

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

REGULAR BUSINESS MEETING

JUNE 26, 2014

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**BOARD OF EDUCATION
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**MINUTES
REGULAR BUSINESS MEETING
JUNE 26, 2014**

DATE

June 26, 2014

PRESENT BOARD MEMBERS

Mrs. DiGiacomo
Mr. Farina
Mrs. Gordon
Ms. Parkinson
Mr. Mastrangelo

MEETING

Regular Business Meeting

ABSENT**TIME**

6:30 p.m.

ADJOURNED

10:05 p.m.

OTHERS PRESENT

Mr. Rutzky
Mr. Turner
Mrs. Dacosta
Dr. Cleary
Mr. Burke, Reporter

PLACE

Lester C. Noecker School

A-1 CALL TO ORDER and ROLL CALL**A-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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**MINUTES
REGULAR BUSINESS MEETING
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A-4 APPROVAL OF MINUTES – Regular and Closed Session Meeting - May 29, 2014 and the Special Meeting - June 10, 2014

MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon that the minutes of the Regular and Closed Session Meeting - May 29, 2014 and the Special Meeting - June 10, 2014 be approved.

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

A-5 GOAL SETTING

- Board and District Goal Setting
The Board discussed goal setting process for both the district and the board. District strengths and accomplishments as well as the challenges were focused on. These goals will be collaboratively developed for the 2014-2015 school year.

A-6 SUPERINTENDENT'S REPORT

- Source4Teachers
Brian Burtcel and Phil Engle, representatives from Source4Teachers made a presentation describing the benefits to working with their company.
- HIB Month
No incidents were reported.
- HIB Violence & Vandalism Report for January 1, 2014 – June 30, 2014
Mr. Rutzky presented this report for Period 2 of the 2013-2014 which will be submitted to the Department of Education.
- HIB Grade for 2013-2014
The Superintendent discussed the Summary HIB Grade for the 2013-2014 school year.
- Professional Development for 2014-2015
Mrs. Dacosta did a Power Point presentation for the Profession Development planned for the 2013-2014 school year.
- ORCA
After a discussion on ORCA and tables and chairs, the Board decided to move forward on the tables and benches.
- Courtyard Garden/Pavers
The Board will buy the pavers and the installation will be donated.

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- Establishment of Elementary Special Education Autistic Program
Mr. Rutzky explained to the Board the new elementary special education autistic program which will begin in September, 2014.

A-7 PRINCIPAL'S REPORT

Mrs. Dacosta talked about the fantastic close of the school year.

A-8 BOARD COMMITTEE REPORTS

- Comments on the Superintendent's Departure
All Board members wished Mr. Rutzky continued success in his new district and thanked him for all the hard work and accomplishments of the district under his leadership.

Mrs. Gordon discussed the success of the fund raising programs held during the 2013-2014 school year.

A-9 PUBLIC COMMENT

Mr. Burke questioned the homeless liaison. Mr. Rutzky responded that it is a requirement for the State and Federal government.

B OLD BUSINESS

None.

C NEW BUSINESS

C-1 ANNUAL APPOINTMENTS AND FINANCIAL DESIGNATIONS – July 1, 2014 through June 30, 2015

a. Appointment of Health Insurance Broker – Brown & Brown Benefit Advisors

It is the RECOMMENDED MOTION of the Superintendent: “that the Board of Education of the Borough of Roseland appoint Brown & Brown, Livingston, N.J. to serve as Health Insurance Broker, effective July 1, 2014 through June 30, 2015.”

b. Appointment of Property & Casualty Broker – Centric Insurance Agency

It is the RECOMMENDED MOTION of the Superintendent: “that the Board of Education of the Borough of Roseland appoints Centric Insurance Agency, New Providence, N.J., to serve as Property & Casualty Broker effective July 1, 2014 through June 30, 2015.”

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C NEW BUSINESS

C-1 ANNUAL APPOINTMENTS AND FINANCIAL DESIGNATIONS – July 1, 2014 through June 30, 2015

c. Authorize Bonding of Board Secretary

BE IT RESOLVED: “that the Board approves Bonding for the Secretary’s Bond to be effective July 1, 2014 through June 30, 2015.”

d. Appointment of Treasurer of School Monies

It is the RECOMMENDED MOTION of the Superintendent: “that the Board of Education of the Borough of Roseland appoints Michael Falkowski, Treasurer of the Roseland Board of Education from July 1, 2014 to June 30, 2015.”

e. Authorize Bonding of Treasurer of School Monies

BE IT RESOLVED: “that the Board approves Bonding for the Treasurer of School Monies to be effective July 1, 2014 through June 30, 2015.”

