

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING**

**DECEMBER, 17, 2015**

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**DATE**

December 17, 2015

**PRESENT BOARD MEMBERS**

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

**MEETING**

Business Meeting

**ABSENT****TIME**

7:35 p.m.

**ADJOURNED**

9:20 p.m.

**OTHERS PRESENT**

Mrs. Gross  
Mr. Bohm  
(2) Staff  
(9) Citizens  
Mr. Burke, The Progress

**PLACE**

Lester C. Noecker School

**A-1 CALL TO ORDER****A-2 ROLL CALL****A-3 FLAG SALUTE****A-4 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-5 APPROVAL OF MINUTES – Regular Monthly and Closed Session Minutes – November 19, 2015**

It is the RECOMMENDED MOTION of the Superintendent: “to approve the November 19, 2015 Regular Business and Closed Session Meeting Minutes.”

MOTION by Mrs. Gordon, SECOND by Mr. Goldstein that the minutes of the Regular and Closed Session Meeting Minutes be approved.

ROLL CALL: Mr. Goldstein, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.  
Mrs. DiGiacomo-Abstain

**A-6 SUPERINTENDENT’S REPORT (*Board Goal No. 1*)**

- Webelos II Bench Presentation (*District Goal No. 2 and Board Goal No. 1*) – The Pack 801 Webelos II Den presented a slide show of the work they did on the Nature Trail and the refurbishing of the bench they received as a donation.
- Recognition of Outgoing Board Members – All board members and attendees acknowledged the years of service given by both Mr. Mastrangelo and Ms. Parkinson. Both board members were presented with a plaque recognizing their years of service to the district and students. Mr. Mastrangelo and Ms. Parkinson thanked everyone for their support over the years and wished the board and district the best of luck in the future.
- Personnel Update (*District Goal No. 2 and Board Goal No. 2*) – The principal search process was reviewed by the Superintendent from the search committee in September to the survey that was sent to parents and teachers in the district. Mrs. Gross explained that there were sixty (60) applicants with ten (10) candidates being interviewed. Three (3) prospects were interviewed by the committee and one (1) was unanimously chosen as the best candidate for the position, who is on the agenda for approval tonight.
- PARCC Presentation (*District Goals No. 1 and 3*) – The Superintendent did a presentation on the PARCC results and the effect on the direction teaching will take to further improve student achievement.
- HIB Monthly Report – The Board will affirm the HIB decision for Case No. 2015-2016-002.
- Mrs. Gross thanked the Roseland Police Department for their assistance with escorting buses to Laurel Avenue during the construction.
- The Superintendent also thanked Mrs. Silvestri on her upcoming retirement. She expressed the gratitude of the many students who she taught and the years of dedication to the district.

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**A-7 BUSINESS ADMINISTRATOR'S REPORT (Board Goal No. 1)**

- Audit – Mr. Bohm discussed the results of the audit and the corrective action plan from the auditors.
- Application for State School Aid (ASSA) – The Business Administrator explained the ASSA report and how it effects the funds distributed to the district.
- He also wished everyone Happy Holidays.

**A-8 PRINCIPAL'S REPORT**

- Mr. Hughes congratulated the staff for the tremendous effort put forth to make the Holiday Concert so special.
- The interim principal discussed the balanced literacy program and its effect on the teaching goals of the district.
- He elaborated on the Common Assessments and how they come together in the Professional Learning Committee (PLC.)
- Mr. Hughes commented on Jennifer Serravallo professional development program, the 5<sup>th</sup> and 6<sup>th</sup> grades Chromebooks and its success.
- On a final note, Mr. Hughes thanked the staff, the HSA, Mrs. Overbeck, Ms. Thorn, Mr. Bohm and Mrs. Gross for the support and cooperation he received during his tenure in the district.

**A-9 BOARD COMMITTEE REPORTS**

- a. President's Report – Mr. Mastrangelo thanked the teachers and staff for their contributions to the district and its successful operation through the years.
- b. Committee Reports - None

**A-10 PUBLIC COMMENT – (on policies and/or agenda items)**

Comments from the public included thanking the police for their assistance during the Laurel Avenue construction, PARCC continued use next year and using the information published by the NJDOE, and a welcome to the new principal.

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**B OLD BUSINESS**

None.

