

**Rochelle Park Board of Education
Regular Meeting
October 8, 2012**

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

Board Members	Present	Absent
Mr. Robert Verhasselt, Vice President		
Mr. Sam Allos		
Mrs. Teresa Cravello		
Mr. Jay Esposito		
Mrs. Maria Lauerman		
Mr. Mark Scully		
Mrs. Patricia Bilka, President		

Others Present:

- Bert Ammerman, Interim Superintendent
- Vincent Occhino, Interim Business Administrator/Board Secretary
- 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 Regular Meeting were sent to all concerned individuals, associations and sent to the Star Ledger, The Record and The Our Town, in accordance with Chapter 231, P.L. 1975."

- IV. Presentation: Audit Report from Nisivoccia**
- V. Superintendent's Report**
- VI. Presentation of the Violence and Vandalism Report.**
- VII. Business Administrator's Report**
- 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 _____, seconded by _____, to open public comment at _____ p.m.

Roll Call

RV SA TC JE ML MS PB

Motion by _____, seconded by _____, to close public comment at _____ p.m.

Roll Call

RV SA TC JE ML MS PB

X. Items for Board Action - Resolutions

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

ROUTINE MATTERS R1-R11

POLICY #0168 – APPROVING BOARD MINUTES

R1. RESOLVED: that on the recommendation of the Superintendent, the Rochelle Park Board of Education approves the minutes of the following meetings:

- A. September 17, 2012 Caucus Meeting & Executive Session
- B. September 17, 2012 Regular Meeting & Executive Session

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #5200- ATTENDANCE

R2. RESOLVED: that the Board of Education approves the attendance report for the month of September 2012 as listed:

<u>Enrollment</u>		<u>Left</u>	<u>Entered</u>
Midland School	445		
Hackensack H.S.	148		
Academies	<u>11</u>		
Total	604		

<u>Pupil Attendance</u>		<u>Teacher Attendance</u>	
Possible Days	7588	Possible Days	893
Days Present	7329	Days Present	884
Days Absent	259	Days Absent	9
% Present	96.5%	%Present	98.9%
% Absent	3.5%	%Absent	1.1%

Motion by _____, seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #2232.1 – SCHOOL DISTRICT ANNUAL REPORTS

R3. RESOLVED: that on the recommendation of the Superintendent, the Board of Education acknowledges receipt of the following annual report for the 2011-2012 school year:

BSIP Annual Report

Motion by _____, seconded by _____

Roll Call

RV SA TC JE ML MS PB

Policy #8420 – EMERGENCY & CRISIS SITUATIONS

R4. RESOLVED: that the Rochelle Park Board of Education approve the following Fire and Security drills for September 2012 for the Rochelle Park School District.

September

Fire Drill –September 13 , 2012

Security Drill- September 26, 2012

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

Policy #5512.01 – HARASSMENT- INTIMIDATION AND BULLYING

R5. RESOLVED: that the Rochelle Park Board of Education approve the following HIB Report for September 2012 on behalf of the Rochelle Park School District.

September 2012

Reported Incidents: 0

Number of Incidents determined to be HIB: 0

Number of Incidents determined not to be HIB: 0

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #0130 BYLAWS & POLICIES

R6. RESOLVED, on the recommendation of the Superintendent, the Board of Education approve the second reading and adoption of the following bylaws, policies and regulations:

Policies & Regulations

1110- Organizational Chart

5519- Dating Violence at School

6472- Tuition Assistance

7510R- Use of School Facilities

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #2230 CURRICULUM GUIDES

R7. RESOLVED: that on the recommendation of the Superintendent, the Board of Education approves the Mathematics Curriculum for grades 3rd thru 5th grade as presented and on file in the office of the Superintendent.

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY #8461 REPORTING VIOLENCE AND VANDALISM

R8. RESOLVED: that the Board of Education accepts the report and acknowledges the public presentation by the Superintendent of the 2011-2012 Midland School #1 Violence and Vandalism data submitted under the Electronic Violence and Vandalism Reporting System (EVVRS).

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY # 5307 NURSING SERVICES PLAN

R9. RESOLVED: that on the recommendation of the Superintendent, the Board of Education approves the Nursing Services Plan for the 2012 - 2013 school year:

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY #1400 – RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES

R10. RESOLVED: that on the recommendation of the Superintendent, the Board of Education approve the Rochelle Park School District's Local Professional Development Plan for 2012-2013 as approved by The Bergen County Professional Development Board on September 20, 2012.

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

R11. RESOLVED: that on the recommendation of the Superintendent, the Board of Education approve the Rochelle Park School District's classification as a PreK-8 district.

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

PERSONNEL P1-P5

POLICY # 4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS

***P1. RESOLVED:** that on the recommendation of the Superintendent, the Board of Education approves the following individuals to be added to the list of substitutes teachers for the 2012-2013 school year.

Nicole Schider
Meghan-Leigh Manaut

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

***P2. RESOLVED:** on the recommendation of the Superintendent, that the Board of Education approves the following increase in pay rate for the 2012-2013 school year(retroactive to September 6, 2012.)

