

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING**

**OCTOBER 16, 2014**

**TABLE OF CONTENTS**

<b><u>ITEM</u></b>	<b><u>PAGE</u></b>
A-1 <b><u>CALL TO ORDER</u></b> and <b><u>ROLL CALL</u></b>	206
A-2 <b><u>FLAG SALUTE</u></b>	206
A-3 <b><u>NOTICE OF MEETING</u></b>	206
A-4 <b><u>APPROVAL OF MINUTES</u></b>	207
A-5 <b><u>SUPERINTENDENT'S REPORT</u></b>	207
A-6 <b><u>INTERIM BUSINESS ADMINISTRATOR'S REPORT</u></b>	207
A-7 <b><u>PRINCIPAL'S REPORT</u></b>	207
A-8 <b><u>BOARD COMMITTEE REPORTS</u></b>	208
A-9 <b><u>PUBLIC COMMENT</u></b>	208
B <b><u>OLD BUSINESS</u></b>	208
C <b><u>NEW BUSINESS</u></b>	208
C-1 <b><u>Finance</u></b>	208
a. <u>Board of Education's Monthly Certification Budgetary Major Account/Fund Status</u>	208
b. <u>Acceptance of Board Secretary's Reports – September 30, 2014</u>	208
c. <u>Acceptance of Report of Treasurer of School Monies – September 30, 2014</u>	208
d. <u>Approval for Payment of Bills and Claims – October 16, 2014</u>	209
e. <u>Acceptance of Cafeteria Report – September 30, 2014</u>	209
f. <u>Line Item Transfers – September, 2014</u>	209
g. <u>Approval of Professional Development Course Reimbursement to Sharon Zeman, Position Control No. 37</u>	209
h. <u>Approval of Phoenix Advisors, LLC for Continuing Disclosure Cooperation</u>	209
i. <u>Approval of Signatory Changes to the Roseland Schools Activities Account at the Hudson City Savings Bank</u>	210
j. <u>Approval of Signatory Changes to the Roseland Accounts at TD Bank</u>	210
k. <u>Approve the Proposed Budget Calendar for the 2015-2016 School Year</u>	210
l. <u>Approval of Withdrawal from the Capital Reserve Account</u>	210
m. <u>Accept a Donation from the Home School Association</u>	211
C-2 <b><u>Facilities</u></b>	211
a. <u>Comprehensive Maintenance Plan</u>	211
b. <u>2014-2015 Snow Plowing/Removal Proposal</u>	211
c. <u>Building Use Requests</u>	212
C-3 <b><u>Curriculum and Instruction</u></b>	212
a. <u>School Nursing Plan 2014-2015</u>	212
b. <u>Approval of 2014-2015 Class Trip(s)</u>	212
c. <u>Approval of Standards Solution Professional Development Consultants</u>	213
d. <u>Approve Bridget McMillan as a Student Teacher</u>	213
C-4 <b><u>Personnel</u></b>	213
a. <u>Accept the resignation of Denise DeMartinis, Position Control No. 55</u>	213
b. <u>Approve an Unpaid Medical Leave of Absence for Patricia Baker, Position Control No. 13</u>	213

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING**

**OCTOBER 16, 2014**

<b>C</b>	<b><u>NEW BUSINESS</u></b>	
<b>C-4</b>	<b><u>Personnel</u></b> - (continued)	214
	c. <u>Approval of Maria Cleary as an Observation Consultant - 2014-2015 School Year</u>	214
	d. <u>Approval to Employ Diane Mai, Position Control No. 55</u>	214
<b>C-5</b>	<b><u>Travel</u></b>	214
	a. <u>Approval of Travel and Work Related Expenses</u>	214
<b>C-6</b>	<b><u>Miscellaneous</u></b>	216
	a. <u>Approval of the 2014-2015 NJQSAC Statement of Assurance</u>	216
<b>D</b>	<b><u>CORRESPONDENCE</u></b>	216
<b>E</b>	<b><u>PUBLIC COMMENT</u></b>	216
<b>F</b>	<b><u>ANNOUNCEMENT OF MEETING</u></b> – Regular Business Meeting – November 20, 2014	216
<b>G</b>	<b><u>ADJOURN TO CLOSED SESSION</u></b>	216
<b>H</b>	<b><u>ADJOURN</u></b>	216

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

---

**DATE**

October 16, 2014

**PRESENT BOARD MEMBERS**

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

**MEETING**

Regular Business Meeting

**ABSENT**

Mr. Farina

**TIME**

7:30 p.m.

