

Rochelle Park Board of Education
Executive Meeting 6:30 P.M. Regular 7:30 PM
March 28, 2023

I. Call to Order
II. Roll Call

Board Member	Present	Absent
Mr. Scott Kral, Vice President		
Mrs. Teresa Judge-Cravello		
Mr. Joseph Marolda		
Mr. Jorge Martinez Jr.		
Ms. Elaine Rainone		
Mr. Charles Schaadt		
Mr. Matthew Trawinski, President		

Others Present:

Dr. Sue DeNobile Superintendent of Schools
Dr. James Riley, Business Administrator/Board Secretary
Mrs. Cara Hurd, Director of Curriculum & Instruction
Mr. Michael Alberta, Principal
Mrs. Rebecca Garcia, Director of Special Services
Mrs. Ellen Kobylarz, Board Recording Secretary

III. Executive Session

Be it resolved that the Rochelle Park Board of Education will convene in Executive Session to discuss confidential matters which include Contractual, Legal, Health & Safety, matters.

IV. Pledge of Allegiance

V. Open Public Meeting Act, Chapter 231,P.L. 1975

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that “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 meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Regular Meeting were sent to all concerned individuals, associations and sent to the, The Record, and The Our Town, in accordance with Chapter 231, P.L. 1975” posted on the District website, at least 48 hours prior to the time of this meeting.

VI. Reports

- A. Superintendent
- B. Business Administrator
- C. Director of Curriculum and Instruction
- D. Principal
- E. Director of Special Services
- F. Board Committees, as needed:
(Curriculum, Finance, Facilities, Personnel, Policy, Negotiations)
- G. Board Liaison:
(NJSBA/BCSBA, Joint Boards, Liaison to the Township Committee)

VII. Public Comment (Agenda Items Only)

The Board of Education reserves the right to hold public comment on agenda items only, at its discretion, at its regular monthly public meetings in accordance with Bylaw 0167. Public comment will be limited to three minutes per person. Citizens should give their name and address when recognized to speak. Please be reminded that this meeting is being recorded.

VIII. Items for Board Action-Resolutions

Routine Matters Resolutions R1-R18

Approval of Minutes

R1. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the minutes of the following meetings:

February 21, 2023 Regular & Executive

Attendance

R2. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the attendance report for the month of February 2023 as listed:

Enrollment

Midland School 500
Hackensack H.S 138.5
Academies/Technical Schools 45
Totals 683.5

Pupil Attendance

Possible Days 8886
Days Present 8327.5
Days Absent 558.5
% Present 93.7%
% Absent 6.3%

Teacher Attendance

Possible Days 1062
Days Present 1015
Days Absent 47
% Present 95.5%
% Absent 4.5%

Emergency & Crisis Situations

R3. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the following Fire and Security drills held in the month of February 2023 for the Rochelle Park School District.

Fire Drill February 10, 2023
Security Drill February 23, 2023

Harassment Intimidation and Bullying

R4. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the following HIB Report for February 2023 on behalf of the Rochelle Park School District.

February 2023

Reported Cases: 0
Number of Cases open: 0
Number of Cases closed: 0
Number of Incidents determined to be HIB 0

Special Education Services

R5. RESOLVED: Upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education approves a Physical Therapy Evaluation for CST # 2302 at a rate of \$325.

Special Education Services

R6. RESOLVED: Upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education approves a Physical Therapy Evaluation for CST # 2205 at a rate of \$325.

Special Education Services

R7. RESOLVED: Upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education approves a Physical Therapy Evaluation for CST # 2303 at a rate of \$325.

Special Education Services

R8. RESOLVED: Upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education approves home instruction for CST #2560 through New Pathways Counseling INC. from 02/06/2023-03/10/2023 at a rate of \$600 a week.

Special Education Services

R9. RESOLVED: Upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education accepts the termination of CST # 2560 from Ridgefield Memorial High School Behavioral Disabilities program effective March 28, 2023.

School Calendar 2021-2022

R10. RESOLVED: upon the recommendation of the Superintendent, that the Board of Education approves a revision to the School Calendar for the 2022-2023 school year, using the remaining snow/emergency days on Friday May 26, 2023, Tuesday, May 30, 2023 and Monday June 19, 2023. Note if the district shall need an emergency closing these dates shall be restored to the calendar for school to be in session starting with June 19th then working backwards. The Board reserves the right to make adjustments to the calendar when necessary.

