

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

REGULAR BUSINESS MEETING

JANUARY 21, 2016

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**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JANUARY 21, 2016**

DATE

January 21, 2016

PRESENT BOARD MEMBERS

Mrs. DiGiacomo
Mr. Goldstein
Mrs. Gordon
Mr. Gorman
Mrs. Perrotti

MEETING

Business Meeting

ABSENT**TIME**

7:30 p.m.

ADJOURNED

9:35 p.m.

OTHERS PRESENT

Mrs. Gross
Mr. Bohm
(4) Staff Members
(4) Citizens
Mr. Burke – The Progress

PLACE

Lester C. Noecker School

A-1 **CALL TO ORDER** – Mrs. GordonA-2 **ROLL CALL** – Mr. BohmA-3 **FLAG SALUTE**A-4 **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-5 APPROVAL OF MINUTES

MOTION by Mrs. DiGiacomo, SECOND by Mr. Goldstein to approve the Regular Monthly Meeting and Closed Session – December 17, 2015 and Reorganization Meeting - January 7, 2016

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mrs. Gordon. All Ayes. Mr. Gorman, Mrs. Perrotti, Abstain.

A-6 SUPERINTENDENT'S REPORT

- Governor's Educator of the Year – JoAnn Brady and Amy Dahn – Mrs. Gross presented certificates to both recipients of the award.
- District Goals Update – The Superintendent presented a Power Point slide show explaining the district goals and the progress of each goal.
- HIB Report – 9/1/15 to 12/31/15 – Reported one (1) HIB incident in January 2016. Self-Assessment score of 76 out of 78.

A-7 BUSINESS ADMINISTRATOR'S REPORT

- Title I Annual Meeting – Mr. Bohm discussed the Title I process and how the grant money is utilized informing parents of the school's participation, programs, assessment, rights and took questions.
- Capital Projects – The Business Administrator spoke about the vestibule and paving projects and potential 2016-2017 projects.
- Budget – An explanation of the 2016-2017 budget timeline was presented.
- Agenda Items – Mr. Bohm talked about several items on the agenda to provide a better understanding to the board and public.

A-8 PRINCIPAL'S REPORT

- Ms. Greenwald thanked everyone for the warm welcome she received.
- The principal discussed the Preschool and Kindergarten orientations, the school play, Bingo Night, Career Day, Little Bits, Spelling Bee, Book Fair and the MAD Science program.

A-9 BOARD COMMITTEE REPORTS

- a. President's Report – Mrs. Gordon discussed many issues including her hope to fill the shoes left by her predecessor, collaborating efforts on District and Board Goals, supporting the Superintendent with improving reading goals, using committees to divide and conquer tasks, posting and sharing information with the public on the website, as well as how comments from the public and provide perspective and help guide the board's direction.

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A-9 BOARD COMMITTEE REPORTS - (continued)

- b. Committee Report – Finance Committee - Mrs. Perrotti spoke about the Essex County School Boards Association, how to spot fraud, the budget, recent legislative bills, and salary caps.

Committee Report – Community Relations - Mr. Gorman talked about his three-day board member training in Trenton and how thought provoking it was, what the roles of board members are and how one can be effective in board meetings and various processes.

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

None.

B OLD BUSINESS

B-1 Bylaws, Policies & Regulations

- a. Adoption on Second Reading of Bylaws/Policies and/or Regulations

It is the RECOMMENDED MOTION of the Superintendent: “to approve on second reading the following bylaws/policies and/or regulations:

Policy No. 8140 Pupil Enrollment (M)”

Old Business Matters, Section B-1 Bylaws, Policies & Regulations MOTION by Mrs. DiGiacomo, SECOND by Mr. Goldstein to approve Item a.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mr. Gorman, Mrs. Perrotti, Mrs. Gordon. 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 December 31, 2015 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.” (*Board Goal No. 3*)

