

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
FEBRUARY 7, 2019 – 7:30 p.m.**

DATE

February 7, 2019

PRESENT BOARD MEMBERS

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

MEETING

Business Meeting

ABSENT

Mrs. Savarese

TIME

7:00 p.m.

ADJOURNED

7:30 p.m.

OTHERS PRESENT

Ms. Somers
Mr. Olobardi
Ms. Greenwald
Faculty Members
Community Members

PLACE

Lester C. Noecker School

I. CALL TO ORDER – Board President

II. STATEMENT OF COMPLIANCE – Open Public Meetings 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. Scaraggi- *Present*.
Mrs. Savarese- *Absent*.

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III. FLAG SALUTE

IV. BOARD PRESIDENT REPORT

Mrs Gordon reported that the Roseland Board of Education and the Roseland Education Association has reached a tentative agreement with salary guides to be worked out. Mrs. Gordon welcomed the new Interim BA and advised the community of its ongoing search for a permanent Business Administrator. Mrs. Gordon reported on Board Goals as well as the final Audit Report. Also in Mrs. Gordon's report were various activities going on at the school.

V. COMMITTEE REPORTS

Mr. Gorman (Finance) advised the public about the tentative agreement and the progress made on the salary guide.

Mrs. Perrotti from the AD HOC committee advised the public of meetings taking place and that the Roseland Board of Education should be pleased with the results of these meetings going forward.

VI. SUPERINTENDENT REPORT

Ms. Somers introduced Ms Greenwald to discuss various school activities including assemblies, programs, activities, and education successes for the district.

Ms. Somers welcomed Mr. Olobardi before giving her report. Ms. Somers described the continued focus on district goals through professional development. These goals included student achievement, school community, positive school climate, family engagement.

Ms. Somers also discussed the 2019-2020 district school budget. The preliminary budget will be presented to the Board at its March meeting. Ms. Somers also advised the Board that interviews are progressing in search for its permanent Business Administrator.

VII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Olobardi advised the Board he is familiarizing himself with the current budget and also working on the 2019-2020 budget.

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VIII. 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 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.

- NONE

IX. APPROVAL OF ACTION ITEMS

BOARD MINUTES/REPORTS

RPT-026-19 Approve Board Meeting Minutes

RPT-027-19 Approve the January, 2019 Code of Conduct Report

RPT-028-19 Approve the January, 2019 Enrollment Report

RPT-029-19 Approve the January, 2019 HIB Report

MOTION by Mrs. Perrotti, SECOND by Mr. Gorman

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

RPT-026-19 Approve Board Meeting Minutes

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Reorganization and Regular Board Meeting and Closed Session Minutes for January 3, 2019 and the January 23, 2019 Special Meeting Minutes..

RPT-027-19 Approve the January 2019 Code of Conduct Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the January 2019 Code of Conduct Report.

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RPT-028-19 Approve the January 2019 Enrollment Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the January 2019 Enrollment Report.

RPT-029-19 Approve the January 2019 HIB Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the January 2019 HIB Report.

FINANCE/FACILITIES

FIN-118-19 Approve Acceptance of the Report of the Treasurer of School Monies – December 2018

FIN-119-19 Approve Acceptance of the Report of the Board Secretary – December 2018

FIN-120-19 Approve Acceptance of the Board of Education’s Monthly Certification of Major Budgetary Account/Fund Status – January 2019

FIN-121-19 Approve Payment of Bills and Claims – January 2019

FIN-122-19 Approve the Budgetary Line Item Transfers – December 2018

FIN-123-19 Approve Acceptance of the Cafeteria Report – December 2018

FIN-124-19 Approve Overtime Hours for Employees at Evening Events

FIN-125-19 Approve Travel and Work Related Expenses

FIN-126-19 Approve the Amendment to the Every Student Succeeds (ESSA) Consolidated Subgrant Application for Fiscal Year 2019

FIN-127-19 Approve to Accept Donation from Employee # 100009

FIN-128-19 Approve Waiver of Requirements for the Special Education Medicaid Initiative (SEMI) Program – 2019-2020

