

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

November 5, 2019

**TO:** Loren Harms, President  
Members of the Board of Education  
**FROM:** Pedro Garrido, Superintendent  
**SUBJECT:** AGENDA FOR BOARD MEETING – **November 5, 2019**

***Notice of Meeting***

This meeting, held in the Sherman School gymnasium/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. 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 Harms	Matthew Leingang
Vice President Signorello	Khamele McLeod-Cato
Susan Carlstrom	Christopher Miller
Marissa Falcon	Kimberly Powers
Chad Hemenway	
Pedro Garrido, Superintendent of Schools	
Michelle Calas, 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 Matter – the Superintendent updated the Board regarding his recommended appointment to a District position

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.

<b>Moved:</b> Mr. Miller	<b>Seconded:</b> Vice President Signorello	Time 6:05
AYE: 9	NAY:0	

Motion to return to public session		
<b>Moved:</b> Vice President Signorello	<b>Seconded:</b> Mr. Miller	Time 7:04
AYE: 9	NAY:0	

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

None

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**Committee Reports**

Ms. Carlstrom expressed her content with the Gordon Harvest Festival.

Vice President added that the Roselle Park Fire Department attended the Harvest Festival and was provided hayrides. He discussed the upcoming bonfire.

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**Superintendent’s Report**

Mr. Garrido discussed the parent- teacher conferences at the elementary and middle schools. He discussed the Early Childhood budget and plan. He further indicated that the school district would participate in the Veteran’s Day service. He discussed that the middle school was partnering with the Roselle Park Police Department to collect items to provide to the homeless.

Mr Harms commented on the weight room and expressed his content with the board approving it.

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**POLICY**

A motion was made by Ms. Carlstrom and seconded by Vice President Signorello to approve agenda item 1.

The Superintendent recommends:

**1. District Policy – First Reading**

To approve the following:

LOCAL WELLNESS/NUTRITION revised district policy:

3542.1 LOCAL WELLNESS/NUTRITION

Vice President Signorello	yes	Ms. McLeod-Cato	yes
Ms. Carlstrom	yes	Mr. Miller	yes
Ms. Falcon	yes	Mr. Hemenway	yes
Ms. Powers	yes	Mr. Leingang	yes
President Harms	yes		

On roll call, motion carries.

**PERSONNEL**

***Consent Agenda Motion – Personnel***

A motion was made by Vice President Signorello seconded by Mr. Hemenway to approve the following agenda items 2 through 15 and addendum item 1.

The Superintendent recommends:

**2. *District Substitutes***

To approve the additional substitute:

**TEACHERS**

Brooke Vernick                      Kean '16                      Grades K-6

**PARAPROFESSIONAL**

Brooke Vernick

**3. *Staff Appointments***

To appoint the following staff,

- a. Mary Christensen, Robert Gordon, Interim Principal, effective November 11, 2019 be paid at \$350 per day. Account Number: 11-000-240-103-05

**4. *Staff Resignations***

To approve the following staff resignations:

Lorraine Mazzeo, Sherman, Paraprofessional, effective October 31, 2019.

**5. *Maternity Leave of Absence Extension***

To approve the following maternity leave of absence extension request:

Jean Erbeck	From:	To:
Robert Gordon	11/26/18 to 1/2/20	11/26/18 to 9/8/20
Grade 1 Teacher		

**6. *Revision of Maternity Leave of Absence***

To approve the following revision of maternity leave of absence:

	From:	To:
Colleen Bodek	10/30/19 to 2/3/20	10/14/19 to 2/3/20
Director of Guidance/Testing		

**7. *Maternity Leave of Absence Request (Lisa Lugara, RG, Elementary Teacher)***

**RESOLVED**, that the Board, upon recommendation of the Superintendent, hereby approves the pre-birth disability leave of Lisa Lugara commencing on January 21, 2020 and extending through February 1, 2020. Lisa Lugara will use accumulated sick leave days during this pre-birth temporary disability period to continue to receive salary and health benefits from January 21, 2020 through February 1, 2020. 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 Lisa Lugara, following the birth of her child. Lisa Lugara will use accumulated sick leave days during this post-birth disability period, and continue to receive salary from February 1, 2020 through March 3, 2020. 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 Lisa Lugara commencing March 4, 2020 and extending through June 15, 2020. 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.