f. Authorize Payment of Bills Between Board Meetings

BE IT RESOLVED: “that the Roseland Board of Education designates the School Business Administrator to audit and approve account and demands for payment prior to presentation to the Board for emergency hand checks and the June 30th bill list. Any such approval shall be presented to the Board for ratification at their next meeting as per Title 18A:19-4.1.”

g. Appointment of Board Attorney

It is the RECOMMENDED MOTION of the Superintendent: “that the following Resolution be adopted:

BE IT RESOLVED, that Matthew J. Giacobbe of the firm of Cleary, Giacobbe, Alfieri, Jacobs, LLC, 5 Ravine Drive, Oakland, N.J. be appointed as attorney for the Roseland Board of Education, and his term shall be July 1, 2014 through June 30, 2015 at the following rates:

| <u>Rate Per Hour</u> | <u>Services of</u> |
|----------------------|-----------------------|
| \$145.00 | All Attorneys |
| 90.00 | Law Clerks/Paralegals |

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C NEW BUSINESS

C-1 ANNUAL APPOINTMENTS AND FINANCIAL DESIGNATIONS – July 1, 2014 through June 30, 2015 – (continued)

g. Appointment of Board Attorney - (continued)

WHEREAS, there exists a need for the performance of these services for the Board of Education of the Borough of Roseland in the County of Essex and

WHEREAS, funds have been provided for such professional services

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Roseland in the County of Essex as follows:

- i. Matthew J. Giacobbe of the firm of Cleary, Giacobbe, Alfieri, Jacobs, LLC, 169 Ramapo Valley Rd., Upper Level 105, Oakland, N.J. be appointed as attorney.
- ii. This appointment is awarded without competitive bidding under the provisions of the 'Local Contract Law' of New Jersey."

h. Appointment of Auditor

It is the RECOMMENDED MOTION of the Superintendent: "that the following Resolution be adopted.

BE IT RESOLVED, the firm of Nisivoccia & Company LLP, 200 Valley Road, Suite 300, Mt. Arlington, N.J. holding licenses as Certified Public Accountants and Public School Accountants be appointed to serve as auditor for the Roseland Board of Education for the full school year July 1, 2014 through June 30, 2015 for a fee of \$17,265.00.

WHEREAS, there exists a need for the performance of this service for the Board of Education of the Borough of Roseland in the County of Essex and

WHEREAS, funds have been provided for such professional services;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Roseland, in the County of Essex as follows:

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C NEW BUSINESS

C-1 ANNUAL APPOINTMENTS AND FINANCIAL DESIGNATIONS – July 1, 2014 through June 30, 2015 – (continued)

h. Appointment of Auditor - (continued)

- i. Nisivoccia & Company LLP
200 Valley Road, Suite 300
Mt. Arlington, N.J. 07856

be appointed to serve as auditor.

- ii. This appointment is awarded without competitive bidding under the provisions of the “Local Public Contract Law of New Jersey.”

i. Appointment – Affirmative Action Officer

It is the RECOMMENDED MOTION of the Superintendent: “to appoint Laura Dacosta as Affirmative Action Officer from July 1, 2014 through June 30, 2015.”

j. Appointment of School Physician – Dr. Jean Makhoulf

It is the RECOMMENDED MOTION of the Superintendent: “that the Board of Education of the Borough of Roseland appoints Dr. Jean Makhoulf, Roseland, N.J. to serve as School Physician effective July 1, 2014 through June 30, 2015.”

k. Appointment of Integrated Pest Management (IPM) Coordinator

The Board must appoint an Integrated Pest Management (IPM) Coordinator per Federal and State requirements. It is the RECOMMENDED MOTION of the Superintendent: “to appoint David Siclari, Head Custodian of Lester C. Noecker School, as the Integrated Pest Management (IPM) Coordinator from July 1, 2014 through June 30, 2015.”

l. Appointment of Asbestos Management Officer

The Board must appoint an Asbestos Management Officer per Federal and State requirements. It is the RECOMMENDED MOTION of the Superintendent: “to appoint David Siclari, Head Custodian of Lester C. Noecker School, as Asbestos Management Officer from July 1, 2014 through June 30, 2015.”

