

Rochelle Park Board of Education

Executive Session 6:30 PM
Regular Meeting 7:30 PM
December 12, 2023

I. CALL TO ORDER

Mr. Trawinski

II. ROLL CALL

Mrs. Kobylarz

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. 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 matters, policy, HIB, and safety.

V. CALL TO ORDER (return to public meeting)

Mr. Trawinski

VI. FLAG SALUTE AND PLEDGE OF ALLEGIANCE

VII. REPORTS AND PRESENTATIONS

- A. Superintendent: HIB
- B. Business Administrator
- C. Director of Curriculum and Instruction
- D. Principal: 1st Marking Period Honor Roll; Student Safety Data

- E. Director of Special Services
- F. Board Committees, as needed:
(Curriculum, Finance, Facilities, Personnel, Policy)
- G. Board Liaison:
(NJSBA/BCASA, Joint Boards, Municipality)

VIII. RECOGNITIONS

ROCHELLE PARK BOARD OF EDUCATION RESOLUTION

IN RECOGNITION AND APPRECIATION FOR

Teresa Judge Cravello

WHEREAS, Teresa Judge Cravello has served as a Board Trustee with the Rochelle Park Board of Education from April 2008 to December 2014, January 2015 through December 30, 2023. During this time, she has committed herself and served to the operations of the Rochelle Park Board of Education and for the well-being of the Children of Rochelle Park - Midland School #1;

WHEREAS, her personal commitment to a quality education, her valued participation in establishing effective policies, and her readiness to render services in seeking educational excellence have contribute immeasurably to the progress of our school system; and

WHEREAS, the Members of the Board of Education and the community appreciates and hereby recognizes her commitment to the Rochelle Park Board of Education; Rochelle Park - Midland School #1 and to the children of the community; and

NOW THEREFORE BE IT RESOLVED, that the Rochelle Park Board of Education, on behalf of your colleagues, our teachers and our students, acknowledges the efforts of Teresa Judge Cravello as Board Trustee of the Rochelle Park Board of Education; and

BE IT FURTHER RESOLVED, that with the enactment of this resolution, Teresa Judge Cravello's recognition shall be so noted in the minutes and become a part of the permanent record of the district; and

BE IT FINALLY RESOLVED, that the Rochelle Park Board of Education wishes Teresa Judge Cravello every success during the coming years.

ROCHELLE PARK BOARD OF EDUCATION RESOLUTION

IN RECOGNITION AND APPRECIATION FOR

Charles Schaadt

WHEREAS, Charles Schaadt has served as a Board Trustee with the Rochelle Park Board of Education from January 2021 through December 30, 2023. During this time, he has committed himself and served to the operations of the Rochelle Park Board of Education and for the well-being of the Children of Rochelle Park - Midland School #1;

WHEREAS, his personal commitment to a quality education, his valued participation in establishing effective policies, and his readiness to render services in seeking educational excellence have contribute immeasurably to the progress of our school system; and

WHEREAS, the Members of the Board of Education and the community appreciates and hereby recognizes his commitment to the Rochelle Park Board of Education; Rochelle Park - Midland School #1 and to the children of the community; and

NOW THEREFORE BE IT RESOLVED, that the Rochelle Park Board of Education, on behalf of your colleagues, our teachers and our students, acknowledges the efforts of Charles Schaadt as Board Trustee of the Rochelle Park Board of Education; and

BE IT FURTHER RESOLVED, that with the enactment of this resolution, Charles Schaadt's recognition shall be so noted in the minutes and become a part of the permanent record of the district; and

BE IT FINALLY RESOLVED, that the Rochelle Park Board of Education wishes Charles Schaadt every success during the coming years.

