

ROSELLE PARK SCHOOL DISTRICT
Office of the Superintendent

April 23, 2010

TO: Members of the Board of Education
FROM: Patrick M. Spagnoletti, Superintendent
SUBJECT: AGENDA FOR REORGANIZATION/PUBLIC MEETING – April 27, 2010

Notice of Meeting

This meeting is an open session of the Roselle Park Board of Education held under the Open Public Meetings Act of the State of New Jersey. Notice of this meeting was sent to the Star Ledger, Union Leader, and the Home News Tribune.

Roll Call

Alexander J. Balaban	_____	Nancy Kinloch	_____
Michael Genovese	_____	Barney Leinberger	_____
Kenneth Iachio	_____	Jeffrey Parrell	_____
		Roseann Rinaldi	_____
Patrick M. Spagnoletti, Superintendent of Schools			_____
Susan Guercio, Sch.Bus.Adm./Bd.Sec.			_____
Anthony P. Sciarrillo, Board Attorney			_____

Closed Session

Motion to go into closed session to discuss personnel matters or other exceptions to the sunshine law as follows:

1. Any matter considered confidential by federal law, state statute, or court rule;
2. Any matter in which the release of information would impair the receipt of federal funds;
3. Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
4. Any collective bargaining agreements;
5. Any matter involving the purchase, lease or acquisition of real property with public funds;
6. Any tactics and techniques used in protecting the safety and property of the public;
7. Any pending or anticipated litigation;
8. Personnel matters related to the employment, appointment or termination of current or prospective employees.

Moved	Seconded	
AYE	NAY	Time

Motion to return to open session.

Moved	Seconded	
AYE	NAY	Time

Flag Salute

Results of School Board Elections

Public Question:	Yes	870
	No	872
Loren Harms		1058
Jeff Parrell		903
Scott Nelson		116

Administration of Oath to Newly Elected Board Members

Roll Call of Newly Elected Board

Alexander J. Balaban	_____	Barney Leinberger	_____
Michael Genovese	_____	Scott Nelson	_____
Loren Harms	_____	Jeffrey Parrell	_____
Kenneth Iachio	_____	Roseann Rinaldi	_____
Nancy Kinloch	_____		

ELECTION OF OFFICERS

A motion was made by _____ and seconded by _____
to approve ***agenda items 1 and 2.***

1. Board President

To appoint _____ as President of the Roselle Park Board of Education.

Motion _____

2. Vice President

To appoint _____ as Vice President of the Roselle Park Board of Education

Motion _____

Public Participation

REORGANIZATION

A motion was made by _____ and seconded by _____
to approve the following ***agenda items 3 through 14.***

3. Appointments

To appoint the following staff for the 2010-2011 school year:

- A. Attendance Officer, John Wagner
- B. Issuing Officer, Sarah Costa
- C. Employee Insurance Broker, Grinspec Consulting
- D. Property, Casualty, Liability Insurance Broker, James Davies
- E. School Physicians: Richard Bezozo, Stephen Parker
- F. Treasurer of School Monies, Gregory Mayers
- G. Affirmative Action Officer, Mary Christensen
- H. Section #504/ADA Compliance Officer, Susan Carlstrom
- I. Superintendent, Patrick M. Spagnoletti
- J. School Business Administrator/Board Secretary, Susan Guercio
- K. Investment Officer, Susan Guercio

4. Appointment of Auditor

WHEREAS, there exists a need for an annual audit of school accounts, and

WHEREAS, the firm of Robert A. Hulsart & Company, Wall, NJ is licensed as Public School Accountants and is fully capable of providing this service, and

WHEREAS, Robert A. Hulsart & Company satisfactorily conducted the school audit in 2008, and will be performing the school audit for the 2010-2011 school year, and

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5) provides for the award of contracts for this type of professional service without competitive bidding, and

WHEREAS, funds are available for this purpose,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Roselle Park, NJ as follows:

1. The firm of Robert A. Hulsart & Company, Wall, NJ is hereby appointed auditors for the accounts of the Board of Education for the 2010-2011 school year at a fee of \$18,500.
2. This contract is awarded without competitive bidding as a professional service under the provisions of the Public School Contracts law.

5. *Appointment of Board Attorney*

WHEREAS, there exists from time to time a need for legal services for the Board of Education, and

WHEREAS, funds are available for this purpose, and

WHEREAS, the Public School Contracts Law (NJSA 18A:18A-5) provides for the award of contracts for this type of professional service without competitive bidding, and

WHEREAS, Anthony P. Sciarrillo of the firm Lindabury, McCormick & Estabrook, Westfield, NJ is well qualified and capable of providing these services,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Roselle Park, that Anthony P. Sciarrillo of the firm Lindabury, McCormick & Estabrook, Westfield, NJ is hereby appointed Board attorney for the 2010-2011 school year. All legal fees will be billed at \$160 per hour.

