

**Rochelle Park Board of Education**  
Executive Session 6:30 PM  
Regular Meeting 7:30 PM  
February 27, 2024

**I. CALL TO ORDER**

**Mr. Trawinski**

**II. ROLL CALL**

**Mrs. Kobylarz**

Board Member	Present	Absent
Mr. Scott Kral, Vice President		
Ms. Christina Holz		
Mr. Joseph Marolda		
Mr. Jorge Martinez Jr.		
Ms. Elaine Rainone		
Mr. Charles Schaadt		
Mr. Matt Trawinski, President		

Others Present:

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

**III. MEETING NOTICE STATEMENT**

**Mr. Trawinski**

In accordance with Chapter 231, Public Law 1975 of the Open Public Meetings Act, adequate notice of this meeting has been provided as specified in the Act. Notices announcing the date, time and place for this Regular Meeting were sent at least 48 hours prior to the time of this meeting to all concerned individuals, associations and sent to the, The Record, and The Our Town, posted on the district website.

**IV. EXECUTIVE SESSION**

Be it resolved that the Rochelle Park Board of Education will convene in Executive Session to discuss confidential matters pursuant to NJSA 10:4-12 which include personnel, legal, policy, HIB, safety, and confidential student matters.

**V. CALL TO ORDER and FLAG SALUTE**

**Mr. Trawinski**

**VI. REPORTS**

- A. Superintendent: Mid Year Review, HIB
- B. Business Administrator
- C. Director of Curriculum and Instruction
- D. Principal: 2nd Marking Period Honor Roll
- E. Director of Special Services
- F. Board Committees, as needed:  
(Curriculum, Finance, Facilities, Personnel, Policy)
- G. Board Liaison:  
(NJSBA/BCASA, Joint Boards, Municipality)

**VII. PUBLIC COMMENT (Agenda Items Only)**

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

**VIII. ITEMS FOR BOARD ACTION - Resolutions**

**ROUTINE MATTERS:**

R1 - R4

R1. Approval of Minutes

Be it resolved that the Rochelle Park Board of Education, upon the recommendation of the Superintendent, the Board of Education approves the minutes of the following meeting(s):

January 23, 2024 Regular Meeting & Executive

R2. Attendance

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the attendance report for the month of January 2024 as listed:

Enrollment

Midland School 473  
Hackensack H.S. 139  
Academies/Technical Schools 53  
Totals 665

Pupil Attendance

Possible Days 9378  
Days Present 8959  
Days Absent 419  
% Present 95.5%  
% Absent 4.5%

Teacher Attendance

Possible Days 1102  
Days Present 1067  
Days Absent 35  
% Present 96%  
% Absent 4%

R3. Emergency & Crisis Situations

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the following Fire and Security drills held in the month of January 2024 for the Rochelle Park School District.

Security Drill: January 6, 2024  
Fire/Evacuation Drill: January 25, 2024

**R4. Harassment Intimidation and Bullying**

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the following HIB Report for January 2024 on behalf of the Rochelle Park School District.

Month	Reported Cases	# of Cases Opened	# of Cases Closed	# of Incidents Determined to be HIB	School Suspensions
November	3	2	2	0	2
December	0	0			
January	1	1	1	0	0

R1 – R4 Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Roll Call

**ADMINISTRATION**

A1 - A1

**A1. School Calendar 2024-2025**

RESOLVED: Upon the recommendation of the Superintendent the Rochelle Park Board of Education approves the 2024-2025 school calendar as presented.

A1–Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Roll Call

**CURRICULUM AND INSTRUCTION**

C1 - C4

**C1. Professional Development**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the participation of the person named at the following workshop/conference during the 2023-2024 school year.

	Name	Workshop/Conference	Date	Location	Cost	Account
a.	Ellen Lender	How to deal with Trauma Anniversaries Shootings, Deaths, Suicides, and Pandemics	3/6/2024	Online webinar	\$60.00	Title IV
b.	Christina Holz	NJSBA Women’s Leadership Conference	4/19/2024	Princeton Junction, NJ	\$99*	11-000-230-585-000

c.	Sue DeNobile	NJSBA Women's Leadership Conference	4/19/2024	Princeton Junction, NJ	\$99*	11-000-230-585-000
d.	Cathleen Hernando	Practical Applications of the Science of Reading	Virtual	Online	\$279.00	20-231-200-500-000
e.	Donna Johnson	CBI for Younger Students: Building a Foundation	March 7, 2024	Online	0.00	

\*Additional expenses based on OMB guide

**C2. EXTENDED SCHOOL YEAR PROGRAM**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Extended School Year program from July 1, 2024 through July 25, 2024. Days of service to include Monday July 1, 2024 to Wednesday, July 3, 2024, and Mondays through Thursdays, July 8, 2024 to July 25, 2024 8:30AM to 11:30 AM.