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C NEW BUSINESS

C-1 ANNUAL APPOINTMENTS AND FINANCIAL DESIGNATIONS – July 1, 2014 through June 30, 2015 – (continued)

m. Appointment of Indoor Air Quality Designee

The Board must appoint an Air Quality Designee per Federal and State requirements. It is the RECOMMENDED MOTION of the Superintendent: “to appoint David Siclari, Head Custodian of Lester C. Noecker School, as Indoor Air Quality Designee from July 1, 2014 through June 30, 2015.”

n. Appointment of Right to Know Officer

The Board must appoint a Right to Know Officer per Federal and State requirements. It is the RECOMMENDED MOTION of the Superintendent: “to appoint David Siclari, Head Custodian of Lester C. Noecker School, as Right to Know Officer from July 1, 2014 through June 30, 2015.”

o. Appointment of Chemical Hygiene Officer

The Board must appoint a Chemical Hygiene Officer per Federal and State requirements. It is the RECOMMENDED MOTION of the Superintendent: “to appoint David Siclari, Head Custodian of Lester C. Noecker School, as Chemical Hygiene Officer from July 1, 2014 through June 30, 2015.”

p. Appointment of AHERA Coordinator

The Board must appoint an AHERA Coordinator per Federal and State requirements. It is the RECOMMENDED MOTION of the Superintendent: “to appoint David Siclari, Head Custodian of Lester C. Noecker School, as AHERA Coordinator from July 1, 2014 through June 30, 2015.”

q. Appointment of Department of Children & Families (DCF) Liaison – Kathleen Shelley, LSW

It is the RECOMMENDED MOTION of the Superintendent: “to appoint Kathleen Shelley as the DCF (formerly DYFS) Liaison from July 1, 2014 through June 30, 2015.”

r. Appointment of Homeless Liaison – Kathleen Shelley, LSW

It is the RECOMMENDED MOTION of the Superintendent: “to appoint Kathleen Shelley, LSW as the Homeless Liaison from July 1, 2014 through June 30, 2015.”

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C NEW BUSINESS

C-1 ANNUAL APPOINTMENTS AND FINANCIAL DESIGNATIONS – July 1, 2014 through June 30, 2015 – (continued)

s. Appointment of District Educational Stability Liaison – Kathleen Shelley, LSW

It is the RECOMMENDED MOTION of the Superintendent: “to appoint Kathleen Shelley, LSW as the District Educational Stability Liaison from July 1, 2014 through June 30, 2015.”

t. Appointment of McKinney-Vento Liaison – Kathleen Shelley, LSW

It is the RECOMMENDED MOTION of the Superintendent: “to appoint Kathleen Shelley, LSW as the McKinney-Vento Liaison from July 1, 2014 through June 30, 2015.”

u. Appointment of 504 Committee Coordinator – Lynn Cummings

It is the RECOMMENDED MOTION of the Superintendent: “to appoint Lynn Cummings as the 504 Committee Coordinator from July 1, 2014 through June 30, 2015.”

v. Approval of Investment Officer

It is the RECOMMENDED MOTION of the Superintendent: “to approve the School Business Administrator, as Investment Officer from July 1, 2014 to June 30, 2015, to purchase and sell securities on behalf of the Roseland Board of Education.”

w. Appointment of Purchasing Agent

It is the RECOMMENDED MOTION of the Superintendent: “that the following resolution be adopted to appoint the School Business Administrator, as Purchasing Agent.

WHEREAS, N.J.S.A. 18A:18A-3a, permits boards of education to grant authorization to its appointed purchasing agent the right to negotiate and award contracts below the bid threshold; and

WHEREAS, Roseland Board of Education desires to do the above pursuant to this resolution,

RESOLVED, that the governing body of the Roseland Board of Education, in the County of Essex, in the State of New Jersey hereby establishes its bid threshold pursuant to 18A:18a 3, at \$36,000; and be it further,

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C NEW BUSINESS

C-1 ANNUAL APPOINTMENTS AND FINANCIAL DESIGNATIONS – July 1, 2014 through June 30, 2015 – (continued)

w. Appointment of Purchasing Agent - (continued)

RESOLVED, that the governing body hereby appoints the School Business Administrator, as the Board's Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A, et. Seq. and grants authority, responsibility, and accountability of the purchasing activity of the Roseland Board Education July 1, 2014 through June 30, 2015."

x. Approval of Petty Cash Fund

It is the RECOMMENDED MOTION of the Superintendent: "to approve the establishment of a petty cash fund to be maintained in the Board Office in the amount of \$500 from July 1, 2014 through June 30, 2015."

y. Designation of Tax Sheltered Annuity Companies

BE IT RESOLVED: "that the Board approves the following tax sheltered annuity companies to provide service to the employees of the Roseland Board of Education: AXA Equitable, Metropolitan Life Insurance Company, The Legend Group, Lincoln Investments and Valic from July 1, 2014 through June 30, 2015."

z. Designation of Companies to Provide Voluntary Insurance

BE IT RESOLVED: "that the Board approves the following companies to provide voluntary insurance plans to the employees of the Roseland Board of Education: Educator Insurance Services, Prudential, UNUM, and AFLAC from July 1, 2014 through June 30, 2015."

aa. Designation of Signatories

BE IT RESOLVED: "that the Board approves the signatures of the President or Vice President, the Secretary and Treasurer of School Monies and School Business Administrator be required on all checks in the payment of bills and claims against the Board of Education of the Borough of Roseland from July 1, 2014 through June 30, 2015."

