

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**MINUTES
REGULAR BUSINESS MEETING
DECEMBER 8, 2020 – 7:30 PM**

DATE

December 8, 2020

PRESENT BOARD MEMBERS

Mr. Gesario
Mr. Gorman
Mrs. Murano
Mrs. Savarese
Mrs. Scaraggi

MEETING

Virtual Business Meeting

ABSENT

TIME

7:30 PM

ADJOURNED

8:19 PM

OTHERS PRESENT

Ms. Somers
Mr. Gibbs
Administration
Faculty Members
Community Members
The Progress

PLACE

Lester C. Noecker School Via Cisco Webex Meeting

I. CALL TO ORDER – Mr. Gorman, 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, the agenda has been posted at the appropriate locations, directions for public comment have been posted on the district website, and a copy has been filed with the Borough Clerk of Roseland.

This regular meeting is being held virtually due to the continued state of emergency as per Executive Order No. 186.

ROLL CALL: Mr. Gesario, Mr. Gorman, Mrs. Murano, Mrs. Savarese, and Mrs. Scaraggi -
All present.

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III. FLAG SALUTE

IV. BOARD PRESIDENT REPORT

Mr. Gorman thanked everyone for attending the meeting. He further stated that it is a time to be thankful for families and our school. We are doing all that we can in keeping our doors open. Negotiations will soon begin for our teachers.

V. COMMITTEE REPORTS

- Negotiations Committee

Mr. Gorman stated that there was an informal meet and greet prior to beginning the negotiation process. The letters of negotiation have begun and he looks forward to starting the negotiation process.

- Finance Committee

Mrs. Savarese discussed the Budget Calendar that was reviewed at the Finance/Facilities Committee meeting.

She further stated that the school received a security grant that will be used for additional security cameras throughout the building.

Every five years a public school is required to go out for bid for their food service program as this is the State's policy. On the Board agenda is the request to send out an RFP to begin the bid process.

There is a retroactive motion to approve the wiring in the server room for the fiber optic cabling which will be used to help the teachers have better internet service.

- HSA Liaison Update

Mrs. Murano stated she didn't have an update since the HSA doesn't meet during the month of December.

VI. SUPERINTENDENT REPORT

- Principal Report - Ms. Somers shared Mr. Sandoval's regrets as he was unable to attend the meeting.

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- *Ms. Somers' Report:*

Welcome everyone to the last board of education meeting of 2020. I have never been so happy to see December as this year and remain hopeful that 2021 will eventually bring a sense of normalcy to our lives.

November was not our favorite month as we found ourselves on our remote learning schedule for much of it. I know it is challenging for the community to understand the decisions made when we are limited on just how detailed the information can be, but November was a result of people essential to the effective and safe operation of our building being impacted in masse. Understanding how the timeline of COVID-19 exposures and positives drive decisions is difficult to explain, but it is why our reopening date was pushed back several days.

Since Thanksgiving we have been able to staff our building and continue teaching and learning onsite, but each day has its many pivots and decisions. Nurse Noronha is in constant communication with the East Hanover Department of Health for guidance on timelines for quarantining and I am in regional superintendent and department of health meetings multiple times a week assessing area conditions and recommendations. There is currently a great deal of discussion on what the first two weeks of January will look like from a community health perspective with many weighing the benefits of opening immediately after the December holidays. I know we, as a school community, want to be onsite for instruction, but we will have to be guided by the data, the impact on our school, and recommendations from the department of health. I anticipate a decision prior to the holiday recess.

For tonight's meeting we had planned several things that have been rescheduled, including our Noecker Cares Caring Officers who have been invited to share their Passion Projects in January and Dr. Haber, our demographer, who will likely present his updated report in February. On our agenda tonight we have additional substitutes and substitute custodians on for approval. As staffing continues to be a daily puzzle, these are much anticipated! Our 2021-2022 school calendar, which aligns to the West Essex Regional School District, is also on this agenda for approval and, as Mr. Gibbs and Mrs. Savarese note under finance and facilities, the district is exploring offering a free breakfast program to assist our community and help us maintain our current free lunch program services.

It's fascinating to look back on 2020 and see how far we've come. All of the things we have learned to do this year, the new people who have joined us, and all that we have accomplished are truly incredible. To quote Oprah, "Challenges are gifts that force us to search for a new center of gravity. Don't fight them. Just find a new way to stand."

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We are not the same Lester C. Noecker School we were in December 2019 and I am deeply grateful to everyone who has made 2020, with all of its many things, a year in which we grew and prospered. It is by working together and supporting each other that we have found a new way to stand. Wishing everyone a very happy and very safe holiday season.

