Baumann |
|------------------------|--------------|

13. *Non-Union Staffing List*

To approve the attached non-union staffing list for the 2016-2017 school year.
(as recommended by the Superintendent)

14. *Additional Staffing List*

To approve of the attached additional Roselle Park Education Association staffing list for the 2016-2017 school year.
(as recommended by the Superintendent)

15. *Employment Contracts*

Approval to authorize the following employment contracts: (copies on file in business office)

- a. Susan Guercio, School Business Administrator/Board Secretary, effective July 1, 2016 to June 30, 2017.
- b. Pedro Garrido, Superintendent, effective July 1, 2016 to June 30, 2019.

16. *Student Helpers*

To appoint the following student helpers for the 2016 summer (as recommended by the Superintendent):

| | |
|-------------------|------------|
| <u>Technology</u> | |
| Arzana Gjakova | \$9.00/hr. |
| Argjylena Gjakova | \$9.00/hr. |

17. *Summer Curriculum Work 2016*

To approve the following staff to do Summer Curriculum Work at \$34.83/hr.

Language Arts – 6 hours

Karen Kane

Language Arts – 10 hours

Natalie Basile

Jennifer Durkin

Phonics Assessments – 2 hours

Dina Cashin

Kristen Mingoia

Data Preparation for PLC

Lisa Lugara 7.5 hours

Matalie Basile 7.5 hours

Patty Mawer 15 hours

18. Additional Hours

To approve the following administrative para to work:
7 hrs/day at \$13.88/hr from June 24, 2016 – June 30, 2016 (as recommended by the Superintendent):

Middle School – Laura Manzo

19. Additional Special Services Summer Child Study Team Personnel

To appoint the following additional Special Services 2016 Summer Personnel:
(as recommended by the Superintendent) (as needed)

School Psychologist Angela Longo

20. Summer Studio Program Personnel

To approve the personnel for the summer program in Architectural Design called
Summer Studio, 6hrs./day, Monday-Friday, July 11-22, 2016 at \$34.83/hr.
(No cost to the district)

Angelena Hreczny

On roll call, motion carries

EDUCATION

A motion was made by Mr. Cancino seconded by Mr. Bowman to approve the following agenda items numbered 21 and 24.

21. Education Programs 2015-2016

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

Tuition for Paraprofessional

#110 The Deron School – Teacher’s Assistant June 2, 2016 \$115/day

Bedside Instruction

#111 1/hr./day/admin prep time. Education Inc. 6/10/16 – TBD \$47.47/hr.

22. Education Programs 2016-2017

To approve the following summer education program(s) for the 2016-2017 school year:

| | | |
|--|--|---------------------------|
| <u>Tuition for Paraprofessional</u> | | |
| #31 | The Deron School – Teacher’s Assistant | \$115/day |
| <u>2016 Extended School Year Tuition and Transportation</u> | | |
| #32 | Mt. Carmel Guild School | \$8,400 + transportation |
| <u>2016 Extended School Year Tuition and Transportation – Cancellation</u> | | |
| #33 | Mt. Carmel Guild School | \$8,400 + transportation |
| <u>2016-2017 Tuition and Transportation - 10 Month Programs</u> | | |
| #34 | Mt. Carmel Guild School | \$50,400 + transportation |
| <u>Tuition Incoming</u> | | |
| #35 | West Orange | \$33,279 |

23. Harassment/ Intimidation/Bullying Incident

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

#15022

24. Educational Trip Request

To approve the following district 2016 educational trip requests:

- a) Clifton Stadium, Clifton, NJ July 1, 2016 High School Band
Students will see & hear live bands

Motion all aye

BUSINESS

A motion was made by Mr. Gerten seconded by Mr. Bowman to approve the following agenda items 25 through 32.

25. *Approval of Bills*

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

| | |
|-------------------------|------------------|
| General Current Expense | \$155,440.83 |
| Special Revenue Funds | \$ 3,390.98 |
| Enterprise Fund | \$ 35,589.08 |
| Summer Camp | <u>\$ 750.39</u> |
| Total | \$195,171.28 |

26. *Secretary/Treasurer Report*

To approve the attached secretary/treasurer report for the period ending April 30, 2016

27. *Line Item Transfers/Bill Pay Authorization*

To approve the following:

1. Direct the Business Administrator to make line item transfers within the 2015-2016 budget or to transfer funds from fund balance as needed to close out the 2015-2016 school year.
2. Direct the Business Administrator to pay all bills through August 2016.