**ADJOURNED****OTHERS PRESENT**

Mrs. Gross  
Dr. Occhino  
Mrs. Dacosta  
(2) Staff  
(3) Citizens

**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.

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

---

**A-4 APPROVAL OF MINUTES –Regular Meeting & Closed Session Minutes–September 18, 2014**

It is the RECOMMENDED MOTION of the Superintendent: “to approve the September 18, 2014 Regular Business and Closed Session Meeting Minutes.”

MOTION by Ms. Parkinson, SECOND by Mrs. DiGiacomo that the minutes of the September 18, 2014 Regular Business and Closed Session Meeting Minutes be approved.

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

**A-5 SUPERINTENDENT’S REPORT**

- Entry Plan – The Superintendent discussed her entry plan for the district.
- Source4Teachers Report – Mrs. Gross presented a monthly report from Source4Teachers.
- Review of 2014-2015 Professional Development Plan – The Superintendent reviewed the 2014-2015 Professional Development Plan for the district.
- QSAC Statement of Assurance – The Statement of Assurance was presented to the Board by Mrs. Gross.
- HIB Monthly Report -

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

- Explanation of Agenda Items – Dr. Occhino reviewed both the reason for the withdrawal from the Capital Reserve Account and Phoenix Advisors’ role in assisting the district for continuing disclosure review.

**A-7 PRINCIPAL’S REPORT**

- Mrs. Dacosta reported on various school opening activities.
- The Principal discussed the success of the Week of Respect assembly and the evening parents’ meeting regarding HIB.

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

---

**A-8 BOARD COMMITTEE REPORTS**

- a. President's Report – Mr. Mastrangelo welcomed Superintendent Lisa Gross to the district. He also indicated that he would be attending the NJSBA Conference.
- b. Committee Reports – No reports at this time.

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

Opened at 8:05 p.m.

A request for additional information regarding agenda item C-4 Personnel.

Closed at 8:07 p.m.

**B OLD BUSINESS**

None

**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 September 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 over expended 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 Reports – September 30, 2014

It is the RECOMMENDED MOTION of the Superintendent: "to accept the enclosed Board Secretary's Reports for the period ending September 30, 2014."

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

It is the RECOMMENDED MOTION of the Superintendent: "to accept the enclosed Report of Treasurer of School Monies for the period September 30, 2014."

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

---

**C NEW BUSINESS**

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

d. Approval for Payment of Bills and Claims – October 16, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to approve the enclosed Payment of Bills and Claims for the period ending October 16, 2014.

General Fund	\$185,925.65
Cafeteria Fund	\$ 25,895.86”

e. Acceptance of Cafeteria Report – September 30, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to accept the enclosed Cafeteria Report for the period ending September 30, 2014.”

f. Line Item Transfers –September, 2014

It is the RECOMMENDED MOTION of the Superintendent: “to approve the Budget Transfers for the month of September, 2014 in the amount \$9,300.00 per the attached report.”

g. Approval of Professional Development Course Reimbursement to Sharon Zeman, Position Control No. 37

It is the RECOMMENDED MOTION of the Superintendent: “to approve professional development course reimbursement to Sharon Zeman, Position Control No. 37, for an on-line course on Practical Ways to Differentiate Instruction at a cost of \$139.00.”

h. Approval of Phoenix Advisors, LLC for Continuing Disclosure Cooperation

It is the RECOMMENDED MOTION of the Superintendent: “to approve Phoenix Advisors, LLC agreement to conduct the continuing disclosure review and survey in connection with the Securities Exchange Commission’s Municipalities Continuing Disclosure Cooperation Initiative. This agreement will fulfill Roseland’s obligation to annually file financial information throughout the life of all outstanding bonds. Since Roseland is considered to be a continuing disclosure agent-ongoing-the cost will be \$650.00 for up to three (3) outstanding issues plus \$100.00 for each additional issue. (Roseland presently has three (3) issues.)”

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

---

**C NEW BUSINESS**

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

- i. Approval of Signatory Changes to the Roseland Schools Activities Account at the Hudson City Savings Bank

It is the RECOMMENDED MOTION of the Superintendent: "to approve the signatory changes to the Roseland Schools Activities Account at the Hudson City Savings Bank as follows:

Superintendent:	Lisa Gross
Principal:	Laura Dacosta
Supt. Secretary:	Lorraine Davidson"

- j. Approval of Signatory Changes to the Roseland Accounts at TD Bank

It is the RECOMMENDED MOTION of the Superintendent: "to approve the signatory changes to the Roseland Accounts at TD Bank as follows:

Superintendent:	Lisa Gross
Business Administrator:	Vincent J. Occhino
Board President:	Paul Mastrangelo
Assistant to the BA:	Richard Freda"

- k. Approve the Proposed Budget Calendar for the 2015-2016 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve the budget calendar for the 2015-2106 school year."