VII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Agenda Overview

Mr. Gibbs stated that tonight's agenda you will see the approval of the 2019-2020 Audit. As Mr. Mooney, the school's Auditor, stated at the November 2020 meeting, there are no audit findings and the district is financially sound. GASB 75 has not been resolved with the state which is why the audit was not approved at the November Board meeting. After further discussion with our auditor and the County Business Administrator they felt that if there is an impact to the Roseland audit it may be very small.

The YTD loss in Food Service is \$2,957.33. One option that the Board is voting on this evening is to expand the program to include a free breakfast program. The free breakfasts will be distributed in the same manner as the school lunches and will not be eaten in the school. If the breakfast program has the same number of participants as the lunch program it is estimated that the school could get back into a surplus by June 2021. The school will try this program for a couple of months to see if that is the case before considering if the program needs to be shut down for the rest of the school year.

*There **was** an emergency repair needed to one of the school's two heat pumps. The cost of the emergency repair is \$3,986.50 that was performed by KCG, located in Towaco, NJ.*

He further stated that on tonight's Board Agenda that the Board will be approving the ESEA Carryover Funds in the amount of \$4,573.00. These funds were not used in the 2019-2020 school year due to the school's shutdown during the pandemic and will be used in this school year.

The additional fences needed in the baseball field are scheduled to be installed during the week of December 15th. The town has agreed to pay for half of the additional fencing as well as the backstop. I signed off on the Borough's voucher for payment last week so a check should be forthcoming.

Mr. Gibbs sent out a special thanks to the Borough's Department of Public Works for their assistance in shutting off the main water line so the school's contractor could make the necessary emergency repairs to the sprinkler system.

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Budget Calendar

The 2021-2022 Budget process has begun as the Budget Calendar was reviewed and approved by the Finance/Facilities Committee last Friday December 4th. A copy of the individual Budgets has been sent to the head of each department to be completed by January 11th, 2021. Ms. Somers and Mr. Gibbs will be reviewing each submission in order to complete the budget. A copy of the proposed budget will be on the March 2021 Board Agenda for Board approval prior to being submitted to the County for approval. Once the County has approved the budget it will be adopted at the April 2021 Board meeting.

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 three (3) minute period. All comments 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.

No Public Comment

IX. APPROVAL OF ACTION ITEMS BOARD MINUTES/REPORTS

RPT-016-21 Approve Regular & Closed Session Board Meeting Minutes for November 10, 2020

RPT-017-21 Approve the November 2020 Code of Conduct Report

RPT-018-21 Approve the November 2020 Enrollment Report

RPT-019-21 Approve the November 2020 HIB Report

RPT-020-21 Approve the Quarterly Health Office Report

MOTION by Mrs. Savarese, SECOND by Mrs. Murano

No discussion

ROLL CALL: Mr. Gesario, Mr. Gorman, Mrs. Murano, Mrs. Savarese, and Mrs. Scaraggi - *All Ayes.*

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RPT-016-21 Approve Regular & Closed Session Board Meeting Minutes for November 10, 2020

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Regular Board Meeting Minutes and the Closed Session Meeting Minutes for November 10, 2020.

RPT-017-21 Approve the November 2020 Code of Conduct Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the November 2020 Code of Conduct Report.

RPT-018-21 Approve the November 2020 Enrollment Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the November 2020 Enrollment Report.

RPT-019-21 Approve the November 2020 HIB Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the November 2020 HIB Report.

RPT-020-21 Approve the Quarterly Health Office Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the quarterly health office report (September, October, and November 2020) for the 2020-2021 school year.

FINANCE/FACILITIES

FIN-115-21 Approve Acceptance of the Report of the Treasurer of School Monies – November 2020

FIN-116-21 Approve Acceptance of the Report of the Board Secretary – November 2020

FIN-117-21 Approve Acceptance of the Board of Education's Monthly Certification of Major Budgetary Account/Fund Status – December 2020

FIN-118-21 Approve Payment of Bills and Claims – November 30, 2020

FIN-119-21 Approve Acceptance of the Cafeteria Report – October & November 2020

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- FIN-120-21 Approve the Budgetary Line Item Transfers – November 2020
 - FIN-121-21 Approve Acceptance of Financial Audit for the Year Ending June 30, 2020
 - FIN-122-21 Approve an Occupational Evaluation for Student No. 6588904211
 - FIN-123-21 Approve an Physical Evaluation for Student No. 8873798811
 - FIN-124-21 Approve Additional Compensation for Employees
 - FIN-125-21 Approve the Reallocation of FIN-106-21 for the Coronavirus Relief Fund Grant
 - FIN-126-21 Approve the Solicitation of a Request for Proposal for Food Service Management Company
 - FIN-127-21 Approve the Emergency Repair to Circulator Heat Pump by KCG
 - FIN-128-21 Retrospectively Approve the Installation of Wiring in the Server Room for the Plenum Tubing Needed for Fiber Optics in order to Access the Verizon Internet
 - FIN-129-21 Approve the ESEA 2019-2020 Carryover Funds in the amount of \$4,573.00
 - FIN-130-21 Approve the Application for a Security Grant in the Amount of \$24,078.00
 - FIN-131-21 Approve the Application for the Free Breakfast Program

MOTION by Mrs. Savarese, SECOND by Mrs. Scaraggi

No discussion

ROLL CALL: Mr. Gesario, Mr. Gorman, Mrs. Murano, Mrs. Savarese, and Mrs. Scaraggi - *All Ayes.*

- FIN-115-21 Approve Acceptance of the Report of the Treasurer of School Monies – November 2020

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, 2020.