**C3. SUMMER TRANSITION PROGRAM**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Summer Transition Program from July 1, 2024 through July 25, 2024. Days of service to include Monday July 1, 2024 to Wednesday, July 3, 2024, and Mondays through Thursdays, July 8, 2024 to July 25, 2024 8:30AM to 11:30 AM.

**C4. Class Trip**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following listed class trips for the 2023-2024 school year, paid from Student Activities:

	Grade Level	Location	Date	Cost
c.	Grade 6	New Jersey Sea Life Aquarium, East Rutherford	June 4, 2024	Admission \$20 per student plus Transportation costs TBD.

C1 – C4 Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Roll Call

**FINANCE**

F1 - F30

**F1. Secretary & Treasurer's Report - December 2023**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the acknowledgement and acceptance of the reports of the Board Secretary and Treasurer of School Monies for the period ending December 31, 2023.

**F2. Secretary & Treasurer's Report - January 2023**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the acknowledgement and acceptance of the reports of the Board Secretary and Treasurer of School Monies for the period ending January 31, 2023.

F3. Payment of Bills - December, 2023

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the payment of bills and mandatory payments through December 31, 2023 in the total amount of \$1,855,640.42.

<b>Fund</b>	<b>Amount</b>
General 10, 11	\$1,775,140.37
Grants 20	\$25,206.60
Foodservice 60	\$39,280.71
Aftercare 61	\$16,012.74
<b>TOTAL</b>	<b>\$1,855,640.42</b>

F4. Payment of Bills - January, 2024

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the payment of bills and mandatory payments dated January 31, 2024 in the total amount of \$1,579,941.68.

<b>Fund</b>	<b>Amount</b>
General 10, 11	\$1,521,700.10
Grants 20	\$24,149.49
Foodservice 60	\$21,698.85
Aftercare 61	\$12,393.24
<b>TOTAL</b>	<b>\$1,579,941.68</b>

F5. Payment of Bills - February 27, 2024

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the payment of bills and mandatory payments dated February 27, 2023 in the total amount of \$554,890.87.

<b>Fund</b>	<b>Amount</b>
General 10, 11	\$503,577.04
Grants 20	\$12,165.93
Foodservice 60	\$38,697.08
Aftercare 61	\$450.82

TOTAL	\$554,890.87
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F6. Monthly Budgetary Line-Item Status Certification

RESOLVED, that the Board Secretary for the Rochelle Park Board of Education certified that pursuant to NJAC 6A:23-2.11 9c) 3, as of February 27, 2024 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).

F7. Transfers

RESOLVED: Upon the recommendation of the Superintendent, in compliance with NJAC 6A:23-2.11(c)3ii, and NJSA 18A:22-8.1, the Board of Education approves the line item transfers for February, 2023.

F8. Payroll Authorization

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the payroll for January, 2024 as follows:

Fund 10	\$629,290.41
Fund 20	\$ 7,206.16
Fund 61	\$ 9,068.28
Total	\$645,564.85

F9. ACCEPTANCE OF GRANT AWARD-ROD GRANT

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves authorizing execution and delivery of the Grant Agreement, Project#4470-050-23-G5RH (DOE Project#4470-050-23-R501), for HVAC System upgrades, with a grant amount of \$172,305.60 and a total project cost of \$430,764.

F10. APPROVAL OF AUTHORITY

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Delegation of Authority to the School Business Administrator for the supervision of the School Facilities Project#4470-050-23-G5RH (DOE Project#4470-050-23-R501), for HVAC System upgrades.

F11. ACCEPTANCE OF GRANT AWARD-ROD GRANT

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves authorizing execution and delivery of the Grant Agreement, Project#4470-050-23-G5RI (DOE Project#4470-050-23-R502), for the replacement of the gymnasium roof, with a grant amount of \$138,864.80 and a total project cost of \$347,162.

F12. APPROVAL OF AUTHORITY

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Delegation of Authority to the School Business Administrator for the supervision of the School Facilities Project#4470-050-23-G5RI (DOE Project#4470-050-23-R502), for the replacement of the gymnasium roof.

