

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING**

**MAY 29, 2014**

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**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

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**DATE**

May 29, 2014

**PRESENT BOARD MEMBERS**

Mrs. DiGiacomo  
Mr. Farina  
Mrs. Gordon  
Ms. Parkinson  
Mr. Mastrangelo

**MEETING**

Regular Business Meeting

**ABSENT**

Dr. Occhino

**TIME**

7:30 p.m.

**ADJOURNED**

8:56 p.m.

**OTHERS PRESENT**

(6) Community members  
(5) Staff  
Mr. Burke – Progress Reporter  
Mr. Rutzky  
Mrs. Dacosta

**PLACE**

Lester C. Noecker School

**A-1 CALL TO ORDER and ROLL CALL****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 and Closed Session Meeting – April 24, 2014**

MOTION by Mr. Farina, SECOND by Ms. Parkinson that the minutes of the Regular and Closed Sessions – April 24, 2014 be approved.

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

**A-5 SUPERINTENDENT'S REPORT**

- Recognition for years of service  
**5 years**  
Lisa Lapone  
Michele Steets  
**15 Years**  
Denise De Martinis
- Introduction to Totally Green (ORCA)  
Mr. Spiro Frangos explained what ORCA is and how the district will benefit from its use. The annual payment includes staff training.
- Source4Teachers  
Canceled. Will present in June.
- HIB Report  
No HIB investigations.
- Professional Development Plan Changes  
Professional development plan no longer needs Board or County approval. Each district/school must have a plan approved by the Superintendent. Mr. Rutzky will further discuss with the Board at the June meeting.
- Active Shooter Drill  
Mr. Rutzky discussed the upcoming active shooter drill which will last from 5:00 p.m. to 10:00 p.m. Involved will be the Roseland Police Department, State Police and surrounding police departments. This is training for the police.
- Merit Goals Overview  
Mr. Rutzky reviewed the accomplishment of two (2) merit goals.

**A-6 INTERIM BUSINESS ADMINISTRATOR'S REPORT**

- Safety Grant Proposal  
In Dr. Occhino's absence, the Superintendent explained that NJSIG reduced the amount of money across the state. Roseland will receive \$1,376.44.
- Balance in Escrow Account  
Not discussed.

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- Primary Election – June 3, 2014  
Voting will take place in the Media Center.

**A-6 INTERIM BUSINESS ADMINISTRATOR'S REPORT - (continued)**

- School Board Election Reminder  
Reminder to file board petitions, if running.
- Chapter 125 Compliance Update  
Not discussed.

**A-7 PRINCIPAL'S REPORT**

Mrs. Dacosta reported that all NJASK testing and PARCC practice testing has been completed. She also thanked Mr. Surdyn for his demonstration of all musical instruments to students in grades 3-6 to encourage them to participate in the band.

The Principal talked about the Noecker spelling bee which resulted in three students from grades 3 and 4 taking first, second and third place in the competition.

Mrs. Dacosta discussed the upcoming June events including: Empowering Writers Training on June 2<sup>nd</sup>, the Art Show on June 3<sup>rd</sup>, DARE Graduation on June 4<sup>th</sup> and the Talent Show on June 5<sup>th</sup>.

**A-8 BOARD COMMITTEE REPORTS**

a. President's Report

Mr. Mastrangelo reviewed the state revenue shortfall and that the pension system would not be funded.

The Board President discussed the Superintendent's departure as of June 30, 2014. Dr. Maria Cleary will be the Interim Superintendent beginning July 1, 2014 for three days per week.

b. Committee Reports

Mrs. Gordon talked about the success of the Tricky Tray, H.S.A. Mother's Day Plant Sale and the Clothing Drive. She reminded attendees that gift card orders are due on Friday, May 30<sup>th</sup>.

Family Fun Night and Tricky Tray were huge successes. Mrs. Gordon discussed the Vice President opening on the H.S.A. executive committee.

**A-9 PUBLIC COMMENT – (on policies and/or agenda items only)**

Mr. Burke questioned the difference between a Behaviorist and a School Psychologist.

