

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING**

**NOVEMBER 20, 2014**

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**DATE**

November 20, 2014

**PRESENT BOARD MEMBERS**

Mrs. DiGiacomo  
Mr. Farina  
Mrs. Gordon  
Ms. Parkinson  
Mr. Mastrangelo

**MEETING**

Regular Business Meeting

**ABSENT**

-0-

**TIME**

7:30 p.m.

**ADJOURNED**

10:00 p.m.

**OTHERS PRESENT**

Mrs. Gross  
Dr. Occhino  
Mrs. Dacosta  
Mr. Goldstein  
Julie Kot  
Desirae Piccoli  
Daniella Rivera  
Mr. Burke

**PLACE**

Lester C. Noecker School

**A-1 CALL TO ORDER and ROLL CALL**

**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 Monthly and Closed Session Minutes—October 16, 2014

MOTION by Mrs. DiGiacomo, SECOND by Mr. Farina that the minutes of the Regular Business and Closed Session Meetings held on October 16, 2014 be approved.

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

**A-5 SUPERINTENDENT'S REPORT**

- **PRESENTATION**

John Mooney, CPA and Principal, with the firm of Nisivoccia, LLP, presented the findings cited in the audit of the district's financial accounts for the period July 1, 2013 through June 30, 2014.

- HIB Monthly Report

One HIB investigation in October which did not show evidence of HIB

- NJ ASK Presentation

Mrs. Gross presented an analysis of the 2014 NJ ASK results which reflected favorably on Roseland.

- Updates of PARCC Training

The Superintendent discussed the professional development in preparation for PARCC.

- Jennifer Serravallo-Literacy Consultant

A recommendation from Mrs. Gross for Jennifer Serravallo to work as a Literacy Consultant during the 2014-2015 school year.

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

- Transported Students Report

Dr. Occhino discussed the DRTRS report submitted to the state.

- ASSA Updates

The Business Administrator provided updates to the Board regarding the ASSA report.

- ACES Cooperative Pricing Renewals

An update on the ACES Cooperative Pricing renewal and its advantages to the district was reviewed by Dr. Occhino.

- IDEA Review Notice

The status of the IDEA submission for the Fiscal Year 2015 was explained by the Business Administrator.

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**A-7 PRINCIPAL'S REPORT**

Mrs. Dacosta reported on the success of American Education Week. Parents were able to visit their children's classrooms and see the teachers and students in action.

The principal discussed PARCC training that will help the staff prepare for the implementation of this new testing.

The Veteran's Day Program was again well received by students and armed forces participants and their families. The organizing committee was recognized for their presentation.

Mrs. Dacosta spoke about the Diversity Meeting and Healthy Eating program which she attended and its relevance to today's environment.

**A-8 BOARD COMMITTEE REPORTS**

a. President's Report

Mr. Mastrangelo complimented the Business Office staff on a favorable audit. The Board President discussed the progress on implementing the security upgrades.

b. Committee Reports

Mr. Farina reported on his participation in the security upgrade meeting.

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

Opened at 8:33 p.m.

No comments.

Closed at 8:34 p.m.

**B OLD BUSINESS**

None.

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REGULAR BUSINESS MEETING  
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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 October 31, 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 – October 31, 2014

It is the RECOMMENDED MOTION of the Superintendent: "to accept the enclosed Board Secretary's Report for the period ending October 31, 2014."

c. Acceptance of Report of Treasurer of School Monies – October 31, 2014

It is the RECOMMENDED MOTION of the Superintendent: "to accept the enclosed Report of Treasurer of School Monies for the period ending October 31, 2014."

d. Approval for Payment of Bills and Claims – October 31, 2014

It is the RECOMMENDED MOTION of the Superintendent: "to approve the enclosed Payment of Bills and Claims for the period ending October 31, 2014."

General Fund	\$267,939.31
Cafeteria Fund	\$ 16,304.66"

e. Acceptance of Cafeteria Report – October 31, 2014

It is the RECOMMENDED MOTION of the Superintendent: "to accept the October 31, 2014 Cafeteria Report."