28. *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 May 31, 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 May 31, 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.

29. *Approval of Minutes*

To approve the following minutes:

| | | | |
|--------------|--------------|--------------|----------------|
| May 10, 2016 | open session | May 10, 2016 | closed session |
| May 24, 2016 | open session | May 24, 2016 | closed session |

30. *2016 – 2017 Food Nutrition Program Contract*

To approve the contract for food service management services for the 2016-2017 school year with Pomptonian Food Service, Fairfield, NJ.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$0.0704 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The LEA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals served and meal equivalents. The number of School Breakfast Program and National School Lunch program meals served to the children shall be determined by actual count. Cash receipts, other than from Sales of National Lunch Program and School Breakfast Program meals served to the children, shall be divided by \$1.00 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$0.0704 will be multiplied by total meals. The FSMC guarantees the LEA a minimum profit of seven thousand seven hundred sixty-one dollars (\$7,761.00) for school year 2016-2017. This guarantee is limited to one hundred percent of the total 2016-2017 administrative/management fee.

31. Use of Buildings and Grounds Requests

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

- a) Roselle Park Youth Cheerleading - Practice
Robert Gordon – gymnasium
Monday – Thursday, September – December 2016
6:00PM – 9:00PM

- b) Roselle Park Youth Football - Camp
Herm Shaw Field
Monday – Friday, July 11 – 15, 2016
9:00AM – 3:00PM

- c) Roselle Park Youth Football – Practice
Herm Shaw Field
Monday – Friday, July 25 – November 11, 2016
5:30PM – 8:30PM

- d) Roselle Park Youth Football – Games
Roselle Park High School – varsity field
Sunday, August 28 – November 13, 2016
10:00AM – 5:00PM

32. District Contract

To approve the following district contract: (copies on file in business office)

Reliance Communications, School Messenger 12 month contract, \$5,222.50

Reliance Communications, Sharp School Web Hosting Renewal, \$3,581.51.

Motion carries

A motion was made by Mr. Bowman seconded by Mr. Cancino to approve the following agenda item 33.

33. *Capital Reserve*

WHEREAS, NJAC 6A:23A-14.4 et seq. permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution and

WHEREAS, the Roselle Park Board of Education wishes to deposit current year surplus up to \$400,000.00 into a Capital Reserve account at year end, and

WHEREAS, the Roselle Park Board of Education has determined that up to \$400,000.00 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Roselle Park Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

On roll call, motion carries

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 | 0 students |
| May 24 | 0 students |
| June 14 | 2 students pending |
| June 28 | <u>0 students</u> |
| Total | 6 students |

New Business

Sarah Costa gives an update on the Robotics team currently competing in Nashville

Public Participation

Jacob Magiera, 612 Sheridan Ave., questioned the Facility Assessment. Vice President Harms responded.

Joe Signorello, asked for an update on the Aldene Principal search. Superintendent Garrido responded.

Kathleen Murphy, Band Parent Association, commented on the effects of the removal of the light poles.

Saul Qersdyn, 10 Berwyn St., questioned if board members notify of their absence prior to the meeting . President Miller responded yes. Also, he questioned the update on Aldene Principal.

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: Attorney/Client Privilege

It is anticipated that the executive session will take approximately 2 hours; 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.

Attorney-Client Privilege: the Board attorney provided guidance on various legal items

Moved: Mr. Sekou Seconded: Vice President Harms Time: 8:45PM
AYE: 6 NAY: 0

Motion to return to open session (to be moved in public session)
Moved: Mr. Sekou Seconded: Vice President Harms Time: 11:23 PM
AYE: 6 NAY: 0

Adjournment

A motion was made by Mr. Bowman seconded by Mr. Cancino to adjourn the meeting at 11:24 p.m.

Motion: all aye

Minutes
June 28, 2016
Open Session

Respectfully submitted,

Susan Guercio
School Business Administrator
Board Secretary

Next scheduled board meeting: July 26, 2016 - if necessary - Middle School Auditorium 7:00PM