

**Rochelle Park Board of Education
Regular Meeting– 8:00 P.M.
January 18, 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/Board Secretary
- John DiPaola, Business Administrator
- Ellen Kobylarz, Board Recording Secretary, Board Secretary Pro Tem

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, 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

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

VII. Items for Board Action - Resolutions

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

VIII. ROUTINE MATTERS

POLICY #0168 – APPROVAL OF BOARD MINUTES

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

- A. December 5, 2011 - Caucus Meeting & Executive Session**
- B. December 12, 2011 – Regular Meeting & Executive Session**

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY#0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS

R 2. RESOLVED: that the Rochelle Park Board of Education adopts the following Code of Ethics for School Board Members:

- a.** I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b.** I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c.** I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d.** I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e.** I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f.** I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g.** I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h.** I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #5200 - ATTENDANCE

R3. RESOLVED: that the Board of Education approves the attendance report for the month of December 2011 as listed:

<u>Enrollment</u>	<u>Left</u>	<u>Entered</u>
Midland School 464		1- 2 nd Grade
Hackensack H.S 126		1- Kindergarten
Academies/Technical Schools <u>10</u>		
Total 600		

<u>Pupil Attendance</u>		<u>Teacher Attendance</u>	
Possible Days 7882		Possible Days 797.3	
Days Present 7471		Days Present 765.3	
Days Absent 411		Days Absent 32	
% Present 94.7		% Present 95.9%	
% Absent 5.3		% Absent 4.1%	

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #2340 – FIELD TRIPS

R4. RESOLVED: on the recommendation of the Superintendent, that the Board of Education approves the eighth grade class trip as follows:

2012 8th Grade Class Trip

DATE: Thursday & Friday, June 7th-8th, 2012

DEPARTURE: Midland School -Thursday, June 7th, 2012- approx. 6:00 A.M.

DESTINATION: Washington, D.C. Hotel accommodations- Holiday Inn Alexandria VA)

ITINERARY: visit Arlington National Cemetery,(participate in a Wreath Laying Ceremony at the Tomb of Unknown Soldier pending availability), visit the National Archives, Moonlight dinner dance cruise on Potomac, tour of the U.S. Capitol Building (pending availability), visit the U.S. Holocaust Memorial Museum, Smithsonian Institution-National Air & Space Museum, National Gallery of Art, National Museum of Natural History.

RETURN DEPARTURE: Washington D.C. Friday, June 8th, 2012-approx.8 P.M., with an estimated time of arrival at Midland School 11:59 P.M.

COST: To be borne by the parents

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

IX PERSONNEL

POLICY #3240 PROFESSIONAL DEVELOPMENT

P.5. RESOLVED: that on the recommendation of the Superintendent, the Board of Education approves tuition reimbursement (pending submission of official transcripts) for courses taking during the 2011-2012 school year as follows:

Brian Cannici	3 credits	\$ 774.57
Donna Johnson	3 credits	\$ 725.01
Thomas Hornes	3 credits	\$ 774.57
Jennifer O'Brien	6 credits	\$ 1,549.14

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #4431.1 – FAMILY LEAVE

***P 6. RESOLVED:** that the Board of Education does hereby approves the request of Mrs. Angela Jacobus to extend her maternity leave until the end of the 2011/2012 school year.

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

POLICY #4111 – HIRING – CERTIFIED PERSONNEL

***P 7. RESOLVED:** on the recommendation of the Superintendent, that the Board of Education appoints the following personnel to the listed extra-compensation positions for the 2011-2012 school year stipend to be determined upon the settlement of the master contract for the 2011-2012 school year.

Baseball Coach	Brian Cannici
Softball Coach	Jeanmarie Corrigan
Indoor Soccer Coach	Samuel Ramirez

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

***P 8. RESOLVED:** on the recommendation of the Superintendent, that the Board of Education appoints the following personnel as Volunteer Assistant Coaches for the 2011-2012 school year.

Assistant Baseball Coach Thomas Hornes
Assistant Softball Coach Jennifer O'Brien

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

***P 9. RESOLVED:** that on the recommendation of the Superintendent, the Board of Education extends the appointment of Tara LaPira to the position of Maternity Leave replacement Departmental Language Arts Teacher until the end of the 2011/2012 school year, at a per diem rate of \$220 to be adjusted upon settlement of the master contract for the 2011-2012 school year.

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

***P10. RESOLVED:** on the recommendation of the Superintendent, the Board of Education approves the increase in employment hours from 27.5 hours per week to 30 hours per week (No Benefits) for Grace Gonzales –Part Time Special Education Classroom Assistant for the remainder of the 2011-2012 school year at a salary to be determined upon settlement of the master contract for the 2011-2012 school year.

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

***P 11. RESOLVED:** on the recommendation of the Superintendent, that the Board of Education approves the following substitute teachers (pending criminal background checks) for the remainder of the 2011-2012 school year at a rate of \$80.00 per day:

Alice Boyadzyan
Samantha Fogarty
Dave Garey

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

P12. POLICY #4117.2 - RETIREMENT

***P12. RESOLVED: that the Board of Education accept with regret, Patricia Amabile's resignation and retirement letter dated January 12, 2012 from the Rochelle Park School District effective June 30, 2012. We wish her much luck and happiness in her retirement.**

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

X. FINANCE AND INSURANCE

Upon the recommendation of the Business Administrator to the Superintendent:

POLICY #6470 – PAYMENT OF CLAIMS

F. 13. Resolved, that the Rochelle Park Board of Education approves the January 2012 Bill List as approved by the Finance Committee, attached and listed below:

A. Regular Bills - Fund 11	\$417,969.88
B. Regular Bills - Fund 20	\$ 15,014.12
C. Capital Projects - Fund 30	\$ -
D. Debt Service - Fund 40	\$ -
E. Food Service - Fund 50	\$ 14,208.58
F. Enterprise – Fund 51	\$ 517.85
TOTAL JANUARY BILLS	\$501,710.43
TOTAL	\$501,710.43

SUPPORT DOCUMENT 1

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

F. 14. Resolved that the Rochelle Park Board of Education approves the January 2011, payroll in the amount of \$395,010.86

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

F. 15. Resolved that the Rochelle Park Board of Education approves the December 2011, payroll in the amount of \$390,161.86

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

Transfers

F. 16. RESOLVED: that the Rochelle Park Board of Education approves the line item transfers for October 31, 2011, November 30, 2011 & December 2011.