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C NEW BUSINESS

C-1 Finance – (continued)

f. Approval of Submission of the District Report of Transported Students – 2014-2015

It is the RECOMMENDED MOTION of the Superintendent: “to approve the submission of the Report of Transported Students to the Department of Education for the 2014-2015 school year.”

g. Acceptance of H.S.A. Donations

It is the RECOMMENDED MOTION of the Superintendent: “to gratefully accept \$18,738.00 in donations from the Home and School Association to be used for the following programs:

Art	\$918.00
Cultural Arts	\$5,000.00
Field Trips	\$7,800.00
Health/Nutrition	\$300.00
Media Center (Library)	\$1,500.00
Physical Ed/Fitness Fund	\$750.00
Technology	\$1,420.00
Music	\$750.00
World Language	\$300.00

h. Acceptance of Financial Audit for Year Ending June 30, 2014

BE IT RESOLVED that the Roseland Board of Education accept the 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, 2014, and Auditors’ Management Report on Administrative Findings – Financial Compliance and Performance Year Ending June 30, 2014.

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**C NEW BUSINESS**

**C-1 Finance – (continued)**

i. Corrective Action Plan to Address Audit Recommendation

BE IT RESOLVED that the Roseland Board of Education approve the Audit Corrective Action Plan as outlined below addressing the audit recommendations listed under Administrative Practices and Procedures and School Food Service.

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1.	It is recommended that the District review all reconciliations performed to ensure that any unidentifiable amounts are investigated and liquidated.	The District will review all reconciliations and maintain an analysis of all balances in the payroll account.	Assistant to the Business Administrator/Board Secretary	Beginning November 2014 and performed each month ending June 30, 2015.
4.	It is recommended that all funds deposited in the general fund for federal and state reimbursements be transferred to the food service fund on a monthly basis.	The District will begin transferring federal and state lunch reimbursements to the food service fund on a monthly basis.	Assistant to the Business Administrator/Board Secretary	Beginning November 2014 and performed each month ending June 30, 2015.



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C NEW BUSINESS

C-1 Finance – (continued)

j. Authorization to Close Lester C. Noecker Elementary School Roof Replacement

WHEREAS, the Roseland Board of Education received partial financing from the School Development Authority to assist in funding the Lester C. Noecker Elementary School WHEREAS, \$203,268.00 was transferred from Capital Reserve to supplement the balance needed to fully fund the project in the projected amount of \$324,410.00, and;

WHEREAS, the project is 100% completed with a final total cost of \$308,200.00 leaving a balance of \$16,210.59,

NOW THEREFORE BE IT RESOLVED, that the balance of \$16,210.59 be return to the Capital Reserve Fund.

k. Authorization to Transfer Capital Project Expenditure Balance

WHEREAS, the Additions and Renovations to the Lester C. Noecker Elementary School capital project included total revenue and other financing in the amount of \$13,832,092.00, and;

WHEREAS, the project's final total expenditure was \$13,829,294.00 leaving a balance of \$2,798.00,

NOW THEREFORE BE IT RESOLVED, that the balance of \$2,798.00 be return to the Debt Service Fund.

l. Authorization to Close the Referendum Bank Account #424-4456855

BE IT RESOLVED, that the Roseland Board of Education authorize the Business Administrator to close the Referendum Account at TD Bank and transfer the remaining balance of \$19,008.59 as follows: \$2,798.00 be return to the Debt Service Fund and \$16,210.59 to Capital Reserve Fund.

m. Award Contract to Source 4Teachers for the 2014-2015 School Year

WHEREAS, the Roseland Board of Education authorize the placement of Notice to Bidders in the Star Ledger for substitute management services on September 19, 2014, and;

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C NEW BUSINESS

C-1 FINANCE - (continued)

m. Award Contract to Source 4Teachers for the 2014-2015 School Year - (continued)

WHEREAS, sealed bids were received on October 9, 2014, and;

WHEREAS, the bids were submitted as follows:

**SOURCE4TEACHERS**

<u>Substitute Position</u>	<u>Pay rate</u>	<u>Company Pricing</u>
Daily Teachers Full Day	\$ 75.00	\$105.00
Long Term Teacher Substitute Full Day (begins day 1 of assignment)	\$125.00	\$175.00
Teacher Aide	\$ 75.00	\$105.00

**INSIGHT WORKFORCE SOLUTIONS, LLC**

<u>Substitute Position</u>	<u>Pay rate</u>	<u>Company Pricing</u>
Daily Teachers Full Day	\$ 75.00	\$125.10
Long Term Teacher Substitute Full Day (begins day 1 of assignment)	\$125.00	\$173.75
Teacher Aide	\$ 75.00	\$118.15

WHEREAS, the bid submitted by SOURCE4TEACHERS was fully evaluated and subsequently determined to be the low bidder,

NOW THEREFORE BE IT RESOLVED, that a contract for substitute management services be awarded to SOURCE4TEACHERS beginning December 1, 2014 through June 30, 2015.