ROCHELLE PARK BOARD OF EDUCATION RESOLUTION

IN RECOGNITION AND APPRECIATION FOR

Mrs. Joan Gutkowski

WHEREAS Mrs. Gutkowski is retiring from her position as a teacher in the Rochelle Park School District on December 31, 2023 and

WHEREAS during Mrs. Gutkowski's 33 years of service, she served as a Kindergarten Teacher and 2nd Grade Teacher as well as a Spelling Bee Coach and in the After-School Homework program.; and

WHEREAS Mrs. Gutkowski, was the recipient of the Teacher of the Year 2007/2008 award. She has earned the highest regard of her students, colleagues, and parents for her dedication to the teaching profession; now, therefore, be it

RESOLVED that the Rochelle Park Board of Education officially expresses its sincere appreciation for the service, leadership and inspiration that Mrs. Gutkowski has given to education in Rochelle Park and wishes her many years of good health and happiness; and, be it further

RESOLVED that a copy of this Resolution be inserted in the Minutes of the Board of Education.

ROCHELLE PARK BOARD OF EDUCATION RESOLUTION

IN RECOGNITION AND APPRECIATION FOR

Mrs. Susan Carney

WHEREAS Mrs. Carney is retiring from her position as a teacher in the Rochelle Park School District on December 31, 2023 and

WHEREAS during Mrs. Carney's 22 years of service, she served as the school's Computer Teacher as well as being the Co-Advisor of the Newspaper Club, Computer Club, Yearbook Advisor and Destination ImagiNation Coach.

WHEREAS Mrs. Carney has earned the highest regard of her pupils, colleagues, parents for her dedication to the teaching profession; now, therefore, be it ;

RESOLVED that the Rochelle Park Board of Education officially expresses its sincere appreciation for the service, leadership and inspiration that Mrs. Carney has given to education in Rochelle Park and wishes her many years of good health and happiness; and, be it further

RESOLVED that a copy of this Resolution be inserted in the Minutes of the Board of Education.

ROCHELLE PARK BOARD OF EDUCATION RESOLUTION

IN RECOGNITION AND APPRECIATION FOR

Mrs. Angela Scarpa

WHEREAS Mrs. Scarpa is retiring from her position as a Paraprofessional in the Rochelle Park School District on December 31, 2023 and

WHEREAS in addition to Mrs. Scarpa's 10 years of service as a Paraprofessional, she also served as a Substitute Teacher for 14 years prior.; and

WHEREAS Mrs. Scarpa, was the recipient of the Educational Support Professional of the Year 2015/2016 award. She has earned the highest regard of her students, colleagues, and parents for her dedication to the education profession; now, therefore, be it

RESOLVED that the Rochelle Park Board of Education officially expresses its sincere appreciation for the service, leadership and inspiration that Mrs. Scarpa has given to education in Rochelle Park and wishes her many years of good health and happiness; and, be it further

RESOLVED that a copy of this Resolution be inserted in the Minutes of the Board of Education.

IX. 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.

X. 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):

November 28, 2023 Regular Meeting and Executive Session

R2. Attendance

RESOLVED: that the Rochelle Park Board of Education approves the attendance report for the month of November 2023 as listed:

Enrollment

Midland School 472
Hackensack H.S. 139
Academies/Technical Schools 53
Totals 664

Pupil Attendance

Possible Days 8433
Days Present 7968
Days Absent 465
% Present 94.4%
% Absent 5.6%

Teacher Attendance

Possible Days 1062
Days Present 1028
Days Absent 34
% Present 96.7%
% Absent 3.3%

R3. Emergency & Crisis Situations

RESOLVED: that the Rochelle Park Board of Education approves the following Fire and Security drills held in the month of November 2023 for the Rochelle Park School District.

November 17, 2023 Security Drill
November 29, 2023 Fire/Evacuation Drill

R4. Harassment Intimidation and Bullying

RESOLVED: Upon the recommendation of the Superintendent the Rochelle Park Board of Education approves the following HIB Report for November 2023 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
October	4	3	3	1	0

R1 - R4. Motion: _____ Second: _____
Roll Call

ADMINISTRATION

A1 - A4

A1. Designation of Meetings (18A,10-6)

WHEREAS, the Open Public Meetings Act required the Board of Education to provide notice of regularly scheduled meetings within seven days following the Annual Organization meeting of the Board.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the Township of Rochelle Park that the following notice of regularly scheduled meetings be adopted, in accordance with N.J.S.A. 18A-22-11.

