

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING**

**DECEMBER 18, 2014**

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**BOARD OF EDUCATION  
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**DATE**

December 18, 2014

**PRESENT BOARD MEMBERS**

Mrs. DiGiacomo  
Mr. Farina  
Mrs. Gordon – arrived at 7:50  
Ms. Parkinson  
Mr. Mastrangelo

**MEETING**

Regular Business Meeting

**ABSENT****TIME**

7:30 p.m.

**ADJOURNED****OTHERS PRESENT**

Mrs. Gross  
Dr. Occhino  
Mrs. Dacosta  
Mrs. Hardenberg  
(2) Staff  
Mr. Burke  
Mrs. Kot  
Mrs. Rella

**PLACE**

Lester C. Noecker School

**A-1** **CALL TO ORDER** – Mr. Mastrangelo and **ROLL CALL** – Dr. Occhino

**A-2** **FLAG SALUTE**

**A-3** **NOTICE OF MEETING**

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Roseland Board, in the County of Essex has caused notice of this meeting to be published by having the date, time and place thereof posted. The notice was mailed to the Progress (newspaper of record) and the Star Ledger and to those persons or entities requesting notification, filed with the municipal clerk of Roseland, and posted at the Lester C. Noecker School, Roseland, NJ.

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**A-4 APPROVAL OF MINUTES—Regular Business and Closed Session Minutes—November 20, 2014**

MOTION by Mr. Farina, SECOND by Ms. Parkinson that the minutes of the Regular Business Meeting and Closed Session Minutes – November 20, 2014 be approved.

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

**A-5 SUPERINTENDENT’S REPORT**

- Announcement of Roseland’s Selected Candidate for the Governor’s Teacher of the Year Program  
Mrs. Gross introduced Marie Hardenberg, Roseland School district’s selected candidate for the Governor’s Teacher of the Year program.
- PARCC Update - The superintendent presented a review of the PARCC Program.
- HIB Report - No HIB incidents for the month of November.

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

- Monthly Financials - Dr. Occhino explained the financials that were included on the meeting agenda.
- Submitted Reports - The Business Administrator presented a comparison of ASSA data from 2014-2015 and 2015-2016.

**A-7 PRINCIPAL’S REPORT**

- Professional development teams will meet once a month.
- PARCC - Standards Solutions is working with teachers in preparation for PARCC.
- Staff had half-day literacy training for guided reading.
- The Holiday Bazaar was a wonderful success.
- Mrs. Dacosta wished everyone Happy Holidays.

**A-8 BOARD COMMITTEE REPORTS**

a. President’s Report

Mr. Mastrangelo offered clarification of the Assistant Business Administrator position. The Board President indicated that union negotiations would begin in January.

Mr. Robert Farina was recognized for his service as a board member and presented with a plaque. Mr. Farina said it was a pleasure working with the Board.

The reorganization meeting will be on January 8, 2015.

Mr. Mastrangelo hoped everyone would enjoy the winter break.

b. Committee Reports

None

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

Opened at 8:15 p.m.

Mr. Burke asked the salary of Julie Kot and how many days she would work.

Closed at 8:19 p.m.

**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 adopt on second reading the following bylaws/policies and/or regulations:

Regulation No. 2361 Acceptable Use of Computer Networks/Computer and Resources (M)”

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

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

**C NEW BUSINESS**

**C-1 Finance**

a. Board of Education’s Monthly Certification Budgetary Major Account/Fund Status

It is the RECOMMENDED MOTION of the Superintendent: “that pursuant to N.J.A.C. 6:23-2.12(c)4, the district certifies that as of November 30, 2014 after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been overexpended in violation of N.J.A.C. 6:23-2.12(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.”

b. Acceptance of Board Secretary’s Report – November 30, 2014

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

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**C NEW BUSINESS**

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

- c. Acceptance of Report of Treasurer of School Monies – November 30, 2014

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

- d. Approval for Payment of Bills and Claims – December 18, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to approve the enclosed Payment of Bills and Claims for the period ending December 18, 2014.

|                |              |
|----------------|--------------|
| General Fund   | \$219,593.78 |
| Cafeteria Fund | 8,072.60”    |

- e. Acceptance of Cafeteria Report – November 30, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to accept the November 30, 2014 Cafeteria Report.”

- f. Approval of Justin Surdyn, as the Audio Technician for the 2014-2015 Spring School Play

It is the RECOMMENDED MOTION of the Superintendent: “to approve Justin Surdyn as the Audio Technician for the 2014-2015 spring school play at a stipend of \$2,000.00.”

- g. Approval of the Superintendent’s Attendance at the AASA National Conference

It is the RECOMMENDED MOTION of the Superintendent: “to approve the Superintendent’s attendance at the AASA National Conference from February 25-29, 2015 as provided in the Superintendent’s contract.”

- h. Approval for Semi-annual Payment to Dr. Jean Makhlof, School Physician

It is the RECOMMENDED MOTION of the Superintendent: “to approve semi-annual payment of \$900.00 to Dr. Jean Makhlof, School Physician.”

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

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

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**C NEW BUSINESS**

**C-2 Facilities**

a. Building Use Requests

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

| Organization | Dates                       | Time                  | Day(s) | Purpose          | Room/Area |
|--------------|-----------------------------|-----------------------|--------|------------------|-----------|
| Girl Scouts  | 2/6/2015 Rain Date: 2/20/15 | 3:45 p.m. - 9:30 p.m. | Friday | Sweetheart Dance | MPR       |

New Business Matters, Section C-2 - Facilities (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Item a.)