- FIN-116-21 Approve Acceptance of the Report of the Board Secretary – November 2020

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, receives the Board Secretary's Report for the period ending November 30, 2020.

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FIN-117-21 Approve Acceptance of the Board of Education’s Monthly Certification of Major Budgetary Account/Fund Status – November 2020

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, 2020, 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-118-21 Approve the Payment of Bills and Claims – December 2020

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the payment of Bills and Claims for the period ending December 8, 2020:

General Fund Bills & Claims	\$ 209,059.72	
General Fund Payroll	\$ 521,248.27	through November 30, 2020
Special Revenue	\$ 46,371.53	
<u>Cafeteria Fund Bills & Claims</u>	<u>\$ 7,402.25</u>	
Total Payments	\$ 784,081.77	

FIN-119-21 Approve Acceptance of the Cafeteria Report – October & November 2020

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Cafeteria Report for the period ending October 31, 2020 and November 30, 2020.

FIN-120-21 Approve the Budgetary Line Item Transfers – November 2020

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the attached Line Item Budget Transfers for the month of November 2020, as per N.J.S.A. 18A:8.1.

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FIN-121-21 Approve Acceptance of Financial Audit for the Year Ending June 30, 2020

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 Ended June 30, 2020, and Auditors' Management Report (AMR) on Administrative Findings – Financial, Compliance and Performance Fiscal Year Ending June 30, 2020.

FIN-122-21 Approve an Occupational Evaluation for Student No. 6588904211

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve an Occupational Evaluation for Student No. 6588904211, services provided by Pediatric Potentials at a cost of \$375.00.

FIN-123-21 Approve an Physical Evaluation for Student No. 8873798811

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve an Physical Evaluation for Student No. 8873798811, services provided by Pediatric Potentials at a cost of \$375.00.

FIN-124-21 Approve Additional Compensation for Employees

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

FIN-125-21 Approve the Solicitation of a Request for Proposal for Food Service Management Company

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the solicitation of a Request for Proposal (RFP) for a Food Service Management Company for multiple years commencing in the 2021-2022 school year.

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FIN-126-21 Approve the Reallocation of FIN-106-21 for the Coronavirus Relief Fund Grant

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the reallocation of Agenda Item number FIN-106-21 for the Coronavirus Relief Fund Grant in the amount of \$12,705.00. The funds are to be used for supplies in the purchase of Chromebook computers for students from SHI International, 290 Davidson Ave., Somerset, N.J. 08873 in the amount of \$11,440.00 and the increase in access points in the school for Zoom meetings from New ERA Technologies, 11 Melanie Lane #9, East Hanover, N.J. in the amount of \$1,265.00.

FIN-127-21 Approve the Emergency Repair to Circulator Heat Pump by KCG.

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the emergency repair to the circulator heat pump. The cost of the repair is \$3,986.50. The emergency repair was performed by KCG, 70 Pine Brook Road, Towaco, NJ 07082.

FIN-128-21 Retroactively Approve the Installation of Wiring in the Server Room for the Plenum Tubing Needed for Fiber Optics in order to Access the Verizon Internet

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, retroactively approves the installation of the additional wiring in the server room for the Plenum Tubing needed for Fiber Optics in order to access the Verizon Internet. The work was performed by J & J Electrical Construction and Design, 792 Main Road, Towaco, NJ in the amount of \$6,355.00.

FIN-129-21 Approve the ESEA 2019-2020 Carryover Funds in the amount of \$4,573.00

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves the ESEA 2019-2020 Carryover Funds as follows:

- Title I \$1,536.00
- Title IIA \$1,000.00
- Title IV \$2,037.00
- Total \$4,573.00

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FIN-130-21 Approve the Application for a Security Grant in the Amount of \$24,078.00

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves the Business Administrator to apply for a Security Grant in the amount of \$24,078.00 for the purchase of additional security cameras. The purchase of the security cameras is from New Era Technology, 11 Melanie Lane, Suite 9, East Hanover, N.J. 07936, state contract #8599, in the amount of \$44,131.66. The additional \$20,053.66 will come from the Capital Reserve Account in accordance with the Board approved 2020-2021 Budget and the Long Range Facilities Plan.