ROCHELLE PARK BOARD OF EDUCATION
MEETING DATES 2024
Public Meetings

		Executive Time	Regular Time
Thursday	January 4, 2024	N/A	6:30 PM
Tuesday	January 23, 2024	6:30 PM	7:30 PM
Tuesday	February 27, 2024 <i>*Preliminary Budget Hearing</i>	6:30 PM	7:30 PM
Tuesday	March 12, 2024 <i>*Adoption of Preliminary Budget</i>	6:30 PM	7:30 PM
Tuesday	March 26, 2023 <i>*Final Budget Hearing</i>	6:30PM	7:30PM
Tuesday	April 23, 2024	6:30 PM	7:30 PM
Tuesday	May 14, 2024	6:30 PM	7:30 PM
Tuesday	June 11, 2024	6:30 PM	7:30 PM
Tuesday	August 27, 2024	6:30 PM	7:30 PM
Tuesday	September 24, 2024	6:30 PM	7:30 PM
Tuesday	October 29, 2024	6:30 PM	7:30 PM
Tuesday	November 19, 2024	6:30 PM	7:30 PM
Tuesday	December 17, 2024	6:30 PM	7:30 PM

BE IT FURTHER RESOLVED: that the aforesaid notice of regularly scheduled meetings be kept posted in the Midland School, on the community bulletin board located outside the Main Office at 300 Rochelle Ave, Rochelle Park, New Jersey.

BE IT FURTHER RESOLVED: that the aforesaid notice be mailed to The Record and Our Town Newspaper as the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

BE IT FURTHER RESOLVED: that the aforesaid notice be filed with the Clerk of the Township of Rochelle Park.

NOTE

1. Special Public Meetings where official action is taken will be scheduled as needed with proper notice.
2. Closed Executive Sessions with the Public Excluded for discussion of personnel and legal matters, will be authorized as needed by resolution during public meetings or by special notice.

A2. ARP Safe Return Plan

RESOLVED: Upon the recommendation of the Superintendent the Board of Education approves the district's ARP Safe Return Plan 6 month update as required by ESSER III. This plan will be submitted to the NJ Homeroom and posted on the district website

A3. Student Safety Data

RESOLVED: Upon the recommendation of the Superintendent the Board of Education accepts the report from the Principal/School Safety on School Safety Data.

A4. Travel Waiver School Sponsored Athletic or Extracurricular Event

RESOLVED: Upon the recommendation of the Superintendent the Board of Education authorizes the use of a travel waiver, "School Sponsored Athletic or Extracurricular Events Declining Transportation Services with Release and Indemnification Agreement" to be used in lieu of school bus transportation for off-site locations.

A1 - A4 Motion: _____ Second: _____

Roll Call

CURRICULUM AND INSTRUCTION

C1 - C3

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

	Justin Kemp	NJ Music Educators Association	2/22/24-2/24/24	Voorhees NJ	\$707.08 (plus meals) expenses based on OMB guide	11-000-230-585-000 11-402-100-500-000
b.	Kevin Cox	Techspo '24	1/24/24-1/26/24	Atlantic City	\$784.14 expenses based on OMB guide	11-000-252-585-000

C2. Professional Development

RESOLVED: Upon the recommendation of the Superintendent, that the Board of Education approve the following providers to provide workshops for the faculty during the 2023-2024 school year.

	Name of Presenter	Workshop/Conference	Date	Cost	Account
a.	Inspired Instruction	Integrating Best Practices for Science Instruction	1/16/2024	\$1,500	20-231-200-500-000
b.	Staff Development Workshops, Inc.	Fundations	1/16/2024	\$1,800	20-231-200-500-000
c.	Mike Kuczala	The Kinesthetic Classroom	2/21/2024	\$2,000	20-270-200-500-000

C3. Extended School Day 2024

RESOLVED: Upon the recommendation of the Superintendent, that the Board of Education approves the Extended School Day program for students in grades 3-8 identified to receive academic support in ELA and/or Math. The program will run Mondays thru Thursdays from 2/5/2024 to 3/28/2024. The Extended School Day program is funded under Title I and ARP/ESSER Grants.

