

**Rochelle Park Board of Education
Regular Meeting– 7:30 P.M.
March 11, 2013**

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

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

Others present:

- Bert Ammerman, Interim Superintendent
- Vincent Occhino, Interim Board Administrator/Board Secretary
- 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, The Record and The Our Town, in accordance with Chapter 231, P.L. 1975.”

- IV. Superintendent’s Report**
- V. Business Administrator’s Report**
- VI. 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

JE SA TC ML DL MS PB

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

Roll Call

JE SA TC ML DL MS PB

VII. Items for Board Action - Resolutions

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

ROUTINE MATTERS RESOLUTIONS 1-6

POLICY #0168 – APPROVAL OF BOARD MINUTES

R1. Resolved, that the Rochelle Park Board of Education approves the minutes of the following meetings:

- February 4, 2013 Caucus Meeting & Executive Session**
- February 11, 2013 Regular Meeting & Executive Session**

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #5200 - ATTENDANCE

R2. RESOLVED: that the Board of Education approves the attendance report for the month of February 2013 as listed:

<u>Enrollment</u>		<u>Left</u>	<u>Entered</u>
Midland School	458	1-6 th Grade	1-1 st Grade
Hackensack H.S.	143.5		1-4 th Grade
Academies/ Technical Schools	<u>16</u>		
Total	617.5		
<u>Pupil Attendance</u>		<u>Teacher Attendance</u>	
Possible Days	8693	Possible Days	828
Days Present	8301	Days Present	803
Days Absent	392	Days Absent	25
% Present	95.5%	% Present	96.9%
% Absent	4.5%	% Absent	3.1%

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #2431 – ATHLETIC COMPETITION

R3. RESOLVED: on the recommendation of the Superintendent, that the Board of Education approves the 2013 Baseball and Softball Schedules as presented.

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #8210 - SCHOOL YEAR

R4. RESOLVED: on the recommendation of the Superintendent, that the Board of Education approves the School Calendar for the 2013-2014 school year as submitted.

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

Policy #8420 – EMERGENCY & CRISIS SITUATIONS

R5. RESOLVED: that the Rochelle Park Board of Education approves the following Fire and Security drills held in the month of February 2013 for the Rochelle Park School District.

**Fire Drill – February 12, 2013
Security Drill- February 26, 2013**

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

Policy #5512.01 – HARASSMENT- INTIMIDATION AND BULLYING

R6. RESOLVED: that the Rochelle Park Board of Education approves the following HIB Report for February 2013 on behalf of the Rochelle Park School District.

February 2013

Reported Cases: 1
Number cases open: 0
Number cases closed: 1
Number cases determined to be HIB: 1

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY 1400 – RELATIONS BETWEEN OTHER GOVERNMENTAL AGENCIES

R7. RESOLVED: that the Rochelle Park Board of Education approve the submission of the Rochelle Park School District Three Year Technology Plan for July 1, 2013 to June 30, 2016 and accompanying first year budget.

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

PERSONNEL- RESOLUTIONS 1-6

POLICY #3240 - PROFESSIONAL DEVELOPMENT

P1. RESOLVED: on the recommendation of the Superintendent, that the Board of Education approves the participation of the persons named at the following workshops/conferences:

Bert Ammerman to attend “Bergen County Superintendent’s Leadership Initiative” on March 20, 2013 in Bergen Community College, in Paramus at a cost to the district of \$10.00 for registration.

Cara Hurd to attend “Presentation on Educator Evaluations in Morris County on March 15, 2013 at no cost to the district for registration.

Cara Hurd and Linda Oles to attend “The Essentials of HIB Investigations” in Montvale,

on May 15, 2013 at a cost to the district of \$250.00 for registration. (Title II)

Cathleen Hernando to attend “Time Saving Math Work stations to Practice and Reinforce the Common Core Mathematics Standards” in Parsippany on May 7, 2013 at a cost of \$219.00 for registration. (Title II)

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #4431.1 – FAMILY LEAVE

***P2. RESOLVED:** that the Board of Education does hereby approve the request of Mrs. Joanna Hani to go on maternity leave effective May 13, 2013 until the end of the 2012/2013 school year. Mrs. Hani will initiate the Family Leave Act starting in September 2013 for a period of 12 weeks, with an anticipated return date at the beginning of December 2013.

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

***P3. RESOLVED:** that on the recommendation of the Superintendent, the Board of Education approves the following salary crossovers retroactive to date indicated below:

<u>Employee Name</u>	<u>Date of Crossover</u>	<u>Changes</u>
Jennifer O’Brien	September 1, 2010	BA to BA+15
until September 1, 2012 when she advanced from BA+15 to BA+30		
Brian Cannici	February 1, 2013	MA to MA+15

Motion by _____, seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #4211 HIRING- NON-CERTIFIED PERSONNEL

***P4. RESOLVED:** on the recommendation of the Superintendent, that the Board of Education appoints Mrs. Debra Pinto to the position of Part Time Special Education Aide. effective March 12, 2013 to June 30, 2013 at a rate of \$18.00 per hour. Hours not to exceed 25 hours per week (no benefits).

