

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
SEPTEMBER 26, 2013**

DATE

September 26, 2013

PRESENT BOARD MEMBERS

Mr. Farina
Ms. Parkinson
Mr. Mastrangelo

MEETING

Regular Business Meeting

ABSENT

Mrs. DiGiacomo arrived at 7:38 p.m.
Mrs. Gordon

TIME

7:30 p.m.

ADJOURNED**OTHERS PRESENT**

Mr. Rutzky
Dr. Occhino
Mrs. Laura Dacosta
(3) Community Members
Mr. Edward Burke – Progress Reporter

PLACE

Lester C. Noecker School

A-1 **CALL TO ORDER** – Mr. Mastrangelo and **ROLL CALL** – Dr. Occhino

A-2 **FLAG SALUTE**

A-3 **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-4 APPROVAL OF MINUTES – Regular Session Meeting – August 22, 2013

MOTION by Mrs. Parkinson **SECOND** by Mr. Mastrangelo that the August 22, 2013 Regular Business Session Meeting Minutes be approved.

ROLL CALL: Mrs. DiGiacomo, Ms. Parkinson, Mr. Mastrangelo. (3) Ayes, Mr. Farina-Abstained

A-5 SUPERINTENDENT’S REPORT

- HIB – September Report
None to report
- TEACHNJ Update
Mr. Rutzky provided an overview of the new teacher evaluation system that became law on August 6, 2012.
- Report Cards
Update on the reformatting of the district’s report cards to better fit the grade levels.
- Music Concert
The Superintendent asked the members of the Board for their opinion whether to maintain the current concert schedule of having Kindergarten-Grade 2 in the morning, Grades 3-4 in the afternoon and Grades 5-6 in the evening or change the schedule to have the 6th grade and select groups perform in the evening.
- Demographic Study
Mr. Rutzky informed the Board that the West Essex Regional Superintendents discussed the idea of the five districts dividing the cost of a demographic study. The Board discussed the proposal and requested additional information.
- Interim Principal
Mr. Rutzky informed the Board that Dr. Cleary would be starting on Friday, September 27, 2013. He also told the Board of the upcoming Meet and Greet with Dr. Cleary on October 1, 2013. The Superintendent anticipates a smooth transition.
- Cub Scout Signs
The Superintendent updated the Board on the Cub Scout sign project.

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A-6 INTERIM BUSINESS ADMINISTRATOR'S REPORT

- July Financial Reports
Discussed the Secretary's and Treasurer's reports.
- Status of Grants
NCLB and IDEA were submitted to the State and approved at the County level.

A-7 PRINCIPAL'S REPORT

- Back to School night was very successful.
- Bus patrol working well.
- Hope Garofano was honored for her exemplary work with students.
- Welcome Picnic was attended by over 300 people.
- Classroom visitations for teacher observations are progressing.
- Week of Respect itinerary was handed out.

A-8 BOARD COMMITTEE REPORTS

a. President's Report

- Mr. Mastrangelo commented on the successful Back to School night.
- The Board President complimented Mrs. Dacosta for a smooth opening of school.

b. Committee Reports

None

A-9 PUBLIC COMMENT – (on agenda items only)

- Mr. Burke asked about the demographic study.
- A community member had concerns on the Gifted and Talented policy's selection process.

B OLD BUSINESS

None

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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 July 31, 2013 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.”

b. Acceptance of Report of Treasurer of School Monies –July 31, 2013

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Report of Treasurer of School Monies for the period ending July 31, 2013.”

c. Acceptance of Board Secretary’s Report – July 31, 2013

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Board Secretary’s Report for the period ending July 31, 2013.”

d. Approval for Payment of Bills and Claims – September 26, 2013

It is the RECOMMENDED MOTION of the Superintendent: “to approve the enclosed Payment of Bills and Claims for the period ending September 26, 2013.