**8. *Elementary Proctors 2019-2020***

To approve the following elementary proctors for the 2019-2020 school year at \$30/event:

Aldene

Jodi Foy

Nicole Quaglia

Rebecca Antonelli

Danielle Cristiano

Jessica Rozewski

Cost not to exceed: \$500.00

Account number: 11-401-100-100-04

Robert Gordon

Lynn Matthews

Gina Cesaro

Tara Pisano

Josephine Marino

Carol Rickert

Cost not to exceed: \$500.00

Account number: 11-401-100-100-05

**9. Disability Leave of Absence**

To approve the disability leave of absence for Annmarie Gaccione for the period of October 22, 2019 through the end of the 2019-2020 school year. The employee shall substitute accumulated unused sick leave days during this disability period in order to receive salary from October 16, 2019 through March 17, 2020. The employee shall not receive salary during this contractual leave period commencing on March 18, 2020 extending through the end of the 2019-2020 school year. The employee shall return to the District as of the first staff -reporting day of the 2020-2021 school year. The employee shall receive health benefits during the disability leave period as provided by the existing Collective Bargaining Agreement between the Board and the Roselle Park Education Association. The employee's disability leave shall run concurrent to her leave under the Family Medical leave Act (FMLA).

**10. Change of Assignment**

To approve the following change of assignment, as per RPEA contract:

	<u>From:</u>	<u>To:</u>
a. Brenda Rivera	Aldene Special Education Para 6/hrs/day + \$1.00 toileting \$16.19/hr. 20-250-100-106-10	Aldene Personal Paraprofessional 6/hrs/day \$16.19/hr. 11-000-217-106-10 (eff. October 22, 2019)
b. Mario Restrepo-Taborda	Middle School Special Education Para 6/hrs/day \$16.19/hr. 20-250-100-106-10	Robert Gordon Personal Paraprofessional 6/hrs/day \$16.19/hr. 11-000-217-106-10 (eff. October 22, 2019 )
c. Francine Lambroschino	Robert Gordon Preschool Para 5.5/hrs/day+\$1.00 toileting \$16.19/hr. 20-218-100-106-00	Robert Gordon Special Education Para 6/hrs/day \$16.19/hr. 11-000-217-106-10 (eff. October 29, 2019 )
d. Robert Kessler	Sherman Special Education Para 5.5/hrs/day \$16.19/hr. 11-000-217-106-10	Robert Gordon Special Education Para 6/hrs/day \$16.19/hr 20-250-100-106-10 (eff. October 23, 2019)

- |                              |  |   |
|------------------------------|--|---|
| e. Eulalia Moreno-Wisniewaki | Aldene<br>Special Education Para<br>5.5/hrs./day<br>\$16.19/hr.<br>20-250-100-106-10 | Middle School<br>Personal Paraprofessional<br>6/hrs/day<br>\$16.19/hr.<br>11-000-217-106-10<br>(eff. October 22, 2019 ) |
| f. Andres Cordoba            | High School<br>Personal Para<br>6.5/hrs/day<br>\$16.19/hr.<br>11-000-217-106-10      | Robert Gordon<br>Special Education Para<br>6.5/hrs/day<br>\$16.19/hr.<br>20-250-100-106-10<br>(eff. October 29, 2019 )  |

**11. Additional High School & Middle School Coaches 2019-2020**

To approve the following additional high school extra-curricular coaches for the 2019-2020 school year:

Assistant Bowling Coach	Doug Metzgar	1-1	\$2,021
Middle School Wrestling Coach	Robert Brady	1-1	\$3,982
Volunteer Wrestling Coach	Mike Goff		*Volunteer

Account number: 11-402-100-100-02

*Original agenda resolution appeared on the August 20, 2019 Regular Public Meeting, resolution no. 9*

**12. Additional Compensation**

To approve compensation for Joanna Zaraza for additional duties performed during the leave of absence of the Director of Guidance and Testing between 10/14/19 to 2/1/20 at the rate of \$34.83 for eighty (80) hours.

Cost not to exceed: \$2,787

Account number: 11-000-218-104-79

**13. Language translation**

To approve compensation for the following staff member for language translation, as needed, for the 2019-2020 school year.

