

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
BUSINESS MEETING
MARCH 13, 2018 – 7:00 p.m.**

DATE

March 13, 2018

PRESENT BOARD MEMBERS

Mrs. Gordon
Mr. Gorman
Mrs. Perrotti
Mrs. Savarese
Mrs. Scaraggi

MEETING

Business Meeting

ABSENT

None

TIME

7:02 p.m.

ADJOURNED

9:47 p.m.

OTHERS PRESENT

Ms. Somers
Ms. Kot
Ms. Greenwald
Ms. Peterson (NJSBA)
Mr. Burke (*The Progress*)
Staff and Community Members

PLACE

Lester C. Noecker School

I. CALL TO ORDER – Mrs. Gordon

II. STATEMENT OF COMPLIANCE - Open Public Meeting Act

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this regular meeting has been properly advertised in the newspapers of record, and the agenda has been posted at the appropriate locations, and a copy has been filed with the Borough Clerk of Roseland.

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

III. FLAG SALUTE

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IV. BOARD PRESIDENT REPORT

- Mrs. Gordon welcomed the community and acknowledged two generous donations on the Agenda, one grant from Exxon Mobil for math and science materials and one from the HSA for leveled reading materials. Ms. Gordon also hopes everyone fared well in the recent, challenging snow storm.
- Charlene Peterson, NJSBA (New Superintendent Evaluation System) (Board Goal #2)
 - Mrs. Peterson trained the Board Members on the new Chief Administrator Evaluation Tool and Process, which was two years in the making through the collaborative efforts of New Jersey School Boards and the NJASA and now closely aligns with national leadership standards.
 - This year, districts may choose to use the existing tool or the new tool which was rolled out in October 2017 to evaluate the Superintendent's performance.
 - Ms. Peterson reminded the Board Members that they should be actively evaluating the Superintendent throughout the year, not simply once a year at evaluation time. She advised that the Board of Education has only one employee, the Superintendent, and that this is an opportunity for them to rate that employee and to provide important feedback and guidance.

V. SUPERINTENDENT REPORT

- Principal Greenwald delivered the Noecker News, commenting on the recent snow storm and wishing for an early Spring.
 - Ms. Greenwald recounted the success of Read Across America Week, including daily dress up days, Harry Potter, special mystery readers, Seuss Cafe, and reading spooky stories on pajama day. Ms. Greenwald thanked Elissa Eccleston, the RAA Committee, and teachers for making it a memorable week, with special thanks to Mr. Pane for his daily camp director morning announcements.
 - During Wellness Week, students had the chance to participate in obstacle courses during Phys Ed class. Due to snow closures, however, the student-teacher basketball game had to be postponed, hopefully to be rescheduled later this Spring.
 - The 3rd and 4th Grade Music Concert will take place at 2:00 PM Wednesday, March 21st.
 - Upcoming HSA events include the School Play, *The Music Man*, being held Thursday, March 22nd and Friday, March 23rd. Information about an Alice in Wonderland-Themed Tricky Tray will be released soon. A special thanks to Allison Jablonski and Cindy Sellitto for organizing and devoting their time to the Tricky Tray event.
 - Spring Conferences will take place on Monday, March 26th through Wednesday, March, 28th, which will be minimum days with no lunch served. The Third Marking Period will end on March 29th.

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- School will be closed for Spring Break from Friday, March 30th through Friday, April 6th for Spring Break with classes resuming on Monday, April 9th.
- The Autism Awareness Committee is busy preparing meaningful opportunities for students to recognize April as Autism Awareness month.
- Superintendent Comments
 - Ms. Somers welcomed the community, commenting on the recent winter storms, and gave a special thanks to Tom August, Supervisor of Buildings and Grounds, and the entire custodial staff for their hard work in ensuring Noecker was ready to re-open. In April, a recommendation will be made to the Board to schedule a make-up day for the extra snow day used last week.
 - Ms. Somers addressed school safety concerns, and noted the continuing exploration of additional measures to protect students and staff. She provided an update of a recent meeting with the Roseland Police Department and their involvement in the school community on a daily basis. Ms. Somers advised that school safety and security will continue to be a primary goal at Noecker School and welcomed the support, suggestions, and understanding of the community and staff as the district enforces its procedures and seek to improve them.
 - Ms. Somers provided an update on the 50th Anniversary Committee. Students have been enjoying participating in a variety of contests including the t-shirt design for Field Day, Guess the Teacher contest, and the upcoming ‘name our Owl Mascot’ contest. Students also helped create the ‘50 things we love about Noecker’ statements that will be displayed around school and incorporated into the end-of-the-year celebration. The 50th Anniversary Committee will work in conjunction with the HSA on Family Fun Night to celebrate Noecker School’s 50th Anniversary. An alumni Google Form has been shared and memories from former students and staff are already being collected.
 - Ms. Somers noted several agenda items, including the appointment of an Administrative Assistant to the Special Education and Business Offices, acceptance of a \$500 grant from our local Exxon station, and a generous donation from our fantastic HSA for leveled books for classrooms. Additionally, a former student will be making some updates to the Noecker Nature Trail as she works towards her Silver Award for the Girl Scouts.
 - On March 27th, there will be a Special Meeting of the Board of Education at 7:30 pm to share the preliminary budget. The Finance Committee met just prior to the Board Meeting and all are working on aligning the budget to the district’s Strategic Plan while balancing the many factors of school budgets.