**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 November 30, 2015 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." (*Board Goal No. 3*)

b. Acceptance of Board Secretary's Report – November 30, 2015

It is the RECOMMENDED MOTION of the Superintendent: "to accept the Board Secretary's Report for the period ending November 30, 2015." (*Board Goal No. 3*)

c. Acceptance of Report of Treasurer of School Monies – November 30, 2015

It is the RECOMMENDED MOTION of the Superintendent: "to accept the Report of Treasurer of School Monies for the period ending November 30, 2015." (*Board Goal No. 3*)

d. Approval for Payment of Bills and Claims – December 17, 2015

It is the RECOMMENDED MOTION of the Superintendent: "to approve the Payment of Bills and Claims for the period ending December 17, 2015. (*Board Goal No. 3*)

General Fund	\$255,884.81
Cafeteria Fund	\$10,018.11"

e. Acceptance of Cafeteria Report – November 30, 2015

It is the RECOMMENDED MOTION of the Superintendent: "to accept the November 30, 2015 Cafeteria Report." (*Board Goal No. 3*)

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**C NEW BUSINESS**

**C-1 Finance – (continued)**

f. Line Item Transfers – November, 2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the Budget Transfers for the month of November, 2015 in the amount \$81,466.94.” (*Board Goal No. 3*)

g. Approval for Semi-annual Payment to Dr. Jean Makhlouf, School Physician

It is the RECOMMENDED MOTION of the Superintendent: “to approve semi-annual payment of \$900.00 to Dr. Jean Makhlouf, School Physician.”

h. Acceptance of Financial Audit for Year Ending June 30, 2015

BE IT RESOLVED that the Roseland Board of Education “accept the findings expressed by the auditing firm of Nisivoccia, LLP as cited in their reports entitled, Comprehensive Annual Financial Report (CAFR) For the Fiscal Year Ended June 30, 2015, and Auditors’ Management Report on Administrative Findings – Financial Compliance and Performance Year Ending June 30, 2015.” (*Board Goal No. 3*)

i. Corrective Action Plan to Address Audit Recommendation

BE IT RESOLVED that the Roseland Board of Education approve the Audit Corrective Action Plan as outlined below addressing the audit recommendations listed under Administrative Practices and Procedures and Financial Planning, Accounting and Reporting: (*Board Goal No. 3*)

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1.	It is recommended that the District review all reconciliations performed to ensure that any unidentifiable amounts are investigated and liquidated.	The District will review all reconciliations and maintain an analysis of all balances in the payroll account.	Assistant to the Business Administrator/Board Secretary and School Treasurer	Beginning December 2015 and performed each month ending June 30, 2016.

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**C NEW BUSINESS**

**C-1 Finance – (continued)**

i. Corrective Action Plan to Address Audit Recommendation - (continued)

2.	It is recommended that the budget be reviewed for debt service fund to ensure that the amount required to pay principal and interest is adequately budgeted for.	The District will review the debt service schedule and budget debt figure contained in the 2016-2017 budget.	Business Administrator/Board Secretary	Beginning December 2015 and performed until the end of the budget process in May 2016.
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j. Approve the Transfer of Funds to the Capital Reserve Account

It is the RECOMMENDED MOTION of the Superintendent: "to approve the transfer of \$200,000.00 to the Capital Reserve Account per the June 1, 2015 Board Resolution C-1i and in line with the excess surplus calculated in the CAFR for Fiscal Year 2015." (*Board Goal No. 3*)

k. Approve the Use of Excess Funds to Reduce 2016-2017 Tax Levy

It is the RECOMMENDED MOTION of the Superintendent: "to approve the use of excess funds in the amount of \$60,488.00 in excess of the \$200,000 approved not to exceed per the June 1, 2015 Board Resolution C-1i and in line with the excess surplus calculated in the CAFR for Fiscal Year 2015 to reduce the 2016-2017 tax levy." (*Board Goal No. 3*)

l. Approve the Change Orders for the Vestibule Project

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following change orders for the vestibule project in the total additional amount of \$2,059.00, in addition to the revised contract of \$65,366.00, bringing the new total contract, including the below Change Orders, to a sum of \$67,425.00, excluding the Contract Allowance of \$1,300.00, for:

C.O. #	Description	Amount
4A	Install ledge for security window (additional)	\$58.00
5	Install mag lock/key fob on interior lobby doors	\$2,001.00

(*District Goal No. 2*)



