

**Rochelle Park Board of Education  
Caucus Meeting Minutes– 7:30 P.M.  
September 9, 2013**

- I. Call to Order and Flag Salute**
- II. Roll Call**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Mr. Jay Esposito, Vice President	X	
Mr. Sam Allos	X	
Mrs. Teresa Cravello	X	
Mrs. Maria Lauerman	X	
Mrs. Dimitria Leakas	X	
Mr. Mark Scully	X	
Mrs. Patricia Bilka, President	X	

Others Present:

Bert Ammerman Interim Superintendent,  
Vincent Occhino, Interim Business Administrator/Board Secretary  
Christine Werner  
Cara Hurd, Principal  
Ellen Kobylarz, Board Recording Secretary

**III. Open Public Meetings Act, Chapter 231, P. L. 1975 Announcement – by Board President**

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 Caucus Meeting were sent to all concerned individuals, associations and sent to the The Record and Our Town, in accordance with Chapter 231, P.L. 1975.

**IV. Superintendent’s Report - Mr. Ammerman reported the following:**

- Resolution to approve tuition reimbursement for two teachers Mrs. Fletcher and Ms. Loverich
- Resolution to approve several teacher workshops- Mrs. Serpineto to attend Launching the Reading workshop and Launching the Writing Workshop. Mrs. Genovese, Mrs. Johnson and Ms. Barbari to attend Handle with Care training. Mrs. O’Brien to attend Art Educators of NJ 2013 Conference in New Brunswick.
- Mr. Ammerman recommended 2 teachers to fill in as teacher in charge when necessary. Mrs. Genovese and Mrs. O’Brien
- Joint Board meeting will be held on October 7, 2013
- Several policies are up for a second reading and final approval.  
*Mrs. Bilka questioned the policy on technical devices.*  
*Mr. Ammerman explained that it refers to items used by Special Education students and parents have to sign off.*  
*Mrs. Bilka questioned policy 5120. Paragraph pertains to high school students.*  
*Mr. Ammerman stated he would have that paragraph removed.*

- Mr. Ammerman presented to the board the BSIP annual report for 2012-2013.  
*Mr. Scully inquired as to the % to close the gap.*  
*Mr. Ammerman stated he doesn't know yet. Scores of basic skills students did go up.*
- Both the Emergency Management Plan and Memorandum of Agreement between the School and Police department are on the agenda for approval.
- There is a resolution to approve the Math curriculum for grades 6-8
- The district will be eliminating a special education program; this pertains to the workshop A classroom.
- Promedia is set to start work on getting the building wireless. This will be in place for the upcoming changes in state testing.
- Back to school night will be held for grades 6-8 on Sept 26<sup>th</sup> and Grades K-5 on October 24<sup>th</sup>.
- Mr. Ammerman reported that the districts 8<sup>th</sup> grade students have been selected to take the field test for the new PARCC testing in Lang. Arts. A positive note on being selected is we get an indication of what the new testing will look like.
- There will be resolutions pertaining to personnel. 2 substitutes will be added to the list. Mentor's for the new teachers will be approved. Three crossovers will be on the agenda, Mr. Hornes and Mrs. O'Brien received their Master's degrees and Ms. Loverich will be advancing from BA to BA+15 credits.
- Mrs. Coppola ESL teacher has resigned. There will be a resolution on the agenda to accept her resignation. We wish her well in the future.