C4. Class Trip

RESOLVED: on 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.	Beginning Band	David Geffen Hall at Lincoln Center New York, NY	1/19/2024	Cost amended to include transportation \$31.00 per student *amended from November 2023 agenda (resolution C2)

C1 - C4 Motion: _____ Second: _____
Roll Call

FINANCE

F1 - F17

F1. Secretary & Treasurer's Report - November 2023

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the acknowledgement and acceptance of the reports of the Board Secretary (Appendix A) and Treasurer of School Monies for the period ending November 30, 2023.

F2. Payment of Bills - December 12, 2023

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the payment of bills and mandatory payments dated December 12, 2023 in the total amount of \$789,098.19.

Fund	Amount
General 10, 11	\$736,704.51
Grants 20	\$16,041.10
Foodservice 60	\$31,602.58
Aftercare 61	\$4,750.00
TOTAL	\$789,098.19

F3. Monthly Budgetary Line Item Status Certifications

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 November 30, 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).

F4. Transfers

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

F5. Check Run

Be it resolved that the Rochelle Park Board of Education, upon the recommendation of the Superintendent, authorizes a check run for the month of January, 2024 with the amounts to be approved at the February, 2024 meeting.

F6. Transfer from Extraordinary Aid to Out of District Tuition

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the transfer of \$108,585 from Extraordinary Aid to Out of District Tuition for the 2023-24 school year.

F7. Transfer from Extraordinary Aid to Purchase Service-Out of District Aide

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the transfer of \$35,972.75 from Extraordinary Aid to Out of District Aide for the 2023-24 school year.

F8. Transfer from Extraordinary Aid to Contracted Service-Special Education Transportation

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the transfer of \$51,000 from Extraordinary Aid to Special Education Transportation for the 2023-24 school year.

F9. Transfer from Extraordinary Aid to Home Instruction-Contracted Service

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the transfer of \$2,500 from Extraordinary Aid to Home Instruction-Contracted Service for the 2023-24 school year.

F10. Standard Operating Procedures

BE IT RESOLVED: that N.J.A.C. 6A:23A-6.5 requires school districts to evaluate business processes annually to ensure that a strong control environment exists in which sound segregation of duties are in place and allocated amongst available resources appropriately.

BE IT RESOLVED: that N.J.A.C. 6A:23A-6.6 requires school districts to establish standard operating procedures for each task for function of the business operations of the district and that district employees are aware of such procedures.

NOW THEREFORE BE IT RESOLVED: that the Board of Education approve a standard operating procedures and internal controls manual. The manual will be updated and modified as needed, as recommended by the superintendent.

F11. Special Education Evaluation

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following Special Education evaluations:

	CST#	Type of Evaluation	Vendor	Cost	Account
a.	2409	Physical Therapy Evaluation		\$325.00	11-000-219-320-000

F12. Termination Special Education Contract

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the termination of contract with New Milford Public Schools for student CST# 5678 effective October 16, 2023.

F13. Special Education Vendor

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following vendors for the 2023-2024 school year:

	Vendor Name
a.	Highpoint School
b.	Eastwick College

F14. Contracts – Special Education

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following tuition contracts of Out of District students for the 2023-2024 school year.

	CST#	Provider Name	Dates	Cost	Account
a.	0923	Highpoint School	December 2, 2023-June 30, 2024	\$75,070.00 (prorated)	11-000-100-566-000
b.	2410	BCSS-Bleshman	December 1, 2023- June 30, 2024	\$78,890.00 (prorated)	11-000-100-565-000
c.	0923	Eastwick College	January 16, 2024- June 30, 2024	TBD	
d.	2410	BCSS-Bleshman	December 1, 2023-June 30, 2024 1.1 Paraprofessional	\$50,985.00 (prorated)	11-000-217-320-000

F15. Contract

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the contract for Home Instruction with Hackensack High School for CST#0923 at a rate of \$57.85 per hour for a total of 38 hours. Total payments: \$2,198.30
Account: 11-150-100-320-000

F16. Approval of Fundraiser

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves a fundraiser for the Special Olympics Bocce team to sell pins from January 8, 2024 through January 19, 2024, designed by Special Olympics team members for \$2 to support fundraising for an outdoor bocce set. No door to door sales will take place.