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**C     NEW BUSINESS**

**C-1   Finance – (continued)**

m.     Approve the Superintendent's Attendance at the ASCD Conference

It is the RECOMMENDED MOTION of the Superintendent: "to approve attendance and travel reimbursement per N.J.A.C. 6A:23A-7 to the Superintendent to the Association of School Curriculum Development (ASCD) Conference in Atlanta, GA from April 1-4, 2016, as per the terms of the employment agreement." (*District Goals No. 1 & 3*)

n.     Approve Submission of the 2016-2017 ASSA Report to the State

It is the RECOMMENDED MOTION of the Superintendent: "to approve the submission of the 2016-2017 Application for State School Aid (ASSA) report to the State."

o.     Approve Submission of the 2015-2016 NCLB Title I Comparability Report to the State

It is the RECOMMENDED MOTION of the Superintendent: "to approve the 2015-2016 No Child Left Behind (NCLB) Title I Comparability report to the State."

p.     Approve Submission of the QSAC Equivalency Application to the County Office

It is the RECOMMENDED MOTION of the Superintendent: "to approve the submission of the Quality Single Accountability Continuum (QSAC) Equivalency Application to extend the district's QSAC certification as a high performing district for an additional three (3) years."

q.     Approve Submission of the 2014-2015 Audit Summary Application to the State

It is the RECOMMENDED MOTION of the Superintendent: "to approve submission of the 2014-2015 Audit Summary Application (AUDSUM) to the State."

r.     Approve the Neurological Evaluation by Dr. Patel of a Student

It is the RECOMMENDED MOTION of the Superintendent: "to approve a neurological evaluation of Student No. 4960032121 by Dr. Patel at a rate of \$400.00."

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**C NEW BUSINESS**

**C-1 Finance – (continued)**

s. Approve the Neurological Evaluation by Dr. Judy Woo of a Student

It is the RECOMMENDED MOTION of the Superintendent: "to approve a neurological evaluation of Student No. 5853235004 by Dr. Judy Woo of Bergen Passaic Pediatric Neurology LLC at a rate of \$375.00."

t. Approve of Bryant, Gemza, Keenoy and Koslik, LLP as Special Services Consultants

It is the RECOMMENDED MOTION of the Superintendent: "to approve Bryant, Gemza, Keenoy and Koslik, LLP to provide a Learning Disability Teacher Consultant (LDTC) to perform learning evaluations and attend IEP meetings at a rate of \$600.00."

u. Approve Two (2) Facilitators for the "Being a Responsible Citizen in a Digital World"

It is the RECOMMENDED MOTION of the Superintendent: "to approve two (2) facilitators for the "Being a Responsible Citizen in a Digital World" program, Dr. Lorry Booth, a School Psychologist in Fairfield School District at a rate of \$55.00/hour, not to exceed three (3) hours in total and Mr. Styskal, a retired police officer at no cost to the Board. The facilitators will present two programs on a date to be determined."

New Business Matters, Section C-1 - Finance (MOTION by Mrs. DiGiacomo, SECOND Ms. Parkinson by to approve Items a. through u.)

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

**C-2 Personnel**

a. Approval to Hire Robyn Greenwald as Principal of the Lester C. Noecker School

It is the RECOMMENDED MOTION of the Superintendent: "Robyn Greenwald as the Elementary Principal, Position Control No. 93, effective January 4, 2016, at a salary of \$113,000.00, prorated from her start date, with full benefits for the 2015-2016 school year." (Board Goal No. 2a)

b. Approve Lawrence Hughes as a Consultant for the Month of January, 2016

It is the RECOMMENDED MOTION of the Superintendent: "to approve Lawrence Hughes, as a consultant for the month of January, 2016 at an hourly rate of \$50.00, not to exceed \$2,000.00." (Board Goal No. 2a)

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**C NEW BUSINESS**

**C-2 Personnel - (continued)**

c. Approve the Hiring of Richard Celebre as a Part-time Special Education Teacher

It is the RECOMMENDED MOTION of the Superintendent: "to approve the hiring of Richard Celebre, as a part-time special education teacher, Position Control No. 92, working four and one-half (4.5) hours a day on Step 1 BA, at prorated annual salary of \$33,593.00 (based on Step 1, BA \$48,685.00) effective January 4, 2016, with no benefits for the 2015-2016 school year."