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C NEW BUSINESS

C-1 ANNUAL APPOINTMENTS AND FINANCIAL DESIGNATIONS – July 1, 2014 through June 30, 2015 – (continued)

bb. Designation of Alternate Signature for Treasurer of School Monies

BE IT RESOLVED: “that the Board approves Maria Cleary, Interim Superintendent of Schools, as the alternate signature for the Treasurer of School Monies on all checks in the payment of bills and claims against the Board of Education of the Borough of Roseland from July 1, 2014 through on or about November 20, 2014.”

cc. Depositories for District Funds

BE IT RESOLVED: “that the Board approves the designation of TD Bank as depository for funds of the Board of Education of Roseland, Hudson City Savings Bank and The Bank of New York as a depository of funds for the Student Activities Account of the Lester C. Noecker School from July 1, 2014 through June 30, 2015.”

dd. Authorize Board Secretary – Bid Authorization

BE IT RESOLVED: “that the Secretary of the Board of Education is authorized to receive, open and tabulate all bids and quotations July 1, 2014 through June 30, 2015.”

ee. Approval of Maximum Travel Expenditures for 2014-2015 School Year

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following resolution;

Whereas, the School District Travel policy, # 6471 and N.J.A.C.6A:23A-7.3 provides that annually in the prebudget year, each board shall establish by board resolution, a maximum travel expenditure amount for the budget year, which the school district shall not exceed. The board resolution shall also include the maximum amount established for the prebudget year and the amount spent to date;

Whereas, the Roseland Board of Education established \$5,000 for the 2014-2015 school year.

Now Therefore Be It Resolved, that the Roseland Board of Education hereby establishes the school district travel maximum for the 2014-2015 school year at the sum of \$5,000, which includes board members, administrators, teachers, custodians and support staff.”

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C NEW BUSINESS

C-1 ANNUAL APPOINTMENTS AND FINANCIAL DESIGNATIONS – July 1, 2014 through June 30, 2015 – (continued)

ff. Appointment of Public Agency Compliance Officer

In accordance with N.J.A.C. 17:27-3.5, each public agency shall designate an individual to serve as its Public Agency Compliance Officer or P.A.C.O. The P.A.C.O. is the liaison between the Division and the service provider. The service provider shall include but shall not be limited to goods and services vendors, professional service vendors and construction contractors. The P.A.C.O. is the Public Agency's point of contact for all matters concerning the implementation and administration of the statute. The P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment opportunity. As such, the P.A.C.O. must have the authority to recommend changes to effectively support the implementation of the statute and its regulations.

Each year, all Public Agencies are required to submit the name, title, address, telephone number, fax and e-mail address of the P.A.C.O. designated by the Public Agency. This information must be submitted to the Division no later than January 10th of each year.

However, it shall be the responsibility of the Public Agency to update the P.A.C.O. designation at any time during the year if any changes are made concerning the designated P.A.C.O.

It is the RECOMMENDED MOTION of the Superintendent: "to appoint the Business Administrator/Board Secretary, as the designated Public Agency Compliance Office as per New Jersey Statute N.J.A.C. 17:27-3.5 from July 1, 2014 through June 30, 2015."

New Business Matters, Section C-1 Annual Appointments and Financial Designations (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Items a. through ff.)

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

C-2 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 May 31, 2014 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
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C NEW BUSINESS

C-2 FINANCE

- a. Board of Education's Monthly Certification Budgetary Major Account/Fund Status -
(continued)

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 – May 31, 2014

It is the RECOMMENDED MOTION of the Superintendent: "to accept the enclosed Report of Treasurer of School Monies for the period ending May 31, 2014."

- c. Acceptance of Board Secretary's Report – May 31, 2014

It is the RECOMMENDED MOTION of the Superintendent: "to accept the enclosed Board Secretary's Report for the period ending May 31, 2014."

- d. Approval for Payments of Bills and Claims – June 26, 2014

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following enclosed Payment of Bills and Claims for the period ending June 26, 2014:

| | |
|--------------|--------------|
| General Fund | \$80,874.28 |
| Fund 60 | \$16,874.05" |

- e. Acceptance of Cafeteria Report – May 31, 2014

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

- f. Line Item Transfers – May 2014

It is the RECOMMENDED MOTION of the Superintendent: "to approve the Budget Transfers for the month of May 2014 in the amount of \$156,966.14 per the enclosed report."