General Fund	\$189,939.92
Cafeteria Fund	\$ -0-”

e. Line Item Transfers – August 2013

It is the RECOMMENDED MOTION of the Superintendent: “to approve the Budget Transfers for the month of August:

No transfers”

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C NEW BUSINESS

C-1 Finance – (continued)

f. Approval of payment to teachers for Everyday Math training

It is the RECOMMENDED MOTION of the Superintendent: “to approve payment to the following teachers who attended Everyday Math training:

Mark Mansour	July 21, 2013	\$294.65
Nicole Ashby	July 12, 2013	\$254.65
Ashley Safir	June 26, 2013	\$239.65
Stacey Decarolis	June 26, 2013	\$222.87

g. Approval of Everyday Math Curriculum Development

It is the RECOMMENDED MOTION of the Superintendent: “to approve payment to JoAnn Brady for Everyday Math Curriculum Development at a rate of \$55.00/hr. with a maximum of seven hours.”

h. Approval of payment to Amy Dahn for additional summer hours

It is the RECOMMENDED MOTION of the Superintendent: “to approve payment to Amy Dahn for one (1) additional day during the summer in the amount of \$486.97.”

New Business Matters, Section C-1 - FINANCE (MOTION by Mrs. DiGiacomo SECOND by Mr. Farina to approve Items a. through h.)

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

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C NEW BUSINESS

C-2 Facilities

a. Building Use Requests

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

1. Borough of Roseland/Roseland Recreation Dept.
5th Annual Trick or Treat
*Noecker School Parking Lot
October 26, 2013 Rain Date: October 27, 2013
12:00 p.m. – 3:00 p.m.
*Change of location from Borough Hall to Noecker School Parking Lot

2. Roseland Boosters
Girls’ Volleyball
New Gym
Sept. 20, 27, Oct. 4, 18, 25, Nov. 1, 2013
6:30 p.m. – 9:30 p.m.

3. Sustainable Roseland – 501 (c) (3)
Community Farmers’ Market
Country Fair Grounds
Fridays from June 14, 2013 to *November 1, 2013
10:00 a.m. to 8:00 p.m.
*Request for a one-week extension, previously board approved on April 25, 2013”

New Business Matters, Section C-2 - FACILITIES (MOTION by Mr. Farina SECOND by Ms. Parkinson to approve Item a.)

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

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C NEW BUSINESS

C-3 Curriculum and Instruction

a. Approval of Accomplishment of 2012-2013 Merit Goals

“MOTION to approve the Superintendent has met the 2012-2013 Merit Goals, numbers 1 and 2 under Qualitative and number 2 under Quantitative.”

b. Approval of the 2013-2014 Merit Goals

“MOTION to approve the Superintendent’s 2013-2014 Merit Goals.”

New Business Matters, Section C-3 – CURRICULUM AND INSTRUCTION (MOTION by Mrs. DiGiacomo SECOND by Ms. Parkinson to approve Items a. through b.)

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

C NEW BUSINESS

C-4 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:

“Staff Member: Lorraine Davidson
Event: Edu-Met Training
Location: Union, NJ
Purpose: Workshop
Date: September 17, 2013 (Retroactive)
Cost: N/A

Staff Member: Frank Pane
Event: Functional Analysis of Problem Behaviors
Location: Caldwell College
Purpose: Workshop
Date: September 27, 2013
Cost: N/A

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C NEW BUSINESS

C-4 Travel - (continued)

Staff Member: Shannon Kiernan-Goffan
 Event: Art Educators of New Jersey
 Location: New Brunswick, NJ
 Purpose: Workshop
 Date: October 25, 2013
 Cost: Registration Fee: \$125.00
 Membership Dues: \$25.00
 Mileage at OMB rate

Staff Member: Marie Hardenberg
 Event: NJDEC Fall Conference
 Location: Kean College
 Purpose: Workshop
 Date: September 27, 2013
 Cost: N/A”

New Business Matters, Section C-4 - TRAVEL (MOTION by Mrs. DiGiacomo SECOND by Mr. Farina to approve Item a.)

