

Rochelle Park Board of Education

Executive Session 6:30 PM
Regular Meeting 7:30 P.M
October 17, 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: NJSLA Spring 2023 Administration Report

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

VIII. 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.

IX. 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):

September 26, 2023 Regular Meeting and Executive Sessions

R2. Attendance

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

Enrollment
 Midland School 468
 Hackensack H.S. 139
 Academies/Technical Schools 53
 Totals 660

Pupil Attendance
 Possible Days 7873
 Days Present 7632
 Days Absent 241
 % Present 96.9%
 % Absent 3.1%

Teacher Attendance
 Possible Days 1121
 Days Present 1097.5
 Days Absent 23.5
 % Present 97.9%
 % Absent 2.1%

R3. Emergency & Crisis Situations

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

- Fire Drill- September 12, 2023
- Non-Fire Evacuation Drill- September 15, 2023

R4. Harassment Intimidation and Bullying

RESOLVED: upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the following HIB Report for September 2023 on behalf of the Rochelle Park School District.

September 2023
Reported Cases: 5
Number of Cases open: 0
Number of Cases closed: 5
Number of Incidents determined to be HIB: 2
School Suspensions: 2

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

ADMINISTRATION

A1 - A2

A1. Anti-Bullying Bill of Rights Act

RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the submission of the School Self-Assessment for Determining Grades under the Anti Bullying Bill of Rights to the New Jersey Department of Education.

A2. New Jersey Quality Single Accountability Continuum District Performance Review

RESOLVED: upon the recommendation of the Superintendent, the Rochelle Park Board of Education authorizes the submission of the NJ Quality Single Accountability Continuum District Performance Review (DPR) for the 2023-2024 School Year and Statement of Assurance to the New Jersey Department of Education.

A1 - A2 Motion: _____ Second: _____
Roll Call

CURRICULUM AND INSTRUCTION

C1 - C3

C1. Field Trip

RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the following listed field trips for the 2023-2024 school year.

	Grade Level	Location	Date	Cost
a.	4th Grade	Meadowlands Environmental Center	6/6/2024	\$18.00 per student plus transportation TBD
b.	3rd Grade	Newark Museum of Art	4/25/2024	\$ 15.00 per student plus

				transportation TBD
c.	Kdg	Fire House	10/27/2023 Rain date 11/3/2023	N/A
d.	Self Contained 6-8	Rochelle Park Library	10/24/23 Rain date 10/25/23	N/A

C2. Professional Development

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

	Name	Workshop/Conference	Date	Cost *	Account
a	Meghan Mallon	Holocaust& Genocide Educators Workshop	12/06/2023	N/A	
b	Maria Geiselhart	NJAAP 32 Annual School Health Conf.	10/18/2023	\$235.00	20-231-200-500-000
c	Stephanie Savoia	Helping English Learners Exit your ELL program	11/7/2023	\$279.00	Title III -paid by consortium agreement
d	Rebecca Garcia	Special Ed: Director’s Toolkit	11/17/2023	N/A	
e	Rex Leka	IPM	10/27/2023	N/A	
f	Angela Jacobus	New Jersey AI Literacy Summit	12/11/2023	N/A	
g	Lisa Fletcher	New Jersey AI Lliteracy Summit	12/11/2023	N/A	

*Travel costs in accordance with OMB guidelines

C3. Class Trip

RESOLVED: on the recommendation of the Superintendent, the Board of Education recognizes the 8th Grade trip to Washington DC for June 5, 2024 through June 7, 2024, previously approved on the August 29, 2023 and September 26, 2023 agendas, shall be re-approved with the distinction of the trip as a Class Trip in accordance with District Policy and Regulation 5850 Social Events and Class Trips.

C1 - C3 Motion: _____ Second: _____
 Roll Call

FINANCE

F1 - F7

F1. Payment of Goods and Services

RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the payment of bills and mandatory payments dated October 17, 2023 in the total amount of \$223,605.

F2. Check Run

RESOLVED: upon the recommendation of the Superintendent, the Rochelle Park Board of Education, authorizes a check run for the month of November 2023 with the amounts to be approved at the November 2023 meeting.