**BOARD OF EDUCATION
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**MINUTES
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C NEW BUSINESS

C-2 FINANCE - (continued)

g. Stipends for Additional Duties 2014-2015

The following staff members have performed various extra duties beyond their contractual obligations. It is the RECOMMENDED MOTION of the Superintendent: "to approve the following staff members for additional duties for the 2014-2015 school year:

| | |
|------------------------------------|--------------|
| Frank Pane, School Newspaper | \$ 2,000.00 |
| Christina Melillo, Student Council | \$ 2,000.00" |

h. Tuition Reimbursement for 2013-2014

For having successfully completed approved graduate courses, It is the RECOMMENDED MOTION of the Superintendent: "to approve tuition reimbursement payments in the amount of \$1,600.00 to the following staff members:

Christina Melillo
Frances Noronha"

i. Approval of 2014-2015 Pay Dates

It is the RECOMMENDED MOTION of the Superintendent: "to approve the attached schedule of employee pay dates for the 2014-2015 school year."

j. Approval of 2014 ESY Special Education Aides

It is the RECOMMENDED MOTION of the Superintendent: "to approve the 2014 extended school year hours for the following special education aides from 9:00 a.m. to 1:00 p.m., July 1-July 31, 2014 with school being closed on July 4, 2014, at the following hourly rate:

| | |
|-------------------|----------|
| Diane Mai | \$15.30 |
| Caitlin McGarrity | \$15.75" |

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
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C NEW BUSINESS

C-2 FINANCE - (continued)

k. Additional 2014 Summer Hours – Child Study Team

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following days for the Child Study Team members to complete required evaluations:

| | | <u>Per Diem Rate</u> |
|------------------|---------------------------------|----------------------|
| Jean FitzGibbons | Two (2) additional summer days | \$294.65 |
| Amy Dahn | Five (5) additional summer days | 486.97 |
| Kathleen Shelley | Five (5) additional summer days | 319.65” |

l. Approval of Tuition Payment for Out-of-District Placement

It is the RECOMMENDED MOTION of the Superintendent: “to accept the contract for SID #9073385680 at Glenview Academy in the following tentative amounts for the 2014-2015 school year.

| | |
|----------------------|-------------|
| Extended School Year | \$ 9,277.20 |
| Regular School Year | 55,663.20” |

m. Approval of Contract – Laura Dacosta, Principal 2014 – 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the contract for Laura Dacosta, Principal, effective July 1, 2014 to June 30, 2015 with a salary in the amount of \$119,646.00.”

n. Approval of Contract – Lee DeVita, LDTC/Special Services Supervisor 2014 – 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the contract for Lee DeVita, LDTC/Special Services Supervisor, effective July 1, 2014 to June 30, 2015 with a salary in the amount of \$125,155.32.”

o. Approval of Contract – Catherine Overbeck, Confidential School Secretary/Receptionist 2014 – 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the contract for Catherine Overbeck, Confidential School Secretary/Receptionist, effective July 1, 2014 to June 30, 2015 with a salary in the amount of \$55,900.00.”

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

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C NEW BUSINESS

C-2 FINANCE - (continued)

- p. Approval of Contract – Lorraine Davidson, Confidential Secretary to the Superintendent 2014 – 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the contract for Lorraine Davidson, Confidential Secretary to the Superintendent, effective July 1, 2014 to June 30, 2015 with a salary in the amount of \$60,180.00.”

- q. Approval of Contract – Richard Freda, Bookkeeper/Confidential Administrative Assistant to Business Administrator 2014 - 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the contract for Richard Freda, Bookkeeper/Confidential Administrative Assistant to Business Administrator, effective July 1, 2014 to June 30, 2015 with a salary in the amount of \$60,180.00.”

- r. Approval of Contract – Adam Rivera, Technology Assistant, 2014 - 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the contract for Adam Rivera, Technology Assistant, effective July 1, 2014 to June 30, 2015 with a salary in the amount of \$45,102.00.”

- s. Approval of Stephanie Tirado Movement on the Salary Guide

It is the RECOMMENDED MOTION of the Superintendent: “to approve Stephanie Tirado’s movement on the salary guide to Step 6, MA at an annual salary of \$59,085.00.”

- t. Approval of Christina Melillo Movement on the Salary Guide

It is the RECOMMENDED MOTION of the Superintendent: “to approve Christina Melillo’s movement on the salary guide to Step 7, MA+15 at an annual salary of \$62,085.00.”