Chief McDonough thanked Mr. Rutzky for his cooperation and leadership during his tenure in the Roseland School District.

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**B OLD BUSINESS**

**B-1 Bylaws, Policies and Regulations**

- a. Approve Policy No. 6163 – Advertising on School Property on Second Reading

It is the RECOMMENDED MOTION of the Superintendent: “to approve the policy listed below on second reading:

Policy No. 6163      Advertising on School Property”

Old Business Matters, Section B-1 Bylaws, Policies and Regulations (MOTION by Mrs. Gordon, SECOND by Ms. Parkinson to approve Item a.)

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

**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, 2014 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 – April 30, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Report of Treasurer of School Monies for the period ending April 30, 2014.”

- c. Acceptance of Board Secretary’s Report – April 30, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Board Secretary’s Report for the period ending April 30, 2014.”

**BOARD OF EDUCATION  
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**C NEW BUSINESS**

**C-1 Finance - (continued)**

d. Approval for Payment of Bills and Claims – May 22, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following enclosed Payment of Bills and Claims for the period ending May 22, 2014:

General Fund	\$283,305.25
Fund 60	\$ 12,454.24”

e. Acceptance of Cafeteria Report – April 30, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Cafeteria Report for the period ending April 30, 2014.”

f. Approval of Federal Lunch Increase

It is the RECOMMENDED MOTION of the Superintendent: “to approve the federal lunch increase from \$2.45 to \$2.55, effective September 2014.”

g. Approve the Renewal of Maschio Food Services, Inc. Agreement for 2014-2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the renewal of the agreement with Maschio Food Services, Inc. for the 2014-2015 school year, commencing July 1, 2014 and ending on June 30, 2015.”

h. 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, 2014 and ending on June 30, 2015.

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.

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**C     NEW BUSINESS**

**C-1   Finance - (continued)**

i.     Approval of the Superintendent's Accomplishment of the 2013-2014 Merit Goals

MOTION to approve the Superintendent's accomplishment of the 2013-2014 Merit Goals, Numbers 1 and 2 under Qualitative."

j.     Approval of the Submission of the 2013 Safety Grant

It is the RECOMMENDED MOTION of the Superintendent: "to approve the submission of the 2013 Safety Grant in the amount of \$1,376.44 commencing July 1, 2014 through June 30, 2015."

k.     Approval of 2014-2015 Essex Regional Educational Services Commission Agreement

It is the RECOMMENDED MOTION of the Superintendent: "to approve Essex Regional Educational Services Commission agreement to provide home instruction services at a rate of \$41.62/hour for the 2014-2015 school year."

l.     Approval of New Jersey School Boards to Conduct the Superintendent Search

It is the RECOMMENDED MOTION: "to approve New Jersey School Boards to conduct the superintendent search at a cost not to exceed \$6,500.00 plus the cost of advertising."

m.     Approval of the Resolution for Gramon Schools-Free & Reduced Lunch

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following resolution for the Gramon Schools:

Be It Resolved that, in accordance with N.J.A.C. 6A:23A-18.5, the Board of Education of the Roseland School District does not require the Gramon Schools (Gramon, Glenview Academy and New Beginnings) to charge students for reduced and/or paid meals for the 2014-2015 school year."



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**C NEW BUSINESS**

**C-1 Finance - (continued)**

n. Approval to Authorize 2014 Fiscal Year End Account Transfers

It is the RECOMMENDED MOTION of the Superintendent: "to approve the Business Administrator be authorized to do account transfers that may be needed to close the 2014 fiscal year with Board confirmation at the next regular meeting."

