

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**REGULAR BOARD MEETING  
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL  
NOVEMBER 16, 2017 – 7:30 PM**

**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 newspaper 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. DiGiacomo \_\_\_\_\_ Mr. Gorman \_\_\_\_\_ Mrs. Perrotti \_\_\_\_\_

Mr. Goldstein \_\_\_\_\_ Mrs. Gordon \_\_\_\_\_

**III. FLAG SALUTE**

**IV. BOARD PRESIDENT REPORT**

**V. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT**

- Nisivoccia Financial Audit Presentation
- Business Office Updates

**VI. SUPERINTENDENT REPORT**

- October Events Presentation, Lynn Cummings and Fifth Grade Students
- Noecker News – Principal
- Goals Update

**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.

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**VIII. APPROVAL OF ACTION ITEMS**

**BOARD MINUTES/REPORTS**

RPT-10-18 Approve Board Meeting Minutes – October 19, 2017

RPT-11-18 Approve the October 2017 Code of Conduct Report

RPT-12-18 Approve the October 2017 Enrollment Report

RPT-13-18 Approve the October 2017 HIB Report

MOTION by \_\_\_\_\_, SECOND by \_\_\_\_\_

ROLL CALL: Mrs. DiGiacomo \_\_\_\_\_ Mr. Gorman \_\_\_\_\_ Mrs. Perrotti \_\_\_\_\_

Mr. Goldstein \_\_\_\_\_ Mrs. Gordon \_\_\_\_\_

RPT-10-18 Approve Board Meeting Minutes – October 19, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Regular Board Minutes for October 19, 2017.

RPT-11-18 Approve the October 2017 Code of Conduct Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the October 2017 Code of Conduct Report.

RPT-12-18 Approve the October 2017 Enrollment Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the October 2017 Enrollment Report.

RPT-13-18 Approve the October 2017 HIB Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the October 2017 HIB Report.

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**FINANCE/FACILITIES**

● **Finance Committee Report** (Neal Goldstein, Chairperson)

- FIN-59-18     Approve Acceptance of the Report of the Treasurer of School Monies – August 31, 2017
- FIN-60-18     Approve Acceptance of the Report of the Board Secretary – August 31, 2017
- FIN-61-18     Approve Acceptance of the Board of Education’s Monthly Certification of Major Budgetary Account/Fund Status – August 31, 2017
- FIN-62-18     Approve Payment of Bills and Claims – November 16, 2017
- FIN-63-18     Approve Acceptance of the Cafeteria Report – October, 2017
- FIN-64-18     Approve Budgetary Line Item Transfers – August 31, 2017
- FIN-65-18     Approve Travel and Work Related Expenses
- FIN-66-18     Approve Building Use Requests
- FIN-67-18     Approve Submission of the 2017-2018 District Report of Transported Students (DRTRS)
- FIN-68-18     Approve Acceptance of Financial Audit for Year Ending June 30, 2017
- FIN-69-18     Approve the Corrective Action Plan to Address Audit Recommendations
- FIN-70-18     Approve Submission of the Individuals with Disabilities in Education Act (IDEA) Final Report for Fiscal Year 2017
- FIN-71-18     Approve the Acceptance of a Donation from the Roseland Home-School Association
- FIN-72-18     Approval of the SecureWatch24 Service Agreement for the 2017-2018 School Year
- FIN-73-18     Approve the Increase in Pay for Substitute Nurses for the 2017-2018 School Year
- FIN-74-18     Approve a Psychiatric Evaluation for Student No. 3724662345
- FIN-75-18     Approve Home Instruction Services for Student No. 5928710392
- FIN-76-18     Approve Out-of-District Placement for Student No. 5928710392
- FIN-77-18     Approve Out-of-District Transportation for Student No. 5928710392
- FIN-78-18     Approve Recess Supervision Stipends for the 2017-2018 School Year
- FIN-79-18     Approve an Assistive Technology Evaluation for Student No. 3213573279
- FIN-80-18     Approve Extra Pay for Employee No. 100316

MOTION by \_\_\_\_\_, SECOND by \_\_\_\_\_

ROLL CALL:            Mrs. DiGiacomo \_\_\_\_\_ Mr. Gorman \_\_\_\_\_ Mrs. Perrotti \_\_\_\_\_

Mr. Goldstein \_\_\_\_\_ Mrs. Gordon \_\_\_\_\_

FIN-59-18     Approve Acceptance of the Report of the Treasurer of School Monies – August 31, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, receives the Report of the Treasurer of School Monies for the period ending August 31, 2017.