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C NEW BUSINESS

C-1 Finance - (continued)

b. Acceptance of Board Secretary's Report – December 31, 2015

It is the RECOMMENDED MOTION of the Superintendent: "to accept the Board Secretary's Report for the period ending December 31, 2015." (*Board Goal No. 3*)

c. Acceptance of Report of Treasurer of School Monies – December 31, 2015

It is the RECOMMENDED MOTION of the Superintendent: "to accept the Report of Treasurer of School Monies for the period ending December 31, 2015." (*Board Goal No. 3*)

d. Approval for Payment of Bills and Claims – January 21, 2016

It is the RECOMMENDED MOTION of the Superintendent: "to approve the Payment of Bills and Claims for the period ending January 21, 2016: (*Board Goal No. 3*)

General Fund	\$326,339.31
Cafeteria Fund	\$12,203.32"

e. Acceptance of Cafeteria Report – December 31, 2015

It is the RECOMMENDED MOTION of the Superintendent: "to accept the December 31, 2015 Cafeteria Report." (*Board Goal No. 3*)

f. Line Item Transfers – December, 2015

It is the RECOMMENDED MOTION of the Superintendent: "to approve the Budget Transfers for the month of December, 2015 in the amount \$19,362.20." (*Board Goal No. 3*)

g. Approve the Morris Essex Insurance Group Membership Renewal

"WHEREAS, a number of Boards of Education in Essex County have joined together to form a Joint Insurance Pool as permitted by N.J. Title 18A-.18B and;

WHEREAS, said Pool was approved effective February 10, 1984 by the New Jersey Commissioner of Insurance and has been in operation since that date and;

WHEREAS, the Pool contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Pool, and;

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C NEW BUSINESS

C-1 Finance - (continued)

- g. Approve the Morris Essex Insurance Group Membership Renewal - (continued)

WHEREAS, the Board of Education of Roseland has determined that membership in the **MORRIS ESSEX INSURANCE GROUP** is in the best interest of the District;

NOW THEREFORE, be it resolved that the Board of Education of Roseland does hereby agree to renew membership in the **MORRIS ESSEX INSURANCE GROUP** and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2016 to June 30, 2019.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District and;

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as are required by the Pool's Bylaws and to deliver the same to the Executive Director.” (*District Goal No. 2*)

- h. Approve the Roseland Purchasing Manual – 2015-2016 School Year

It is the **RECOMMENDED MOTION** of the Superintendent: "to approve the Roseland Purchasing Manual for the 2015-2016 school year.” (*District Goal No. 2*)

- i. Approve Amending the Vendor Voucher Quote Threshold Amount

It is the **RECOMMENDED MOTION** of the Superintendent: “that pursuant to N.J. Statute 18A:19-3 all claims and demands, that equal or exceed 15 percent of the bid threshold amount only, or \$6,000.00 for a qualified purchasing agent (QPA), shall be verified by affidavit, or by a signed declaration in writing such as a vendor voucher except for payrolls and debt service or except as provided in N.J. Statute 18A:19-4.” (*District Goal No. 2*)

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C NEW BUSINESS

C-1 Finance - (continued)

- j. Approve Payment to Tammy Rager-Yoga and Mindfulness in the Classroom and at Home

It is the RECOMMENDED MOTION of the Superintendent: "to approve payment of \$300.00 to present Yoga and Mindfulness in the Classroom and at Home, to be presented at a staff meeting, on February 8, 2016." *(District Goal No. 2)*

- k. Approve Signatory Change to the Roseland Schools Activities Account

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following signatory change to the Roseland Schools Activities Account at M&T Bank (formerly Hudson City Savings Bank): *(District Goal No. 2)*

Superintendent: Lisa J. Gross
Principal: Robyn Greenwald
Supt. Secretary: Lorraine Davidson"

- l. Approval of Signatory Change to the Capital Projects and Accounts Payable-General Accounts at TD Bank

It is the RECOMMENDED MOTION of the Superintendent: "to approve the signatory change to the Capital Project, and Accounts Payable-General, at TD Bank, as follows: *(District Goal No. 2)*

Board President: Anna Gordon
Business Administrator: Jason M. Bohm
Treasurer of School Monies: Michael Falkowski"

- m. Approve the Submission of the Paving Project to the Department of Education

It is the RECOMMENDED MOTION of the Superintendent: "to approve the submission of the following school facilities project to the New Jersey Department of Education for review and approval; no funding is available for this project:

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C NEW BUSINESS

C-1 Finance - (continued)