d. Approve a Leave of Absence Extension for Lee DeVita, Supervisor of Special Services

It is the RECOMMENDED MOTION of the Superintendent: "to approve use of nineteen (19) sick days to extend the leave of absence for Lee DeVita, Supervisor of Special Services, Position Control No. 024, commencing January 4, 2016 to January 30, 2016."

e. Approve of Bryant, Gemza, Keenoy and Koslik, LLP as Special Services Consultants

It is the RECOMMENDED MOTION of the Superintendent: "to approve Suzanne Flannery from Bryant, Gemza, Keenoy and Koslik, LLP as an Interim Supervisor of Special Services on an "as-needed" basis commencing January 4, 2016 to January 30, 2016 at a rate of \$600.00/day."

f. Approve a Leave of Absence for Employee ID# 100019

It is the RECOMMENDED MOTION of the Superintendent: "to approve the use of seventeen (17) sick days for a leave of absence for Employee ID# 100019, commencing December 23, 2015 through January 22, 2016."

g. Approval of Justin Surdyn, as the Audio Technician for the 2015-2016 Spring School Play

It is the RECOMMENDED MOTION of the Superintendent: "to approve Justin Surdyn as the Audio Technician for the 2015-2016 spring school play at a stipend of \$2,000.00."

h. Approve the Semi-annual Stipend Payments to Frank Pane and Christina Melillo

It is the RECOMMENDED MOTION of the Superintendent: "to approve the semi-annual stipend payments to Frank Pane, Owl's Eye and Christina Melillo, Student Council in the amount of \$1,000.00 each."

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**C NEW BUSINESS**

**C-2 Personnel - (continued)**

- i. Accept the Letter of Retirement from Marian Silvestri, Position Control No. 070

It is the RECOMMENDED MOTION of the Superintendent: "to accept, with regret, the letter of retirement from Marian Silvestri, Position Control No. 070, effective June 30, 2016."

- j. Approve Marianne Cullen as a Substitute Nurse for the 2015-2016 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve Marianne Cullen as a substitute nurse at a rate of \$125.00/day for the 2015-2016 school year."

- k. Approve a Family Medical Leave for Sally Osmun, Position Control No. 117

It is the RECOMMENDED MOTION of the Superintendent: "to approve a Family Medical Leave for Sally Osmun, Position Control No. 117, commencing January 26-29, 2016 by use of four (4) compassionate days, February 1-3, 2016 by use of three (3) personal days, and on February 4-17, 2016 ten (10) unpaid days of Family Medical Leave anticipating returning to work on February 18, 2016."

- l. Approve Amy Dahn to Participate in the "Being a Responsible Citizen in a Digital World"

It is the RECOMMENDED MOTION of the Superintendent: "to approve Amy Dahn to participate in the evening presentation of the "Being a Responsible Citizen in a Digital World at a rate of \$55.00/hour not to exceed three (3) hours in total."

New Business Matters, Section C-2 Personnel MOTION by Ms. Parkinson, SECOND by Mr. Goldstein to approve Items a. through l.)

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

**C-3 Curriculum and Instruction**

- a. Approve the Field Trip(s) for the 2015-2016 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following field trip(s) for the 2015-2016 school year:

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**C NEW BUSINESS**

**C-3 Curriculum and Instruction - (continued)**

- a. Approve the Field Trip(s) for the 2015-2016 School Year - (continued)

Grade	Class Trip	Date	Purpose
6	West Essex Winter Concert	12/22/15	Winter Concert
6	West Essex Buddy Day	1/12/16 *1/13/16	Visit West Essex M/S
3	Buehler Challenger Sci Ctr.	1/20/16	Space Exploration
4	Sterling Hill Mining Museum	4/6/16	Geology Study
K	Farmstead Estates	5/13/16	Farm Trip

\*Snow Date (District Goal No. 3)

- b. Accept a Donation of Leased Equipment from Little Bits

It is the RECOMMENDED MOTION of the Superintendent: "to accept the donation of leased Little Bits equipment from Maker Depot for use in the school for a period commencing January 4, 2016 to June 30, 2016."

New Business Matters, Section C-3 Curriculum and Instruction (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Items a. and b.)