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

***P5. RESOLVED,** o the recommendation of the Superintendent, the Board of Education approve the part time employment of Christine Werner as Bookkeeper/Secretary to the Business Administrator at the per diem salary of \$238.00 beginning March 12, 2013 through September 30, 2013, pending completion of a Criminal History Check.

BE IT FURTHER RESOLVED, that the Rochelle park Board of Education at a regular advertised board meeting during the month of September 2013 upon the recommendation of the Superintendent offer a contract to Mrs. Werner at the prorated salary of \$57,000.00 for the remainder of the 2013-2014 school year.

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #4117.2 - RETIREMENT

***P6. RESOLVED: that the Board of Education accept with regret, Cathy Plothe’s resignation and retirement letter dated March 6, 2013 from the Rochelle Park School District effective July 1, 2013. We wish her much luck and happiness in her retirement.**

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

FINANCE AND INSURANCE- RESOULTIONS- F1-F11

**Upon the recommendation of the Business Administrator to the Superintendent:
Public Hearing on the 2013-2014 School Year Budget**

F1. RESOLVED, that the Rochelle Park Board of Education establish the date of March 25, 2013 for the public hearing on the 2013-2014 school budget. The meeting is to be held at the Midland School Media Center at 7:30 P.M.

Motion by _____ , seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #6460 – PAYMENT OF GOODS AND SERVICES

F2. RESOLVED, that the Rochelle Park Board of Education approves the March 2013 Bill List as approved by the Finance Committee, attached and listed below:

A. Regular Bills - Fund 11	\$487,394.50
B. Regular Bills - Fund 20	\$ 1,740.76
C. Capital Projects - Fund 30	\$ 0
D. Debt Service – Fund 40	\$ 25,000.00
E. Food Service – Fund 50	\$ 15,094.00
F. Enterprise - Fund 51	446.01
TOTAL PAYMENTS FOR MARCH	<u>\$529,675.27</u>

TOTAL DISBURSEMENTS

\$529,675.27

ATTACHMENT 1

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #6460 – PAYMENT OF GOODS AND SERVICES

F3. RESOLVED, that the Rochelle Park Board of Education approves the additions to the February 2013 Bill List as approved by the Finance Committee, attached and listed below:

A. Regular Bills - Fund 10	\$ 17,783.45
C. Regular Bills - Fund 20	\$ 0
C. Capital Projects - Fund 30	\$ 0
D. Debt Service – Fund 40	\$ 19,059.38
E. Food Service – Fund 50	\$0
F. Enterprise - Fund 51	
TOTAL PAYMENTS FOR MARCH	\$36,842.83

TOTAL DISBURSEMENTS	\$54,626.28
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ATTACHMENT 2

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

F4. RESOLVED, that the Rochelle Park Board of Education approves the retro payroll for the 2010-2013 contract paid out in February 2013 in the amount of \$ 347,276.93.

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

F5. RESOLVED, that the Rochelle Park Board of Education approves the March 2013, payroll in the amount of \$413,632.94.

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY #6820 – FINANCIAL REPORTS

Monthly Budgetary Line Item Status Certifications

F6. 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 January 30, 2013 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

JE SA TC ML DL MS PB

Secretary's Report

F7. RESOLVED, that the Rochelle Park Board of Education accepts the Board Secretary's Financial Report for the months January 2013.

ATTACHMENT 3

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

Treasurer's Report

F8. RESOLVED, that the Rochelle Park Board of Education accepts the School Treasurer's Financial Report for the month of January 2013.

ATTACHMENT 4

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

Transfers

F9. RESOLVED, that the Rochelle Park Board of Education approves the line item transfers for February 2013.

ATTACHMENT 5

<i>Date</i>	<i>Source Account</i>	<i>Target Account</i>	<i>Comments</i>	<i>Amount</i>
2/1/13- 2/30/13			See Attachment	\$130,000.00
			TOTAL TRANSFERS	\$130,000.00

Motion by _____ seconded by _____

Roll Call

JE SA TC ML DL MS PB

POLICY#6660- STUDENT ACTIVITY FUND

F10. RESOLVED: that the Rochelle Park Board of Education accept the Student Activity Fund Financial Reports for the months of February 2013.

ATTACHMENT 6

Motion by _____, seconded by _____

Roll Call

JE SA TC ML DL MS PB

F11. RESOLVED, that the Rochelle Park Board of Education approve the Master Lease agreement between the Board and Lenovo Financial Services for the purchase of computers and equipment from CDW Sales, Quote #DGCG589 and #DDFJ606 in the amount of \$22,337.08 payable over 36 months at the monthly payment of \$693.12.

Motion by _____, seconded by _____

Roll Call

JE SA TC ML DL MS PB

IX. Reports – Committee Action Items

2013 School Year

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

VIII. 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

JE SA TC ML DL MS PB

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

Roll Call

JE SA TC ML DL MS PB

X. Announcements

The Special Public Hearing on the 2013-2014 School Year Budget will be held on Monday, March 25, 2013, at 7:30 P.M. in the Media Center.

The next Caucus Meeting will be held on Monday, April 1, 2013, at 7:30 PM in the Media Center.

XI. 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

JE SA TC ML DL MS PB

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

Roll Call

JE SA TC ML DL MS PB

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

Roll Call

JE SA TC ML DL MS PB

XII. Adjournment

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

Roll Call

JE SA TC ML DL MS PB