F13. ACCEPTANCE OF GRANT AWARD-SCHOOL SECURITY GRANT

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education accepts the School Security Grant Award (Grant #24E00612) in the amount of \$25,350. Funds will be used for installation of security cameras and supplies for compliance with CRG recommendations.

Account: 11-000-261-420-000

F14. Approval of ESEA Application-Amendment 1

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education accepts the NJDOE approval of *Amendment 1* of the ESEA Application for FY24 and accepts the grant award amounts:

<i>Title I</i>	<i>\$67,767</i>
<i>Title IIA</i>	<i>\$12,598</i>
<i>Title IVA</i>	<i><u>\$18,500</u></i>
<b>TOTAL:</b>	<b><i><u>\$98,865</u></i></b>

F15. Approval of Contract-LAN Associates

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Revised contract #2.2500.0-#23-1052 dated January 5, 2024, with LAN Associates for professional architectural engineering services for the Midland School gymnasium roof replacement to include the following project phases and amounts:

1. Construction Drawings, Specifications and Bidding	\$13,333
2. Bidding	\$1,500
3. Construction Administration	\$3,000
4. Testing Consultant	Billed hourly
5. Revisions	<u>Billed hourly</u>
<b>Total Professional Services:</b>	<b>\$17,833</b>

F16. Approval of Contract-LAN Associates

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the Revised contract #2.2500.0-LP23-1113 dated December 8, 2023, with LAN Associates for professional architectural engineering, bidding, and construction administration services for upgrades to Midland School HVAC equipment in the following amounts:

1. Construction Documents	\$36,400
2. Bidding	\$2,600
3. Construction Administration	<u>\$7,800</u>
<b>Total Professional Services:</b>	<b>\$46,800</b>

F17. Approval of Vendor-Technotime

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the purchase and installation of security upgrades in the amount of \$24,979.52 to Technotime Business Solutions, LTD of East Rutherford for. The purchases are being made through the ESC of Hudson County Cooperative: Contract #HCESC-CAT-22-09, effective September 29, 2022 through September 29, 2024 and are paid through School Security Grant funding (Grant #24E00612).

Account: 11-000-261-420-004

F18. Vendor Approval

RESOLVED: Upon the recommendation of the Superintendent the Board of Education approves iPower Technologies as a vendor for the 2023-2024 school year.

F19. Approval of Service Agreement

RESOLVED: Upon the recommendation of the Superintendent the Board of Education approves iPower Technologies to provide the following technology services: Datto Storage, Managed Firewall Service and Support, Managed Windows Security Patching, and Service and Support for Network Switching in the amount of \$2,427 monthly for a term of 36 months.

F20. Approval of Semi Waiver

WHEREAS, N.J.A.C. 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2023-2024, and

WHEREAS, the Rochelle Park Board of Education desires to apply for this waiver due to the fact that its projects have fewer than 40 Medicaid eligible classified students.

NOW, THEREFORE BE IT RESOLVED, that the Rochelle Park Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Bergen an appropriate waiver of the requirements of N.J.A.C. 6A23A-5.3 for the 2024-2025 school year.

F21. Right to Know–Karl Environmental

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the annual Right to Know survey conducted by Karl Environmental Group in the amount of \$1,250.

Account: 11-000-261-420-000

F22. HVAC Service Contract–Climate Mechanical Services

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the HVAC service agreement with Climate Mechanical Services in the amount of \$3,235.

Account: 11-000-261-420-000

F23. Fire Inspection Agreement Renewal–W&M Fire Protection

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the renewal of the annual inspection/testing and monitoring of the fire alarm system with W&M Fire Protection in the amount of \$7,980.

Account: 11-000-261-420-000

F24. APPROVAL OF COOPERATIVE PURCHASING AGREEMENT–Keystone Purchasing Network

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for the purposes of work, materials, and supplies; and

WHEREAS the Keystone Purchasing Network, hereinafter referred to as the “Lead Agency” is a cooperative purchasing program administered by the Central Susquehanna Intermediate Unit, an educational service agency and political subdivision of the Commonwealth of Pennsylvania,



located in Milton, Pennsylvania, provides nationally bid contracts with many national vendors and allows other public entities to become members to use various publicly bid contracts;

WHEREAS, the governing body of The Rochelle Park Board of Education, County of Bergen, State of New Jersey, desires to become a member of the Keystone Purchasing Network and desires to use various contracts to acquire products, equipment or other services;

RESOLVED, that the The Rochelle Park Board of Education is in full support of becoming a member of the Keystone Purchasing Network and hereby authorize the Business Administrator to complete all necessary paperwork to become a member.