FIN-129-19 Approval of Annual Payment to PERS Employer Pension Liability

FIN-130-19 Approve Acceptance of Financial Audit for Year Ending June 30, 2018

FIN-131-19 Approve the Corrective Action Plan (CAP) to Address 2017-2018 Audit Recommendations

FIN-132-19 Approve 2018-2019 School Year Tuition Contract for Out of District Student No. 5928710392

FIN-133-19 Approval of In Service Professional Development Workshop

FIN-134-19 Approval of Phil Bildner Author Visit for Grades K-6

FIN-135-19 Approve a Physical Therapy Evaluation for Student No. 3536270397

MOTION by Mr. Gorman, SECOND by Mrs. Scaraggi

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Scaraggi- *Present*.
Mrs. Savarese- *Absent*.

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FIN-118-19 Approve Acceptance of the Report of the Treasurer of School Monies – December 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, receives the Report of the Treasurer of School Monies for the periods ending December 2018.

FIN-119-19 Approve Acceptance of the Report of the Board Secretary – December 31, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, receives the Board Secretary's Report for the periods ending December 31, 2018.

FIN-120-19 Approve Acceptance of the Board of Education's Monthly Certification of Major Budgetary Account/Fund Status – January 31, 2019

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, 2019, 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-121-19 Approve Payment of Bills and Claims – February 7, 2019

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the payment of Bills and Claims for the period ending February 7, 2019:

General Fund Bills & Claims	\$ 373,279.28	
General Fund Payroll	\$ 488,404.06	through January 31, 2019
Special Revenue Bills & Claims	\$ 23,389.00	
<u>Cafeteria Fund Bills & Claims</u>	<u>\$ 13,282.54</u>	
<i>Total Payments</i>	<i>\$ 898,354.98</i>	

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FIN-122-19 Approve the Budgetary Line Item Transfers – December 31, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the attached Line Item Budget Transfers for the month of December 31, 2018, as per N.J.S.A. 18A:8.1.

FIN-123-19 Approve Acceptance of the Cafeteria Report – December 31, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Cafeteria Report for the period ending December 31, 2018.

FIN-124-19 Approve Overtime Hours for Employees at Evening Events (District Goal: Family Engagement)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve overtime hours for employees presenting at and/or attending evening events.

FIN-125-19 Approve Travel and Work Related Expenses (District Goal: Student Achievement)

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: Christine Garlewicz
Event: Recent Advance in Understanding Word Level Reading Problems
Location: Garwood, NJ
Purpose: Professional Development
Date: March 15, 2019
Cost: \$205.00 (Title I/II funds)
Tolls & Mileage at OMB rate

Staff Member: Chelsea Clarke
Event: 2019 NJAGC Conference
Location: Mercer Community College, West Windsor, NJ
Purpose: Professional Development
Date: March 22, 2019
Cost: \$219.00
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Staff Member: Deanne Somers, Robyn Greenwald, Ashley Safir, Jenna Buccelli
Event: Units of Study in Phonics Workshop - Grade K-1
Location: Somerset, NJ
Purpose: Professional Development
Date: February 27, 2019
Cost: \$165 pp/4= \$660.00 (Title I/II funds)
Tolls & Mileage at OMB rate

Staff Member: Mark Mansour, Lynn Cummings & Maria Hunkele
Event: Strategies to Help Students with ADHD
Location: Fairfield, NJ
Purpose: Professional Development
Date: February 4, 2019 (*retroactive approval*)
Cost: \$45.00/pp x 3 - \$135.00
Tolls & Mileage at OMB rate

Staff Member: Jarrad Brown
Event: 2019 NASW-NJ Conference
Location: Atlantic City, NJ
Purpose: Professional Development
Date: April 28-30, 2019
Cost: \$390.00/pp (registration only)
Tolls & Mileage at OMB rate

Staff Member: Frances Noronha
Event: NJSSNA Spring Conference
Location: Princeton, NJ
Purpose: Professional Development Workshop
Date: March 29-30, 2019
Cost: \$229.00/pp (registration only)
Tolls & Mileage at OMB rate

FIN-126-18 Approve the Amendment to the Every Student Succeeds (ESSA) Consolidated Subgrant Application for Fiscal Year 2019 (District Goal: School Community)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the amendment to the Consolidated Subgrant Application under the Elementary and Secondary Education Act (ESEA).

