

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 26, 2016**

A-1 CALL TO ORDER – Mrs. Gordon

A-2 ROLL CALL – Mr. Bohm

A-3 FLAG SALUTE

A-4 NOTICE OF MEETING

A-5 APPROVAL OF MINUTES – Regular Board Meeting Minutes and the Closed Session Minutes–
April 28, 2016

It is the RECOMMENDED MOTION of the Superintendent: “that the Regular Board Meeting Minutes and the Closed Session Minutes – April 28, 2016 be approved.”

MOTION: _____ SECOND: _____

ROLL CALL VOTE

A-6 SUPERINTENDENT’S REPORT

- District Goals Update
- HIB Monthly Report – Case No. 2015-2016-007 and 2015-2016-008

A-7 BUSINESS ADMINISTRATOR’S REPORT

Brown & Brown Benefits Advisor – Anthony Ciardella – Presentation on health, prescription and dental benefits

A-8 PRINCIPAL’S REPORT

A-9 BOARD COMMITTEE REPORTS

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

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

B OLD BUSINESS

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
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**LESTER C. NOECKER SCHOOL
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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 April 30, 2016 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 over expended 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.” (*District Goal No. 2, Board Goal No. 3*)

b. Acceptance of Report of Treasurer of School Monies – April 30, 2016

It is the RECOMMENDED MOTION of the Superintendent: “to accept the Report of Treasurer of School Monies for the period ending April 30, 2016.” (*District Goal No. 2, Board Goal No. 3*)

c. Acceptance of Board Secretary’s Report – April 30, 2016

It is the RECOMMENDED MOTION of the Superintendent: “to accept the Board Secretary’s Report for the period ending April 30, 2016.” (*District Goal No. 2, Board Goal No. 3*)

d. Approval for Payment of Bills and Claims – May 26, 2016

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following Payment of Bills and Claims for the period ending May 26, 2016: (*District Goal No. 2, Board Goal No. 3*)

General Fund	\$99,235.96
Fund 60	\$11,728.13”

e. Acceptance of Cafeteria Report – April 30, 2016

It is the RECOMMENDED MOTION of the Superintendent: “to accept the Cafeteria Report for the period ending April 30, 2016.” (*District Goal No. 2, Board Goal No. 3*)

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C NEW BUSINESS

C-1 Finance - (continued)

f. Line Item Transfers – April 2016

It is the RECOMMENDED MOTION of the Superintendent: “to approve the Budget Transfers for the month of April, 2016 in the amount \$83,874.70.” (*District Goal No. 2, Board Goal No. 3*)

g. Approval of Federal Lunch Increase

It is the RECOMMENDED MOTION of the Superintendent: “to approve the federal lunch increase from \$2.65 to \$2.75, effective September 2016.”

h. Approve the Renewal of Maschio Food Services, Inc. Agreement for 2016-2017

It is the RECOMMENDED MOTION of the Superintendent: “to approve the renewal of the agreement with Maschio Food Services, Inc. for the 2016-2017 school year, commencing July 1, 2016 and ending on June 30, 2017.”

i. Approve the Addendum to the Maschio Food Services, Inc.

The Roseland Board of Education shall pay and Maschio Food Services, Inc. an annual management fee in the amount of \$8,902.00. The management fee shall be payable in monthly installments of \$890.20 per month commencing on September 1, 2016 and ending on June 30, 2017.

Maschio’s guarantees a return to the Roseland Board of Education in the amount of \$5,000.00. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount, Maschio Food Services, Inc. shall be responsible for any shortfall.

j. Approval of the Superintendent’s Accomplishment of the 2015-2016 Merit Goals

It is the RECOMMENDED MOTION of the Superintendent: "RESOLVED that the Board of Education accepts and approves, the Superintendent Final Merit Goals for compensation.”

