

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

REGULAR BUSINESS MEETING

FEBRUARY 27, 2014

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**BOARD OF EDUCATION
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**MINUTES
REGULAR BUSINESS MEETING
FEBRUARY 27, 2014**

DATE

February 27, 2014

PRESENT BOARD MEMBERS

Mrs. Gordon
Ms. Parkinson
Mr. Mastrangelo

MEETING

Regular Business Meeting

ABSENT

Mrs. DiGiacomo arrived at 7:48 p.m.
Mr. Farina arrived at 7:55 p.m.

TIME

7:30 p.m.

ADJOURNED

11:30 p.m.

OTHERS PRESENT

Mr. Rutzky
Dr. Occhino
Mrs. Dacosta
(4) Staff
(5) Citizens
Ed Burke – The Progress

PLACE

Lester C. Noecker School

A-1 **CALL TO ORDER** and **ROLL CALL** - Board SecretaryA-2 **FLAG SALUTE**A-3 **NOTICE OF MEETING**

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Roseland Board, in the County of Essex has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was mailed to the Progress (newspaper of record) and the Star Ledger and to those persons or entities requesting notification, filed with the municipal clerk of Roseland, and posted at the Lester C. Noecker School, Roseland, NJ.

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A-4 APPROVAL OF MINUTES – Regular Monthly Meeting – January 23, 2014

MOTION by Ms. Parkinson, SECOND by Mrs. Gordon that the minutes of the Regular Monthly Meeting – January 23, 2014 be approved.

ROLL CALL: Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

A-5 SUPERINTENDENT'S REPORT

- Calendar Revisions
If school is closed due to weather, the additional days would be added to the April break as followed, two school days with a 12:45 dismissal on Monday, April 14 and Tuesday, April 15, 2014.

Mrs. DiGiacomo arrived at 7:48 p.m.

- Kindergarten Update
Miss Safir will complete the remainder of this school year in her current role of Kindergarten teacher.
- Language Arts/Writing Program Update
Mr. Rutzky updated the board on the Language Arts/Writing Program and discussed the Empowering Writers workshop to be held on March 11, 2014.
- Superintendent Evaluation Changes from the NJDOE
The Superintendent explained the changes to the superintendent's evaluation process as mandated by the Department of Education.
- HIB/EVRS Report – First Period 9/1/14 to 12/31/13
The first period (9/1/13 to 12/31/13) report indicted no incidents of bullying. Mr. Rutzky complimented the work of the Safety Team, Mrs. Cummings, and teachers infusing character education in their lessons collectively have made a difference. Students now have a better understanding of the difference between conflict and bullying.

Mr. Farina arrived at 7:55 p.m.

- HIB/EVRS Monthly Report
The monthly report indicted no incidents of bullying.

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A-5 SUPERINTENDENT'S REPORT - (continued)

- Board/District Goals Update
District Goals 1 and 2 Improving Student Achievement & the Teaching and Learning Process
- ✓ Updated scope & sequence and teacher developed CCSS checklists.
- ✓ Addressed the need for Common Language and Instructional Consistency across grade levels and school with new staff.
- ✓ Reviewed and modeled Individual Reading Inventory (IRI): Assistance in completion of testing, tracking student progress, and designing lessons to address identified needs.
- ✓ Developed and implemented units, prompts, and high level questions.

District Goals 1 and 2 Improving Student Achievement & the Teaching and Learning Process

- ✓ Evaluated writing folders to determine progress and needs.
- ✓ Discussed and shared resources in preparation for changes to 2013-2014 NJASK and upcoming PARCC assessments.
- ✓ Designed and evaluated Common and Benchmark Assessments.
- ✓ Assessed pacing of writing expectations, adjusted as needed.

District Goals 1 and 2 Improving Student Achievement & The Teaching and Learning Process

- ✓ Conducted workshops on:
- ✓ How to analyze data
- ✓ How to use data to drive instruction for both individual and groups of students (How are positive and negative trends driving instruction?)
- ✓ Assessing writing samples, scoring, and identifying what would make the writing piece more effective.