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FIN-127-19 Approve to Accept Donation from Employee # 100009

RESOLVED, that the Board of Education , upon the recommendation of the Superintendent, accepts a donation from Employee #100009 of a microwave oven to be used for the board offices (\$129.00 value).

FIN-128-19 Approve Waiver of Requirements for the Special Education Medicaid Initiative (SEMI) Program – 2019-2020

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following resolution:

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019 budget year, and

WHEREAS, the Roseland Board of Education desires to apply for this waiver due to the fact that it projects having fewer than forty (40) Medicaid eligible classified students for the 2018-2019 budget year, and

NOW THEREFORE BE IT RESOLVED, that the Roseland Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Essex an appropriate waiver of the requirements of N.J.A.C. 6A23A-5.3 for the 2019-2020 school year.

FIN-129-19 Approval of Annual Payment to PERS Employer Pension Liability

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the annual payment of the PERS Employer Pension Liability in the amount of \$94,140.00.

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FIN-130-19 Approve Acceptance of Financial Audit for Year Ending June 30, 2018 (Board Goal: Financial)

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 Ending June 30, 2018, Auditor’s Synopsis, and Auditors’ Management Report (AMR) on Administrative Findings – Financial, Compliance and Performance for the Fiscal Year Ending June 30, 2018.

FIN-131-19 Approve the Corrective Action Plan (CAP) to Address 2017-2018 Audit Recommendations (Board Goal: Financial)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Roseland Board of Education Audit Corrective Action Plan (CAP) for the Fiscal Year Ending June 30, 2018, as outlined below:

RECOMMENDATION NUMBER	CORRECTIVE ACTION REQUIRED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	PLANNED COMPLETION DATE OF IMPLEMENTATION
1 – Student Body Activities	It is recommended that a cash receipts journal that indicates the date of receipt is maintained and collections are deposited in a timely manner for the Student Activities fund.	The District will ensure that a cash receipts journal indicating the date of receipt will be implemented and maintained and collections are deposited in a timely manner.	School Business Administrator/Board Secretary and Administrative Assistant to the Principal.	Immediate and on-going, with full implementation completed by June 30, 2019.
2 – Student Body Activities	It is recommended that all signatures be obtained and vouchers be created for Student Activities.	The District will ensure that vouchers are created for each Student Activities Account expenditure and that administrative signatures are obtained.	School Business Administrator/Board Secretary and Administrative Assistant to the Principal.	Immediate and on-going, with full implementation completed by June 30, 2019.
3 – Facilities and Capital Assets	It is recommended that greater care is exercised in the recording of fixed assets disposal and a physical appraisal is performed in order to accurately track and account for fixed assets of the District.	The District will ensure that greater care is exercised in the recording of fixed asset disposals and a physical appraisal report is obtained.	School Business Administrator/Board Secretary and Assistant to the BA.	On-going, with new asset inventory to be completed by June 30, 2019.

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FIN-132-19 Approve 2018-2019 School Year Tuition Contract for Out of District Student No. 5928710392

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the tuition contract for Out of District Student No. 5928710392 with the Deron School of New Jersey; student began class on January 30, 2019.

- 2018 - 2019 Academic Year Program
(January 30th, 2019 - June 25th, 2019- 93 days) at a cost of \$31,506.54
- 2018- 2019 Academic Year Extraordinary Services
(January 30th, 2019 - June 25, 2019- 93 days) at a cost of \$12,555.00

FIN-133-19 Approval of In Service Professional Development Workshop (District Goal: School Community)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves an Inservice Professional Development workshop to be held by Yoga 4 Classrooms on Tuesday, February 19, 2019 in the amount of \$1,850.00 at no cost to the district (Title IV funds).