Supply Clerk – Debra Pinto \$12.80 per hour

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

***P3. RESOLVED:** that on the recommendation of the Superintendent, the Rochelle Park Board of Education appoint the following personnel to the following positions for the 2012-2013 school year at the hourly rate effective October 1, 2012:

Patricia Daubner - Co-Latchkey Lead Assistant \$18.90
Raymond Soff Jr. - Co-Latchkey Lead Assistant \$18.90

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

***P4. RESOLVED:** that on the recommendation of the Superintendent, the Rochelle Park Board of Education appoint Raymond Soff Jr. as a Home Instructional Tutor for the 2012/2013 school year, salary to be determined by the settlement of the 2012/2013 contract.

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY #3240 PROFESSIONAL DEVELOPMENT

P5. RESOLVED: on the recommendation of the Superintendent, that the Board of Education approves the participation of the person named at the following

workshop/conference:

Angela Jacobus to attend Standards Solution-Train the Trainer in Montclair on November 29, 2012 at a cost of \$299.00 (Title II funded)

Motion by _____seconded by _____

Roll Call

RV SA TC JE ML MS PB

Students S1-S2

POLICY #5120 NEEDS ASSESSMENT - PUPILS

S1. RESOLVED: that on the recommendation of the Superintendent, the Board of Education approves the following special education placements and related services for the 2012 - 2013 school year:

Case# 12-08

Classification: ED

Placement: Nova @ Emerson Jr/Sr High School

Effective 9/27/2012

Tuition: \$53,280.00 per annum prorated @ \$296 per day

Transportation: Region V

Related Services: Counseling

Motion by _____seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY 2340 – FIELD TRIPS

S2. RESOLVED: on the recommendation of the Superintendent, the Board of Education approves the following field trip requests:

N. Sobeck, J. Hani, E. Shean and A. Marrano to accompany the Kindergarten students on a walking trip to the Rochelle Park Firehouse on October 18, 2012, at no cost to the district.

Motion by _____seconded by _____

Roll Call

RV SA TC JE ML MS PB

FINANCE AND INSURANCE F1-F

Upon the recommendation of the Business Administrator to the Superintendent:

POLICY #6421 PURCHASES BUDGETED

F1. RESOLVED: that the Rochelle Park Board of Education approves the September Bills list ending September 30, 2012 as approved by the Finance Committee, attached and listed below:

ATTACHMENT 1

D. Debit Service-Fund 40	\$1,498.75
Total Disbursements	\$1,498.75

Motion by_____, seconded by_____
Roll Call

RV SA TC JE ML MS PB

F2. RESOLVED; that the Rochelle Park Board of Education approves the October Bills list ending October 30, 2012 as approved by the Finance Committee, attached and listed below:

ATTACHMENT 1

A. Capitol Outlay Current Fund 12	\$8,750.00
B. Regular Bills-Fund 11	\$276,293.08
C. Regular Bills-Fund 20	\$7,374.00
D. Debit Service-Fund 40	.00
E. Food Service-Fund 50	\$13,121.99
F. Enterprise-Fund 51	\$669.60
Total Disbursements	\$306,209.37

Motion by_____, seconded by_____
Roll Call

RV SA TC JE ML MS PB

Monthly Budgetary Line Item Status Certifications

F4. RESOLVED: that the Board Secretary for the Rochelle Park Board of Education certifies that pursuant to NJAC 6A:23-2.11 (c) 3, as of July 30, 2012 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).

Motion by_____, seconded by_____
Roll Call

RV SA TC JE ML MS PB

Board Secretary and Treasurer’s Reports

F5. RESOLVED: that the Rochelle Park Board of Education accept the Board Secretary and Treasurer of School Monies Financial Reports for the month of July 2012.

ATTACHMENT 3 & 4

Motion by _____, seconded by _____
Roll Call

RV SA TC JE ML MS PB

F6. RESOLVED: that the Rochelle Park Board of Education accept the Board Secretary and Treasurer of School Monies Financial Reports for the month of August 2012.

ATTACHMENT 3 & 4

Motion by _____, seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY#6660- STUDENT ACTIVITY FUND

F7. RESOLVED: that the Rochelle Park Board of Education accept the Student Activity Fund Financial Reports for the months of July 2012 and August 2012.

ATTACHMENT 5

Motion by _____, seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY#7410 MAINTENANCE AND REPAIR

F8. Annual Approval of the Comprehensive Maintenance Plan

WHEREAS: The Department of Education requires New Jersey School Districts to submit-three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities and

WHEREAS: The required maintenance activities as listed in the attached document for the various school facilities of the Rochelle Park School District are consistent with these requirements, and

WHEREAS: all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

NOW THEREFORE BE IT RESOLVED: that the Rochelle Park Board of Education authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Rochelle Park School District, as presented, in compliance with Department of Education requirements.