District Goals 1 and 2 Improving Student Achievement & The Teaching and Learning Process

- ✓ Conducted workshops on (Continued):
- ✓ Close Read and Text Dependent Questioning
- ✓ Everyday Math Program aligned to the CCSS
- ✓ Components of Kidbiz for reading and writing
- ✓ NJASK and PARCC testing samples for integration into existing curriculum
- ✓ different co-teaching models

District Goal 3 Enhance Safety and Security Measures

- ✓ Reviewed, identified and recommended safety and security items from the Security Audit.
- ✓ Organized recommendations into 3 categories.
- ✓ Aligned recommendations with long range facility plan.

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A-5 SUPERINTENDENT'S REPORT - (continued)

- Board/District Goals Update - (continued)
Next Steps:
 - ✓ Prepare priority list with associated costs.
 - ✓ Determine timeline for completion, if approved.
 - ✓ Receive quotes for equipment and work.
 - ✓ Communicate project(s) to stakeholders.

District Goal 4 Engage School Community in Educational Process

- ✓ Increased the American Education Week to include AM and PM sessions for all parents PK-6.
- ✓ Conducted Everyday Math Interactive Parent meeting on December 5th at 7:00PM
- ✓ Conducted MAP Testing Parent meeting on December 7th at 9:00AM and 7:00PM
- ✓ Parent Advocacy meeting – Anxiety in Children Presentation with Dr. Faber on March 3rd at 7:00PM

District Goal 4 Engage School Community in Educational Process

- ✓ Upcoming Writing Program meeting on March 11th at 3:30PM.
- ✓ Upcoming Needs Assessment meetings in March and April.
- ✓ Upcoming Language Arts/PARCC Parent meeting on Monday, April 7th.

A-6 INTERIM BUSINESS ADMINISTRATOR'S REPORT

- Financial update
Dr. Occhino commented on the financial agenda items. He noted that the preliminary budget was due on March 20th. After a brief discussion, the Board decided to change the date of the next meeting to Thursday, March 13 at which time the preliminary budget will be presented.

A-7 PRINCIPAL'S REPORT

Ms. Dacosta provided highlights of the following school activities kindergarten orientation, the school play, and science fair, National Foreign Language week and Read Across America.

A-8 BOARD COMMITTEE REPORTS

- a. President's Report - Information on Educational Commissioner Christopher Cerf's resignation and the appointment of former Educational Commissioner Hespe.
Finance committee met to discuss initial budget for 2014-2015.
Building & grounds committee met with architect to review security options based on audit results.

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A-8 BOARD COMMITTEE REPORTS - (continued)

- b. Committee Reports -- No reports

A-9 PUBLIC COMMENT – (on policies and/or agenda items only)

Public Comment Open at 9:14 PM

A question was asked if PARCC would replace NJASK.

Public Comment Closed at 9:15 PM

B OLD BUSINESS

B-1 Bylaws, Policies And Regulations

- a. Approval on Second Reading of Policies and Regulations

It is the RECOMMENDED MOTION of the Superintendent: “to approve on second reading the following policies and regulations:

Policy No. 3221	Evaluation of Teachers (M)
Regulation No. 3221	Evaluation of Teachers (M)
Policy No. 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
Regulation No. 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)
Policy No. 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
Regulation No. 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)
Policy No. 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)
Regulation No. 3224	Evaluation of Principals, Vice Principals, and Assistant Principals (M)”

Old Business Matters, Section B-1 Bylaws, Policies and Regulations (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Item a.)