New Business Matters, Section C-1 – Finance MOTION by Mrs. DiGiacomo, SECOND by Mr. Farina to approve Items a. through m.)

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

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NOVEMBER 20, 2014

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**C**     **NEW BUSINESS**

**C-2**   **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:

Staff Member:    Desirae Piccoli  
Event:             Reading Workshop  
Location:          New Providence, NJ  
Purpose:           Workshop  
Date:               February 11, 2015  
Cost:               Registration Fee: \$135.00  
                         Mileage at OMB rate

Staff Member:    Desirae Piccoli  
Event:             Engaging All Students-Grades K-5  
Location:          Mahwah, NJ  
Purpose:           Workshop  
Date:               December 8, 2014  
Cost:               Registration Fee: \$149.00  
                         Mileage at OMB rate

Staff Member:    Amy Dahn  
Event:             NJASP Conference  
Location:          East Windsor, NJ  
Purpose:           Workshop  
Date:               December 12, 2014  
Cost:               Registration Fee: \$110.00  
                         Mileage at OMB rate

Staff Member:    Marie Hardenberg  
Event:             Grow NJ Kids Orientation  
Location:          Wayne, NJ  
Purpose:           Workshop  
Date:               December 8, 9, and 10, 2014  
Cost:               Mileage at OMB rate

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REGULAR BUSINESS MEETING  
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**C**     **NEW BUSINESS**

**C-2**   **Travel** - (continued)

New Business Matters, Section C-2 - Travel MOTION by Ms. Parkinson, SECOND by Mr. Farina to approve Item a.)

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

**C-3**   **Personnel**

a.     Approve Paige Scott as a Long Term Substitute through Source4Teachers

It is the RECOMMENDED MOTION of the Superintendent: "to approve Paige Scott as a long term substitute through Source4Teachers for Stephanie Tirado from November 17, 2014 to the last day of school, June 2015."

b.     Approve Colleen Kennedy as a Long Term Substitute through Source4Teachers

It is the RECOMMENDED MOTION of the Superintendent: "to approve Colleen Kennedy as a long term substitute through Source4Teachers for Christina Melillo from December 22, 2014 to April 24, 2015."

c.     Approve Rebecca Rivera as a Teacher Aide, Position Control No. 96

It is the RECOMMENDED MOTION of the Superintendent: "to approve Rebecca Rivera as a Teacher Aide, Position Control No. 96, at an hourly salary of \$15.50, effective November 17, 2014 with no benefits."

d.     Accept the Resignation of Margaret O'Reilly-Hughes, Position Control No. 17

It is the RECOMMENDED MOTION of the Superintendent: "to accept the resignation of Margaret O'Reilly-Hughes, Position Control No. 17, effective December 23, 2014."

e.     Approval of Kevin Caputo as a Substitute Custodian

It is the RECOMMENDED MOTION of the Superintendent: "to approve Kevin Caputo as a substitute custodian at an hourly rate of \$17.00."

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REGULAR BUSINESS MEETING  
NOVEMBER 20, 2014

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C NEW BUSINESS

C-3 Personnel - (continued)

- f. Family Leave – Child Care Leave – Cara Cunha, Position Control No. 65

MOTION that the Roseland Board of Education approves the maternity related leave of absence for Cara Cunha, Position Control No. 65 as follows:

- i. Maternity Leave of Absence (Unpaid) – February 2-20, 2015
  - ii. Maternity Disability (FMLA) Sick Days (12) – February 21, 2015 - March 11, 2015 (Paid)
  - iii. Maternity Disability (FMLA) – March 12, 2015 to June 3, 2015 (Unpaid)
  - vi. Newborn Care (NJFLA) – June 4, 2015 to September 1, 2016 (Unpaid)
  - v. Return to school date is first day of school, September, 2016
- g. Approval of Jennifer Serravallo as a Literacy Consultant
- It is the RECOMMENDED MOTION of the Superintendent: “to approve Jennifer Serravallo as a Literacy Consultant for the 2014-2015 school year at a cost not to exceed \$4,500.00”
- h. 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 November 17, 2014 to December 3, 2014.”
- i. Approval of Joann Barker as a Substitute Nurse
- It is the RECOMMENDED MOTION of the Superintendent: “to approve Joann Barker as a substitute nurse at a per diem rate of \$125.00.”