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VI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Ms. Kot provided a Business Office and Budget Calendar Update
 - The Auditors were on-site February 14 & 15 to gather information for the Mid-Year Audit. The results of the testing of our DRTRS and ASSA were excellent. The review of financial reports has not been concluded, and Ms. Kot will continue to work with the Auditors to finalize outstanding items.
 - The 2018-2019 School Year Budget has been steadily being developed and modified over the course of the past several months. Ms. Kot and the Superintendent have had a number of in-depth meetings to review the needs of the school and attempt to balance those needs with the financial constraints the district faces.
 - State Aid numbers are scheduled to be released on Thursday March 15th. While initial reports were that State Aid numbers would remain flat, an article published just prior to the Board Meeting indicated that 94% of schools in the state would see some increase to their State Aid amounts. Ms. Kot noted that, given the small size of the district, even a \$20,000 change in State Aid would result in a ¼% change to the tax levy.
 - The Finance Committee met prior to the Board Meeting. Another meeting is scheduled with the Finance Committee on Tuesday, March 20th, after the anticipated release of State Aid, so additional analysis may be conducted on the Budget.
 - The district will be having a Special Meeting to adopt the Preliminary Budget on Tuesday, March 27th at 7:30pm. The deadline to submit all Preliminary Budget Information to the County is Thursday, March 29th. And the April 26th Regular Meeting will include Formal Adoption of 2018-2019 Budget.
 - Other notable Agenda items include the submission of the January Financial Reports and the two generous donations from Exxon Mobil and the HSA.

VII. PUBLIC COMMENT – On agenda items only

Members of the public may speak for a maximum of three (3) minutes by the clock during this portion of the meeting. The public may speak **on agenda items only** during this three (3) minute period. Any questions should be directed to the Board President and depending on the nature and complexity of the question, it may or may not be answered during the meeting by the Administration. If so, the response would occur after this public portion of the meeting has concluded. Everyone has the freedom to speak, but please be advised that anything said in public may have legal ramifications and there is no protection regarding statements made by the public. Please state your name and sign in before you begin.

- No public comment.

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VIII. APPROVAL OF ACTION ITEMS

BOARD MINUTES/REPORTS

- RPT-28-18 Approve Board Meeting Minutes
- RPT-29-18 Approve the February, 2018 Code of Conduct Report
- RPT-30-18 Approve the February, 2018 Enrollment Report
- RPT-31-18 Approve the February, 2018 HIB Report
- RPT-32-18 Approve the Quarterly Health Office Report

MOTION by Mrs. Perrotti, SECOND by Mrs. Scaraggi

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

- RPT-28-18 Approve Board Meetings Minutes

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Regular Open Meeting and Closed Session Board Minutes for February 8, 2018.

- RPT-29-18 Approve the February, 2018 Code of Conduct Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the February, 2018 Code of Conduct Report.

- RPT-30-18 Approve the February, 2018 Enrollment Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the February, 2018 Enrollment Report.

- RPT-31-18 Approve the February, 2018 HIB Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the February, 2018 HIB Report.

- RPT-32-18 Approve the Quarterly Health Office Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Quarterly Health Office Report.

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FINANCE/FACILITIES

- FIN-133-18 Approve Acceptance of the Report of Treasurer of School Monies – January 31, 2018
FIN-134-18 Approve Acceptance of the Report of the Board Secretary – January 31, 2018
FIN-135-18 Approve the Board of Education’s Monthly Certification of Major Budgetary Account/Fund Status – January 31, 2018
FIN-136-18 Approval the Payment of Bills and Claims – March 13, 2018
FIN-137-18 Approve Budgetary Line Item Transfers – January, 2018
FIN-138-18 Approve Acceptance of the Cafeteria Report – January, 2018
FIN-139-18 Approve Travel and Work Related Expenses
FIN-140-18 Approve Building Use Requests
FIN-141-18 Approve a Psychiatric Evaluation for Student No. 9801516538
FIN-142-18 Approve Acceptance of Grant from the Exxonmobil Educational Alliance Program
FIN-143-18 Approve Acceptance of Donation from the Roseland Home and School Association
FIN-144-18 Approve Extra Pay for Employee No. 100310

MOTION by Mr. Gorman, SECOND by Mrs. Perrotti

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese – *All Ayes.*

Mrs. Scaraggi voted *Yes* to FIN-133-18 through FIN-142-18 and FIN-144-18; *Abstaining* from FIN-143-18.