FIN-131-21 Approve the Application for the Free Breakfast Program

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Business Administrator to apply for the free breakfast program for students through the State of New Jersey.

PERSONNEL/MANAGEMENT

PER-014-21 Approval of the Roseland School District Substitutes for the 2020-2021 School Year

MOTION by Mrs. Savarese, SECOND by Mrs. Murano

Discussion:

Mrs. Savarese stated that she is happy to see that we are continuing to hire substitutes.

Mr. Gorman stated that with the staff's frequent absences, substitutes are necessary in order to keep the school running smoothly.

ROLL CALL: Mr. Gesario, Mr. Gorman, Mrs. Murano, Mrs. Savarese, and Mrs. Scaraggi - *All Ayes.*

PER-014-21 Approval of the Roseland School District Substitutes for the 2020-2021 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the list of Roseland School District Substitutes for the 2020-2021 school year pending criminal history approval.

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CURRICULUM AND INSTRUCTION

- C&I-021-21 Approval of 2021-2022 District and 12-Month Employee Calendars
C&I-022-21 Approval of the School Safety and Security Plan State of Assurance for
the 2020-2021 School Year

MOTION by Mr. Gesari, SECOND by Mrs. Savarese

No discussion

ROLL CALL: Mr. Gesario, Mr. Gorman, Mrs. Murano, Mrs. Savarese, and Mrs. Scaraggi - *All Ayes.*

- C&I-021-21 Approval of 2021-2022 District and 12-Month Employee Calendars

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the 2021-2022 District and 12-Month Employee Calendars.

- C&I-022-21 Approval of the School Safety and Security Plan State of Assurance for
the 2020-2021 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the School Safety and Security Plan Statement of Assurance for the 2020-2021 school year.

POLICIES, REGULATIONS AND BYLAWS

- PRB-009-21 Approve First Reading of Policies/Regulations/Bylaws
PRB-010-21 Approve Second Reading of Policies/Regulations/Bylaws

MOTION by Mr. Gesario, SECOND by Mrs. Scaraggi

No discussion

ROLL CALL: Mr. Gesario, Mr. Gorman, Mrs. Murano, Mrs. Savarese, and Mrs. Scaraggi - *All Ayes.*

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PRB-009-21 Approve First Reading of Policies/Regulations/Bylaws

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve first reading the following policies/regulations:

Policy No 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
Regulation No. 2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
Policy No. 7510	Use of School Facilities
Regulation No. 7510	Use of School Facilities
Policy No. 8561	Procurement Procedures for School Nutrition Programs (M)

PRB-010-21 Approve Second Reading of Policies/Regulations/Bylaws

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve second reading the following policies/regulations:

Policy No. 1620	Administrative Employment Contracts (M)
Policy 1648.03	Restart and Recovery Plan- Full-Time Remote Instruction (M)
Policy No. 5330.5	Seizure Action Plan (M) (New)
Regulation No. 5330.5	Seizure Action Plan (M) (New)
Policy No. 6440	Cooperative Purchasing (M)
Policy No. 6470.01	Electronic Funds Transfer and Claimant Certification (M)
Regulation No. 6470.01	Electronic Funds Transfer and Claimant Certification (M)
Policy No. 7440	School District Security (M)
Regulation No. 7440	School District Security (M)
Policy No. 7450	Property Inventory (M)
Policy No. 8420	Emergency and Crisis Situations (M)
By-law No. 0164.6	Remote Public Board Meeting During A Declared Emergency (M)

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X. PUBLIC COMMENTS

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No Public Comment

XI. CORRESPONDENCE

No Correspondence

OLD BUSINESS

No Old Business

NEW BUSINESS

No New Business

XII. 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 legal issues and personnel (Employee # 100484).

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 8:15 p.m. and may take action following the closed session.

MOTION by Mrs. Scaraggi, SECOND by Mrs. Murano

ROLL CALL: Mr. Gesario, Mr. Gorman, Mrs. Murano, Mrs. Savarese, and Mrs. Scaraggi - *All Ayes.*

XIII. REOPEN INTO PUBLIC SESSION

MOTION by Mrs. Savarese, SECOND by Mrs. Scaraggi

ROLL CALL: Mr. Gesario, Mr. Gorman, Mrs. Murano, Mrs. Savarese, and Mrs. Scaraggi - *All Ayes.*

XIV. ADJOURNMENT

MOTION by Mrs. Scaraggi, SECOND by Mrs. Murano

ROLL CALL: Mr. Gesario, Mr. Gorman, Mrs. Murano, Mrs. Savarese, and Mrs. Scaraggi - *All Ayes.*

The Reorganization Meeting, which will be immediately followed by the Regular Board Meeting, will be held virtually on January 5, 2021 at 7:30 PM.

Respectfully submitted,



Gordon Gibbs
Board Secretary/Business Administrator