- m. Approve the Submission of the Paving Project to the Department of Education - (continued)

School
Lester C. Noecker School

Project
Parking Lot & Drive Repaving Project

“BE IT FURTHER RESOLVED: that the Board also approves an amendment to the District’s Long Range Facilities Plan.” (*District Goal No. 2*)

- n. Approve the Withdrawal of Funds from the Capital Reserve Account

It is the RECOMMENDED MOTION of the Superintendent: “RESOLVED that the Roseland Board of Education, direct the business administrator to request authorization from the Essex County Executive Superintendent of Schools to withdraw \$300,000.00 from the district’s Capital Reserve Account and transfer the funds to the Capital Outlay Account within the current budget to address paving needs which require necessary and immediate bidding.

Furthermore, these projects are included in the district’s Long Range Facility Plan and they are classified as “Other Capital Projects.” (*District Goal No. 2 and Board Goal No. 1*)

- o. Authorization to Advertise for Bids

It is the RECOMMENDED MOTION of the Superintendent: "Resolve that the Roseland Board of Education authorize the placement of Notice of Bidders in an official newspaper approved by the Board of Education for the parking lot and drive repaving project.” (*District Goal No. 2 and Board Goal No. 1*)

New Business Matters, Section C-1 - Finance MOTION by Mrs. Perrotti, SECOND by Mrs. DiGiacomo to approve Items a. through o.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mr. Gorman, Mrs. Perrotti, Mrs. Gordon. All Ayes.

**BOARD OF EDUCATION
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C NEW BUSINESS

C-2 Curriculum and Instruction

a. Approve Dr. Walter Cmielewski as a Professional Development Facilitator

It is the RECOMMENDED MOTION of the Superintendent: "to approve Dr. Walter Cmielewski as a professional development facilitator, presenting a workshop on "Strategies for Increasing Student Engagement" on February 17, 2016 at a cost of \$1,000.00." (*District Goal No. 3*)

b. Approve Dr. Matthew Murphy for Stronge Evaluation Training

It is the RECOMMENDED MOTION of the Superintendent: "to approve Dr. Matthew Murphy for Stronge Evaluation Training on February 5, 2016 at a cost of \$350.00." (*District Goal No. 2*)

New Business Matters, Section C-2 Curriculum and Instruction MOTION by Mr. Goldstein, SECOND by Mrs. Perrotti to approve Items a. through b.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mr. Gorman, Mrs. Perrotti, Mrs. Gordon. All Ayes.

C-3 Personnel

a. Approve Payment for Participation of Two Staff Members in PARCC Presentation

It is the RECOMMENDED MOTION of the Superintendent: "to approve the payment of \$55.00/hour, retroactively, to Ashley Safir and Julieth Santos for their participation in the PARCC presentation at the January 6, 2016, not to exceed two (2) hours." (*District Goal No. 2*)

b. Approve Five (5) Staff Members for Bus Duty for the 2015-2016 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following five (5) staff members for bus duty at a rate of \$10.00/day for the 2015-2016 school year beyond the contractual obligation time of 3:45 p.m.:

Lynn Cummings
Michael Megaro

Marie Hardenberg
Frank Pane"

Laurie Martell

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C NEW BUSINESS

C-3 Personnel - (continued)

c. Family Leave/Child Care Leave–Julieth Santos, Position Control No. 039

MOTION that the Roseland Board of Education “approves the maternity related leave of absence for Julieth Santos, Position Control No. 039 as follows:

4/18/2016 to 5/11/2016 Eighteen (18) days of paid sick leave,
concurrently designated as six (6) weeks of FMLA

5/12/2016 to 6/30/2016 Remaining six (6) weeks of FMLA leave,
concurrently designated as six (6) weeks of NJFLA
leave to care for newly-born child (Unpaid)

9/1/2016 Return to work”
(First day of Staff Return)

d. Approve a Leave of Absence Extension for Employee ID# 100019

It is the RECOMMENDED MOTION of the Superintendent: "to approve the use of eighteen (18) sick days for a leave of absence extension for Employee ID# 100019, commencing January 25, 2016 through February 19, 2016."

e. Approve Payment to Staff for Participation in the Preschool/ Kindergarten Orientation