Rosa Iglecias-Blazquez

Cost not to exceed: \$500

Account Number: 11-240-100-101-XX

**14. Additional High School Extra-Curricular Advisor 2019-2020**

To approve the following high school extra-curricular advisor for the 2019-2020 school year:

Athletic Proctors \$45/event  
Doug Metzgar

*Original agenda resolution appeared on the August 20, 2019 Regular Public Meeting, resolution no. 9*

**15. Additional Federal Programs Salary Allocations for 2019-2020**

To approve the following salary allocations for Federal programs for the 2019-2020 school year:

<u>Paraprofessional's Name</u>	<u>Program</u>	<u>%</u>	<u>Program Salary</u>
Kessler, Robert	IDEA B	100%	\$ 14,229.01

*Original agenda resolution appeared on the October 15, 2019 Regular Public Meeting, resolution no.11*

Vice President Signorello	yes	Ms. McLeod-Cato	yes
Ms. Carlstrom	yes	Mr. Miller	yes
Ms. Falcon	yes	Mr. Hemenway	yes
Ms. Powers	yes	Mr. Leingang	yes
President Harms	yes		

On roll call, motion carries.

Mr. Leingang expressed is content with interview process for the Gordon principal and indicated that he believes the district found a great candidate.

## ***EDUCATION***

A motion was made by \_\_\_\_\_ seconded by \_\_\_\_\_  
to approve the following ***agenda items 16 through 21.***

### ***16. Education Program***

To approve the following education program(s) for the 2019-2020 school year:

Bedside Instruction

#53	St Claire's Hospital	5 hrs/wk	10/14/19-approx 6 weeks	\$1,650
#54	PES, Inc – High Focus	10/hrs/wk	10/16/19-approx 6 weeks	\$2,089.80

Account number: 11-150-100-320-10 cost not to exceed \$3739.80

Tuition (outgoing) & Transportation

#55 Morris-Union Jointure, New Providence  
Account number: 11-000-100-565-10 (tuition) cost not to exceed \$ 72,118  
11-000-270-518-10 (transportation) cost not to exceed \$ 17,000

Michelle Calas, School Business Administrator/ Board Secretary, certifies the availability of funds.

### ***17. Workshop Attendance Request***

To approve the following staff workshop attendance request:

Attendees	Conference	Date
Jennifer Lemke	101 Best Strategies for School Library Program West Orange	January 16, 2020

Cost not to exceed: \$279.00  
Account Number: 11-000-223-500-02

Attendees	Conference	Date
July Bennett	Maximize the Power of Guided Reading West Orange	December 18, 2019

Cost not to exceed: \$279.00  
Account Number: 11-000-223-500-05

Michelle Calas, School Business Administrator/ Board Secretary, certifies the availability of funds.

### ***18. Harassment/ Intimidation/Bullying Incidents***

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

#19001



**19. *Bus Evacuation Drills***

To acknowledge bus evacuation drills were held in October 2019 in accordance with NJAC 6A:27-11.2 on:

- a. October 15, 2019, 12:18PM, front of RPHS, route RP004, supervised by J. Foy – Asst. Principal
- b. October 14, 2019, 7:19AM, front of RPHS, route RP001, supervised by J. Foy – Asst. Principal
- b. October 16, 2019, 7:18AM, front of RPHS, route RP003, supervised by J. Foy – Asst. Principal
- c. October 14, 2019, 2:30PM Larch St., route RP002, supervised by J. Foy – Asst. Principal
- d. October 18, 2019, 7:45AM, front of RPHS, route RP004, supervised by J. Foy – Asst. Principal

**20. *Staff Development***

To approve to enter into contract with Staff Development Workshops, Inc. for math professional development for elementary and middle school math teachers.

Cost not to exceed: \$1,700  
Account Number: 20-260-200-300-11 (Title IIA)

Michelle Calas, School Business Administrator/ Board Secretary, certifies the availability of funds.

**21. *Reading Recovery***

To approve to Katherine Parsons and Amy Pasternack to attend on-site professional development at Copper Hill Elementary School Training Site, Flemington- Raritan School District, for Reading Recovery.

Cost not to exceed: \$1,800 (\$900 per teacher)  
Account Number: 20-260-200-300-11 (Title IIA)

Michelle Calas, School Business Administrator/ Board Secretary, certifies the availability of funds.