6. *Appointment of Architect*

WHEREAS, there exists a need for the services of an architect, and

WHEREAS, the Musial Group, P.A., Mountainside, NJ is a licensed architectural firm that has previously performed architectural services for the school district, including, but not limited to, design work for the district's capital projects,

WHEREAS, the Board of Education desires that the services of the Musial Group, P.A. continue, and

WHEREAS, the Board, assisted by its attorney, and the Musial Group, P.A. have reached mutually agreeable contract terms for these services, now therefore be it

RESOLVED, that the Board of Education of the Borough of Roselle Park approves the appointment of the Musial Group, P.A., Mountainside, NJ as district architect,

BE IT FURTHER RESOLVED, that this contract is awarded without competitive bidding as a professional service under the provisions of the Public School Contracts law (NJSA 18A: 18A-5).

7. *District Policies, Services and Programs*

To approve the following:

- A. Adoption of the Roselle Park Board of Education Policies, By-Laws and Rules and Regulations currently in effect. (copy on file in board office)
- B. Approval of all curriculum in accordance with the adoption of the 2009 NJ Core Curriculum Content Standards, corresponding textbooks, supporting materials, and the five-year curriculum cycle (2006–2011). (copy on file in board office)
- C. Approval of the following programs and services (Pre-K-12, K-12, 1-12 where applicable): Nurses/Health, Special Education, Talented/Gifted, Guidance, and Basic Skills (copy on file in board office)

8. *Annual Meeting Dates*

To establish monthly meeting dates for the period May 2010 through April 2011 school year. All board meetings, which will begin with a closed session, shall start at 6:30 P.M. and be held in Council Chambers* at Roselle Park Borough Hall, 110 E. Westfield Avenue. The public session of the meeting will start at 7:00 P.M*. It may be necessary for the Board of Education to hold a closed session following each meeting to discuss a personnel matter or other exception to the sunshine law. Action may be taken in open session. (subject to change) (^contracts available for viewing at board office) (*unless otherwise noted)

May	4	^May	18 (public hearing on Supt/SBA contract)
^June	15 (vote to approve Supt/SBA contract)	*June	29 (closed session/no action/location TBA)
July		July	13 (if necessary)
August	3	August	17 (if necessary)
September	7	September	21
October	5	October	19
November	2	November	16
December	7	December	21 (if necessary)
January	4	January	18
February	1	February	15
March	1	March	22
April	19	April	26 (tentative reorganization)

9. Financial Investments/Board Operations

To approve the following:

- A. Establish the following depositories and authorize the School Business Administrator/ Board Secretary to invest idle funds in legal securities. The details of all investments shall be communicated to the Treasurer of School Monies forthwith and authorize the President, Treasurer and Secretary to transfer funds from Savings Accounts to Checking Accounts:

Wachovia Bank, Roselle Park	Business Administrator/Board Office Administrative Assistant for Payroll
Bank of America, Roselle	Business Administrator/Board Office Administrative Assistant for Payroll
TD Bank, NA	Business Administrator/Board Office Administrative Assistant for Payroll
State of NJ/Cash Management Fund (Bankers Trust)	Business Administrator/Board Office Administrative Assistant for Payroll
Municipal Bond Insurers Assurance (MBIA)	Business Administrator/Board Office Administrative Assistant for Payroll

- B. Approval of the following district financial accounts:

<u>Bank</u>	<u>Account Name</u>	<u>#of Signatures</u>	<u>Signatory Title</u>
TD Bank, NA	Retirement Account	1	Board Secretary or Superintendent
TD Bank, NA	Summer Camp	2	Director & Assistant to Director
TD Bank, NA	Warrant	3	Either Board President or Vice President Bd Secretary/Treasurer School Monies
TD Bank, NA	Payroll Agency	1	Superintendent of Schools or SBA
TD Bank, NA	Payroll	1	Treasurer School Monies
TD Bank, NA	Special Agency	1	Board Secretary or Superintendent
TD Bank, NA	Capital Reserve	2	Board Secretary & Superintendent
TD Bank, NA	Student Activities Funds Elem/MS	2	Principal & Secretary
TD Bank, NA	HS General Association	2	Either Principal or Assistant Principal HS Bookkeeper
Wachovia Bank	Norman Howard Scholarship	2	Principal & MS Secretary
TD Bank, NA	Unemployment Trust	1	Board Secretary or Superintendent
TD Bank, NA	RPBOE Scholarship	1	Board Secretary or Superintendent
TD Bank, NA	HS Faculty	2	Bookkeeper & Secretary
Bank of America	RP Vito Scarpelli Service Award	2	Principal & MS Secretary

- C. Establishment of imprest petty cash accounts in the following amounts: (effective 7 /1/10)

Central Office	\$150.	Aldene School	\$50.
High School	125.	Sherman School	50.
Middle School	50.	Robert Gordon	50.
Special Services	50.	Curriculum Office	50.
Roselle Park Academy	50.	Early Childhood Center	50.