- FIN-133-18 Approve Acceptance of the Report of the Treasurer of School Monies – January 31, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the acceptance of the Report of the Treasurer of School Monies for the period ending January 31, 2018.

- FIN-134-18 Approve Acceptance of the Report of the Board Secretary – January 31, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the acceptance of the Report of the Board Secretary for the period ending January 31, 2018.

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FIN-135-18 Approve the Board of Education’s Monthly Certification of Major Budgetary Account/Fund Status – January 31, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, pursuant to N.J.A.C. 6A:23-2.12(c)4, certifies that as of January 31, 2018, 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. 6A:23-2.12(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

FIN-136-18 Approval the Payment of Bills and Claims – March 13, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the payment of Bills and Claims for the period ending March 13, 2018:

General Fund Bills & Claims	\$ 350,071.76	
General Fund Payroll	\$ 461,058.77	through February 28, 2018
Special Revenue Fund Bills & Claims	\$ 19,899.50	
Debt Services Fund	\$ 100,375.00	
<u>Cafeteria Fund Bills & Claims</u>	<u>\$ 15,540.59</u>	
<i>Total Payments</i>	<i>\$ 946,945.62</i>	

FIN-137-18 Approve Line Item Transfers – January 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the attached Line Item Budget Transfers for the month of January 2018, as per N.J.S.A. 18A:8.1.

FIN-138-18 Approve Acceptance of the Cafeteria Report – January 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Cafeteria Report for the periods ending January, 2018.

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FIN-139-18 Approve the Travel and Work Related Expenses

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, and in accordance with the travel policy, hereby approves the following travel related expenses:

Staff Member: Catherine Overbeck
Event: Professional Development Workshop
Location: Monroe Township, NJ
Purpose: School Law for Administrative Assistants
Date: April 25, 2018
Cost: \$100.00
Tolls & Mileage at OMB rate

Staff Member: Thomas August
Event: Professional Development Workshop
Location: Kenilworth, NJ
Purpose: Workshop: “Utilizing Technology to Achieve Sustainability in Your School”
Date: April 27, 2018
Cost: Tolls & Mileage at OMB rate

Staff Member: Chelsea Clarke
Event: Learning Carnival
Location: Morristown, NJ
Purpose: Gifted and Talented Event
Date: March 14, 2018 (March 15, 2018 - rain date)
Cost: \$30.00 per student x 16 students

Staff Member: Jennifer Zeoli & Deborah Wallace
Event: Professional Development Workshop
Location: Parsippany, NJ
Purpose: Oppositional, Defiant & Disruptive Children & Adolescents Conference
Date: April 19, 2018
Cost: \$99.99 per person
Tolls & Mileage at OMB rate

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FIN-140-18 Approve the Building Use Requests

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following Building Use Requests:

Organization	Dates	Time	Day(s)	Purpose	Room/Area
Roseland Athletic Club (R.A.C.)	April 11, 18, and 25, 2018 May 2, 9, and 16, 2018	6:30 p.m. - 9: 30 p.m.	Wednesdays	Travel Basketball	Sierchio Gym

FIN-141-18 Approve a Psychiatric Evaluation for Student No. 9801516538

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves a psychiatric evaluation by Platt Associates for Student No. 9801516538 at a cost of \$750.00.

FIN-142-18 Approve Acceptance of Grant from the Exxonmobil Educational Alliance Program

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, acknowledges the district’s nomination by the Exxonmobil Station of Roseland, and approves acceptance of a grant in the amount of \$500.00 from the Exxonmobil Educational Alliance program for use in the area of math and/or science.

FIN-143-18 Approve Acceptance of Donation from the Roseland Home and School Association

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves acceptance of a donation in the amount of \$2,500.74 from Roseland Home and School Association to purchase leveled books for our resource room classrooms.

FIN-144-18 Approve Extra Pay for Employee No. 100310

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves extra pay for Employee No. 100310, classroom aide, for assistance in chaperoning Student No. 8366205991 at the Sky Zone Sixth Grade event on Friday, March 16, 2018 from 7:00 p.m. - 8:45 p.m. at the rate of \$18.50 per hour.