ROLL CALL: Mrs. DiGiacomo, Mr. Farina, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

**BOARD OF EDUCATION
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C NEW BUSINESS

C-1 Finance

a. Board of Education’s Monthly Certification Budgetary Major Account/Fund Status

It is the RECOMMENDED MOTION of the Superintendent: “that pursuant to N.J.A.C. 6:23-2.12(c)4, the district certifies that as of January 31, 2014 after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6:23-2.12(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.”

b. Acceptance of Report of Treasurer of School Monies – December 31, 2013 and January 31, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Report of Treasurer of School Monies for the period ending December 31, 2013 and January 31, 2014.”

c. Acceptance of Board Secretary’s Report – December 31, 2013 and January 31, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Board Secretary’s Report for the period ending December 31, 2013 and January 31, 2014.”

d. Approval for Payment of Bills and Claims – February 27, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following enclosed Payment of Bills and Claims for the period ending February 27, 2014:

General Fund	\$202,985.51
Fund 60	\$ 15,159.00

e. Acceptance of Cafeteria Report – January 31, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Cafeteria Report for the period ending January 31, 2014.”

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C NEW BUSINESS

C-1 Finance - (continued)

f. Bond Redemption - Series 2005

It is the RECOMMENDED MOTION of the Superintendent: "to approve a payment of \$140,025.00 interest on March 1, 2014 to The Chase Manhattan Bank for the Roseland Board of Education, Series 2005 School Bonds."

g. Waiver of Requirements - Special Education Medicaid Initiative (SEMI) Program – 2013-2014

It is the RECOMMENDATION of the Superintendent: "to approve the following resolution:

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2013-2014 budget year, and

Whereas, the Roseland Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students for the 2013-2014 budget year, and

Now Therefore Be It Resolved, that the Roseland Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Essex an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2013-2014 school year."

h. Additional Hours – Pre-School and Kindergarten Orientation

It is the RECOMMENDED MOTION of the Superintendent: "to approve payment to the following teachers for kindergarten and preschool orientation held on February 6, 2014:

Elissa Eccleston	\$59.56
Lori McGrath	\$45.33
Marie Hardenberg	\$48.41"

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C NEW BUSINESS

C-1 Finance - (continued)

i. Approval of Payment to PERS Employer Pension Liability

It is the RECOMMENDED MOTION of the Superintendent: "to approve the payment of the PERS Employer Pension Liability in the amount of \$81,779.00."

New Business Matters, Section C-1 Finance (MOTION by Mrs. Gordon, SECOND by Mr. Farina to approve Items a. through i.)

ROLL CALL: Mrs. DiGiacomo, Mr. Farina, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

C-2 Facilities

a. Building Use Request

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following Building Use Requests:

Stronge Evaluation Training
Roseland staff and staff from surrounding districts
Lester C. Noecker Media Center, Roseland, NJ
April 4, 2014, Friday
8:30 a.m. – 4:00 p.m.

Roseland Jr. Woman's Club, Roseland Rotary and Roseland Booster Assn.
Roseland Country Fair & Craft Show
Harrison/Roseland Aves Fairgrounds
June 7, 2014, Saturday, Raindate: June 8, 2014, Sunday
7:00 a.m. – 7:00 p.m."

New Business Matters, Section C-2 Facilities (MOTION by Mr. Farina, SECOND by Mrs. DiGiacomo to approve Item a.)

ROLL CALL: Mrs. DiGiacomo, Mr. Farina, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

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C NEW BUSINESS

C-3 Personnel

a. Teacher Substitute List

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following substitute for the 2013-2014 school year at the approved substitute rate:

Kristin Gates"

b. Approval of Volunteers for the 2013-2014 school year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following volunteers for the 2013-2014 school year:

Malinda Giannetti
Leigh Keaveney"

c. Approval of Ms. Ashley Safir, Kindergarten Long Term Substitute

It is the RECOMMENDED MOTION of the Superintendent: "to approve Ms. Ashley Safir, Kindergarten Long Term Substitute, from March 3, 2014 to the last day of school in the 2013-2014 school year at a prorated salary of \$19,172.00, Step 1 BA."

d. Approval of Paid Medical Leave for Cara Cunha, Position Control No. 65

It is the RECOMMENDED MOTION of the Superintendent: "to approve a paid medical leave for Cara Cunha, Position Control No. 65, from January 21, 2014 through March 21, 2014."

e. Approval of Paid Medical Leave for Pamela Ernstrom, Position Control No. 38

It is the RECOMMENDED MOTION of the Superintendent: "to approve a paid medical leave for Pamela Ernstrom, Position Control No. 38, from January 7, 2014 through March 12, 2014 and an unpaid medical leave from March 13, 2014 through June 1, 2014."