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C NEW BUSINESS

C-1 Finance - (continued)

k. Approval of the Insurance Carrier Providers for the 2016-2017 School year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the insurance carrier providers for the 2016-2017 school year as follows:

Health: Horizon Health Care of New Jersey
Dental: Horizon Healthcare Dental/Public Employee Trust (Two (2) years)
Prescription: BeneCard"

l. Approve Ameriflex to Administer COBRA and Flexible Spending Account (FSA)

It is the RECOMMENDED MOTION of the Superintendent: "to approve Ameriflex to administer Consolidated Omnibus Budget Reconciliation Act (COBRA) and Flexible Spending Account (FSA) at a rate of \$50.00 and \$90.00 per month respectively for the 2016-2017 school year." (*District Goal No. 2, Board Goal No. 3*)

m. Approve a Student Neurological Evaluation by Dr. Patel

It is the RECOMMENDED MOTION of the Superintendent: "to approve a neurological evaluation for Student No. 4784983751 by Dr. Patel in the amount of \$450.00."

n. Accept a Donation from West Caldwell Shop Rite for the Kickball Tournament

It is the RECOMMENDED MOTION of the Superintendent: "to gratefully accept a donation of bags of ice and boxes of ice pops from the West Caldwell Shop Rite for the May 20, 2016 Kickball Tournament with Essex Fells and North Caldwell school districts to be hosted by Roseland at Lester C. Noecker."

o. 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, 2015 with the New Jersey Department of Education." (*District Goal No. 2, Board Goal No. 3*)

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C NEW BUSINESS

C-1 Finance - (continued)

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

RECOMMENDATION	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
The audit report did not address food service receipts and bank records for timely deposit.	It is recommended that the audit report include a review and discussion of food service receipts and bank records in order to determine timely deposit.	The District already obtains records of food service receipt deposits and bank records. The District will work with Auditor to ensure accurately reflected in the audit report.	Business Administrator/Board Secretary 973-226-1296, Ext. 311	Beginning May 2016 and completed upon release and filing of the 2016 audit report anticipated by December 2016.

q. Resolution for the District Tax 2016-2017

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 2016-2017 is \$7,462,179.00 General Fund plus \$812,825.00 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 4	2016	621,848.25	0.00	621,848.25
August 1	2016	621,848.25	0.00	621,848.25

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C NEW BUSINESS

C-1 Finance - (continued)

q. Resolution for the District Tax 2016-2017 - (continued)

September 5	2016	621,848.25	406,413.50	1,028,261.75
October 3	2016	621,848.25	0.00	621,848.25
November 7	2016	621,848.25	0.00	621,848.25
December 5	2016	621,848.25	0.00	621,848.25
January 2	2017	621,848.25	406,411.50	1,028,259.75
February 6	2017	621,848.25	0.00	621,848.25
March 6	2017	621,848.25	0.00	621,848.25
April 3	2017	621,848.25	0.00	621,848.25
May 1	2017	621,848.25	0.00	621,848.25
June 5	2017	621,848.25	0.00	621,848.25
Total		\$7,462,179.00	\$812,825.00	\$8,275,004.00"

r. Approve Centris Group, Frontline Technologies Group, LLC

It is the RECOMMENDED MOTION of the Superintendent: "to approve Centris Group, Frontline Technologies Group, LLC to provide special services with IEP Direct software support and training at a cost of \$2,497.00 for the 2016-2017 school year."

s. Approval of Contract – Velma Conway, Occupational Therapist 2016-2017 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the contract for Velma Conway to provide occupational therapy services for the 2016-2017 school year as follows:

Therapy services	\$87.00/hr.
Group sessions	\$10.00/hr. additional hour per extra student"

t. Approval of Velma Conway for the 2016 ESY Occupational Therapist

It is the RECOMMENDED MOTION of the Superintendent: "to approve Velma Conway to provide occupational therapy services for the 2016 ESY from July 5–July 29, 2016, as follows:

Therapy services	\$87.00/hr.
Group sessions	\$10.00/hr. additional hour per extra student"

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C NEW BUSINESS

C-1 Finance- (continued)

- u. Approval of Contract - Rose Newman, Physical Therapist, 2016-2017 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the contract for Rose Newman to provide physical therapy services for the 2016-2017 school year as follows:

Treatment services	\$100/hr.
Group sessions	\$150/hr.
Physical Therapy Evaluation	\$150/evaluation
Prepare reports	\$100/hr."