- u. Approval of Frances Noronha Movement on the Salary Guide

It is the RECOMMENDED MOTION of the Superintendent: “to approve Frances Noronha’s movement on the salary guide to Step 8, MA+30 at an annual salary of \$65,085.00.”

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
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C NEW BUSINESS

C-2 FINANCE - (continued)

v. Approval for Compensation for Unused Vacation Days

It is the RECOMMENDED MOTION of the Superintendent: "to approve the reimbursement of accumulated unused vacation days for the 2013-2014 school year in accordance with law at a rate of 1/260th of the annual salary:

| <u>Employee</u> | <u>Days</u> | <u>Rate</u> | <u>Total Amt.</u> |
|-----------------|-------------|-------------|-------------------|
| Jeffrey Rutzky | 23 | \$545.36 | \$12,543.28" |

w. Voluntary Student Insurance

It is the RECOMMENDED MOTION of the Superintendent: "to approve Bob McCloskey Insurance as agent for Berkley Accidental and Health at the voluntary full time round-the-clock coverage rate of \$65.00 per pupil and dental coverage at a rate of \$11.00 per pupil."

x. Compulsory Student Insurance

It is the RECOMMENDED MOTION of the Superintendent: "to approve Bob McCloskey Insurance as agent for Berkley Accidental and Health at the cost of \$2,217 for compulsory school time insurance."

y. Resolution for District Tax 2014-2015

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

RESOLVED that the amount of district taxes needed to meet the obligations of this Board during the school year 2014-2015 is \$7,001,230 General Fund plus \$737,165 Debt Service payment and that the Borough of Roseland is hereby requested to place in the hands of the Treasurer of School Monies that amount according to the following schedule in accordance with the statutes relating thereto:

| <u>Date</u> | <u>General Fund</u> | <u>Debt Service</u> | <u>Total</u> |
|-------------------|---------------------|---------------------|-----------------|
| July 1, 2014 | \$ 444,496.60 | | \$ 444,496.60 |
| August 1, 2014 | \$ 444,496.00 | | \$ 444,496.60 |
| September 1, 2014 | \$1,143,994.00 | \$368,583.00 | \$ 1,548,785.00 |
| October 1, 2014 | \$ 466,330.00 | | \$ 466,330.00 |

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

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C NEW BUSINESS

C-2 FINANCE – (continued)

y. Resolution for District Tax 2014-2015 - (continued)

| <u>Date</u> | <u>General Fund</u> | <u>Debt Service</u> | <u>Total</u> |
|------------------|-----------------------|---------------------|-----------------------|
| November 1, 2014 | \$ 466,330.00 | | \$ 466,330.00 |
| December 1, 2014 | \$ 466,330.00 | | \$ 466,330.00 |
| January 1, 2015 | \$ 444,496.60 | \$368,582.00 | \$ 849,286.00 |
| February 1, 2015 | \$ 444,496.60 | | \$ 444,496.00 |
| March 1, 2015 | \$1,143,990.00 | | \$1,143,990.00 |
| April 1, 2015 | \$ 466,331.00 | | \$ 466,331.00 |
| May 1, 2015 | \$ 466,331.00 | | \$ 466,331.00 |
| June 1, 2015 | <u>\$ 466,331.00</u> | | <u>\$ 466,331.00</u> |
| Total | <u>\$7,001,230.00</u> | <u>\$737,165.00</u> | <u>\$7,738,395.00</u> |

z. Transfer of Current Year Surplus to Reserve

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

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 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 Roseland Board of Education wishes to deposit anticipated current year surplus into the Capital Reserve account at year end, and

WHEREAS, the Roseland Board of Education has determined that they wish to deposit an amount not to exceed \$200,000 for such purpose of transfer;

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

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
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C NEW BUSINESS

C-2 FINANCE – (continued)

- aa. Approval to Join the New Jersey School Boards Association Insurance Group/NJEIF 2014-2015

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

WHEREAS, N.J.S.A. 18A:18B-1, *et seq.*, enables school districts to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

WHEREAS, the Board of Education of the Roseland District desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

WHEREAS, the Board of Education of the Roseland District finds that the best and most efficient way of securing this protection and services is by cooperating with other school districts across the State of New Jersey;

WHEREAS, the Board of Education of the Roseland District under its obligations as a member of the New Jersey School Boards Association Insurance Group does allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of this Group.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE ROSELAND DISTRICT:

THAT the Board of Education of Roseland joins with other school districts in organizing and becoming members of the New Jersey School Boards Association Insurance Group; and

