

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
JANUARY 3, 2019 – 8:00 p.m.**

DATE

January 3, 2019

PRESENT BOARD MEMBERS

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

MEETING

Business Meeting

ABSENT

TIME

7:43 p.m.

ADJOURNED

9:35 p.m.

OTHERS PRESENT

Ms. Somers
Ms. Kot
Faculty Members
Community Members

PLACE

Lester C. Noecker School

I. CALL TO ORDER – Board President

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 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. Savarese, Mrs. Scaraggi- *Present*.

III. FLAG SALUTE

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IV. BOARD PRESIDENT REPORT

- Mrs. Gordon welcomed the public and wished everyone a happy new year. She indicated that she was cautiously optimistic as the REA had submitted a contract negotiations counter-proposal, and said it is a good step in the right direction. Mrs. Gordon noted Ms. Kot's resignation on the agenda and thanked her for her hard work.
- Mrs. Gordon and all the Board Members joined together to recite the School Board Member Code of Ethics (the text of which appears in agenda item RPT-025-19). (*Board Goal: Board Functioning*)

V. SUPERINTENDENT REPORT

- Principal Greenwald delivered the Noecker News, welcoming everyone back and wishing them a happy 2019.
- Ms. Greenwald met with grades 3-6 individually for their "New Year's Resolution" grade level meetings. Some of the topics discussed included: goals, hopes, dreams, aspirations, and resolutions for 2019 as well as reflecting on 2018 and identifying areas of potential growth academically, personally, and/or socially. Ms. Greenwald also revisited the school rules and the expectations that align with the district's Responsive Classroom program, including pillars of respect, fairness, caring, trustworthiness, responsibility, and citizenship. She has additional grade level meetings with grades K-2 this week.
- The Principal recently announced the "Caught with Character" recipients for November and December, which included over 75 submissions. She expressed pride in the things students are doing for their peers, adults, and in looking out for one another.
- Events in the next few weeks include: the annual West Essex Buddy Day on Tuesday, January, 8th, which will include members from the 4th, 5th, and 6th Grade instrumental groups and chorus; the January Class Parent Meeting will be held at 7PM that same evening followed by a 7:30PM HSA Meeting in the Library/Media Center; on Wednesday January 9th at 6:00PM a SEPAC Meeting will be held which will provide an overview of the I&RS/504/IEP process; and on Tuesday January 15th, the district will host its Preschool and Kindergarten Open House for the 2019-2020 school year. Preschool Open House begins at 6:30PM followed by the Kindergarten presentation at 7:00PM. Additionally, Marking Period 2 Grades will be posted on Monday, January 28th at 4:00PM.

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- Ms. Somers delivered the Superintendent Comments, welcoming everyone back and a happy new year. Several new staff members joined the Noecker School family this week, Mrs. Beyer who joined a PreK classroom as an Aide, and Ms. Zaturaska who joined Ms. Ortiz and Mrs. Petrarca's second grade classrooms as a reading and writing special education inclusion teacher. Ms. Somers thanked Mr. Mansour and his staff for creative thinking with scheduling and timely communication to our families on the staffing updates.
- As Ms. Greenwald shared, the district has many great events coming up including the second SEPAC meeting of the year. SEPAC meetings are open to all families and Ms. Somers invites everyone to attend this informative event. On January 15th, weather permitting, the annual PreK and Kindergarten Open House will allow district staff to meet incoming families, and it is always a special evening.
- The State is scheduled to be on-site for its formal QSAC visit on April 2, 2019.
- On tonight's agenda we have the approval of a substitute teacher and two substitute custodians, parent play volunteers, our 2019-2020 district calendars, and the resignation of Julie Kot, Business Administrator.
- Finally, the Superintendent congratulated the Board on School Board recognition month. Ms. Somer's expressed her gratitude to the Board Members. While they are not paid for their service, they provide their time, energy, and dedication to Noecker School.

VI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Ms. Kot reported that the 2019-2020 Budget season is underway and two Budget meetings have already taken place with each Department Head. Proposed Departmental Budgets are due to the Business Office by the close of business on Wednesday, January 9, 2019.
- Over the next several months, that information, along with a substantial amount of additional data, will be analyzed and developed to create the final Budget. In light of the adoption of the 2019-2020 Board Meeting Calendar this evening, and barring any unforeseen events or inclement weather, the public can expect a Preliminary Budget Presentation on Thursday, March 14, 2019, and a Public Hearing to Adopt the Proposed Final Budget on Tuesday, April 30, 2019.
- Ms. Kot advised that the Business Office is busy completing annual reports and preparing W-2s, 1099s for Independent Contractors, and 1095Cs, which are required by the Affordable Care Act.
- Finance Agenda items include acceptance of the November Financial Reports, approval of an interest-only payment on the district's outstanding bonds, and an Amendment to the Long Range Facilities Plan.