- v. Approval of Rose Newman, Physical Therapist for the 2016 ESY

It is the RECOMMENDED MOTION of the Superintendent: "to approve the contract for Rose Newman to provide physical therapy services for the ESY 2016 as follows:

Treatment services	\$100/hr.
Group sessions	\$150/hr.
Physical Therapy Evaluation	\$150/evaluation
Prepare reports	\$100/hr."

New Business Matters, Section C-1 – Finance (MOTION to approve Items a. through v.)

MOTION: _____ SECOND: _____

ROLL CALL

C-2 Personnel

- a. Approve Substitute Aides for the 2016 ESY Program

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following staff as substitute aides for the 2016 ESY program at a pay rate of \$18.50/hour: Lisa Lapone, Lucille Lapone and Eileen Krezminski."

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C NEW BUSINESS

C-2 Personnel - (continued)

b. Approval of Extra Pay to Louise Circelli, Classroom Aide

It is the RECOMMENDED MOTION of the Superintendent: "to approve retroactive extra pay to Louise Circelli, a classroom aide, to assist Student No. 2326118096 at the 6th grade dance to be held at West Essex Middle School on May 6, 2016 at a rate of \$19.26 for two and one-half hours (2.5)."

c. Approve Extra Pay to Catherine Camerota, Classroom Aide

It is the RECOMMENDED MOTION of the Superintendent: "to approve retroactive extra pay to Catherine Camerota, a classroom aide, for one-half hour on the 2nd grade field trip to Buehler Challenger Center on May 5, 2016 in the amount of \$10.91."

d. Approve Extra Pay to Catherine Camerota, Classroom Aide

It is the RECOMMENDED MOTION of the Superintendent: "to approve extra pay to Catherine Camerota, a classroom aide, for three (3) hours student support at the 6th grade pool party at the North Caldwell Pool on June 1, 2016 in the amount of \$65.43 total."

e. Approve Extra Pay to Catherine Overbeck, Administrative Assistant to the Principal

It is the RECOMMENDED MOTION of the Superintendent: "to approve retroactive extra pay to Catherine Overbeck for two (2) hours relating to the school music concert on May 18, 2016, in the amount of \$66.92 total."

f. Approve Extra Pay to Lorraine Davidson, Administrative Assistant

It is the RECOMMENDED MOTION of the Superintendent: "to approve both retroactively and prospectively extra pay, to Lorraine Davidson, not to exceed twenty hours (20) in aggregate in the amount of \$762.55 relating to official board matters and interviews, on the following dates: May 17, May 18, May 26, June 1 and June 7, 2016."

g. Approve Extra Pay to Justin Surdyn and Marilyn Havrilla, Music Teachers

It is the RECOMMENDED MOTION of the Superintendent: "to retroactively approve four (4) hours extra pay to Justin Surdyn and Marilyn Havrilla, music teachers for the school concert on May 18, 2016 at a rate of \$55.00/hour, not to exceed \$220.00 per person."

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C NEW BUSINESS

C-2 Personnel - (continued)

h. Approve Extra Pay to Amy Dahn, School Psychologist

It is the RECOMMENDED MOTION of the Superintendent: "to approve extra pay to Amy Dahn for attendance at the May 26, 2016 Board meeting to participate in the HIB meeting for Case No. 2015-2016-005 not to exceed two (2) hours at a rate of \$76.96/hour."

i. Approve an Extension to the Paid Medical Leave of Absence for Joseph DeVincentis

It is the RECOMMENDED MOTION of the Superintendent: "to approve an extension to the paid medical leave of absence for Joseph DeVincentis, a sixth grade teacher, Position Control No. 056, by use of eighteen (18) sick days commencing May 23, 2016 through to the last day of school in June, 2016. The anticipated return date is September 1, 2016."