ATTACHMENT

<i>Date</i>	<i>Source Account</i>	<i>Target Account</i>	<i>Comments</i>	<i>Amount</i>
<i>10/31/11</i>			See Attachment 2	\$2,490.73
<i>11/30/11</i>			See Attachment 2	\$4,896.54
<i>12/31/11</i>			See Attachment 2	\$34,446.02
			Total Transfers	\$41,833.29

Motion by_____, seconded by_____
Roll Call

RV SA TC JE ML MS PB

F. 17. 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 October 30, 2011 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

F. 18. RESOLVED: that the Rochelle Park Board of Education accepts the Board Secretary's Financial Report for the month of October 2011

ATTACHMENT

Motion by_____, seconded by_____
Roll Call

RV SA TC JE ML MS PB

F. 19. RESOLVED: that the Rochelle Park Board of Education accepts the School Treasurer's Financial Report for the month of October 2011.

ATTACHMENT

Motion by_____, seconded by_____
Roll Call

RV SA TC JE ML MS PB

F. 20. 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 November 30, 2011 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

F. 21. RESOLVED: that the Rochelle Park Board of Education accepts the Board Secretary's Financial Report for the month of November 2011

ATTACHMENT

Motion by_____, seconded by_____
Roll Call

RV SA TC JE ML MS PB

F. 22. RESOLVED: that the Rochelle Park Board of Education accepts the School Treasurer's Financial Report for the month of November 2011.

ATTACHMENT

Motion by_____, seconded by_____
Roll Call

RV SA TC JE ML MS PB

POLICY # 6160 - GRANTS FROM PRIVATE SOURCES

F. 23. Resolved, that the Rochelle Park Board of Education approves the submission of a grant application to Rutgers Eagleton Institute of Politics for the *State House Express* award in the amount of \$300.00.

Be it also resolved, that the Rochelle Park Board of Education accepts the *State House Express* award in the amount of \$300.00 to be used for the purpose of transporting students to the State House in Trenton.

Motion by _____, seconded by _____

Roll Call

RV SA TC JE ML MS PB

Policy #8420 – EMERGENCY & CRISIS SITUATIONS

F. 24. RESOLVED: that the Rochelle Park Board of Education approves the following Fire and Security drills held in the month of December of 2011 for the Rochelle Park School District.

December 14, 2011	Fire Drill	2 minutes
December 16, 2011	Security Drill- Lockdown Drill	11 minutes
December 23, 2011	Fire Alarm – False Alarm	40 minutes

Motion by _____ seconded by _____

Roll Call

RV SA TC JE ML MS PB

Policy #5512.01 – HARASSMENT< INTIMIDATION AND BULLYING

F. 25. RESOLVED: that the Rochelle Park Board of Education approves the following HIB Report for the first four months of the 2011/2012 school year for the Rochelle Park School District.

September 2011

Reported Incidents: 9

Number of Incidents determined to be HIB: 0

Number of Incidents determined not to be HIB: 9

October 2011

Reported Incidents: 5

Number of Incidents determined to be HIB: 1

Number of Incidents determined not to be HIB: 4

November 2011

Reported Incidents: 3

Number of Incidents determined to be HIB: 0

Number of Incidents determined not to be HIB: 3

December 2011

Reported Incidents: 7

Number of Incidents determined to be HIB: 0

Number of Incidents determined not to be HIB: 7

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY #3440/4440 – TRAVEL EXPENSE

F. 26. WHEREAS, Pursuant to N.J.S.A. 18a:11-12, in each pre-budget year, the Rochelle Park Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded, and

WHEREAS, the Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds;

WHEREAS, the Board of Education, has not elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; and

RESOLVED, that the Rochelle Park Board of Education hereby establishes the maximum, travel expenditure amount for the 2011/2012 school year at \$15, 000.00

Motion by _____, seconded by _____
Roll Call

RV SA TC JE ML MS PB

POLICY #7510-USE OF FACILITIES

F. 27. 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
RP Girl Scouts (Daisies)	Meetings/Classroom	Thursdays, 1/26/12, 2/9, 2/23, 3/1, 3/15, 3/29, 4/19, 5/3, 5/17, 5/31	None

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

F. 28. The Rochelle Park School District elects to use the alternate method of compliance in accordance with N.J.A.C.6A:26-6.3(h) 4ii and iii by providing toilet rooms adjacent to or outside the classroom in lieu of individual toilet rooms in each classroom.

Motion by _____ seconded by _____
Roll Call

RV SA TC JE ML MS PB

XI. Reports – Committee Action Items

2010-2011 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	Mrs. 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

XII. 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

XIII. Announcements

The next Caucus Meeting will be held on Monday, February 6, 2012, at 7:30 PM in the Media Center and the next Regular Meeting will be held on Monday, February 13, 2012, at 8:00 PM in the Media Center.

XIV. 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

XV. Adjournment

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

Roll Call

RV SA TC JE ML MS PB