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PERSONNEL/MANAGEMENT

PER-65-18 Approve Employee No. 100166 as the Part Time (0.6) Confidential Administrative Assistant for the Business Office and Special Education Office for the 2018-2019 School Year

PER-66-18 Approve Former Student Emily Styskal to enhance the Noecker Nature Trail

PER-67-18 Approve Home Instruction for Student No. 7944753257

MOTION by Mrs. Savarese, SECOND by Mr. Gorman

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

PER-65-18 Approve Employee No. 100166 as the Part Time (0.6) Confidential Administrative Assistant for the Business Office and Special Education Office for the 2018-2019 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves Employee No. 100166 as the Part-Time (0.6) Confidential Administrative Assistant to the Business Office and Special Education Office, Position Control No. 137, at an annual salary of \$34,000, with no benefits, effective July 1, 2018.

PER-66-18 Approve Former Student Emily Styskal to enhance the Noecker Nature Trail

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves former student Emily Styskal to enhance the Noecker Nature Trail as her Girl Scout Silver Award “Take Action” project with an expected completion date of June 2018.

PER-67-18 Approve Home Instruction for Student No. 7944753257

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves home instruction for Student No. 7944753257, provided by approved Home Instructions Teachers at their respective hourly rate, not to exceed a total of 10 hours per week for the 2017-2018 school year.

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CURRICULUM AND INSTRUCTION

C&I-33-18 Approve Additional 2017-2018 School Field Trips

MOTION by Mrs. Perrotti, SECOND by Mrs. Savarese

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

C&I-33-18 Approve Additional 2017-2018 School Field Trips

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following school field trips for the 2017-2018 school year.

Grade	Class Trip	Date	Purpose
Gr 3-6	Build-a-Bear	4/19/18	Student Council to donate bears to Saint Barnabas

IX. PUBLIC COMMENTS

Members of the public may speak for a maximum of three (3) minutes by the clock during this portion of the meeting. The public may speak **on any topic** during the three (3) minute period. Any questions should be directed to the Board President and depending on the nature and complexity of the question, it may or may not be answered during the meeting by the Administration. If so, the response would occur after the public portion of the meeting has concluded. Everyone has the freedom to speak, but please be advised that anything said in public may have legal ramifications and there is no protection regarding statements made by the public. Please state your name and sign in before you begin.

- Public comment began at approximately 8:03 p.m. and concluded at approximately 8:12 p.m.
- Three community members spoke. Topics included the possibility of expanding the parking lot, the use of the school facilities by the Girl Scouts, the Roseland Free Public Library’s Summer Reading Program, access for music students to practice their instruments, and concerns about school security. John Matthias, Coordinator of the Roseland Office of Emergency Management, spoke to commend the district on a recent surprise lockdown drill the school had and the many safety measures that are already in place.

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X. CORRESPONDENCE

- The Board received correspondence from a parent urging the Board’s attention to a pending HIB matter. Due to student privacy issues, the matter will be discussed in closed session.

XI. OLD BUSINESS

- None

NEW BUSINESS

- None

XII. CONSIDERATION FOR CLOSED SESSION

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following Resolution for Closed Session:

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 personnel and student matters.

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.

The Board will reconvene in public at 9:00 p.m. and may take action following the closed session.

MOTION by Mrs. Perrotti, SECOND by Mr. Gorman

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

- The Board adjourned to Closed Session at approximately 8:20 p.m. Notice was given that the Board would reconvene in public at 9 p.m. and may take action following the closed session.
- At 9 p.m. Ms. Kot advised that Closed Session was on-going and that the Board would reconvene at approximately 9:45 p.m. No members of the community were in attendance in the Lester C. Noecker Media Center at 9 p.m.

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XIII. REOPEN INTO PUBLIC SESSION - 9:46 p.m.

MOTION by Mrs. Savarese, SECOND by Mrs. Perrotti

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

- The Board reconvened the Public Session at 9:46 p.m.

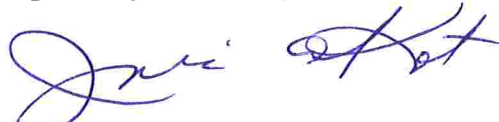
XIV. ADJOURNMENT - 9:47 p.m.

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi – *All Ayes.*

- The Board adjourned the meeting at 9:47 p.m.

There is a Special Business Meeting scheduled for Tuesday, March 27, 2018 at 7:30 p.m. and the next Regular Board Meeting will be held on Thursday, April 26, 2018 at 7:30 p.m. Both meetings are being held in the Lester C. Noecker Media Center.

Respectfully submitted,



Julie Kot
Business Administrator/Board Secretary