Funds are to be used for emergencies and small purchases only and not to subvert the intent of the regular purchasing procedures or for routine expenditures. No single expenditure shall exceed \$25.00

The principal of each school is responsible for proper disposition and accounting for funds in his/her charge; and the Board Secretary shall be responsible for the central office account.

All disbursements from petty cash shall be reported at the next regular monthly meeting of the Board. All petty cash funds shall be established by Board approved voucher and all unused money is to be returned to the depository at the close of each fiscal year.

10. Official District Newspapers

To establish the Star Ledger, the Home News and Tribune, and the LocalSource as the Board's official newspapers.

11. Authorization to Advertise for Bids, Solicit Quotations or Purchase by State Contract

To authorize the Secretary/Business Administrator to advertise for bids, solicit quotations, purchase by State Contract or recommend for contract renewal the following items/services:

Air conditioners	Custodial uniforms	Office paper
Alarm system service/installation	Electrical supplies	Paint
Athletic supplies and equipment	Electrical work	Periodical subscriptions
Auditorium seating	Floor repair/floor tile installation	Photocopiers
Boiler repair	Grounds supplies/equipment	Ventilating equipment
Boiler water treatment	Gym/classroom floor restoration	Replacement doors/hardware
Building materials	Hand and power tools	Roofing work
Calculators	Heating plant modifications	School furniture
Chalkboards/bulletin boards	Industrial arts supplies/equipment	School health supplies
Commercial printing	Internet service provider	School supplies
Computers and accessories	Janitorial supplies	Science supplies/equipment
Computer hardware maintenance	Locker refinishing	Sidewalk and paving work
Computer networking	HVAC controls	Solid waste disposal
Carpeting	Audio visual equipment	
Communications equipment	Stage drapery	

12. Organizational Chart

To approve the 2010-2011 Roselle Park School District Organizational Chart.
(copy on file in board office)

13. Board Committees

To approve the following committees (President to select members):

Facilities (includes)
Buildings & Grounds
Renovations
Use of Facilities

Construction

Curriculum

Finance

Personnel (includes)
Contract Negotiations
Central Office Reviews
Enterprise Pay Scales

Contacts

EJF-Aldene PTA
Robert Gordon PTA
Sherman School PTA
Middle School PTA
High School PTSA
High School Student Council

School Board Operations (includes)
Policies
Legislation
NJSBA
UCSBA

Technology (includes)

Computers
Networking
RPTV

Committee of the Whole Board (includes)

Budget
Board Self Evaluation
Superintendent's Evaluation

Liaisons

Senior Citizens
Recreation
Mayor/Council
NJSIAA
Dads Club
Educational Services
Morris/Union Jointure
Union County Chamber of Commerce

14. Standard Field Trips

To approve the following district field trips for the 2010-2011 school year:

Roselle Park High School
EJF-Aldene School
Sherman Elementary School
Burger King, Roselle Park
Chiego Center, Roselle Park
Community Food Bank, Hillside
Froehlich Safety Center, Westfield
Kean University, Union
Panera Bread, Springfield
Roselle Park Historical Society
Trailside Museum, Mountainside
UC Magnet School, Scotch Plains
Utopia Salon, Westfield
Watchung Reservation, Mountainside
Nomahegan Park, Cranford

Roselle Park Middle School
Robert Gordon Elementary School
Roselle Park Library
Chevys Restaurant, Linden
Assumption Church, Roselle Park
Cornell Hall Nursing Home, Union
Jersey Gardens Mall, Elizabeth
McDonalds, Roselle Park
Pizza Hut, Berkeley Heights
Somerset Patriot Baseball
Union County Courthouse, Elizabeth
Vocational School, Scotch Plains
Washington Crossing State Park, Titusville
Casano Center, Roselle Park
Warinanco Park, Roselle

Motion _____

PERSONNEL

Consent Agenda Motion – Personnel

A motion was made by _____ seconded by _____
to approve ***agenda items 15 and 16.***

15. Unpaid Leave of Absence Request

To approve an unpaid medical leave of absence request for the following: (as recommended by the Superintendent) (as per RPEA contract)

Kathryn Wood, Middle School Language Arts teacher, effective April 26, 2010 to June 25, 2010.