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

**C-3 Personnel**

a. Approve Elissa Freda as a Long Term Substitute through Source4Teachers

It is the RECOMMENDED MOTION of the Superintendent: "to approve Elissa Freda as a long term substitute through Source4Teachers for Cara Cunha from February 2, 2015 to the last day of school, 2015."

b. Approve an Unpaid Medical Leave of Absence for Patricia Baker, Position Control No. 13

It is the RECOMMENDED MOTION of the Superintendent: "to approve an unpaid medical leave of absence for Patricia Baker, Position Control 13, from December 3, 2014 to December 31, 2014."

c. Approve Julie Ann Kot as Assistant Business Administrator

It is the RECOMMENDED MOTION of the Superintendent: "to approve Julie Ann Kot as Assistant Business Administrator at a per diem rate of \$125.00 from January 5, 2015 to June 30, 2015, as per the terms of the employment contract."

d. Approve Volunteers at Lester C. Noecker for the 2014-2015 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following volunteers at Lester C. Noecker for the 2014-2015 school year:

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**C NEW BUSINESS**

**C-3 Personnel - (continued)**

- d. Approve Volunteers at Lester C. Noecker for the 2014-2015 School Year - (continued)

Emily Levine  
Carrie Litman  
Rachael Schmierer”

- e. Approve Jose Cotto as a Long Term Substitute through Source4Teachers

It is the RECOMMENDED MOTION of the Superintendent: “to approve Jose Cotto as a long term substitute through Source4Teachers for Patricia Baker from January 5, 2015 to the last day of school, 2015.”

- f. Approve the Assistant Business Administrator/Assistant Board Secretary Job Description

It is the RECOMMENDED MOTION of the Superintendent: “to approve the Assistant Business Administrator/Assistant Board Secretary job description.”

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

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

**C-4 Curriculum & Instruction**

- a. Approve the following field trip(s) for the 2014-2015 School Year

It is the RECOMMENDED MOTION of the Superintendent: “to approve the following field trip(s) for the 2014-2015 school year:

| Grade | Class Trip                             | Date     | Purpose            |
|-------|--|----------|--------------------|
| 6     | West Essex Middle Sch. Holiday Concert | 12/18/14 | Band performance   |
| 6     | West Essex Middle Sch. Buddy Program   | 1/13/15  | 6th Grade M/S Tour |



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**C NEW BUSINESS**

**C-4 Curriculum & Instruction - (continued)**

- b. Approve a Field Observer from Susquehanna University

It is the RECOMMENDED MOTION of the Superintendent: "to approve Kelley McKenna as a field observer from Susquehanna University to observe Mrs. Luzzi for forty (40) hours at no cost to the Board."

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

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

**C-5 Bylaws/Policies and/or Regulations**

- a. Adoption of Revised Bylaws/Policies and/or Regulations

It is the RECOMMENDED MOTION of the Superintendent: "to adopt the following revised bylaws/policies and/or regulations:

|                 |  |
|-----------------|--|
| Policy No. 3125 | Employment of Teaching Staff Members (M)                     |
| Policy No. 3240 | Professional Development for Teachers and School Leaders (M) |
| Policy No. 4125 | Employment of Support Staff Members (M)                      |

- b. Approve the First Reading of New Bylaws/Policies and/or Regulations

It is the RECOMMENDED MOTION of the Superintendent: "to approve the first reading of new bylaws/policies and/or regulations:

|                 |   |
|-----------------|---|
| Policy No. 1581 | Victim of Domestic or Sexual Violence Leave (M)                           |
| Policy No. 3283 | Electronic Communications between Teaching Staff Members and Students (M) |
| Policy No. 4283 | Electronic Communications between Support Staff Members and Students (M)  |

New Business Matters, Section C-5 Bylaws, Policies & Regulations (MOTION by Mrs. Gordon, SECOND by Mrs. DiGiacomo to approve Items a. and b.)

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

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**D CORRESPONDENCE**

Pamela Ernstrom Thank You Note –The Board President read the thank you note.

**E PUBLIC COMMENT OR QUESTIONS**

Opened at 8:30

A parent asked about students in 3<sup>rd</sup> and 4<sup>th</sup> grade changing classes. What was the rationale for this practice? Mrs. Gross stated that she plans to review this practice.

Closed at 8:32

**F ANNOUNCEMENT OF MEETING – Reorganization Meeting – January 8, 2015**

**G ADJOURNMENT TO CLOSED SESSION**

**H RESOLUTION FOR CLOSED SESSION**

It is the RECOMMENDED MOTION: “that the following Resolution for Closed Session be approved:

RESOLVED by the Board of Education of the Borough of Roseland that it shall meet in Closed Session this evening following the regular business meeting to discuss personnel issues.

The Board will publicly disclose information pertaining to topics discussed as soon thereafter as possible and once the reasons for non-disclosure no longer exist.

The topics to be discussed are within the exemptions which are permitted to be discussed in private session pursuant to P.L. 1975, Chapter 231.”

MOTION by Mrs. DiGiacomo, SECOND by Mr. Farina to adjourn to Closed Session.

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

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**I CLOSED SESSION**

8:36 p.m. The Board adjourned to close session.

Respectfully submitted,



Vincent J. Occhino, Ed.D.  
Interim Business Administrator/Board Secretary