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

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

**C-2 Personnel**

a. Approval of an Unpaid Medical Leave of Absence for Cara Cunha, Position Control No. 65

It is the RECOMMENDED MOTION of the Superintendent: "to approve an unpaid medical leave of absence for Cara Cunha, Position Control No. 65, from May 6, 2014 to June 20, 2014. Anticipated date of return September 2, 2014."

b. Acceptance of the Resignation from Jeffrey Rutzky, Superintendent, Position Control No. 95

It is the RECOMMENDED MOTION of the Superintendent: "to accept the resignation of Jeffrey Rutzky, Superintendent, Position Control No. 95, effective June 30, 2014."

c. Acceptance of the Resignation of Jennifer Kruter, Position Control No. 77

It is the RECOMMENDED MOTION of the Superintendent: "to accept the resignation of Jennifer Kruter, Position Control 77, effective July 1, 2014."

d. Approval of Contract – Velma Conway, Occupational Therapist 2014-2015 school year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the contract for Velma Conway to provide occupational therapy services for the 2014-2015 school year as follows:

Therapy services	\$87.00/hr.
Group sessions	\$97.00/hr."

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**C NEW BUSINESS**

**C-2 Personnel - (continued)**

e. Approval of Velma Conway for the 2014 ESY Occupational Therapist Revision

It is the RECOMMENDED MOTION of the Superintendent: “to approve Mrs. Velma Conway to provide occupational therapy services for the 2014 ESY from July 1–July 31, 2014, with school being closed on July 4, 2014, at a rate of \$87.00/hr. for thirty-five (35) hours for a total of \$3,045.00. Hourly rate incorrectly reported in previous resolution as \$85.00/hr., in the summer contract it is \$87.00/hr.”

f. Approval of Contract - Rose Newman, Physical Therapist, 2014-2015 school year

It is the RECOMMENDED MOTION of the Superintendent: “to approve the contract for Rose Newman to provide physical therapy services for the 2014-2015 school year as follows:

Treatment services	\$100/hr.
Group sessions	\$150/hr.
Physical Therapy Evaluation	\$200/evaluation
Prepare reports	\$100/hr.”

g. Approval of Support Staff and Administration Employees and Salaries–2014-2015 School Year

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following support staff and administration employees and salaries for the 2014-2015 school year:

**ADMINISTRATION**

Laura Dacosta	119,646.00
Leonora DeVita	115,155.32

**SUPPORT STAFF**

Richard Freda	60,180.00
Cathy Overbeck	55,900.00
Lorraine Davidson	60,180.00
Adam Rivera	45,102.00

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**C     NEW BUSINESS**

**C-2   Personnel - (continued)**

- g.     Approval of Support Staff and Administration Employees and Salaries–2014-2015 School Year - (continued)

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following support staff and administration employees and salaries for the 2014-2015 school year:

SCHOOL TREASURER

Michael Falkowski	6,000.00
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SCHOOL DOCTOR

Jean Makhlof	1,900.00”
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- h.     Approval of Julieth Hoayeck, Fifth Grade Math Teacher, Position Control No. 39

It is the RECOMMENDED MOTION of the Superintendent: “to approve Julieth Hoayeck as the fifth grade math teacher, Position Control No. 39, Step 9, BA, at an annual salary of \$56,085.00 with benefits, effective September 2, 2014.”

- i.     Approval of Ashley Safir, 4<sup>th</sup> Grade Teacher, Position Control No. 58

It is the RECOMMENDED MOTION of the Superintendent: “to approve Ashley Safir as the fourth grade teacher, Position Control No. 58, Step 2, BA, at an annual salary of \$49,805.00 with benefits, effective September 2, 2014.”

- j.     Approval of Frank Pane as District Behaviorist (BCBA)

It is the RECOMMENDED MOTION of the Superintendent: “to approve Frank Pane as the district behaviorist (BCBA) three (3) days/week and Special Education Teacher two (2) days/week.”

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**C     NEW BUSINESS**

**C-2   Personnel - (continued)**

k.     Approval of Classroom Aides for 2014-2015 school year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following as the Classroom Aides for the 2014-2015 school year:

Name	2014-15 Contract Salary
Camerota, Catherine	22,012.67
Chicola, Marianne	19,954.15
Circelli, Louise	19,436.94
Clancy, Anna	20,740.32
Hayek, Gina	26,740.02
Lapone, Lisa	19,613.92
Lorenzen, Sally	18,992.13
Mai, Diane	15,826.78
McDonough, Jim	16,881.90
McGarrity, Caitlin	16,292.27
McMillan, Maureen	16,881.90
Montesano, Michele	17,937.02
Mortensen, Erik	18,464.58
Murray, Mary	17,792.20
O'Donnell, Amy	19,613.92
O'Reilly Hughes	15,826.78
Patson, Barbara	22,012.67
Saccente, Susan	21,009.27
Steets, Michele	16,415.78
Pierce, Margaret	16,354.34
Paliano, Dolores	18,464.58
Rechten, Anne	15,299.22