It is the RECOMMENDED MOTION of the Superintendent: "to approve the payment of \$55.00/hour not to exceed one (1) hour to Marie Hardenberg, Megan Barone, Elissa Eccleston, Lori McGrath, Frances Noronha, and Lynn Cummings for their participation in the Preschool/Kindergarten Orientation on January 19, 2016."

f. Approve Payment of Overtime to Catherine Overbeck for Kindergarten Orientation

It is the RECOMMENDED MOTION of the Superintendent: "to approve the payment of one (1) hour of overtime in the amount of \$33.46 to Catherine Overbeck for Kindergarten Orientation on January 19, 2016."

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C NEW BUSINESS

C-3 Personnel - (continued)

New Business Matters, Section C-3 Personnel MOTION by Mrs. DiGiacomo, SECOND by Mr. Gorman to approve Items a. through f.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mr. Gorman, Mrs. Perrotti, Mrs. Gordon. All Ayes.

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: *(District Goals No. 1, 2, and 3)*

Staff Member: Lisa Gross, Robyn Greenwald, Katherine Thorn, Mark Mansour
Event: Tri-State Ed Leaders Workshop
Location: Mahwah, NJ
Purpose: Educational Update
Date: February 26, 2016
Cost: Mileage at OMB rate

Staff Member: Lisa Gross, Robyn Greenwald
Event: NJKEA Teaching Strategies Gold Administrator Training
Location: Plainfield, NJ
Purpose: Educational Strategies
Date: February 3, 2016
Cost: Mileage at OMB rate”

New Business Matters, Section C-4 - Travel MOTION by Mrs. DiGiacomo, SECOND by Mrs. Perrotti to approve Item a.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mr. Gorman, Mrs. Perrotti, Mrs. Gordon. All Ayes.

**BOARD OF EDUCATION
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C NEW BUSINESS

C-5 Miscellaneous

- a. Harassment, Intimidation or Bullying Required Report – September 1, 2015 through December 31, 2015

It is the RECOMMENDED MOTION of the Superintendent: “to accept the Harassment, Intimidation or Bullying Report for the period September 1, 2015 through December 31, 2015.”
(District Goal No. 2)

- b. Approve the Resolution for School Board Recognition Month in New Jersey

It is the RECOMMENDED MOTION of the Superintendent: “to approve the resolution to commend the efforts of all school boards in New Jersey and to urge the public to support the efforts to improve education.

WHEREAS, The New Jersey School Boards Association and the National School Boards Association have declared January 2016 to be School Board Recognition Month, a time that all residents might acknowledge the contributions made by our local school board members; and

WHEREAS, The Roseland Board of Education is one of more than 600 local school boards in New Jersey that sets policies and oversees operations for public school districts; and

WHEREAS, The Roseland Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey’s local school boards help determine community goals for the education of 1.4 million children in Pre-Kindergarten through 12th grade; and

WHEREAS, New Jersey’s 4,800 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

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C NEW BUSINESS

C-5 Miscellaneous - (continued)

b. Approve the Resolution for School Board Recognition Month in New Jersey - (continued)

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in indicators such as high school graduation rates, class size, college entrance exam participation, and Advanced Placement offerings and test scores. Now, therefore, be it

RESOLVED, That the Roseland Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2016 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Roseland Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the improvement of our children's education." (*District Goal No. 2*)

c. A Uniform State Memorandum of Agreement between Education and Law Enforcement Officials

In 1988, the Roseland Board of Education approved A Uniform State Memorandum of Agreement 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.

It is the RECOMMENDED MOTION of the Superintendent: "to approve the Updated Uniform State Memorandum of Agreement between Education and Law Enforcement Officials." (*District Goal No. 2*)

d. Approval of 2016-2017 District Calendar

It is the RECOMMENDED MOTION of the Superintendent: "to approve the 2016-2017 District Calendar."

e. Committee Appointments

It is the RECOMMENDED MOTION of the Superintendent: "to adopt and form Board of Education committees from January 21, 2016 to January 5, 2017." (*District Goal No. 2 and Board Goal No. 1*)

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C NEW BUSINESS

C-5 Miscellaneous - (continued)

New Business Matters, Section C-5 Miscellaneous MOTION by Mr. Gorman, SECOND by Mrs. DiGiacomo to approve Items a. through e.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mr. Gorman, Mrs. Perrotti, Mrs. Gordon. All Ayes. Mr. Goldstein abstained on Resolution b.