THAT, by adoption and signing of this resolution, the Board of Education is hereby renewing membership in the New Jersey School Boards Association Insurance Group in accordance with the terms of the attached Indemnity and Trust Agreement, from July 1, 2014 to June 30, 2015 for the following types of insurance:

| | | |
|----------------------|-------------------|----------------------|
| Property | EDP | Automobile Liability |
| Equipment Breakdown | Crime/Bonds | Umbrella/Excess |
| Auto Physical Damage | General Liability | Errors Omissions” |

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

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C NEW BUSINESS

C-2 FINANCE – (continued)

bb. Approval of Everyday Math Training

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following staff members for Everyday Math Training on August 28, 2014 at a rate of \$55.00/hr. with a maximum of four (4) hours:”

| | | |
|-------------------|---------------|---------------------|
| Christina Melillo | Megan Barone | Sue Groome |
| Elissa Eccleston | Hope Garofano | Jennifer Luzzi |
| Lori McGrath | Erika Albu | Anne-Marie Petrarca |
| Sally Osmun | Nicole Ashby | Marie Hardenberg |
| Deborah Sessa” | | |

cc. Approval of the Superintendent’s Accomplishment of the 2013-2014 Merit Goals

MOTION “to approve the Superintendent’s accomplishment of the 2013-2014 Merit Goals, Numbers 1 and 2 under Quantitative.”

dd. Approval of 2014-2015 Essex Regional Educational Services Commission Agreement

It is the RECOMMENDED MOTION of the Superintendent: “to approve Essex Regional Educational Services Commission agreement to provide child study team evaluation services from July 1, 2014 to June 30, 2014 at a rates per evaluations as follows:

| | |
|------------------------------|----------|
| Social Assessment | \$312.12 |
| Educational Evaluation | 312.12 |
| Psychological Evaluation | 312.12 |
| Speech Evaluation | 312.12 |
| Bilingual Evaluation | 416.16 |
| Projective Tests (as needed) | 322.52” |

ee. Approve Filing of the Certification of Implementation of the Corrective Action Plan

It is the RECOMMENDED MOTION of the Superintendent: “to approve the filing of the Certification of Implementation of the Corrective Action Plan for the Roseland Board of Education for the Fiscal Year ended June 30, 2013 with the New Jersey Department of Education.”

**BOARD OF EDUCATION
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**MINUTES
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C NEW BUSINESS

C-2 FINANCE – (continued)

ff. Approval for the Submission of the No Child Left Behind Application – Fiscal Year 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the submission of the No Child Left Behind application – Fiscal Year 2015 for the following amounts:

| | |
|------------------|---------|
| Title II, Part A | \$6,233 |
|------------------|---------|

Be It Further Resolved, that the Roseland Board of Education not apply for the following categories:

| | |
|-----------|----------|
| Title III | \$3,075” |
|-----------|----------|

New Business Matters, Section C-2 Finance (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Items a. through ff.)

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

C-3 FACILITIES

a. Approval of Extended Day Program Agreement 2014-2015 – West Essex YMCA

It is the RECOMMENDED MOTION of the Superintendent: “to approve the Extended Day Program Agreement between the West Essex YMCA and the Roseland Board of Education for the 2014-2015 school year which includes a monthly fee of \$1,000 for facility usage effective September 1, 2014 through June 30, 2015.”

New Business Matters, Section C-3 Facilities (MOTION by Mr. Farina, SECOND by Ms. Parkinson to approve Item a.)

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

C-4 PERSONNEL

a. Approval of Maria Cleary Ed.D., Interim Superintendent, Position Control No. 111

It is the RECOMMENDED MOTION of the Superintendent: “to approve Maria Cleary as Interim Superintendent, from Position Control No. 95 to Position Control No. 111.”

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**MINUTES
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C NEW BUSINESS

C-4 PERSONNEL - (continued)

b. Approval of Giulia Catanzariti, Teacher Aide, Position Control No. 54

It is the RECOMMENDED MOTION of the Superintendent: "to approve Giulia Catanzariti as a teacher's aide, Position Control No. 54 at a rate of \$17.00/hr. without benefits, from 8:50 a.m. to 3:20 p.m. with a forty (40) minute lunch effective September 2, 2014."

c. Acceptance of the Letter of Retirement from Pamela Ernstrom, Position Control No. 38

It is the RECOMMENDED MOTION of the Superintendent: "to accept the letter of retirement from Pamela Ernstrom, Position Control No. 38 effective July 1, 2014."

d. Appointment of Professional Development Facilitator for the 2014–2015 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the appointment of Margaret Cooke as a Professional Development Facilitator at an hourly rate of \$75.00, not to exceed \$450.00 a day, as needed for the 2014–2015 school year."

e. Approval of the Morning Supervisors for the 2014-2015 school year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following as the morning supervisors for the 2014-0215 school year:

Mark Mansour – from 8:30-8:50 (20 minutes) at a rate of \$10.00 per day or \$1800.00 for the year if he supervises every day.