Policies & Regulations

R11. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves a second reading and adoption of the Following Bylaws, Policies and Regulations

- | | |
|-------------|---|
| a)P-0152 | Board Officers |
| b)P-0161 | Call, Adjournment, and Cancellation |
| c) P-0162 | Notice of Board Meetings |
| d) P&R2423 | Bilingual and ESL Education (M) |
| e)P-2425 | Emergency Virtual or Remote Instruction Program (M) |
| f)R-2425 | Emergency Virtual or Remote Instruction Program (M) |
| g)P&R 5200 | Attendance (M) |
| h)P-5512 | Harassment, Intimidation, or Bullying (M) |
| i)P-8140 | Student Enrollments (M) |
| j)R-8140 | Enrollment Accounting (M) |
| k)P&R8330 | Student Records (M) |
| l)R-8420.2 | Bomb Threats (M) |
| m)R-8420.7 | Lockdown Procedures (M) |
| n)R-8420.10 | Active Shooter (M) |

Affiliation Agreement

R12. RESOLVED: upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the continuance of an Affiliation Agreement with the School of Social Work, Rutgers, The State University of New Jersey as an approved setting for field instruction for school social worker field placements.

Boosterthon

R13. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the school district's participation in a Boosterthon. This program is a character education-based fundraiser. The event is sponsored by the Midland School PTO on May 18, 2023 through June 28, 2023.

Interlocal Services Agreement (SRO)

R14. RESOLVED: upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves an Interlocal Services Agreement with the Township of Rochelle Park to provide a School Resource Officer (SRO) to Midland School #1 for the 2023-2024 school year.

Comprehensive Equity Plan Statement of Assurance 2023-2024

R15 RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the submission of the Comprehensive Equity Plan Statement of Assurance for the 2023-2024 school year to the Bergen County Office of the Executive County Superintendent for his review.

Field Trips

R16. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the following field trips during the 2022-2023 school year. All costs per student to be borne by the parents.

Date of Trip	Group	Location	Cost
May 4, 2023	1 st Grade	Imagine That!	\$34.00
May 9, 2023	2 nd Grade	Mayo Performing Center	\$30.00
May 18, 2023	3 rd Grade	Newark Museum of Art	\$35.00
June 8, 2023	Pre-K	Brook Hallow Barnyard	\$27.00
June 8, 2023	6 th Grade	Liberty Science Center	\$41.00
June 12, 2023	K/SCK-2	Turtle Back Zoo	\$23.00

Memorial Day Parade

R17. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the Midland School Band to participate in the Rochelle Park Memorial Day Parade on Monday, May 29, 2023.

Athletic Competition

R18. RESOLVED: upon the recommendation of the Superintendent, that the Board of Education approves the 2023 Baseball and Softball Schedules as presented.

R1-R18

Motion_____ Second_____

Personnel Resolutions P1-P9

Professional Development

P1. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the participation of the persons named at the following workshops/conferences:

Faculty	Name of Workshop	Date	Cost
A. James Riley	Purchasing NJASBO	March 21, 2023	\$125.00 registration plus Travel in accordance with NJ DOE waiver and OMB guidelines
B. James Riley	Annual Conference NJASBO	June 6-9, 2023	\$275 registration plus Travel in accordance with NJ DOE waiver and OMB guidelines
C. James Riley	Audit Review NJASBO	April 18, 2023	\$125.00 registration plus Travel in accordance with NJ DOE waiver and OMB guidelines
D. James Riley	Personnel/Administration/Labor Relations NJASBO	March 11,18,25 & April 1, 2023	\$280.00 registration plus Travel in accordance with NJ DOE waiver and OMB guidelines
E. Cyndi Lynch	Accounts Payable Overview NJASBO	May 23, 2023	Travel in accordance with NJ DOE waiver and OMB guidelines
F. Cyndi Lynch	Purchasing NJASBO	March 21, 2023	Travel in accordance with NJ DOE waiver and OMB guidelines
G. Ellen Kobylarz	Realtime User Experience 2023	June 7, 2023	Travel in accordance with NJ DOE waiver and OMB guidelines
H. Jessica DiCori	The PSW Method for Identification of Specific Learning Disabilities	March 16, 2023	\$149.00
I. Jeff Grossman	Holocaust & Genocide	May 8, 2023	.00
J. James Riley	Accounts Payable Overview NJASBO	May 23, 2023	\$125.00

Resignation

P2. RESOLVED: upon the recommendation of the Superintendent, the Board of Education accepts the resignation of Petra Hammid as a Lunch Aide effective April 1, 2023. We wish Petra all the best in her future endeavors.