j. Approve Thomas August, Head Custodian for the 2016-2017 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve Thomas August as Head Custodian, Position Control No. 068, at a salary \$65,195.00 which includes a stipend of \$1,800.00 as Head Custodian and a stipend of \$1,000.00 for Certified Educational Facilities Manager (CEFM), effective July 1, 2016 for the 2016-2017 school year."

k. 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, not to exceed seventeen (17) days commencing July 1, 2016 at a rate of \$600.00/day."

l. Approval of Amended Classroom Aides Salaries for the 2016-2017 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following aides, amended annual salaries and salary guide for the 2016-2017 school year:

Aide	Annual Salary
Bardi, Alexandria	\$18,800

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C NEW BUSINESS

C-2 Personnel - (continued)

1. Approval of Amended Classroom Aides Salaries for the 2016-2017 School Year - (continued)

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following aides and amended annual salaries for the 2016-2017 school year:

Camerota, Catherine	\$23,125
Chicola, Marianne	\$22,470
Circelli, Louise	\$23,257
Hayek, Gina	\$28,120
Krzeminski, Eileen	\$18,400
Lapone, Lisa	\$21,000
Lorenzen, Sally	\$20,025
Mai, Diane	\$19,330
McMillan, Maureen	\$19,000
Montesano, Michele	\$20,020
Mortensen, Erik	\$19,404
O'Donnell, Amy	\$21,483
Patson, Barbara	\$24,800
Sharma, Poonam	\$18,900
Steets, Michele	\$18,480
Wallace, Deborah	\$20,103”

New Business Matters, Section C-2 – Personnel (MOTION to approve Items a. through 1.)

MOTION: _____ SECOND: _____

ROLL CALL VOTE

C-3 Facilities

a. Building Use Request

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

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C NEW BUSINESS

C-3 Facilities

- a. Building Use Request - (continued)

Organization	Dates	Time	Day(s)	Purpose	Room/Area
Mad Science	Chg. last date from 5/26/16 to 6/2/16	3:30 pm-4:30 pm	Thursday	After School Enrichment Program	Various Classrooms"

New Business Matters, Section C-3 Facilities (MOTION to approve Item a.)

MOTION: _____ SECOND: _____

ROLL CALL VOTE

C-4 Curriculum & Instruction

- a. Field Trip(s)

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following field trip(s):

Grade	Class Trip	Date	Purpose
Student Council	Build-A-Bear Workshop Rockaway Mall	6/8/16	Build bears to donate to St. Barnabas Hospital"

New Business Matters, Section C-4 Curriculum & Instruction (MOTION to approve Item a.)

MOTION: _____ SECOND: _____

ROLL CALL VOTE

C-5 Travel

- a. Approval of Travel and Work Related Expenses

"RESOLVED that in accordance with the travel policy adopted at the public meeting on April 29, 2010, the Board hereby approves the payment of the following travel related expenses, which is effective as of the date set forth below:

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C NEW BUSINESS

C-5 Travel - (continued)

Staff Member: Janet Boggio and Jason Giumara
Event: National Writing Project
Location: West Essex Regional School District
Purpose: Writing Workshop
Date: May 16, 2016
Cost: At no cost to the Board

Staff Member: Marie Hardenberg
Event: Handle With Care
Location: Jersey City, NJ
Purpose: Certification Workshop
Date: August 26, 2016
Cost: Fee: \$450.00
Mileage at OMB rate”

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

MOTION: _____ SECOND: _____

ROLL CALL VOTE

D CORRESPONDENCE

E PUBLIC COMMENTS

**F ANNOUNCEMENT OF MEETINGS – Special Meetings June 1, 7, 2016 and Regular Meeting
June 16, 2016**

G ADJOURNMENT TO CLOSED SESSION

H 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 prior to the regular business meeting to discuss matters relating to personnel, legal and HIB.

**BOARD OF EDUCATION
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H 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 exemptions which are permitted to be discussed in private session pursuant to P.L. 1975, Chapter 231.”

MOTION: _____

SECOND: _____

ROLL CALL VOTE