**V. Principal's Report** Mrs. Hurd reported:

- Pre-School orientation took place on Monday August 26<sup>th</sup> and the orientation for the Autistic Class took place on Thursday August 29<sup>th</sup>.
- New teacher orientation was held on August 29<sup>th</sup>, 5 new teachers were present.
- The staff participated in all day training on Sept 3<sup>rd</sup> and 4<sup>th</sup>. Topics included, HIB, Affirmative Action, Suicide Awareness, Core-Curriculum and understanding the standards, Analyzing Data and NJASK.
- Mrs. Hurd thanked the PTA for hosting the Welcome Back Tea.
- Student of the week will start the week of September 16<sup>th</sup>
- Discipline- Mrs. Oles and Mrs. Hurd will begin to meet with the middle school students by grade level to discuss the expectations regarding topics on behavior, achievement and correct actions.
- One Friday a month will be designated school spirit day. Teaches, staff and students are encouraged to wear Midland School attire.
- The school's mission statement is now displayed in 7 different locations throughout the building and in every classroom. Mrs. Hurd thanked Mrs. Leccese for her assistance with this project.
- Students in A band will perform at the 9-11 Memorial service.

**VI. Business Administrator's Report** Dr. Occhino reported:

- Recommended Mrs. Rodriguez as the new Bookkeeper/Secretary in the Business office.
- Auditor recommended to open an account dealing with unemployment. There will be a resolution on the agenda
- There will also be a resolution to approve a Food Service Point of Service.

**VII. Reports – Committee Action Items:** deferred to regular meeting

**VIII. Public Questions on the Resolutions (Agenda Items Only)**

During this portion of the meeting, the residents are invited to address the Board regarding agenda items only.

Motion by Mr. Scully, seconded by Mrs. Leakas, to open public comment at 7:54 p.m.

Roll Call 7-0 Motion Carried

None

Motion by Mr. Esposito, seconded by Mrs. Lauerman, to close public comment at 7:56 p.m.

Roll Call 7-0 Motion Carried

**IX. Items for Board Action - Resolutions :** all resolutions were tabled until regular meeting.

**Note: Resolutions marked with an asterisk are as a result of Executive Session Discussion.**

**Personnel P1-P4**

**POLICY #3141 RESIGNATION**

\*P1 RESOLVED: that the Board of Education accept Marilena Coppola's letter of resignation as the ESL Teacher for the Rochelle Park School District effective September 1, 2013. We wish her much success in the future.

**Motion tabled**

**POLICY#4111- HIRING CERTIFIED PERSONNEL**

\*P2. RESOLVED, that applications be submitted to the County Superintendent of Schools in accordance with the revised statute N.J.S.A. 18A; 6-7.1 et.seq. requesting authorization for emergent hiring pending completion of Criminal History Check for the following individual for the reason indicated and on the recommendation of the Superintendent, that the Board of Education appoint Joan Kim to the position of Teacher for the 2013-2014 school year. on BA, Step 1 salary to be determined upon settlement of the master contract for the 2013- 2014 school year.

**Motion tabled**

\*P3. RESOLVED, that applications be submitted to the County Superintendent of Schools in accordance with the revised statute N.J.S.A. 18A; 6-7.1 et.seq. requesting authorization for emergent hiring pending completion of Criminal History Check for the following individual for the reason indicated and on the recommendation of the Superintendent, that the Board of Education appoint Nicoletta LaMarca Sacco to the position of ESL Teacher for the 2013-2014 school year. on MA+15 Step 4, salary to be determined upon settlement of the master contract for the 2013- 2014 school year.

**Motion tabled**

\*P4. RESOLVED that the Rochelle Park Board of Education, upon the recommendation of the Interim Superintendent, appoints Raimonda Rodriguez as Bookkeeper/Secretary to the Business Administrator at an annual salary of \$45,000.00 (prorated) for the perior September 23, 2013 – June 30, 2014 pending completion of a criminal history check.

