

**Rochelle Park Board of Education  
Caucus Meeting– 7:30 P.M.  
September 8, 2008**

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

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Mrs. Barbara Ann Maurer, Vice President	X	
Mr. Sam Allos	X	
Mrs. Patricia Bilka	X	
Mrs. Teresa Cravello	X	
Mr. Jay Esposito	X	
Mr. Frank Madden	X	
Mr. Robert Verhasselt, President	X	

Others Present:

- C. Lauren Schoen, Ed.D., Superintendent
- Theresa Guastello, School Business Administrator/Board 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 Regular Meeting were sent to all concerned individuals, associations and sent to the Star Ledger, The Record and Our Town, in accordance with Chapter 231, P.L. 1975.

**IV. Superintendent’s Report**

- Our 3 new teachers for the 2008-09 school year will be attending the public meeting on September 8, 2008: Mr. Jeff Grossman grade 7 & 8 Social Studies, Mrs. Cathy Hernando first grade and Ms. Biello, our kindergarten maternity leave replacement for Mrs. Rose.
- The NJQSAC committee will be meeting to discuss our progress on the self-assessment on September 17, 2008.
- We had a very successful opening this year. Our Pre-K and Kindergarten children went home with a “Smiley Face” balloon.
- There will be a resolution to approve Ms. Johnson and Ms. Biello to accompany the Kindergarten classes on a walking trip to the Rochelle Park Fire Department on October 7, 2008 at no cost.
- There will be a resolution approving tuition reimbursements for several staff members.
- There will be a resolution approving the substitute certificate application for Caitlin Kropilak.

- Dr. Schoen submitted a memo that was sent to all teachers who hold a supervisory certificate and who are able to fill in as teacher-in-charge when necessary. The Board will be notified if there is a teacher in charge.
- The Joint Boards' Meeting is scheduled for October 7, 2008 which will begin at 7:30 PM in the Hackensack High School Library.
- A date needs to be set for the annual goals meeting. A discussion took place and it was decided that the meeting will be held on October 20, 2008.
- There will be a resolution to approve several workshops.
- Dr. Schoen discussed options of mandated PreK.
- The 5<sup>th</sup> grade teachers will need to take the following tests in order to earn subject-area specialization and highly-qualified status:
  - C. Roskowsky: science, math and language arts/lit
  - B. Cannici: social studies, math and language arts/lit
  - B. Loverich: language arts/lit, and math
- Dr. Schoen met with Chief of Police, the Office of Emergency Management and a representative from the fire department in regard to conducting an emergency evaluation drill this year. She will be discussing the details of this emergency evacuation drill at the Regular meeting and a copy of the letter that will be sent home to all parents was submitted.
- Dr. Schoen submitted the 2008-2009 Parent/Student Handbook.

**V. Principal's Report (Submitted by Mr. Esposito)**

- Orientation for new staff was held on Friday, August 29<sup>th</sup>. Our 3 new teachers spent time learning about policies, procedures, and resources that will be useful to them as they progress through the school year.
- Teacher orientation was held on Tuesday, September 2<sup>nd</sup>. Test scores and our plan for academic improvement in 2008-09 was discussed. Grade-level and departmental meetings were held to discuss specific areas that will be addressed throughout the school year.
- A meeting to review our state test scores and to present our plan for improvement will be held on Wednesday, September 10<sup>th</sup> at 7:00 p.m. in the multi-purpose room. This presentation was shown to the PTA Executive Board on the evening of Thursday, September 4<sup>th</sup>.
- Back to School Night will be held on Thursday, September 18<sup>th</sup>.
- The Child Study Team sponsored a workshop for classroom and special area teachers on Tuesday, September 2<sup>nd</sup>, for those who will work with the student who requires an amplification device to address a hearing impairment.
- Teachers were presented with information about our overall state test scores, detailed information about student performance and our plans for improvement.
- The first weekly math assessments will be administered on Friday, September 12<sup>th</sup>. Extra-help sessions will begin the following week for those students who do not demonstrate proficiency on these assessments.
- Weekly math contests will begin during the week of September 8<sup>th</sup>. These contests emphasize the skills for which students are accountable both in the

curriculum and on state tests. They are also in the same format as the problems on the state tests.

- Mr. Mongon will meet with Maywood Principal.