- l. Approval of Withdrawal from the Capital Reserve Account

It is the recommended motion of the Superintendent: "RESOLVED that the Roseland Board of Education, direct the business administrator to request authorization from the Essex County Executive Superintendent of Schools to withdraw \$300,000 from the district's Capital Reserve Account and transfer the funds to the Capital Outlay Account within the current budget to address facilities items that were recently identified in a special safety audit as being necessary and immediate. Furthermore, these projects are included in the district's Long Range Facility Plan and they are classified as "Other Capital Projects."

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

**C     NEW BUSINESS**

**C-1   Finance - (continued)**

m.     Accept a donation from the Home School Association

It is the RECOMMENDED MOTION of the Superintendent: "to gratefully accept a donation from the Home School Association in the amount of \$11,707.00 to purchase instructional equipment."

New Business Matters, Section C-1 - Finance (MOTION by Mrs. DiGiacomo, SECOND by Ms. Parkinson to approve Items a. through m.)

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

**C-2   Facilities**

a.     Comprehensive Maintenance Plan

The Comprehensive Maintenance Plan must be approved annually based on N.J.A.C. 6A:26A-3.1.

The Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities. The required maintenance activities, as listed in the attached document for the school facilities of the Roseland Board of Education, are consistent with these requirements. All past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

It is the RECOMMENDED MOTION of the Superintendent: "that the Roseland Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Roseland Board of Education in compliance with Department of Education requirements."

b.     2014-2015 Snow Plowing/Removal Proposal

It is the RECOMMENDED MOTION of the Superintendent: "to approve JAT Services of Whippany, NJ for a snow plowing/removal contract for 2014-2015 at the Lester C. Noecker School for the following quoted amounts:

<u>Vendor</u>	<u>1-6"</u>	<u>7-12"</u>	<u>13-18"</u>	<u>19-26"</u>	<u>Loader Svc/Hr. Min. 2hrs.</u>
JAT Services	\$575.00	\$675.00	\$775.00	\$975.00	\$175.00"



**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

**C NEW BUSINESS**

**C-2 Facilities - (continued)**

**c. 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
Recreation Dept.	*10/26/14-Rain Date	12:00 p.m.-4:00 p.m.	Sunday	Trunk or Treat-Halloween Event	Sch. Pkg. Lot
H.S.A.	*6/15/15-Rain Date	2:00 p.m.-9:00 p.m.	Monday	Family Fun Night	Back of school
Roseland Athletic Club	10/27, 10/28, 10/ 29, 11/4, 11/5/14	5:30 p.m.-9:30 p.m.	Various	Travel Winter Basketball Tryouts	Sierchio Gym
Roseland Athletic Club	11/10, 11/11, 11/12, 11/13, 11/14, 11/17, 11/18, 11/19, 11/20, 11/21, 11/24, 11/25/14	5:15 p.m.-9:30 p.m.	Various	Travel Winter Basketball Practices & Games	Sierchio Gym
H.S.A.	10/17/14*	8:00 a.m.-4:00 p.m.	Friday	Clothing Drive	Lower Pkg. lot

\*Approval of Rain Dates only"

New Business Matters, Section C-2 - Facilities (MOTION by Mrs. DiGiacomo, SECOND by Ms. Parkinson to approve Items a. through c.)

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

**C-3 Curriculum and Instruction**

**a. School Nursing Plan 2014-2015**

It is the RECOMMENDED MOTION of the Superintendent: "to approve the Lester C. Noecker School Nursing Plan for 2014-2015."

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

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

Grade	Class Trip	Date	Purpose
2	Buehler Challenger & Science Center	5/21/15	Space Center
3	Paper Mill Playhouse-Aesop's Fables	12/10/14	Class Trip

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

**C NEW BUSINESS**

**C-3 Curriculum and Instruction - (continued)**

c. Approval of Standards Solution Professional Development Consultants

It is the RECOMMENDED MOTION of the Superintendent: "to approve Standards Solution Professional Development Consultants to provide two (2) PARCC workshops for staff at a cost of \$4,000 as follows:

Activities	Quantity	Price	Cost	Total
Conduct PARCC Workshops	2	\$2,000	\$4,000	\$4,000
Provide Access to the Improved Instruction System	20	\$150/ea.	\$3,000	Gifted
Provide Access to IIS Plus and the Assessment Analyzer	2	\$1,000	\$2,000	Gifted
			\$9,000	\$4,000

d. Approve Bridget McMillan as a Student Teacher

It is the RECOMMENDED MOTION of the Superintendent: "to approve Bridget McMillan as a student teacher at Noecker School from September 2, 2014 through December 12, 2014, at no cost to the Board."