16. WISE Personnel

To approve the following WISE substitute personnel for the 2009-2010 school year:

Maria Valente at \$34.15/hr

Alexander J. Balaban	_____	Barney Leinberger	_____
Michael Genovese	_____	Scott Nelson	_____
Loren Harms	_____	Jeffrey Parrell	_____
Kenneth Iachio	_____	Roseann Rinaldi	_____
Nancy Kinloch	_____		

On roll call, motion _____

EDUCATION

A motion was made by _____ seconded by _____
to approve the following ***agenda items 17 and 18.***

17. Educational Trip Request

To approve the following district educational trip requests:

Cosimo's Pizza, Westfield	May 21, 2010	HS Autistic Class
Gateway National Park, Sandy Hook	June 17, 2010	EJF-Aldene 5 th grade
College of NJ, Ewing NJ	May 6, 2010	HS technical drawing
Cirque du Soleil, NYC, NY	May 19, 2010	HS French Club

18. 2010-2011 District Calendar Revision

To approve the following 2010-2011 district calendar revisions*:

Wednesday, September 8, 2010 (opening day)	Early dismissal for students
Friday, October 8, 2010	Early dismissal for students
Tuesday, December 7, 2010	Early dismissal for students
Friday, January 14, 2011	Early dismissal for students
Monday, March 7, 2011	Early dismissal for students
Wednesday, May 18, 2011	Early dismissal for students

* Staff Development/Articulation Day

Motion _____

BUSINESS

A motion was made by _____ seconded by _____
to approve the ***following agenda items 19 through 25.***

19. Approval of Minutes

To approve the following minutes:

March 16, 2010	open session
March 16, 2010	closed session
March 30, 2010	open session
March 30, 2010	closed session

20. Roselle Park Administrators Association Contracts

To ratify contracts between the Roselle Park Board of Education and the Roselle Park Administrators Association effective July 1, 2009 to June 30, 2010 and July 1, 2010 through June 30, 2013. (copy on file in business office)

21. Approval of Bills

To approve the following bills for the month of April 2010:

General Current Expense	\$173,570.52
Special Revenue Funds	61,355.05
Enterprise Fund	122,638.35
Summer Camp	<u>840.33</u>
Total	\$358,404.25

22. Use of Facilities Fees

To approve the following use of facility fees effective July 1, 2010:

	<u>Elem/Middle</u>	<u>High</u>
	Rate per hour	Rate per hour
	2 hour minimum	2 hour minimum
Auditorium & Stage	\$75	\$95
Gymnasium	\$75	\$95
Special Rooms	\$30	\$35
Kitchen	\$50 *	\$75 *
Classrooms	\$25	\$25
Cafeteria	\$50	\$75
Custodial Over-Time**	Rate per hour	
Saturday	\$45	
Sunday	\$60	

* Must have food service company representative on duty.

** Custodial fees to be charged a minimum of ½ hour before and ½ hour after event subject to set-up and clean-up times.

23. District Contracts

To approve the following district contracts for the 2010-2011 school year:

Computer Solutions, Inc. for software support (contract #81532) in the amount of \$1,684 per month.

24. Professional Development Plan

To approve the district Professional Development Plan for 2010-2011. (copy on file in business office)

25. Technology Plan

To approve the district Technology Plan effective July 1, 2010 through June 30, 2013. (copy on file in business office)

Motion _____

CONTINUING BUSINESS

NEW BUSINESS

PUBLIC PARTICIPATION

Closed Session

Motion to go into closed session to discuss personnel matters or other exceptions to the sunshine law as follows:

1. Any matter considered confidential by federal law, state statute, or court rule;
2. Any matter in which the release of information would impair the receipt of federal funds;
3. Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
4. Any collective bargaining agreements;
5. Any matter involving the purchase, lease or acquisition of real property with public funds;
6. Any tactics and techniques used in protecting the safety and property of the public;
7. Any pending or anticipated litigation;
8. Personnel matters related to the employment, appointment or termination of current or prospective employees.

Moved

Seconded

AYE

NAY

Time

Motion to return to open session.

Moved

Seconded

AYE

NAY

Time

Adjournment

A motion was made by _____ seconded by _____
to adjourn the meeting at _____ p.m.

Motion _____

Next scheduled board meeting: May 4, 2010