Sue Groome – from 8:30-8:50 (20 minutes) at a rate of \$10.00 per day or \$1800.00 for the year if she supervises every day.

Marie Hardenberg – from 8:30-8:50 (20 minutes) at a rate of \$10.00 per day or \$1800.00 for the year if she supervises every day.

Desirae Symons – from 8:30-8:50 (20 minutes) at a rate of \$10.00 per day or \$1800.00 for the year if she supervises every day.

Jeannie Fitzgibbons – from 8:30-8:50 (20 minutes) at a rate of \$10.00 per day or \$1800.00 for the year if she supervises every day.

**BOARD OF EDUCATION
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**MINUTES
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C NEW BUSINESS

C-4 PERSONNEL - (continued)

- e. Approval of the Morning Supervisors for the 2014-2015 school year - (continued)

Christina Melillo – from 8:30-8:50 (20 minutes) at a rate of \$10.00 per day or \$1800.00 for the year if she supervises every day.

Debbie Sessa – Early Morning Care supervisor from 7:30-8:30 at a rate of \$20.00 per day or \$3600.00 for the year if she supervises every day.”

- f. Approval of a Salary Change for Two (2) Classroom Aides for the 2014-2015 school year

It is the RECOMMENDED MOTION of the Superintendent: “to approve the revised salary for Louise Circelli and Dolores Paliano, effective September 2, 2014, with benefits or benefits waiver as follows:

| <u>Name</u> | <u>Hours</u> | <u>Old Salary</u> | <u>New Salary</u> |
|-----------------|-----------------------------|-------------------|-------------------|
| Louise Circelli | From 5.83 hrs. to 6.67 hrs. | \$19,436.94 | \$22,135.94 |
| Dolores Paliano | From 5.83 hrs. to 6.50 hrs. | \$18,464.58 | \$20,509.65” |

New Business Matters, C-4 Personnel (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Items a. through f.)

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

C-5 CURRICULUM & INSTRUCTION

- a. Establishment of an Elementary Special Education Autistic Program

It is the RECOMMENDED MOTION of the Superintendent: “to establish an Elementary Special Education Autistic Program in the Roseland School District beginning September, 2014.”

- b. Approval of the Stronge Teacher and Principal Evaluation Model – 2014-2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the use of the Stronge Teacher and Principal Evaluation Model for the 2014-2015 school year.”

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
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C NEW BUSINESS

C-5 CURRICULUM & INSTRUCTION

c. Approval of the School Improvement Plan Committee – 2014-2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve Laura Dacosta, Lee DeVita, and Denise DeMartinis as the School Improvement Plan Committee for the 2014-2015 school year.”

New Business Matters, Section C-5 Curriculum & Instruction (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.

C-6 MISCELLANEOUS

a. Accept a Donation from the Roseland Boosters

It is the RECOMMENDED MOTION of the Superintendent: “to gratefully accept a donation of \$8,000.00 from the Roseland Boosters for the following items:

An additional score board in the Sierchio gym - \$2,000.00
Music Synthesizer - \$6,000.00”

b. Accept a Donation from West Essex Parents for Autism Awareness, Inc.

It is the RECOMMENDED MOTION of the Superintendent: “to gratefully accept a donation of an Apple iPad and protective case (Otterbox) from West Essex Parents for Autism Awareness, Inc.”

c. Harassment, Intimidation and Bullying and Violence & Vandalism Report – Period 2
January 1, 2014 – June 30, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to approve the 2013-2014 Harassment, Intimidation and Bullying and Violence & Vandalism Report for Period 2, January 1, 2014 to June 30, 2014.”

New Business Matters, Section C-6 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.

**BOARD OF EDUCATION
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D CORRESPONDENCE

None

E PUBLIC COMMENT

None

F ANNOUNCEMENT OF MEETING – Regular Business Meeting – July 24, 2014

G ADJOURNMENT TO CLOSED SESSION

H RESOLUTION FOR CLOSED SESSION

MOTION by Mrs. DiGiacomo, SECOND by Ms. Parkinson that the following Resolution for Closed Session be approved:

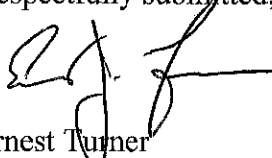
RESOLVED by the Board of Education of the Borough of Roseland that it shall meet in Closed Session prior to the regular business meeting to discuss personnel and facilities.

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 exemption 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.

Respectfully submitted,



Ernest Turner
Business Office Consultant