New Business Matters, Section C-3 Personnel MOTION by Mr. Farina, SECOND by Mrs. DiGiacomo to approve Item a. through i.)

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

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**C NEW BUSINESS**

**C-4 Curriculum and Instruction**

- a. Approve a Field Observer and Student Teacher from Caldwell College

It is the RECOMMENDED MOTION of the Superintendent: "to approve two (2) college students from Caldwell College at no cost to the Board in the following capacities:

Emily Boehler	Student Teacher	January 26-May 1, 2015
Catherine Carlson	Field Observer/ Teacher Asst.	January 26-May 1, 2015"

- b. Approval of 2014 – 2015 Class Trip(s)

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

Grade	Class Trip	Date	Purpose
1	Mayo Performing Arts Center	5/4/15	Charlotte's Web
6	Gould School Kickball Tournament	5/29/15	Sports Tournament

- c. Approve the 2014-2015 School Improvement Panel (ScIP)

It is the RECOMMENDED MOTION of the Superintendent: "to approve the following staff to serve on the School Improvement Panel (ScIP) for the 2014-2015 school year:

Lisa Gross  
Laura Dacosta  
Lee DeVita  
Frank Pane  
JoAnn Brady

- d. Approve the 2014-2015 Mentoring Plan and Statement of Assurance

It is the RECOMMENDED MOTION of the Superintendent: "to approve the 2014-2015 Mentoring Plan and Statement of Assurance for submission to the County Office."

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**C**     NEW BUSINESS

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

- e.     Approval of the Library Curriculum, effective January 2015

It is the RECOMMENDED MOTION of the Superintendent: "to approve the Library Curriculum, effective January 2015."

New Business Matters, Section C-4 Curriculum and Instruction MOTION by Ms. Parkinson, SECOND by Mr. Farina to approve Item a. through e.)

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

**C-5**   Miscellaneous

- a.     Approve the Merit Goals of the Superintendent for the 2014-2015 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the Merit Goals of the Superintendent for the 2014-2015 school year."

New Business Matters, Section C-5 Miscellaneous MOTION by Ms. Parkinson, SECOND by Mrs. DiGiacomo to approve Item a.)

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

**C-6**   Bylaws, Policies & Regulations

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

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

Policy No. 2361     Acceptable Use of Computer Networks/Computer and Resources (M)"

- b.     Approval of First Reading of Bylaws/Policies and/or Regulations

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

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

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**C NEW BUSINESS**

**C-6 Bylaws, Policies & Regulations**

c. Approval to Abolish the Following Bylaws/Policies and/or Regulations

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

Policy No. 1522      School-level Planning"

New Business Matters, Section C-6 Bylaws, Policies & Regulations MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Items a. through c.)

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

**C-7 Facilities**

a. Building Use Requests

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

Organization	Dates	Time	Day(s)	Purpose	Room/Area
Roseland Cub Scouts & Boy Scouts	11/22/14 & 12/14/14	11:00 a.m. - 4:00 p.m.	Saturdays	Clean up and maintain the Nature Trail	Front lawn

New Business Matters, Section C-7 - Facilities (MOTION to approve Item a.)

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

**D CORRESPONDENCE**

None

**E PUBLIC COMMENT OR QUESTIONS**

Opened 8:45 p.m.

Mr. Burke asked a question regarding the Common Core Standards.

Closed 8:50 p.m.



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REGULAR BUSINESS MEETING  
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F ANNOUNCEMENT OF MEETING – Regular Business Meeting – December 18, 2014

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.

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 exemption which are permitted to be discussed in private session pursuant to P.L. 1975, Chapter 231.”

Motion by Mr. Farina, SECOND by Ms. Parkinson to adjourn into Closed Session.

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

I ADJOURNED TO CLOSED SESSION

Opened at 8:55 p.m.

Closed 9:58 p.m.

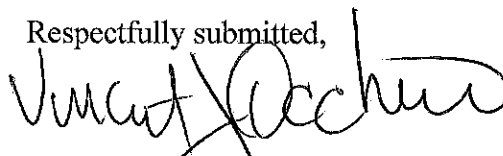
J REOPENED PUBLIC SESSION

Opened 9:59 p.m.

K ADJOURNED PUBLIC SESSION

Adjourned 10:00 p.m.

Respectfully submitted,



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