F3. Special Class Placement-Out of District Tuition

RESOLVED: upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the following Out of District tuition placements for the 2023-2024 school year based on the student’s IEP. .

Out of District Student Tuition 2023-2024

	CST #	Placement	Tuition*	Account
a	0789	RiverDell School District	\$29,600.00	20-250-100-560-000

*Tuition amounts to be updated upon receipt of contracts

F4. Comprehensive Maintenance Plan/M1

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 Board of Education 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 upon the recommendation of the Superintendent, that the Rochelle Park Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Rochelle Park Board of Education in compliance with Department of Education requirements.

F5. BOT-2 Program for Fine Motor Skills

RESOLVED: upon the recommendation of the Superintendent of Schools, the Rochelle Park Board of Education approves the purchase of BOT-2 Fine motor record forms, BOE-2 Complete Form/Fine Motor Form response Booklet, Beery VMI 6h edition Visual Perception Forms, Beery VMI 6th edition Motor Coordination forms, Beery 6th edition Full Forms Ages 2-100. M-Fun-PS Ages 4:0-7:11 Forms Bundle protocols through Pearson Q-global. The invoice total of \$498.10 Account #11-000-219-600-000

F6. Approval of the Annual Health and Safety Checklist

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approve the submission of the Annual Health and Safety Evaluation of School Buildings Checklist to the County Office.

F7. 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 FURTHER RESOLVED that N.J.A.C. 6A:23A-6.6 requires school districts to establish standard operating procedures for each task or 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.

F1 - F7 Motion: _____ Second: _____
Roll Call

PERSONNEL

P1 - P6

P1. School Culture and Climate Team

RESOLVED: upon the recommendation of the Superintendent, the Board of Education approves the following individuals to the School Culture and Climate Team for the 2022-2023 school year.

- a) Klaudia Lesniak
- b) Courtney Carmichael
- c) Vanessa Aiello
- d) Savannah Orta
- e) Keely Coffey
- f) Meghan Mallon
- g) Jessica DeFalco
- h) Lt. Stapleton, SRO

P2. Resignations

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)
1.	Patrica Daubner	Lunch Aide	10/2/2023	We wish Mrs. Daubner all the best in her future endeavors.

P3. Coaches/Advisors/Stipends

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
1.	Christopher Pezzuti	Basketball Coach- Boys	\$1,531.00	9/7/2023	6/22/2024	11-402-100-100-000
2.	Christopher Pezzuti	Basketball Coach- Girls	\$1,531.00	9/7/2023	6/22/2024	11-402-100-100-000
3.	Lisa Fletcher	Accompanist not to exceed 30 hours	\$33.00/hr	9/7/2023	6/22/2024	11-401-100-100-000
4.	10000055	JrNHS Faculty Advisor	\$165.00	9/7/2023	6/22/2024	11-401-100-100-000
5.	10008656	JrNHS Faculty Advisor	\$165.00	9/7/2023	6/22/2024	11-401-100-100-000
6.	Jennifer O'Brien (PE)	Volleyball Coach	\$1,635.00	9/7/2023	6/22/2024	11-402-100-100-000

P4. Suspension of Employment

RESOLVED: upon the recommendation of the Superintendent, the Board of Education immediately suspends employee #83596973.

P5. Rescind Appointment of Advisor

RESOLVED: upon the recommendation of the Superintendent, the Board of Education immediately rescinds the appointment of employee #83596973 as Grade 8 Advisor.

P6. Termination

RESOLVED: upon the recommendation of the Superintendent, the Board of Education immediately terminates employee #40393.

P1 - P6 Motion: _____ Second: _____
Roll Call

POLICY AND REGULATION

P&R1. Approval of Adoption of Policies (Second Reading)

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

- a. R7513 Rules for Playground Conduct

P&R1 Motion: _____ Second: _____
Roll Call

X. 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.

XI. Announcements

The next regular Board of Education meeting will be held on November 28, 2023 at 7:30 P.M. in the Gymnasium, Executive Session will be held prior to the regular meeting at 6:30 P.M.

XII. 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.

XIII. Adjournment

*This document is subject to additions, withdrawals and modifications without notice.
Amended 10/17/2023*