Hiring- Non-Certificated Staff

P3. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approve Trish Daubner as a Lunch Aide as of April 1, 2023 for the remainder of the school year, at the rate established for lunch aides in the current collective bargaining agreement.

Leave of Absence

P4. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approve employee #29239266 to take an unpaid leave from March 14, 2023 to March 28, 2023.

Substitute Teacher List 2022-2023

P5. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves The following individuals to the Substitute Teacher list for the remainder of the 2022- 2023 school year.

Adrianna Tavarez
Rod Gonzales (pending clearances)
Kimberly Fiorenzi (pending clearances)

Summer Work

P6. RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the following personnel for employment over the summer of 2023 at their per diem rate. Days shall be with prior approval of the Director of Special Services or Principal, on an as needed basis and shall not exceed the number of days noted below.

- | | |
|------------------------------|--------------------------------|
| a) Ellen Lender - 5 days | e) Savannah Orta - 5 days |
| b) Jessica DiCori - 5 days | f) Kaitlyn Leithauser - 2 days |
| c) Klaudia Lesniak - 3 days | g) Samara Latronica - 2 days |
| d) Maria Geiselhart - 3 days | |

Summer Transition Program

P7. RESOLVED: upon the recommendation of the Superintendent the Board of Education approves the following individuals as listed for the Summer Transition Program (STP) for July 2023. Program will run 8:30AM to 11:30AM from Wednesday, July 5, 2023 to Friday, July 7, 2023 and Mondays through Thursdays, July 10, 2023 to July 27, 2023. Teaching staff to be paid 3.5 hours daily. Summer Lead Teacher will be paid for 4 hours daily. Program salaries for the Summer Transition Program are noted below and funded through ARP ESSER Grant and Title I funds

Summer Lead Teacher/Program Coordinator

a. Tara Mizzoni \$75.00 per hour

Teachers

b. Danielle Manzetti \$50.00 per hour

c. Krystle Hughes \$50.00 per hour

d. Joan Gutkowski \$50.00 per hour

e. Andrea Cahill \$50.00 per hour

f. Keely Coffey \$50.00 per hour

g. Tracy Kaminski \$50.00 per hour

h. Allison Hilla \$50.00 per hour

i. Danielle Sinclair \$50.00 per hour

j. Hannah Kertesz \$50.00 per hour

Nurse

k. Maria Geiselhart, \$70.00 per hour

Substitute Teacher

1. Maureen Gourley \$50.00 per hour

Extended School Year

P8. RESOLVED: upon the recommendation of the Superintendent the Board of Education approves the following individuals as listed for the summer Extended School Year program (ESY), salary noted below.

Teachers

- a. Beverly Martin \$50.00 per hour
- b. Cara Serpineto \$50.00 per hour
- c. Donna Johnson \$50.00 per hour

Related Services

P9. RESOLVED: upon the recommendation of the Superintendent the Board of Education approves the following personnel to provide summer Extended School Year services. Hours determined by IEP needs not to exceed seven hours.

Kaitlyn Leithauser – Occupational Therapy Services \$50.00 per hour

P1 -P9.

Motion _____ **Second** _____

Finance Resolutions F1-F17

Bills List

F1. RESOLVED: that, upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the payment of second bills list for February 2023.

A. Regular Bills- Fund 10	\$80,000.00
B. Capital Projects - Fund 12	\$0.00
A. Special Revenue- Fund 20	\$0.00
C. Cafeteria - Fund 60	\$0.00
D. Afterschool Program -Fund 61	\$0.00
Total for the month of February	
TOTAL DISBURSEMENTS	\$80,000.00

Bills List

F2. RESOLVED: that, upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the payment of bills for mid March 2023.