**22. *Educational Trip Request***

To approve the following district overnight educational trip request:

- a. Johnsonburg Camp Conv. Center, Johnsonburg, NJ Nov. 4-6,2019 Peer Leadership

Agenda  
Open Session  
November 5, 2019

Vice President Signorello	yes
Ms. Carlstrom	yes
Ms. Falcon	yes
Ms. Powers	yes
President Harms	yes

Ms. McLeod-Cato	yes
Mr. Miller	yes
Mr. Hemenway	yes
Mr. Leingang	yes

On roll call, motion carries.

***BUSINESS***

A motion was made by Ms. Carlstrom seconded by Ms. Powers to approve the following agenda items 23 through 30.

**23. *Approval of Bills***

To approve the following bills for the month of October 2019:

General Current Expense	\$956,028.34
Special Revenue Funds	\$ 56,627.12
Enterprise Funds	\$ 79,608.23
Summer Camp	<u>\$ 153.29</u>
Total	\$ 1,092,416.98

**24. *Approval of Minutes***

To approve the following minutes:

October 15, 2019

**25. *Secretary/Treasurer Report***

To approve the attached secretary/treasurer report for the period ending September 30, 2019.

**26. *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 September 30, 2019 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 September 30, 2019 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.

**27. *Stale Check Cancellation***

To cancel the following stale checks in the Roselle Park Board of Education Payroll Account:

4/29/2016	#154215	\$ 31.16
3/30/2017	#156257	\$ 45.17
2/29/2016	#153796	<u>\$125.80</u>
		\$202.20

**28. *Use of Buildings and Grounds***

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

- a. NJWOA – Union/Essex Chapter – NJWOA Cadet Wrestling Officials Instruction  
Roselle Park high School – classroom  
Mondays, October 14, 2019 – February 24, 2020  
7:00PM – 9:00PM
- b. Roselle Park Fire Department – Bonfire  
Herm Shaw Field – field house bathrooms  
Wednesday, November 27, 2019  
5:00PM – 10:00PM
- c. Future Health Career Club – Blood Drive  
Roselle Park High School – gymnasium  
Wednesday, November 20, 2019  
7:00AM – 5:00PM
- d. Roselle Park Quarterback Club – Football Banquet  
Roselle Park High School – students cafeteria  
Wednesday, November 20, 2019  
5:00PM – 10:00PM
- e. Roselle Park Marching Band – Fundraiser  
Roselle Park High School – auditorium  
Saturday, November 16, 2019  
8:00AM – 3:00PM
- f. Roselle Park Recreation Department – Open Gym for Girls Basketball  
Roselle Park High School – gymnasium  
Wednesday, Thursday, November 13, 14, 20, 21, 2019  
6:00PM – 8:00PM

- g. Sherman School PTA – Bounce House  
 Sherman – auditorium, kitchen, sound equipment, gym, students & teachers cafeteria  
 Friday, October 25, 2019  
 6:00PM – 8:00PM
  
- h. Roselle Park Middle School – PTA Meetings  
 Roselle Park Middle School – students’ cafeteria  
 Wednesdays, November 13, 2019, January 8, February 12, March 11, April 8,  
 May 13, June 10, 2020  
 7:00PM – 9:30PM

**29. Early Childhood Planning Budget Submittal**

To approve the submission of the 2020-2021 Early Childhood Planning Budget to the New Jersey Department of Education and to the Executive County Superintendent of Schools.

**30. Budget Transfers**

To approve the following budget transfers:

	FROM		TO
11-190-100-800-49	\$0.00	\$300.00	\$300.00
11-190-100-610-49	\$3,000.00	-\$300.00	\$2,700.00
11-190-100-800-04	\$0.00	\$550.00	\$550.00
11-190-100-800-05	\$0.00	\$550.00	\$550.00
11-190-100-800-06	\$0.00	\$550.00	\$550.00
11-190-100-610-04	\$36,146.57	-\$550.00	\$35,596.57
11-190-100-610-05	\$45,164.14	-\$550.00	\$44,614.14
11-190-100-610-06	\$38,890.11	-\$550.00	\$38,340.11
11-000-261-800-07	\$0.00	\$400.00	\$400.00
11-000-261-610-02	\$30,879.88	-\$400.00	\$30,479.88
11-000-240-800-11	\$10,000.00	\$215.00	\$10,215.00
11-000-240-600-02	\$4,384.71	-\$215.00	\$4,169.71
11-421-100-101-04	\$0.00	\$2,682.00	\$2,682.00
11-421-100-101-06	\$0.00	\$2,682.00	\$2,682.00
11-120-100-101-74	\$6,985.00	-\$2,682.00	\$4,303.00
11-120-100-101-76	\$10,736.00	-\$2,682.00	\$8,054.00
11-190-100-500-00	\$70,000.00	\$6,464.45	\$76,464.45
11-190-100-610-00	\$150,084.77	-\$6,464.45	\$143,620.32
11-000-219-104-16	\$20,000.00	\$5,810.05	\$25,810.05
11-000-240-105-79	\$0.00	\$1,293.46	\$1,293.46
11-000-219-104-10	\$720,364.00	-\$7,103.51	\$713,260.49
11-000-261-800-07	\$400.00	\$1,680.00	\$2,080.00
11-000-261-420-02	\$332,758.80	-\$1,680.00	\$331,078.80
11-000-261-610-07	\$48,271.60	\$35,500.00	\$83,771.60