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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 upon 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.

VIII. APPROVAL OF ACTION ITEMS

BOARD MINUTES/REPORTS

- RPT-021-19 Approve Closed Session and Regular Board Meeting Minutes for December 13, 2018
RPT-022-19 Approve the December, 2018 Code of Conduct Report
RPT-023-19 Approve the December, 2018 Enrollment Report
RPT-024-19 Approve the December, 2018 HIB Report
RPT-025-19 Approve the Board Members Code of Ethics

MOTION by Mrs. Savarese, SECOND by Mr. Gorman

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

- RPT-021-19 Approve Closed Session and Regular Board Meeting Minutes for December 13, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Closed Session and Regular Board Meeting Minutes for December 13, 2018.

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RPT-022-19 Approve the December, 2018 Code of Conduct Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the December, 2018 Code of Conduct Report.

RPT-023-19 Approve the December, 2018 Enrollment Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the December, 2018 Enrollment Report.

RPT-024-19 Approve the December, 2018 HIB Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the December, 2018 HIB Report.

RPT-025-19 Approve the Board Members Code of Ethics

The Board of Education Members shall have the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Roseland Board of Education:

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the Board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.

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- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

FINANCE/FACILITIES

- FIN-104-19 Approve Acceptance of the Report of the Treasurer of School Monies – November 30, 2018
- FIN-105-19 Approve Acceptance of the Report of the Board Secretary – November 30, 2018
- FIN-106-19 Approve Acceptance of the Board of Education’s Monthly Certification of Major Budgetary Account/Fund Status – November 30, 2018
- FIN-107-19 Approve Budgetary Line Item Transfers – November 2018
- FIN-108-19 Approve Acceptance of the Cafeteria Report – November 30, 2018
- FIN-109-19 Approve Payment of Bills and Claims – December 31, 2018
- FIN-110-19 Approve Travel and Work Related Expenses
- FIN-111-19 Approve Bond Redemption - Series 2013
- FIN-112-19 Approve the Building Use Requests (District Goal: Community Engagement)
- FIN-113-19 Approve the Resolution for School Board Recognition Month in New Jersey
- FIN-114-19 Approve Amended Long Range Facilities Plan (LRFP)

MOTION by Mrs. Perrotti, SECOND by Mrs. Savarese.

ROLL CALL: Mrs. Gordon, Mr. Gorman, Mrs. Perrotti, Mrs. Savarese, Mrs. Scaraggi- *All Ayes.*
Mr. Gorman and Mrs. Perrotti- *Abstained from FIN-113-19*

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FIN-104-19 Approve Acceptance of the Report of the Treasurer of School Monies – November 30, 2018

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 November 30, 2018.

FIN-105-19 Approve Acceptance of the Report of the Board Secretary – November 30, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, receives the Board Secretary's Report for the period ending November 30, 2018.

FIN-106-19 Approve Acceptance of the Board of Education's Monthly Certification of Major Budgetary Account/Fund Status – November 30, 2018

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 November 30, 2018, 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-107-19 Approve Budgetary Line Item Transfers – November 2018

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

FIN-108-19 Approve Acceptance of the Cafeteria Report – November 30, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Cafeteria Report for the period ending November 30, 2018.

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FIN-109-19 Approve the Payment of Bills and Claims – December 31, 2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the payment of Bills and Claims for the period ending December 31, 2018:

General Fund Bills & Claims	\$ 149,659.92	
General Fund Payroll	\$ 492,576.37	through December 31, 2018
Special Revenue	\$ 5,950.00	
<u>Cafeteria Fund Bills & Claims</u>	<u>\$ 15,194.36</u>	
<i>Total Payments</i>	<i>\$ 663,380.65</i>	

FIN-110-19 Approve the 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: Susan Murphy- Tesoriero (retroactive)
Event: Evaluation
Location: Kinnelon, NJ
Purpose: To test an OOD Student
Date: October 11, 2018
Cost: Mileage & Tolls at OMB rate

Staff Member: Lynn Cummings
Event: Yoga and Mindfulness in the Classroom
Location: Crowne Plaza Hotel, Fairfield
Purpose: Workshop
Date: January 30, 2019
Cost: \$199.00
Mileage & Tolls at OMB rate

Staff Member: Adam Rivera
Event: District Technology Coordinator Training
Location: Birchwood Manor, Whippany, NJ
Purpose: Mandatory Training
Date: February 20, 2019
Cost: Mileage & Tolls at OMB rate

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Staff Member: Lynn Cummings
 Event: District Testing Coordinator Training
 Location: Birchwood Manor, Whippany, NJ
 Purpose: Mandatory Training
 Date: February 21, 2019
 Cost: Mileage & Tolls at OMB rate

FIN-111-19 Approve Bond Redemption - Series 2013

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves a Series 2013 interest payment of \$90,925.00 on March 1, 2019 to the Chase Manhattan Bank for the Roseland Board of Education.