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

**C-4 Bylaws, Policies & Regulations**

- a. Approve the First Reading of the Following Policy

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

Policy No. 8140 Pupil Enrollment (M)"

- b. Approve the Following Revised Policies and Regulations

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following revised policies and regulations on first reading:

Policy No. 1240 Evaluation of Superintendent (M)  
Regulation No. 1240 Evaluation of Superintendent (M)

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**C NEW BUSINESS**

**C-4 Bylaws, Policies & Regulations - (continued)**

b. Approve the Following Revised Policies and Regulations - (continued)

Policy No. 3221 Evaluation of Teachers (M)  
 Regulation No. 3221 Evaluation of Teachers (M)  
 Policy No. 5516 Use of Electronic Communications and Recording Devices (M)”

New Business Matters, Section C-4 Bylaws, Policies & Regulations (MOTION by Mrs. DiGiacomo, SECOND by Ms. Parkinson to approve Items a. and b.)

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

**C-5 Facilities**

a. Building Use Requests

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

Organization	Dates	Time	Day(s)	Purpose	Room/Area
HSA Little Bits Grs 5 & 6	1/13, 1/20, 1/27, 2/3, 2/10, 2/17/16 Snow Make-up 2/24/16 3/2, 3/9, 3/16, 3/23, 3/30, 4/6/16 Snow Make-up 4/20/16	3:30 pm-4:30 pm	Wednesdays	Enrichment	Media Ctr.
Roseland Athletic Club	1/7, 1/14, 1/21, 1/28, 2/4, 2/11, 2/18, 2/25/16	5:30 pm-6:30 pm 7:30 pm-8:30 pm	Thursdays	Travel Basketball	Sierchio Gym
Roseland Recreation	12/18/15, 1/8, 2/12, 2/26, 3/4, 3/11, 3/18/16	7:30 pm-9:30 pm	Fridays	Recreation Basketball	MPR
MACS Funtastic - Raptors	12/19, 12/22/15, 1/5, 1/9, 1/12, 1/16, 1/23, 1/26, 1/30, 2/2, 2/6, 2/9, 3/1, 3/5, 3/8, 3/12/16	8:30 am-10:30 am & 3:30 pm-4:30 pm *7:30 pm-9:30 pm	Saturdays *Tuesdays	Travel Basketball	MPR

*(District Goal No. 2, Board Goal No. 3)*

New Business Matters, Section C-5 - Facilities (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Item a.)

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

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
DECEMBER 17, 2015**

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**C     NEW BUSINESS**

**C-6   Miscellaneous**

a.     Affirm the Superintendent's HIB Decision in Case No. 2015-2016-002

It is the RECOMMENDED MOTION of the Superintendent: "that the Board hereby affirms the Superintendent's decision in HIB Investigation No. 2015-2016-002 for the reasons set forth in the Superintendent's Report to the Board and requests a copy of the Board's decision be sent to the affected student's parents forthwith."

New Business Matters, Section C-6 Miscellaneous (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Item a.)

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

**D     CORRESPONDENCE**

None.

**E     PUBLIC COMMENT OR QUESTIONS**

- Questions regarding Every Student Succeeds Act (ESSA) which will replace the No Child Left Behind Act (NCLB) and the Electronic Communication and Recording Device policy.
- Ms. Parkinson said she loved serving on the board and what a fulfilling experience it has been.
- Mr. Hughes said Mrs. Silvestri has been an asset to the district and has more than earned her retirement.

**F     ANNOUNCEMENT OF MEETING – Reorganization Meeting – January 7, 2016**

**G     RESOLUTION FOR 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 matters relating to personnel and legal.

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
DECEMBER 17, 2015**

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**G RESOLUTION FOR CLOSED SESSION - (continued)**

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.”

MOTION by Mrs. DiGiacomo, SECOND by Ms. Parkinson to approve the adjournment to closed session.

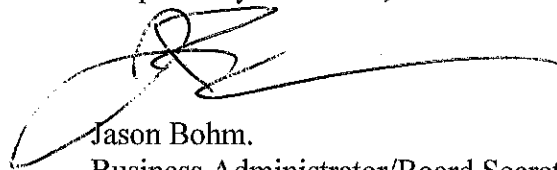
ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mrs. Gordon, Ms. Parkinson, Mr. Mastrangelo. All Ayes.

**H ADJOURNMENT TO CLOSED SESSION**

**I ADJOURNMENT**

9:20 p.m.

Respectfully submitted,



Jason Bohm.  
Business Administrator/Board Secretary