Agenda  
 Open Session  
 November 5, 2019

11-000-261-420-02	\$331,078.80	-\$25,000.00	\$306,078.80
11-000-261-420-03	\$141,676.61	-\$10,500.00	\$131,176.61
**12-000-260-730-07	\$0.00	\$7,300.00	\$7,300.00
**12-000-400-450-06	\$30,000.00	-\$7,300.00	\$22,700.00
20-250-000-300-10	\$36,506.25	\$300.00	\$36,806.25
20-250-200-500-10	\$3,000.00	-\$300.00	\$2,700.00
20-250-100-566-10	\$169,392.00	\$25,332.00	\$194,724.00
20-250-100-600-10	\$13,000.00	-\$3,332.00	\$9,668.00
20-250-100-106-10	\$235,000.00	-\$22,000.00	\$213,000.00
**20-218-200-103-00	\$40,000.00	\$25,000.00	\$65,000.00
**20-218-200-104-00	\$66,283.00	\$6,000.00	\$72,283.00
**20-218-200-105-00	\$25,000.00	\$5,000.00	\$30,000.00
**20-218-200-176-00	\$57,215.00	\$10,000.00	\$67,215.00
**20-218-100-106-00	\$148,552.00	-\$46,000.00	\$102,552.00
**20-218-100-800-00	\$0.00	\$2,000.00	\$2,000.00
**20-218-200-420-00	\$1,000.00	\$8,000.00	\$9,000.00
**20-218-400-731-00	\$20,000.00	-\$10,000.00	\$10,000.00
**PENDING EXECUTIVE SUPERINTENDENT APPROVAL			

Vice President Signorello	yes	Ms. McLeod-Cato	yes
Ms. Carlstrom	yes	Mr. Miller	yes
Ms. Falcon	yes	Mr. Hemenway	yes
Ms. Powers	yes	Mr. Leingang	yes
President Harms	yes		

On roll call, motion carries.

***Continuing Business***

None

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***New Business***

None

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***Public Participation***

Frank Gagliardo- 409 Sheridan Avenue- discussed the needed playground space at Sherman and requested that the playground area be sealed and paved. He discussed his ideas of play spaces.

Mr. Garrido asked for his estimated and indicated that the district budget would need to be reviewed.

President Harms requested that the Director of Plant Operations look into the cost of the plan and suggested that the board would review the request.

Vice President Signorello indicated that a Facilities committee meeting will reconvene to discuss the needs of the district.

Mr. Leingang wished all those running in the election well.

Vice President Signorello commented on the fire that took place in town and noted the importance of having working fire detectors.

Mr. Garrido congratulated Mr. Leingang on completing the NYC marathon.

Closed Time: 7:30

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***Adjournment***

A motion was made by Mr. Miller and seconded by Mr. Leingang to adjourn the meeting at 7:33 p.m.

Motion carries.

Next scheduled board meeting: Tuesday, November 19, 2019 – Sherman auditorium/gymnasium at 7 p.m.

## **ADDENDUM**

### ***PERSONNEL***

The Superintendent recommends:

#### ***1. Staff Appointments***

To appoint the following staff,

- a. Elise Aportela Genao, Robert Gordon, Principal, effective December 9, 2019\* to June 30, 2020 at \$120,582 Account Number: 11-000-240-103-05

*MA from William Paterson University*

*Holds a NJ Standard Principal Certificate*

*\*Note- or later when released from current contract*