FIN-134-19 Approval of Phil Bildner Author Visit (District Goal: School Community)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Tuesday, May 14, 2019 Phil Bildner Author Visit for Grades K-6 at a cost of \$1,850.00, to be paid out of the Student Activities account.

FIN-135-19 Approve a Physical Therapy Evaluation for Student No. 3536270397

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, retroactively approves a physical evaluation provided by Pediatric Potentials for Student No. 3536270397, at a cost of \$250.00

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PERSONNEL/MANAGEMENT

- PER-047-19 Approval of Parent Volunteers for the 2018-2019 School Year
PER-048-19 Approval of Additional Staff for Stipend Duties in the 2018-2019 School Year
PER-049-19 Approve Acceptance of Resignation of Employee No.100494
PER-050-19 Approval of the Roseland School District Substitutes for the 2018-2019 School Year

MOTION by Mrs. Scaraggi, SECOND by Mr. Gorman

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Scaraggi- *Present.*
Mrs. Savarese- *Absent.*

- PER-047-19 Approval of Parent Volunteers for the 2018-2019 School Year (District Goal: Community Engagement)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the list of parent volunteers for the 2018-2019 school year, pending criminal history approval.

- PER-048-19 Approval of Additional Staff for Stipend Duties in the 2018-2019 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the additional staff member(s) to perform extra duty beyond their contractual obligations for the 2018-2019 school year.

- PER-049-19 Approve Acceptance of Resignation of Employee No.100494

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves acceptance of the resignation of Employee No. 100494, Position Control No. 007, effective January 18, 2019.

- PER-050-19 Approval of the Roseland School District Substitutes for the 2018-2019 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the list of Roseland School District Substitutes for the 2018-19 school year, pending criminal history approval.

- Mrs. Gordon asked if there was sufficient volunteers for the programs and she assured there was. Mrs Perrotti asked about extra duty pay and was satisfied that it was appropriate.

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CURRICULUM AND INSTRUCTION

- C&I-022-19 Approve 2018-2019 School Field Trips
C&I-023-19 Approval of the Submission of the Student Safety Data System Report -
Period 1 - September 1, 2018 - December 31, 2018
C&I-024-19 Approve the Revision for Shelly Klein Consulting for Reading and Writing Workshop
Professional Development
C&I-025-19 Approval of the 2018-2019 Uniform State Memorandum of Agreement (MOA)
between Education and Law Enforcement Officials

MOTION by Mrs. Perrotti, SECOND by Mr. Gorman

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Scaraggi- *Present*.
Mrs. Savarese- *Absent*.

- C&I-022-19 Approve 2018-2019 School Field Trips (District Goal: Community Engagement)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following school field trips for the 2018-2019 school year.

Grade	Class Trip	Date	Purpose
Fourth Grade Trip	Sterling Hill Mines	June 11, 2019	Annual Field Trip

- C&I-023-19 Approval of the Submission of the Student Safety Data System Report -
Period 1 - September 1, 2018 - December 31, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, to approve the 2018-2019 Student Data System Report for Period 1-2- September 1, 2018 through December 31, 2018 as submitted to the Department of Education.

- C&I-024-19 Approve the Revision for Shelly Klein Consulting for Reading and Writing
Workshop Professional Development

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the revision to the professional services contract with Shelly Klein Consulting to provide professional development training in Readers and Writers Workshop and Phonics for teachers at a cost of \$1,650.00/day for twenty-one (21) days during the 2018-19 school year at no cost to the district (ESEA monies).

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C&I-025-19 Approval of the 2018-2019 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.

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 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 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.

There was no public comment. Mrs. Perrotti commented about multicultural night, and the library.

XI. CORRESPONDENCE

- NONE

XII. OLD BUSINESS

- NONE

NEW BUSINESS

- NONE

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XIII. ADJOURNMENT

MOTION by Mr. Gorman, SECOND by Mrs. Scaraggi

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Scaraggi- *Present*.
Mrs. Savarese- *Absent*.

The next Regular Board Meeting will be held on Tuesday, March 14, 2019 at 7:30 PM, in the Lester C. Noecker Media Center.

Respectfully Submitted,



James Olobardi
Interim Business Administrator