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FIN-60-18     Approve Acceptance of the Report of the Board Secretary – August 31, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, receives the Board Secretary’s Report for the period ending August 31, 2017.

FIN-61-18     Approve Acceptance of the Board of Education’s Monthly Certification of Major Budgetary Account/Fund Status – August 31, 2017

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 August 31, 2017, 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-62-18     Approve the Payment of Bills and Claims – November 16, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the payment of the Bills and Claims for the period ending November 16, 2017:

General Fund Bills & Claims	\$ 180,594.87	
General Fund Payroll	\$ 469,162.14	through November 15, 2017
Special Revenue Bills & Claims	\$ <u>5,445.00</u>	
<b>Total Payments</b>	<b>\$ 655,202.01</b>	

FIN-63-18     Approve Acceptance of the Cafeteria Report – October, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Cafeteria Report for the period ending October, 2017.

FIN-64-18     Approve the Budgetary Line Item Transfers – August 31, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the attached Line Item Budget Transfers for the month of August 2017, as per N.J.S.A. 18A:8.1.

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FIN-65-18     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, the Board hereby approves the following travel related expenses:

Staff Member: Lynn Cummings  
 Event: Suicide Prevention Conference  
 Location: Piscataway, NJ  
 Purpose: Professional Development  
 Date: December 7, 2017  
 Cost: \$89.00  
       Tolls & Mileage at OMB rate

Staff Member: Lynn Cummings  
 Event: The Pressure to be Perfect  
 Location: College of St. Elizabeth, NJ  
 Purpose: Professional Development  
 Date: December 13, 2017  
 Cost: Tolls & Mileage at OMB rate

FIN-66-18     Approve the Building Use Requests

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

Organization	Dates	Time	Day(s)	Purpose	Room/Area
Roseland Athletic Club (RAC)	November 16 & 20, 2017 December 14, 2017 January 11 & 18, 2018 February 1, 8, 15, 2018 March 1, 2018  <b>Note:</b> December 7, 2017 & January 25, 2018- Sierchio Gym only	7:30PM - 9:30PM	Thursdays	Basketball Practices & Game	MPR & Sierchio Gym
Roseland Recreation Dept.	December 19, 2017	6:15PM - 9:30PM	Tuesday	Hoop Shoot Competition	MPR
Roseland HSA	December 8, 2017	7:30AM-5:00PM previously approved- amending start time from 8:00AM	Friday	Holiday Bazaar	Stage Side of MPR

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FIN-67-18     Approve Submission of the 2017-2018 District Report of Transported Students (DRTRS)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the submission of the District Report of Transported Students (DRTRS) to the Department of Education for the 2017-2018 school year.

FIN-68-18     Approve Acceptance of Financial Audit for Year Ending June 30, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the acceptance of the Roseland Board of Education 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, 2017, and Auditors' Management Report on Administrative Findings – Financial, Compliance and Performance Fiscal Year Ending June 30, 2017.

FIN-69-18     Approve the Corrective Action Plan to Address Audit Recommendations

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Roseland Board of Education 2016-2017 Audit Corrective Action Plan as outlined below addressing the audit recommendations listed under Administrative Practices and Procedures and Financial Planning, Accounting and Reporting:

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
1 - Financial Planning, Accounting and Reporting/ Classification of Expenditures.	It is recommended that the District make every effort to ensure that all purchase orders are recorded in the year in which the work is performed and make any necessary budget transfers to avoid over-expenditures of line items.	The District will ensure all purchase orders are entered in the budget year in which purchases are made. Line item transfers will be completed before each monthly accounting cycle close, ensuring no major account or fund has been over-expended.	School Business Administrator/ Board Secretary	On-going, with completion by the close of the current budget year on June 30, 2018.
2 – Financial Planning, Accounting and Reporting/ Board Secretary's Records	It is recommended that the District take greater care when entering the original adopted budget appropriations into the accounting system.	The State of New Jersey has previously approved the 2017-18 budget. The District will input the exact figures approved	School Business Administrator/ Board Secretary	December 30, 2017

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		into the new accounting system.		
3 – Financial Planning, Accounting and Reporting/ Treasurer's Records	It is recommended that all reconciling items on the Treasurer of School Monies report be identified on a monthly basis and resolved in a timely manner.	Daily sweeping of Payroll, Agency and FSA accounts at the Bank will be eliminated. The District will complete internal monthly Bank Reconciliations and work closely with the newly appointed Treasurer to identify and promptly resolve discrepancies.	School Business Administrator/ Board Secretary	On-going, with completion by the close of the current budget year on June 30, 2018.