F25. HERTZ FURNITURE-NURSE SUITE

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the purchase of furniture for the nurse suite with Hertz Furniture per Cooperative Purchasing contract through KPN 202012-02 in an amount not to exceed \$10,000, per ARP/ESSER Grant. Account: 20-487-400-720-000

F26. SUMMER TRANSITION PROGRAM 2024

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following hourly rates for the Summer Transition Program for 2024.

	Position	Salary per hour
a.	Lead Teacher	\$75.00
b.	Teacher	\$50.00
c.	School Nurse	\$70.00
d.	Paraprofessional	\$23.00
e.	Substitutes (teacher)	\$50.00

F27. EXTENDED SCHOOL YEAR PROGRAM 2024

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following hourly rates for the Extended Year Program for 2024.

	Position	Salary per hour
a.	Lead Teacher	\$75.00
b.	Teacher	\$50.00
c.	School Nurse	\$70.00
d.	Paraprofessional	\$23.00
e.	Substitutes (teacher)	\$50.00
f.	Related Services	\$50.00

F28. Evaluation

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves a Neurological Evaluation for CST #2410 to be completed at a rate of \$750.  
Account: 11-000-219-320-000

F29. Non Certificated Compensation

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the 1:1 aide coverage for CST#1234 during the Cresskill holiday concert on December 20, 2023 at a rate of \$25.00 per hour for 3 hours. Total paid \$75.00 to the Cresskill Board of Education  
Account 11-000-216-320-000

F30. Request for Use of School Facilities

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park 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 cancel activities when school is closed as well as scheduled school activities and construction at any time as needed.

Group/Organization	Use/Purpose	Location	Dates	Rental Fee
Girl Scouts	Booth Sale	Front of Building	March 3 & 10, 2024-10am-3pm	

F1 – F30 Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Roll Call

**PERSONNEL**

P1 - P5

P1. Resignations:

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following resignations effective for the dates listed below.

	Name	Role	Effective Date
a.	Albert Serpineto	Custodian	2/5/2024

P2. ExtraCurricular

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following individuals listed for extra curricular positions during the 2023-2024 school year.

	Name	Role	Salary	Account #
a.	Jennifer O'Brien (Art)	Musical Play Scene Designer	\$597.00	11-401-100-100-000

P3. Leaves of Absence

Upon the recommendation of the Superintendent, the Board of Education approves the following leaves of absence, effective for the dates listed below:

	Name	Role	Start	End	Comment
a	Employee # 07899	Teacher	3/4/2024	5/27/2024	Paid-LOA sick time Return to work on 5/28/2024

**P4. Appointments-Non-Certificated/Certificated**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following non-certificated/Certificated staff.

	Name	Role	Salary	Start	Replaces
a.	Jonathan Arias	Sub Custodian	\$17.00/hour	2/28/2024	N/A
b.	Daniel Kasten*	Custodian	\$47,200.00 (prorated)	3/4/2024	Albert Serpineto
c.	Lauren Hemmerling	Leave Replacement Paraprofessional	\$23.53 hr	2/12/2024	#10053XXX

\* Conditional pending criminal history background authorization and physical clearance.

**P5. Crossovers**

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the following crossovers as of February 1, 2024.

Name	Current Step/Level	New Step/Level
Justin Kemp	BA Step 6	MA Step 6

P1 - P5 Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Roll Call

**POLICY AND REGULATION**

**P&R 1**

**P&R 1. Approval of Adoption of Policies/Regulations First Reading**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves a second reading and approval of the following Policy.

	Policy #	Policy Name
1.	0151	Organization Meeting

P&R 1 Motion: \_\_\_\_\_ Second: \_\_\_\_\_  
Roll Call

**XI. 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 come to the podium, sign in, and give their name and address when recognized to speak.

**XII. Announcements**

The next regular Board of Education meeting will be held on March 12, 2024 in the School Gymnasium at 7:30 PM. The Executive Session will be held at 6:30 PM.

**XIII. Executive Session (if necessary)**

Be it resolved that the Rochelle Park Board of Education will convene in Executive Session to discuss confidential matters pursuant to NJSA 10:4-12 which include personnel, legal, policy, HIB, safety, and confidential student matters.

Action \_\_\_may / \_\_\_may not be taken.

**XIV. Adjournment**

*This document is subject to additions, withdrawals, and modifications without notice.*