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

C NEW BUSINESS

C-5 Personnel

a. Approve a change in salary for Marilyn Havrilla, Control Position No. 9

It is the RECOMMENDED MOTION of the Superintendent: “to approve a change in salary for Marilyn Havrilla, Control Position No. 9, due to a decrease in hours. Mrs. Havrilla will be working three (3) full days/week versus three and one-half (3-1/2) days with a pro-rated annual salary of \$52,436.40.”

b. Approval of Michael Megaro as Morning Supervisor

It is the RECOMMENDED MOTION of the Superintendent: “to approve Michael Megaro as a morning supervisor for the 2013-2014 school year at a rate of \$10.00/day retroactive to September 10, 2013.”

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C NEW BUSINESS

C-5 Personnel - (continued)

c. Approval of Mark Mansour as Morning Supervisor

It is the RECOMMENDED MOTION of the Superintendent: “to approve Mark Mansour as a morning supervisor for the 2013-2014 school year at a rate of \$10.00/day retroactive to September 20, 2013.”

d. Approval of the resignation of Gabriella Caro, Position Control No. 73

It is the RECOMMENDED MOTION of the Superintendent: “to approve the resignation of Gabriella Caro, Position Control No. 73, effective October 18, 2013.”

e. Approval of employment of Richard Freda, Position Control No. 73

It is the RECOMMENDED MOTION of the Superintendent: “to approve the employment of Richard Freda, as the Administrative Assistant to the Business Administrator, Position Control No. 73 at an annual salary of \$55,000, pro-rated from the start date of October 7, 2013 for the 2013-2014 school year.”

New Business Matters, Section C-5 PERSONNEL (MOTION by Mrs. DiGiacomo SECOND by Ms. Parkinson to approve Items a. through e.)

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

C NEW BUSINESS

C-6 Policies

It is the RECOMMENDED MOTION of the Superintendent: “to approve policies 4124, 5512, 3232, 5300, 7522 and 7523, regulations 5512, 3232, and 5300; and the first reading of policies 3144.12, 3144.3, 3372 and 3373.

Revised

- a. Policy No. 4124 – Employment Contract
- b. Policy No. 5512 – Harassment, Intimidation and Bullying-(M)
- c. Regulation No. 5512 – Harassment, Intimidation or Bullying Investigation Procedure (M)

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C NEW BUSINESS

C-6 Policies - (continued)

Adopted on Second Reading

- d. Policy No 3232 – Tutoring Services
- e. Regulation No. 3232 – Tutoring Services
- f. Policy No. 5300 – Automated External Defibrillators (AED) (M)
- g. Regulation 5300 – Automated External Defibrillators (AED) (M)
- h. Policy No. 7522 – School District Provided Technology Devices to Staff Members
- i. Policy No. 7523 – School District Provided Technology Devices to Pupils

First Reading

- j. Policy No. 3144.12 – Certification of Tenure Charges – Inefficiency (M)
- k. Policy No. 3144.3 - Suspension Upon Certification of Tenure Charge
- l. Policy No. 3372 – Teaching Staff Member Tenure Acquisition
- m. Policy No. 3373 – Tenure Upon Transfer or Promotion

New Business Matters, Section C-6 POLICIES (MOTION by Ms. Parkinson SECOND by Mr. Farina to approve Items a. through m.)

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

D CORRESPONDENCE - None

E PUBLIC COMMENT

- A parent related her recent experience regarding her child and a school-to-home bus incident.
- A community member had concerns about the snacks for parties and the inconsistency of the policy.

F ANNOUNCEMENT OF MEETING – Regular Business Meeting – October 10, 2013

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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 personnel.

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.”

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

H. ADJOURNMENT TO CLOSED SESSION – 9:55 p.m.

I. REOPENED PUBLIC SESSION – 10:29 p.m.

J. ADJOURNED – 10:30 p.m.

Respectfully submitted,

Vincent J. Occhino, Ed.D.
Interim Business Administrator/Board Secretary