F17. 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 schedule school activities and construction at any time as needed.

Group/Organization	Use/Purpose	Location	Dates	Rental Fee
RP Recreation	Youth Basketball Adult Basketball Travel Basketball	Gym	Nov 20, 2023 - March 29, 2024 Mondays-Fridays 5:30pm-9:30pm <i>*Amended time from 9:00 pm Previously approved 11/26/2023</i>	

F1 - F17 Motion: _____ Second: _____
Roll Call

PERSONNEL

P1 - P4

P1. Appointments

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following appointments of **Certificated Staff**, effective for the dates listed below, and in some cases pending N.J.S.A. 18A; 6-7.1 et.seq., requesting authorization for emergent hiring pending completion of criminal history check.

	Name	Role	Salary	Start	End	Replacing or New
a.	Kristina Arocho	Teacher	\$83,212.00 (prorated) MA+30 Step 10	2/1/2024	6/30/2024	Replacing: Susan Carney

P2. 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 of Resignation	Comment(s)
a.	Jack O'Brien	Custodian	2/2/2024	We wish Mr. O'Brien all the best in his future endeavors and thank him for his service to Midland School

P3. Coaches/Advisors/Stipends:

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the following coaching/advisor/stipend positions, effective for the dates listed below.

	Name	Role	Salary	Start Date	End Date	Account
a.	#00190	Jr NHS Faculty Council	\$165.00	09/01/2023	06/19/2024	11-401-100-100-000
b.	Julianna Lala <i>*pending updated</i>	Volleyball	N/A	2023- 2024		N/A

	paperwork	Team Volunteer		practice season		
c.	#10021	Jr NHS Faculty Council	\$165.00	09/01/2023	06/19/2024	11-401-100-100-000

P4. School Social Worker Intern

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves Stephanie Talmadge as a School Social Worker Intern to the Child Study Team in conjunction with Rutgers University, 15 hours per week starting on or about January 19, 2024 through June 30, 2024.

P1 - P4 Motion: _____ Second: _____
Roll Call

POLICY AND REGULATION

P&R 1

P&R 1. Approval of Adoption of Policies/Regulations Second Reading and Adoption

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves a second reading and adoption of the following Policies and Regulations.

	Policy #	Policy Name
1.	P2270	Religion in the Schools
2.	R2510	Adoption of Textbooks
3.	R2418	Section 504 of the Rehabilitation Act of 1973 Students (M)
4.	P3161	Examination for Cause
5.	P3212	Attendance (M)
6.	R3212	Attendance (M)
7.	P3324	Right of Privacy
8.	P4161	Examination for Cause
9.	P4212	Attendance (M)
10.	R4212	Attendance (M)
11.	P4323	Right of Privacy
12.	P5111	Eligibility of Resident/Nonresident Students (M)
13.	R5111	Eligibility of Resident/Nonresident Students (M)

14.	P5116	Education of Homeless Children and Youths
15.	R5116	Education of Homeless Children and Youths
16.	P8500	Food Services (M)
17.	P0168	Recording Board Meetings
18.	P7243	Supervision of Construction (M)

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 Board of Education reorganization meeting will be held on January 2, 2024 at 6:30 P.M. in the Gymnasium. The next regular Board of Education meeting will be held on January 23, 2024.

XIII. Executive Session (if necessary)

Be it resolved that the Rochelle Park Board of Education will convene in a second Executive Session to discuss confidential matters pursuant to NJSA 10:4-12 which include HIB, personnel, legal matters, policy, and safety. Action may or may not be taken.

XIV. Adjournment

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