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**C     NEW BUSINESS**

**C-2   Personnel - (continued)**

l.     Approval of Maria Cleary Ed.D., Interim Superintendent, Position Control No. 95

It is the RECOMMENDED MOTION of the Superintendent: “to approve Maria Cleary as Interim Superintendent, Position Control No. 95, three (3) days/week, at a salary of \$500.00/day, with no benefits, effective July 1, 2014 on or about November 30, 2014 or as agreed upon by the Board and Employee based on the start date of the new Superintendent.”

m.    Approval of Vincent Occhino, Interim Business Administrator, Position Control No. 15

It is the RECOMMENDED MOTION of the Superintendent: “to approve Vincent Occhino, as the Interim Business Administrator, at a salary of \$74.14/hour not to exceed \$519.00/day, with no benefits, commencing July 1, 2014 through June 30, 2015.”

n.     Approval of Lisa Varecka, Special Education-Self Contained Teacher

It is the RECOMMENDED MOTION of the Superintendent: “to approve Lisa Varecka as a special education, self-contained teacher, Step 3, MA, at an annual salary of \$56,085.00 with benefits, effective September 2, 2014.”

o.     Approval of Nicole Leone, 5/6 Grade Reading & Writing Teacher, Position Control No. 77

It is the RECOMMENDED MOTION of the Superintendent: “to approve Nicole Leone as the 5/6 grade reading & writing teacher, Step 5, MA, at an annual salary of \$58,085.00 with benefits, effective September 2, 2014.”

New Business Matters, Section C-2 – Personnel (MOTION by Mr. Farina, SECOND by Mrs. DiGiacomo to approve Items a. through o.)

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

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**C     NEW BUSINESS**

**C-3   Facilities**

a.     Building Use Request

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

Stronge IRR Recertification Training  
Roseland staff and staff from surrounding districts  
Lester C. Noecker Media Center, Roseland, NJ  
June 26, 2014, Thursday  
8:30 a.m. – 4:00 p.m.

New Business Matters, Section C-3 Facilities (MOTION by Ms. Parkinson, SECOND by Mr. Farina to approve Item a.)

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

**C-4   Curriculum & Instruction**

a.     Adoption of the Empowering Writers Program for the 2014-2015 school year

It is the RECOMMENDED MOTION of the Superintendent: “to adopt the Empowering Writers Program for the 2014-2015 school year.”

b.     Field Trip

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following field trip:

Noecker Chamber Ensemble  
Crane’s Mill Retirement Community (10:00 a.m.)  
Roseland Public Library (1:00 p.m.)  
Community Outreach Concerts  
June 17, 2014”

New Business Matters, Section C-4 Curriculum & Instruction (MOTION BY Mrs. DiGiacomo, SECOND by Mr. Farina to approve Items a. and b.)

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

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**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:

Staff Member:	Marie Hardenberg
Event:	Handle With Care Training
Location:	Newton, NJ
Date:	June 10, 2014
Cost:	Registration: \$400.00, Mileage @ OMB rate and Tolls

New Business Matters, Section C-5 Travel (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Item a.)

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

**D CORRESPONDENCE**

None.

**E PUBLIC COMMENTS**

No comments.

**F ANNOUNCEMENT OF MEETING – Regular Monthly Meeting - June 26, 2014 start time 6:30 for goal setting.**

**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 personnel.

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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.”

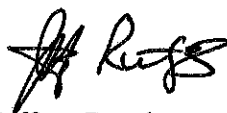
MOTION by Mrs. Gordon, SECOND by Ms. Parkinson to adjourn to closed session.

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

**I     ADJOURN**

8:56 p.m.

Respectfully submitted,



Jeffrey Rutzky  
Superintendent