C-6 Facilities

a. Building Use Request(s)

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following Building Use Request(s):

Organization	Dates	Day(s)	Time(s)	Purpose	Room/Area
HSA School Play Tut, Tut	1/14, 1/15/16	Thursday Friday	3:30 pm-5:30 pm	Auditions	MPR
HSA School Play Tut, Tut	1/25/, 2/1, 2/8, 2/22, 2/29, 3/7, 3/14, 3/21/16	Monday	5:30 pm-6:15 pm	Rehearsals	MPR
HSA School Play Tut, Tut	1/26, 2/2, 2/9, 3/1, 3/8, 3/15, 3/22/16	Tuesday	3:30 pm-5:00 pm	Rehearsals	MPR
HSA School Play Tut, Tut	2/3, 2/10, 2/17, 3/2, 3/9, 3/16, 3/23/16	Wednesday	5:00 pm-6:15 pm	Rehearsals	MPR
HSA School Play Tut, Tut	1/21, 2/4, 2/11, 2/18, 2/25,3/3, 3/10, 3/17, 3/24/16	Thursday	3:30 pm-5:00 pm	Rehearsals	MPR
HSA School Play Tut, Tut	2/5, 2/12, 2/26, 3/11, 3/18/16	Friday	3:30 pm-5:30 pm	Rehearsals	MPR
HSA School Play Tut, Tut	2/20, 2/27, 3/19/16	Saturday	1:00 pm-5:00 pm	Rehearsals	MPR
HSA School Play Tut, Tut	3/28/16 3/29/16	Monday Tuesday	1:00 pm-4:00 pm 7:00 pm-9:00 pm	Dress Rehearsal	MPR
HSA School Play Tut, Tut	3/30/16	Wednesday	5:00 pm-9:00 pm	Performance	MPR
HSA School Play Tut, Tut	3/31/16	Thursday	5:00 pm-9:00 pm	Performance	MPR
HSA Lego Robotics	2/3, 2/10, 2/17, 2/24, 3/2, 3/9, *3/16/16	Wednesday	3:30 pm-4:30 pm	Engineering Projects	Classrooms
HSA Lego Robotics	3/23, 4/6, 4/20, 4/27, 5/4, 5/11, *5/18/16	Wednesday	3:30 pm-4:30 pm	Engineering Projects	Classrooms

*Make-up Dates

(District Goal No. 2, Board Goal No. 3)

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C NEW BUSINESS

C-6 Facilities

- b. Approve an Eagle Scout Project for Improvements to the Court Yard at Noecker School

It is the RECOMMENDED MOTION of the Superintendent: "to approve an Eagle Scout project for improvements to the court yard at Noecker School to be completed by Michael Sigler as part of his goal to earn his Eagle Scout rank."

New Business Matters, Section C-6 Facilities MOTION by Mrs. DiGiacomo, SECOND by Mrs. Perrotti to approve Items a. through b.)

ROLL CALL: Mrs. DiGiacomo, Mr. Goldstein, Mr. Gorman, Mrs. Perrotti, Mrs. Gordon. All Ayes.

D CORRESPONDENCE

None.

E PUBLIC COMMENT

Mr. Burke asked if committee appointments will be made available to the public. Reply: Yes. A community member thought it was wonderful that the Board was considering emotional and mental health in Professional Development. She also asked about student data with regard to literacy.

F ANNOUNCEMENT OF MEETING – February 25, 2016 – Regular Monthly Meeting

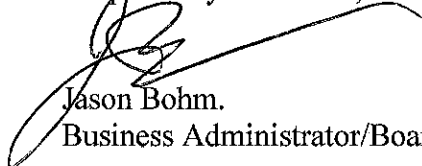
G ADJOURN

MOTION to adjourn by Mr. Gorman, SECOND by Mrs. DiGiacomo.

H ADJOURNMENT

Time: 9:35 p.m.

Respectfully submitted,



Jason Bohm.
Business Administrator/Board Secretary