

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**BUSINESS MEETING  
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL  
DECEMBER 17, 2015**

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**A-1 CALL TO ORDER** – Mr. Mastrangelo

**A-2 ROLL CALL** – Mr. Bohm

**A-3 FLAG SALUTE**

**A-4 NOTICE OF MEETING**

**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: \_\_\_\_\_ SECOND: \_\_\_\_\_

**ROLL CALL VOTE**

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

- Webelos II Bench Presentation (*District Goal No. 2 and Board Goal No. 1*)
- Recognition of Outgoing Board Members
- Personnel Update (*District Goal No. 2 and Board Goal No. 2*)
- PARCC Presentation (*District Goals No. 1 and 3*)
- HIB Monthly Report

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

- Audit
- Application for State School Aid (ASSA)

**A-8 PRINCIPAL’S REPORT**

**A-9 BOARD COMMITTEE REPORTS**

- a. President’s Report
- b. Committee Reports

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

**B OLD BUSINESS**

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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 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 Makhlof, School Physician

It is the RECOMMENDED MOTION of the Superintendent: “to approve semi-annual payment of \$900.00 to Dr. Jean Makhlof, 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)

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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-2 Personnel - (continued)**

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

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

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)
- 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 to approve Items a. and b.)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_

ROLL CALL VOTE

**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)*

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**C     NEW BUSINESS**

**C-5   Facilities**

- a.     Building Use Requests - (continued)

New Business Matters, Section C-5 - Facilities (MOTION to approve Item a.)

MOTION: \_\_\_\_\_                      SECOND: \_\_\_\_\_

ROLL CALL VOTE

**D     CORRESPONDENCE**

**E     PUBLIC COMMENT OR QUESTIONS**

**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.

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: \_\_\_\_\_                      SECOND: \_\_\_\_\_

ROLL CALL VOTE

**H     ADJOURNMENT TO CLOSED SESSION**

**I     ADJOURNMENT**