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY#6830-AUDIT-ANNUAL COMPREHENSIVE FINANCIAL REPORT (CAFR)

F9. RESOLVED: that the Rochelle Park Board of Education accepts the Annual Comprehensive Financial Report for the fiscal year 2011-2012 as audited and prepared by Nisivoccia LLP of Mt. Arlington New Jersey, in compliance with code requirements; and

BE IT FURTHER RESOLVED: that the Board approves the 2011-2012 Audit and CAFR as presented, and direct the Business Administrator/Board Secretary to send a certified copy of this resolution to the Bergen County Superintendent of Schools.

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

F9. RESOLVED: that the Board approves/accepts the 2011-2012 School Audit Recommendations and the School Audit Corrective Action Plan.

ATTACHMENT

Motion by _____, seconded by _____
Roll Call

RV SA TC JE ML MS PB

FINANCE

Allowable Adjustment to Current Budget

F10. RESOLVED that the Rochelle Park Board of Education, at the recommendation of the superintendent, approve the appropriation of \$135,155.00 in audited excess surplus calculations as stated in the Comprehensive Annual Financial Report, Exhibit C-1, page 1 and dated June 30, 2012 to be distributed as follows:

<u>State Aid</u>	<u>Amount</u>	<u>Account</u>
Extraordinary Aid	\$124,019.00	Salaries 11-120-100
Nonpublic Transportation	\$ 11,136.00	Salaries 11-120-100
Total \$ 135,155.00		

Motion by _____, seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY #6440 COOPERATIVE PURCHASING

F10. Resolution Authorizing the Rochelle Park Board of Education to enter into a cooperative pricing agreement:

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 its administration; and

WHEREAS: the Middlesex Regional Educational Services Commission, hereinafter referred to as the "Lead Agency" has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

This RSEOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Rochelle Park Board of Education.

Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Superintendent is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

This resolution shall take effect immediately upon passage.

Motion by _____, seconded by _____

Roll Call

RV SA TC JE ML MS PB

F11. RESOLVED that the Rochelle Park Board of Education approves a contract with Good Earth Landscape Contractors for the snow plowing of the school parking lot per contract on file in the Business Office. This contract is for the remainder of the 2012/2013 school year.

Plowing: Per Push

1" to 3" (inches): \$ 300.00

3.1" to 6" (inches): \$ 415.00

6.1" to 9" (inches): \$ 545.00

9.1" to 12" (inches):\$ 695.00

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #6350 – CONTRACTS

F12. RESOLVED: that the Rochelle Park Board of Education approves Shared Services agreement for student evaluations and related services to be contracted with Region V on as needed basis. The Board approves all shared services agreements for the 2012-2013 school year.

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #7510 USE OF FACILITIES

F13. RESOLVED, that 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 schedule school activities at any time.

Group/Organization	Use Purpose/Room	Date	Rental Fee
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R.P.Girl Scouts Troop 748	Classroom	10/12/12, 12/7/12,3/8/13,5/3/13	None
Boy Scout Troop 114- Court of Honor	Library/Media Center	October 19, 2012	None
RP. Cub Scouts Pack 188	Classroom	10/12/12, 10/25/12, 11/16/12,11/30/12, 12/7/12, 12/20/12	None

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

X. Reports – Committee Action Items

2012-2013 School Year

Committees	Chairperson	Co – Chairperson
Finance	Mrs. Bilka	Mr. Verhasselt
Education	Mr. Esposito	Mrs. Lauerman
Transportation	Mrs. Cravello	Mr. Scully
Building & Grounds	Mr. Verhasselt	Mr. Esposito
Community & School Activities	Mr. Scully	Mr. Allos
Legislation	Mrs. Bilka	Mrs. Cravello
Policy	Mr. Allos	Mrs. Lauerman
Board/Staff Relations	Mrs. Lauerman	Mr. Allos
Ad-Hoc Committees		
Negotiating	Mrs. Bilka	Mr. Allos, Mrs. Cravello,
Liaisons		
Joint Boards Coordination	Mrs. Cravello	Mr. Verhasselt, Alternate
Bergen County School Boards	Mrs. Lauerman	Mrs. Cravello, Alternate
New Jersey School Boards	Mrs. Lauerman	Mr.Scully, Alternate
Municipal Alliance Liaison	Mrs. Cravello	Mr. Allos, Alternate

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 _____, seconded by _____, to open public comment at _____ p.m.

Roll Call

RV SA TC JE ML MS PB

Motion by _____, seconded by _____, to close public comment at _____ p.m.

Roll Call

RV SA TC JE ML MS PB

XII. Announcements

The next Caucus & Regular Meetings will be held on Monday, November 12, 2012 at 7:00 P.M. Regular immediately following caucus 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:

_____.

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 _____, seconded by _____, to open Executive Session at _____ p.m.

Roll Call

RV SA TC JE ML MS PB

Motion by _____, seconded by _____, to close Executive Session at _____ p.m.

Roll Call

RV SA TC JE ML MS PB

Motion by _____, seconded by _____, to resume Regular Meeting Agenda at _____ p.m.

Roll Call

RV SA TC JE ML MS PB

XIV. Adjournment

Motion by _____, seconded by _____, to adjourn meeting at _____ p.m.

Roll Call

RV SA TC JE ML MS PB