New Business Matters, Section C-3 – Curriculum and Instruction (MOTION by Mrs. Gordon, SECOND by Ms. Parkinson to approve Items a. through d.)

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

**C-4 Personnel**

a. Accept the resignation of Denise DeMartinis, Position Control No. 55

It is the RECOMMENDED MOTION of the Superintendent: "to accept the resignation of Denise DeMartinis, Position Control No. 55, effective November 17, 2014."

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 October 16, 2014 to November 14, 2014."

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

---

**C     NEW BUSINESS**

**C-4   Personnel - (continued)**

c.     Approval of Maria Cleary as an Observation Consultant for the 2014-2015 School Year

It is the RECOMMENDED MOTION of the Superintendent: "to approve Maria Cleary as an observation consultant for the 2014-2015 school year at a rate of \$500/day, not to exceed two (2) days a month."

d.     Approval to Employ Diane Mai, Position Control No. 55

It is the RECOMMENDED MOTION of the Superintendent: "to approve the employment of Diane Mai, Position Control No. 55, Step 1, MA, at an annual salary of \$54,085, pro-rated from the start date of November 17, 2014 with full benefits."

New Business Matters, Section C-4 - Personnel (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Items a. through d.)

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

**C-5   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 Members: Laura Dacosta  
Event:           PARCC Training  
Location:       Monroe Township, NJ  
Purpose:        Training Workshop  
Date:            October 9, 2014  
Cost:            Mileage at OMB rate

Staff Members: Lynn Cummings  
Event:           Traumatic Loss Coalition of Essex County  
Location:       Cedar Grove, NJ  
Purpose:        Various Relevant Topics  
Date:            Oct. 22, 2014, Dec. 17, 2014, Feb. 11, 2015 and April 15, 2015 (1/2 days)  
Cost:            N/A

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

---

**C     NEW BUSINESS**

**C-5   Travel - (continued)**

Staff Members: Jean FitzGibbons  
 Event: NJ State-Bilingual/ESL/ELS Supervisors' Training  
 Location: Edison, NJ  
 Purpose: Training Workshop  
 Date: October 8, 2014  
 Cost: Mileage at OMB rate

Staff Member: Amy Dahn  
 Event: How to Investigate Harassment, Intimidation & Bullying Claims  
 Location: New Providence, NJ  
 Purpose: Workshop  
 Date: February 27, 2015  
 Cost: \$150.00  
       Mileage at OMB rate

Staff Members: Lee DeVita  
 Event: Woodcock Johnson IV Tests of Achievement  
 Purpose: Workshop  
 Date: November 21, 2014  
 Cost: Registration Fee: \$235.00  
       Mileage at OMB rate

Staff Members: Marianne Hans-McNeilly  
 Event: My Learning Team Talk  
 Location: Orange, NJ  
 Purpose: Workshop  
 Date: November 18, 2014  
 Cost: Mileage at OMB rate"

New Business Matters, Section C-5 - Travel (MOTION by Mrs. Gordon, SECOND by Mrs. DiGiacomo to approve Item a.)

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

**BOARD OF EDUCATION  
ROSELAND, NEW JERSEY**

**MINUTES  
REGULAR BUSINESS MEETING  
OCTOBER 16, 2014**

---

**C     NEW BUSINESS**

**C-6   Miscellaneous**

- a. Approval of the 2014-2015 NJQSAC Statement of Assurance

It is the RECOMMENDED MOTION of the Superintendent: "to approve the 2014-2015 NJQSAC Statement of Assurance."

New Business Matters, Section C-6 - Miscellaneous (MOTION by Mrs. DiGiacomo, SECOND by Mrs. Gordon to approve Item a.)

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

**D     CORRESPONDENCE**

None

**E     PUBLIC COMMENT**

Opened at 8:20 p.m.

A parent asked about the status of replacing the Spanish teacher.

Closed at 8:22 p.m.

**F     ANNOUNCEMENT OF MEETING – Regular Business Meeting – November 20, 2014**

**G     ADJOURN TO CLOSED SESSION**

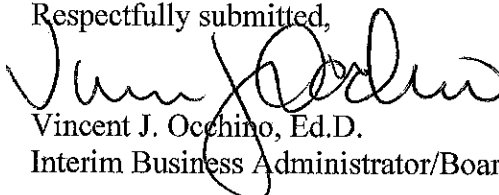
MOTION by Ms. Parkinson, SECOND by Mrs. DiGiacomo to adjourn to closed session.

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

**H     ADJOURN**

8:24 P.M.

Respectfully submitted,



Vincent J. Occhino, Ed.D.

Interim Business Administrator/Board Secretary