A. Regular Bills- Fund 10	\$ 41,323.69
B. Capital Projects - Fund 12	\$0.00
B. Special Revenue- Fund 20	\$17,085.40
C. Cafeteria - Fund 60	\$0.00
D. Afterschool Program -Fund 61	\$0.00
Total for the month of March	
TOTAL DISBURSEMENTS	\$58,409.09

Bills List

F3. RESOLVED: that, upon the recommendation of the Superintendent, the Rochelle Park Board

of Education approves the payment of bills for end of March 2023.

A. Regular Bills- Fund 10	\$961,722.39
B. Capital Projects - Fund 12	\$0.00
C. Special Revenue- Fund 20	\$5,426.33
C. Cafeteria - Fund 60	\$35,822.47
D. Afterschool Program -Fund 61	\$3,629.50
Total for the month of March	
TOTAL DISBURSEMENTS	\$1,006,600.69

Additional Bills List in March

F4. RESOLVED: that upon the recommendation of the Superintendent, the Rochelle Park Board of Education authorizes another check run for the month of March with the amounts to be approved at the April 2023 meeting.

Secretary & Treasurer’s Reports

F5. RESOLVED, that upon the recommendation of the Superintendent, that the Rochelle Park Board of Education accepts, and affixes to the minutes, the Board Secretary’s and Treasurer’s Financial Reports for the month of February 2023.

Transfers

F6. RESOLVED, that the Rochelle Park Board of Education approves the line item transfers for the month of February 2023.

Monthly Budgetary Line Item Status Certification

F7. RESOLVED, that the Board Secretary for the Rochelle Park Board of Education certified that pursuant to NJAC 6A:23-2.11 9(c) 3, as of February 2023 that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23-2.11 (a): and

FURTHER BE IT RESOLVED, that the Rochelle Park Board of Education certifies that pursuant to NJAC 6A:23-2-11 (c) 4 that after review of the Board Secretary’s and Treasurer’s monthly financial reports and the advice of district officials, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23-2.11 (b).

Payroll Authorization

F8. RESOLVED: on the recommendation of the Superintendent, the Board of Education approves the payroll for February 2023 as follows:

February 2023	
Fund Gross Payroll	
Fund 10	610,499.31
Fund 20	4,081.84
Fund 61	11,020.98
Fund 62	.00
Total	625,602.13

Contract –Educational Data Services

F9. RESOLVED: that, upon the recommendation of the Superintendent of Schools, the Rochelle Park

Board of Education approves a contract with Educational Data Services, Inc. for licensing and maintenance fees for the 2023-2024 school year in the amount of \$1,060.00.

South Bergen Jointure Commission

F10. BE IT RESOLVED: that the Rochelle Park Board of Education does hereby approve an agreement with the South Bergen Jointure Commission, an approved Coordinated Transportation Services Agency, for the purposes of transporting students in accordance with Chapter 53, P.L. 1997 for the time period 2023-2024 school year. These services to be provided include, but are not limited to, the Coordinated Transportation of onpublic, out of district special education, vocational and summer programs.

BE IT FURTHER RESOLVED< that the Rochelle Park Board of Education agrees to abide by the transportation Services Agreement as published by the South Bergen Jointure Commission and attached to this resolution.

Contract

F11.RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the proposal No. P-220518 with Karl Environmental Group for Right to Know Services for the 2023-2024 school year at a cost of \$1250.

Contract

F12. RESOLVED: Upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education approves Silvergate Preparatory School LLC as an approved vendor for the 2022-2023 school year.

Contract

F13. RESOLVED: Upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education approves home instruction through Silvergate Preparatory School LLC for CST #2304 at a rate of \$32 an hour for a total of 10 hours a week.

Contract

F14. RESOLVED: Upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education approves the purchase of GFTA-3 Stimulus Book (Print) through Pearson Q-global assessments. Total cost is \$304.88.

Facility Use

F15. RESOLVED, on the recommendation of the Superintendent, the Board of Education approves the application for use of school facilities made by the following groups/organizations listed below. The Board reserves the right to schedule activities at any time which may cause changes to the calendar.