FIN-70-18     Approve Submission of the Individuals with Disabilities in Education Act (IDEA) Final Report for Fiscal Year 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves submission of the Individuals with Disabilities in Education Act (IDEA) Final Report to the Department of Education for the Fiscal Year 2017.

FIN-71-18     Approve the Acceptance of a Donation from the Roseland Home-School Association (District Goal: Community Engagement)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the acceptance of a generous donation from the Roseland Home-School Association in the amount of \$7,500.00 for field trips.

FIN-72-18     Approval of the SecureWatch24 Service Agreement for the 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the time and materials agreement for burglar alarm servicing for the 2017-2018 school year.

FIN-73-18     Approve the Increase in Pay for Substitute Nurses for the 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the increase in pay for substitute nurses to \$175.00 per day for the 2017-2018 school year.

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FIN-74-18     Approve a Psychiatric Evaluation for Student No. 3724662345

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves a psychiatric evaluation by Platt Associates for Student No. 3724662345 at a cost of \$750.00.

FIN-75-18     Approve Home Instruction Services for Student No. 5928710392

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, retroactively approves home instruction services, as provided by Hand Over Hand, for Student No. 5928710392 for a total of \$3,750.00 from October 30, 2017-November 10, 2017.

FIN-76-18     Approve Out-of-District Placement for Student No. 5928710392

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Out-of-District Placement of Student No. 5928710392 to attend the David Gregory School in Paramus, New Jersey, including tuition costs and a 1:1 Aide at an annual cost of \$94,308.90, pro-rated for the 2017-2018 school year, with services to begin on November 13, 2017.

FIN-77-18     Approve Out-of-District Transportation for Student No. 5928710392

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves transportation be provided by the Sussex County Regional Co-Op for the Out-of-District Placement of Student No. 5928710392 to attend the David Gregory School in Paramus, New Jersey, for the 2017-2018 school year, with services to begin on November 13, 2017, at a cost of approximately \$92.00 per day.

FIN-78-18     Approve Recess Supervision Stipends for the 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves \$2,500.00 annual stipends for Employee No. 100146 and Employee No. 100295 for daily, scheduled, full-year recess supervision for the 2017-2018 school year.



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FIN-79-18     Approve an Assistive Technology Evaluation for Student No. 3213573279

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve an assistive technology evaluation for Student No. 3213573279 with Dr. Brian Friedlander at a cost of \$1,050.00.

FIN-80-18     Approve Extra Pay for Employee No. 100310

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve extra pay for Employee No. 100310, classroom aide, for his assistance chaperoning Student No. 8366205991 at the Sixth Grade Roller Skating event taking place on November 17, 2017 for two hours at a rate of \$18.50 per hour totaling \$37.00.

**PERSONNEL/MANAGEMENT**

PER-34-18     Approve Library Volunteers for the 2017-2018 School Year

PER-35-18     Approval of Mentor Payment for 2017-2018 School Year

PER-36-18     Accept the Resignation of Employee No. 100408

PER-37-18     Approve Jeffrey Celebre as an Administrative Student Observer

PER-38-18     Accept the Resignation of Employee No. 100423

PER-39-18     Approve Additional Substitute Teachers for the 2017-2018 School Year

PER-40-18     Approve Employee No. 100436 as an additional Substitute Morning Supervisor for the 2017-2018 School Year

PER-41-18     Accept the Resignation of Employee No. 100300

MOTION by \_\_\_\_\_, SECOND by \_\_\_\_\_

ROLL CALL:       Mrs. DiGiacomo \_\_\_\_\_ Mr. Gorman \_\_\_\_\_ Mrs. Perrotti \_\_\_\_\_

Mr. Goldstein \_\_\_\_\_ Mrs. Gordon \_\_\_\_\_

PER-34-18     Approve Library Volunteers for the 2017-2018 School Year (District Goal: Community Engagement)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve the list of Library Volunteers for the 2017-2018 school year.