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C NEW BUSINESS

C-3 Personnel - (continued)

f. Family Leave – Child Care Leave – Nicole Ashby, Position Control No. 31

MOTION that the Roseland Board of Education approves “the maternity related leave of absence for Mrs. Nicole Ashby, Position Control No. 31 as follows:

- i. Maternity Disability (FMLA) – April 14, 2014 to May 30, 2014 (Thirty (30) paid sick days)
- ii. Newborn Care (NJFLA) – June 2, 2014 to October 24, 2014 (Unpaid)
- iii. Return to school date is October 27, 2014”

New Business Matters, Section C-3 Personnel (MOTION by Mrs. DiGiacomo, SECOND by Ms. Parkinson to approve Items a. through f.)

ROLL CALL: Mrs. DiGiacomo, Mr. Farina, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

C-4 Curriculum and Instruction

a. Field Trips

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following field trip:

1. Liberty State Park and the Statue of Liberty
Jersey City, NJ and New York, NY
Grade 4
May 29, 2014”

New Business Matters Section C-4 Curriculum and Instruction (MOTION by Ms. Parkinson, SECOND by Mr. Farina to approve Item a.)

ROLL CALL: Mrs. DiGiacomo, Mr. Farina, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

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C NEW BUSINESS

C-5 Miscellaneous

- a. Violence, Vandalism, Harassment, Intimidation or Bullying Required Report – September through December 2013

It is the RECOMMENDED MOTION of the Superintendent: “to accept the Violence, Vandalism, Harassment, Intimidation or Bullying Report for the period September through December 2013.”

- b. Approve Revisions to the 2013-2014 School Calendar

It is the RECOMMENDED MOTION of the Superintendent: “to approve revisions to the 2013-2014 school calendar.”

- c. Approval for the Acceptance of a Gift to the Music Department

It is the RECOMMENDED-MOTION of the Superintendent: “to approve the acceptance of a gift of a drum set to the Music Department from Lilly James.”

New Business Matters, Section C-5 Miscellaneous (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Items a. through c.)

ROLL CALL: Mrs. DiGiacomo, Mr. Farina, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

D CORRESPONDENCE

President Mastrangelo stated that he received a letter regarding the 37th annual Senior Citizen Award for dedicated service to the community of Roseland. The event will culminated with a reception held at the Hanover Manor on May 16, 2014.

E PUBLIC COMMENT

Public Comment Open at 9:14 PM

Ms. Eccleston (kindergarten teacher) indicated how proud the teachers were of all the students who participated in the school play.

Public Comment Closed at 9:15 PM

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F **ANNOUNCEMENT OF MEETING** – Regular Business Meeting – March 27, 2014

G **RESOLUTION FOR CLOSED SESSION**

MOTION by Mr. Farina, SECOND by Ms. Parkinson to adjourn to closed session.

It is the RECOMMENDED MOTION: “that the following Resolution for Closed Session be approved:

RESOLVED by the Board of Education of the Borough of Roseland that it shall meet in Closed Session this evening following the regular business meeting to discuss safety and security.

The Board will publicly disclose information pertaining to topics discussed as soon thereafter as possible and once the reasons for non-disclosure no longer exist.

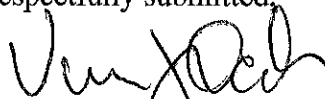
The topics to be discussed are within the exemptions which are permitted to be discussed in private session pursuant to P.L. 1975, Chapter 231.”

ROLL CALL: Mrs. DiGiacomo, Mr. Farina, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

H **ADJOURNMENT TO CLOSED SESSION** – 9:29 p.m.

I **ADJOURNMENT OF CLOSED SESSION** – 11:30 p.m.

Respectfully submitted,



Vincent J. Occhino, Ed.D.
Interim Business Administrator/Board Secretary