Group/Organization	Use/Purpose/Room	Dates	Rental Fee
A) Midland School PTO	Media Center- Meeting 6-9 PM	April 4, 2023	None
B) Midland School PTO	Boosterthon- Kickoff	April 18, 2023	None
C) Midland School PTO	Boosterthon Fun Run	April 28, 2023	None
D) Midland School PTO	Outside Cafeteria Teacher Appreciation	May 2, 2023	None
E) Township of Rochelle Park	Summer Concert	August 8, 2023	None

F) Rochelle Park Baseball	Field Mon/Fri- 6PM-8 PM Sat. 9AM-12PM Sun.10AM-3PM	March 25, 2023- June 10, 2023	None
G) Maywood/Rochelle Park Softball	Field Sat. 9AM – 1PM	March 25,2023 - June 10, 2023	None

Professional Services Agreement

F16. RESOLVED: Upon the recommendation of the Superintendent the Board of Education of ROCHELLE PARK, (hereinafter referred to as the Board) and the Burton Agency Inc., a Corporation of the State of New Jersey, having its principal office at 44 Bergen Street, Westwood, NJ 07675 (hereinafter referred to as the Consultant).

WHEREAS, the Board is a member of the Northeast Bergen County School Board Insurance Group (NESBIG) (hereinafter referred to as the Group) and;

WHEREAS, the Consultant has offered to the Board professional risk management consulting services consistent with the industry standard and possesses the requisite education, license, skills and experience and;

WHEREAS, the Board desires professional risk management consulting services and is relying on such representation and;

NOW THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. The term of this appointment shall commence on July 1, 2022 and shall run until June 30, 2025, and until a successor is appointed and qualified.

2. The Consultant, for and in consideration of the amount stated hereinafter, agrees to provide to the Board as follows:

A. Assist the Board in identifying its insurable property and casualty exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.

B. Assist the Board in understanding and selecting the insurance coverages available from the Group and otherwise.

C. Review with the Board any additional insurance coverages that the Consultant advises should be carried but are not available from the Group.

D. Assist the Board in the preparation of applications, statement of values and similar documents requested by the Group, it being understood that this agreement does not include any appraisal work by the Consultant.

E. Review the Board’s annual insurance assessment as prepared by the Group and assist the Board in preparation of its annual insurance budget.

F. Review any loss and engineering reports and generally assist the Board in its loss containment objectives

G. Assist where needed in the settlement of claims.

H. Such other matters pertaining to insurance and risk management as may from time to time be necessary.

3. The Board authorizes the Group to pay the Consultant as compensation for services rendered, an amount equal to 6% of the Board’s annual insurance assessments for property and casualty insurance and workers’ compensation as promulgated by the Group. The said fee shall be paid to the Consultant in four equal payments, at the end of each quarter, by the Fund. (September 30th, December 30th, March 30th and June 30th)

4. The Consultant shall provide proof of insurance in form and amount satisfactory to the Board but which shall, in any case, meet the following minimum requirements: (a) General Liability: \$1,000,000 (b) Worker’s Compensation: Statutory requirements to be met (c) Auto Liability: Minimum limits of \$1,000,000, must include non-owned auto(d) Professional Errors and Omissions: Minimum limit of \$1,000,000

5. For any insurance coverage's authorized by the Board to be placed outside the Group, the Consultant shall receive as compensation the standard brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Group's assessment in computing the fee outlined in 3 above.

6. This agreement may be terminated by either party at any time by mailing to the other, written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this agreement, the Consultant's fees outlined in 3 above shall be prorated to date of termination.

Contract

F17. RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the proposal with the Maywood Board of Education to provide transportation for the Softball and Baseball teams at a cost of \$40 per hour and a \$50 fuel surcharge per trip.

F1-F17

Motion_____ Second_____

IX. Public Comment (Agenda and non-agenda items)

The Board of Education reserves the right to hold public comment on agenda and non-agenda items, at its discretion, at its regular monthly public meetings. Public comment will be limited to three minutes per person. Citizens should give their name and address when recognized to speak.

X. Executive Session

Be it resolved that the Rochelle Park Board of Education will convene in Executive Session to discuss ethics training and confidential legal matters. No action will be taken.

XI. Announcements

The next regular Board of Education meeting will be held on April 25, 2023 Executive at 6:30 P.M. Public at 7:30PM . The School Budget Hearing will take place at this meeting.

XII. Adjournment

Motion_____ Second_____ P.M.