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PER-35-18    Approval of Mentor Payment for 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following Mentor payments for the 2017-2018 school year:

Mentor	Mentee	Fee
Anne-Marie Petrarca	Katelyn Fabiano	\$550.00

PER-36-18    Accept the Resignation of Employee No. 100408

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Employee No. 100408, Position Control No. 128, effective December 29, 2017.

PER-37-18    Approve Jeffrey Celebre as an Administrative Student Observer

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve Jeffrey Celebre to observe the Lester C. Noecker School administrative staff on for one day, January 11, 2018 as part of his Administrative Internship Program at no cost to the district.

PER-38-18    Accept the Resignation of Employee No. 100423

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Employee No. 100423, Position Control No. 065, effective December 22, 2017.

PER-39-18    Approve Additional Substitute Teachers for the 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the list of additional substitute teachers for the 2017-2018 school year upon pending criminal history review clearance.

PER-40-18    Approve Employee No. 100421 as an additional Substitute Morning Supervisor for the 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves Employee No. 100421 as an additional substitute morning supervisor for the 2017-2018 school year on a daily rotating schedule, from 8:30AM-8:50AM (20 minutes) at a maximum rate of \$10.00 per day.

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PER-41-18    Accept the Resignation of Employee No. 100300

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, accepts the resignation of Employee No. 100300, Position Control No. 025, effective December 29, 2017.

**CURRICULUM AND INSTRUCTION**

C&I-21-18    Approve Submission of the Quality Single Accountability Continuum (QSAC) Statement of Assurance

C&I-22-18    Approval of the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

C&I-23-18    Approve 2017-2018 School Field Trips

C&I-24-19    Approve the 2017-2018 Nursing Services Plan

MOTION by \_\_\_\_\_, SECOND by \_\_\_\_\_

ROLL CALL:        Mrs. DiGiacomo \_\_\_\_\_ Mr. Gorman \_\_\_\_\_ Mrs. Perrotti \_\_\_\_\_

Mr. Goldstein \_\_\_\_\_ Mrs. Gordon \_\_\_\_\_

C&I-21-18    Approve Submission of the Quality Single Accountability Continuum (QSAC) Statement of Assurance

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves the submission of the 2017-18 Quality Single Accountability Continuum (QSAC) Statement of Assurance.

C&I-22-18    Approval of the Uniform State Memorandum of Agreement (MOA) between Education and Law Enforcement Officials (District Goal: Community Engagement)

In 1988, the Roseland Board of Education approved A Uniform State Memorandum of Agreement (MOA) between Education and Law Enforcement Officials. Since that time, all public school districts are now required to annually adopt and implement the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials.

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C&I-23-18    Approve 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.

<b>Grade</b>	<b>Class Trip</b>	<b>Date</b>	<b>Purpose</b>
Third Grade	Buehler Science Center	January 19, 2018	Annual Field Trip
Fifth Grade	Red Mill Museum Village	May 10, 2018 May 24, 2018 (rain date)	Annual Field Trip
Fifth & Sixth Grade	Atria of Roseland	December 20, 2017	Vocal and Instrumental Performance for Seniors

C&I-24-19    Approve the Nursing Services Plan for the 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve the Nursing Services Plan for the 2017-2018 school year.

**POLICIES, REGULATIONS AND BYLAWS**

PRB-05-18    Approve Second Reading of the Revised/New Policies, Regulations, Bylaws

MOTION by \_\_\_\_\_, SECOND by \_\_\_\_\_

ROLL CALL:        Mrs. DiGiacomo \_\_\_\_\_ Mr. Gorman \_\_\_\_\_ Mrs. Perrotti \_\_\_\_\_

Mr. Goldstein \_\_\_\_\_ Mrs. Gordon \_\_\_\_\_

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PRB-05-18    Approve Second Reading the Revised/New Bylaws, Policies, Regulations

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves on second reading and adopts the following policies and regulations:

Policy No. 2410	Section 504 of the Rehabilitation Act of 1973-Students
Policy No. 7100	Long Range Facilities Planning
Policy No. 7300	Disposition of Property
Regulation No. 7100	Long Range Facilities Planning
Regulation No. 7300.1	Disposition of Instructional Property
Regulation No. 7300.2	Disposition of Land
Regulation No. 7300.3	Disposition of Personal Property
Regulation No. 7300.4	Disposition of Federal Property

**X.    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.

**XI.   CORRESPONDENCE**

**XII.   OLD BUSINESS**

- Patricia Baker Dedication

**NEW BUSINESS**