FIN-112-19 Approve the Building Use Requests (District Goal: Community Engagement)

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

Organization	Dates	Time	Day(s)	Purpose	Room/Area
Girls Scout Troop 20418	April 12, 2019	6:15 p.m. - 9:30 p.m.	Friday	Girls Scout Raingutter Regatta	Multi-Purpose Room

FIN-113-19 Approve the Resolution for School Board Recognition Month in New Jersey

WHEREAS, The New Jersey School Boards Association has declared January 2019 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Roseland Board of Education is one of more than 581 local school boards in New Jersey, which 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

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WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 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

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; 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 2019 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 advancement of our children's education.

FIN-114-19 Approve Amended Long Range Facilities Plan (LRFP)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, and in accordance with the requirements of N.J.A.C. 6A:26-3 et seq., authorizes the necessary amendments to its Long Range Facilities Plan in order to reflect proposed projects.

NOW, THEREFORE, BE IT RESOLVED that the Board authorizes the submission of the aforementioned projects to the Essex County Executive Superintendent of Schools and the New Jersey Department of Education for approval; and be it further

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RESOLVED that District Administration, the District Architect and/or the Board Attorney, are hereby authorized to execute those actions deemed appropriate to amend the District's Long Range Facilities Plan.

PERSONNEL

- PER-041-19 Approval of Additional Staff for Stipend Duties in the 2018-2019 School Year
PER-042-19 Approval to Accept the Resignation of Employee No. 100439
PER-043-19 Approval of Parent Volunteers for the 2018-2019 School Year
PER-044-19 Approve Additional Substitute Teachers for the 2018-2019 School Year

MOTION by Mrs. Savarese, SECOND by Mr. Gorman

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

- PER-041-19 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-042-19 Approval to Accept the Resignation of Employee No. 100439

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves to accept the resignation of Employee No. 100439, Position Control No. 001, effective February 18, 2018.

- PER-043-19 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.

- PER-044-19 Approve Additional Substitutes for the 2018-2019 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the list of additional substitutes for the 2018-2019 school year upon pending criminal history clearance.

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CURRICULUM AND INSTRUCTION

C&I-020-19 Approve the Statement of Assurance for Paraprofessional Staff- January 2019

C&I-021-19 Approval of 2019-2020 District and 12-Month Employee Calendar

C&I-022-19 Approve 2018-2019 School Field Trips

MOTION by Mrs. Perrotti, SECOND by Mr. Gorman

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

C&I-020-19 Approve the Statement of Assurance for Paraprofessional Staff- January 2019

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the part two (2) submission of the Statement of Assurance for Paraprofessional Staff for the 2018-2019 school year.

C&I-021-19 Approval of 2019-2020 District and 12-Month Employee Calendar

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the 2019-2020 District and 12-Month Employee Calendars.

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
Second Grade	Rizzo's Wildlife World	May 13, 2019	Annual Field Trip

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IX. 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 upon 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.

- None.

X. OLD BUSINESS

- None.

NEW BUSINESS

- None.

XI. CONSIDERATION FOR CLOSED SESSION

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following Resolution for Closed Session:

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 matters relating to personnel and negotiations.

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.

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The Board will reconvene in public at 8:45 p.m. and may take action following the closed session.

MOTION by Mr. Gorman, SECOND by Mrs. Scaraggi

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

- **The Board adjourned to Closed Session at approximately 8:05 p.m.**

XII. REOPEN INTO PUBLIC SESSION- 9:33 p.m.

MOTION by Mrs. Savarese, SECOND by Mrs. Scaraggi

- **The Board reconvened the Public Session at 9:33 p.m.**

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

XIII. ADJOURNMENT- 9:35 p.m.

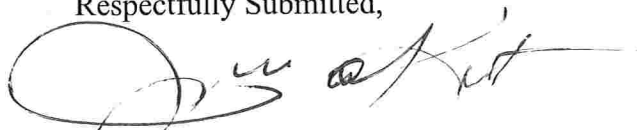
MOTION by Mrs. Savarese, SECOND by Mrs. Gordon

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

- **The Board adjourned the meeting at 9:35 p.m.**

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

Respectfully Submitted,



Julie A. Kot
Business Administrator