**Motion tabled**

**FINANCE AND INSURANCE-RESOLUTIONS F1-F2**

**POLICY #6460 PAYMENT OF GOODS AND SERVICES**

**F1. RESOLVED**, that the Board of Education of the Township of Rochelle Park, approves the addition of the following bank account to act as a depository for public funds, and that all checks, drafts or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below:

**Capital One Bank**

ACCOUNT	SIGNATORIES	AUTHORIZED SIGNATORIES
SUI Unemployment Trust Fund Account #	Minimum of One Signature Required	Board President/V.P. Treasurer of School Monies Interim Superintendent Business Administrator/Board Secretary

**Motion tabled**

**F2. RESOLVED** that the Rochelle Park Board of Education, upon the recommendation of the Interim Superintendent, accepts the following Food Service Point of Service (POS) Proposals as solicited by the Interim School Business Administrator and received on August 28, 2013 as follows:

Vendor/Company	Proposal– POS System
CC Productions, Hoboken, New Jersey	\$ 8,302
NutriKids, Rochester, New York	\$13,568
Esber Cash Register, Canton, Ohio	\$ 0.00

- **Note: Purchase will be funded utilizing the district’s Food Service Enterprise Fund and will be at no cost to the district’s current operating budget.**

**FURTHER BE IT RESOLVED** that the Rochelle Park Board of Education, upon the recommendation of the Interim Superintendent, accepts the proposal provided by CC Productions of Hoboken, New Jersey and hereby authorizes the Interim School Business Administrator to purchase the POS (Point of Service) system for the Food Service operation at a cost of \$8,302.

**Motion tabled**

**X. Other Business:**

**XI. Open to the Public (Any Item)**

During this portion of the meeting, the residents are invited to address the Board with any questions, comments or concerns that may be in respect to the operation of their school.

Motion by Mr. Scully, seconded by Mr. Allos, to open public comment at 7:55 p.m.

Roll Call 7-0 Motion Carried

Mrs. Bulger 35 Oak St. questioned the 5<sup>th</sup> graders eating with the 3<sup>rd</sup> graders.

Mrs. Hurd explained it has to do with the number of students in each grade level.

Mrs. Krall 189 W. Oldis St- thanked the board and administration for creating a 3<sup>rd</sup> section in 2<sup>nd</sup> grade.

Mrs. Abraham 135 Forest Place – asked questions on the new lunch times and procedures. 1<sup>st</sup> grade goes outside first, then lunch.

*Mrs. Hurd explained that the Kindergarteners take a little longer to eat. Teachers will try to get them in earlier.*

Mrs. Bulger stated her children did say they ate today.

Motion by Mrs. Leakas, seconded by Mrs. Cravello, to close public comment at 7:59 p.m.

Roll Call 7-0 Motion Carried

## **XII. Announcements**

**The next Regular Meeting will be held on Monday, September 16, 2013, at 7:30 P.M. in the Media Center.**

## **XIII. Executive Session Announcement (if needed)**

WHEREAS, the Rochelle Park Board of Education (hereinafter referred to as the “Board”) will convene in Executive Session to discuss confidential matters which include:

Personnel

NOW THEREFORE BE IT RESOLVED, the Board shall move into Executive Session to discuss the above referenced matter(s).

BE IT FURTHER RESOLVED, that the minutes of the executive session will provide as much information as possible without violating any applicable privilege or confidentiality so that the public can understand what was discussed and when available what the Board decision was.

BE IT FURTHER RESOLVED, that the minutes of the executive session will be released to the public in an appropriately redacted form within a reasonable period of time after the privilege or confidentiality is no longer applicable to such minutes.

BE IT FURTHER RESOLVED, that the redacted portion of the executive session minutes will not be released until such time as the privilege or confidentiality is no longer applicable.

Motion by Mrs. Cravello, seconded by Mr. Allos, to open Executive Session at 7:59 p.m.

Roll Call 7-0 Motion Carried

Motion by Mrs. Leakas, seconded by Mr. Scully, to close Executive Session at 9:00 p.m.

Roll Call 7-0 Motion Carried

Motion by Mrs. Lauerman, seconded by Mr. Scully, to resume Regular Meeting Agenda at 9:01 p.m.

Roll Call 7-0 Motion Carried

**XIV. Adjournment**

Motion by Mrs. Leakas, seconded by Mrs. Cravello, to adjourn meeting at 9:05 p.m.

Roll Call 7-0 Motion Carried