## **VI. Business Administrator's Report**

- As usual the custodians have done an outstanding job preparing the building and grounds for the opening of school. We celebrated the end of summer with bagels, donuts and juice in the cafeteria. Marie, Adrienne, and Adrian, our summer custodians, did an excellent job. They are welcome to return next year. Adrienne Knapp is moving to South Carolina in the fall and I know she will be greatly missed next summer.
- There are many requests for facility usage: Girl Scout Brownie and Cadet Troops, two Cub Packs, PTA "Trunk R Treat" to be held in the parking lot, meetings for Eighth Grade Parents and a date change for the American Society Walk-A-Thon that was previously approved.
- A resolution approving June financial reports will be on the regular agenda.
- We have received our IDEA Grant allocations. There will be a resolution to approve the submission of the application. The total amount of the grant is \$125,464. Last year's grant amount was \$122,866.
- There is a resolution to approve a *403 (b) Plan Document for Public Education Organizations*. This is a requirement of an IRS law that was passed in 2007. This document, as well as others, is required by Rev. Proc. 2007-71. Mr. Fogarty has reviewed our "Plan" as well as the other required documents. A copy of "The Plan" is attached.
- There is a resolution to approve the submission of a request to waive the district's participation in the Special Education Medicaid Initiative (SEMI). Participation in this initiative is now required, however a district can request a waiver under certain conditions. One of those conditions is if the district has less than 30 students on Medicaid. The State's projection reports that we had 5 as of December 1, 2007.
- On the first day of school freshmen reported to Hackensack H.S. earlier than the rest of the school and required a special bus run. I had no report of problems on this or the later run for the rest of the students. Mrs. Maurer indicated that the discontinued afternoon bus was at the High School on the first day, but First Student has resolved that issue.

## **VII. Reports – Committee Action Items**

### *A discussion of the Hackensack bus routes took place*

- **Finance** – Mr. Verhasselt had not received any of the financial reports and would report at the next regular meeting.

- **Education** – Mr. Esposito’ reported for the principal.
- **Transportation** – Mrs. Maurer stated that transportation had been discussed.
- **Building & Grounds-** Mr. Madden stated that all matters were covered during the Business Administrator’s report.
- **Community & School Relations** – Mrs. Cravello reported on the various activities that are planned in the community during the month of September.
- **Legislation** - Mrs. Bilka stated that the Governor had signed legislation allowing parents to decide on the placement of their twin children.
- **Policy** - Mr. Allos stated the policies were previously discussed.
- **Board/Staff Relations** – Mr. Madden stated that staff matters would be discussed during executive session.
- **Negotiating** - Mrs. Bilka reported that there was nothing new.
- **Joint Board Coordination** – Mrs. Maurer stated that the next Joint Boards Meeting will be held on October 7, 2008 at Hackensack High School library.
- **Bergen County School Boards** - Mrs. Cravello stated that she will be attending a meeting on September 24, 2008.
- **New Jersey School Boards** - Mr. Allos noted that he was registered for a workshop.
- **Liaison to Municipal Committee** – Mr. Madden reported that he is in discussion with municipal representatives on various topics. Mr. Verhasselt reported that he spoke on behalf of students’ safety at a zoning board meeting during a presentation by traffic consultants.

### VIII. Items for Board Action - Resolutions (If needed)

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

1. RESOLVED: on the recommendation of the Superintendent, the Board of Education approves the first reading of the following policies:

**Policies:**

- 6831 **Withholding or Recovering State Aid**
- 6362 **Contributions to Board Members & Contract Awards**
- 1570 **Internal Controls**
- 6423 **Expenditures for Non-employee Activities, Meals and Refreshments**
- 1620 **Administrative Employment Contracts**
- 9120 **Public Relations Programs**
- 6111 **Special Education Medicaid Initiative (SEMI) Program**
- 6360 **Political Contributions**

**Bylaws:**

- 0177 **Professional Services**

**0142.1 Nepotism  
0174 Legal Services**

Motion tabled by unanimous agreement.

**IX. Other Business:**

**X. 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. Madden, seconded by Mrs. Bilka, to open public comment at 8:45 p.m.

Roll Call 7-0  
Motion carried

Mrs. Grieco, residing at 46 Peek Street, reported on the new transportation schedule. She stated that early buses are still arriving at the school and the late buses are very late.

Motion by Mr. Allos, seconded by Mr. Esposito, to close public comment at 9:04 p.m.

Roll Call 7-0  
Motion carried

**XI. Announcements**

**The next Regular Meeting will be held on Monday, September 15, 2008, at 8:00 P.M. in the Media Center. The next Caucus Meeting will be held on Monday, October 6, 2008, at 7:30 P.M.**

**XII. Executive Session Announcement (if needed)**

WHEREAS, the Rochelle Park Board of Education (hereinafter referred to as the "Board") from time to time must convene into Executive Session to discuss confidential matters including but not limited to personnel issues, legal matters, student issues and labor negotiations.

WHEREAS, the Board has on its agenda for the meeting being held on September 8, 2008, issues relating to personnel, which must be discussed in a confidential closed session.

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

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 Mr. Madden, seconded by Mr. Esposito, to open Executive Session at 9:05 p.m.

Roll Call 7-0  
Motion carried

Motion by Mr. Madden, seconded by Mrs. Bilka, to close Executive Session at 10:15 p.m.

Roll Call 7-0  
Motion carried

### **XIII. Adjournment**

Motion by Mr. Madden, seconded by Mr. Esposito, to adjourn meeting at 10:15 p.m.

Roll Call 7-0  
Motion carried