

Rochelle Park Board of Education

Executive Session 6:30 PM
Regular Meeting 7:30 P.M
November 28 , 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

- 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):

October 17, 2023 Regular Meeting and Executive Sessions I & II
November 1, 2023 Special Executive Meeting

R2. Attendance

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

Enrollment

Midland School 473
Hackensack H.S. 139
Academies/Technical Schools 53
Totals 665

Pupil Attendance

Possible Days 7871
Days Present 7632
Days Absent 239
% Present 96.6%
% Absent 3.1%

Teacher Attendance

Possible Days 1239
Days Present 1181.5
Days Absent 57.5
% Present 95.3%
% Absent 4.7%

R3. Emergency & Crisis Situations

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

Fire Drill - October 25, 2023
Lockdown - October 27, 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 October 2023 on behalf of the Rochelle Park School District.

October 2023

Reported Cases:3
Number of Cases open: 0
Number of Cases closed: 3
Number of Incidents determined to be HIB: 1
School Suspensions: 0

R1 - R4. Motion: _____ Second: _____

Roll Call

ADMINISTRATION

A1 - A2

A1. Board Goals

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

1. Health and Safety: Continue to explore and implement improved health and safety techniques and technologies to enhance safety, security, and well-being, including social-emotional health for all members of our school community.
2. Facilities: The Board will support the implementation of two ROD grant projects including the replacement of the gym roof and HVAC upgrades. Additional facilities improvements will be drawn from the Long Range Facilities Plan.
3. Governance: The Board will strive to have effective and efficient Board meetings, and maintain the highest level of boardsmanship by continuing participation in NJSBA sponsored meetings, training, and workshops.

A2. District Goals

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

1. To develop and support the implementation of the district's professional development program that aligns with identified needs, and enhances the capacity for instructional practices.
2. To examine the district's needs for personnel and contracted services in alignment with the current budget, and make recommendations for the development of next year's budget to ensure student service delivery.
3. To explore and implement resources that best utilize grant funds for students' academic and social/emotional development, and the school environment.
4. To provide updates to the community, sharing highlights and accomplishments of the district via a community newsletter during the fall, winter, and spring of the school year.

A1 - A2 Motion: _____ Second: _____

Roll Call

CURRICULUM AND INSTRUCTION

C1 - C3

C1. Field Trip

RESOLVED: on the recommendation of the Superintendent, the Board of Education approves the following listed field trips for the 2023-2024 school year, paid from Student Activities:

	Grade Level	Location	Date	Cost
a.	1st Grade	Imagine That! Florham Park, NJ	5/9/2024	\$4 per student plus Transportation cost TBD
b.	PreK	Brookhollow's Barnyard Boonton, NJ	6/7/2024	\$13 per student plus Transportation cost TBD
c.	2nd Grade	Bergen PAC Englewood, NJ	5/16/2024	\$12 per student plus Transportation cost TBD
d.	7th Grade	Tenaflly Nature Tenaflly, NJ	6/6/2023	\$25 per student plus Transportation cost TBD
e.	6th Grade	Liberty Science Center Jersey City, NJ	5/30/2023	\$30 per student plus Transportation cost TBD

C2. Class Trip

RESOLVED: on the recommendation of the Superintendent, the Board of Education approves the following listed field trips for the 2023-2024 school year, paid from Student Activities:

	Grade Level	Location	Date	Cost
a.	Tag Vocal Tag Band	Performance Venues Dorney Park Allentown, PA	3/31/2024	\$70 per student plus Transportation cost TBD
b.	6th/7th/8th	Bergen County Teen Arts Festival	5/17/2023	\$10 per student plus Transportation cost TBD
c.	Beginning Band	David Geffen Hall at Lincoln Center New York, NY	1/19/2024	\$10 per student Transportation cost TBD
d.	4th/5th Chorus	Prudential Center Newark, NJ	6/6/2024	\$95 Total group participation plus Transportation cost. Costs offset by

				fundraising
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C3. 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	Location	Cost	Account
a	James Riley	Strauss Esmay FMLA Training Session (amended from Sue DeNobile)	10/16/2023	Toms River, NJ	Additional expenses based on OMB guide	20-270-200-500-000 11-000-230-585-000
b	Thomas Hornes	AI for the Educator	4/19/2024	Paramus, NJ	\$75.00	20-270-200-500-000
c	Emily Kotwica	AI for the Educator	4/19/2024	Paramus, NJ	\$75.00	20-270-200-500-000
d	Laura Giglio	Enhancing Spanish Language Instruction	12/6/2023	on-line	\$279.00	20-270-200-500-000
e	Krystle Hughes	Building a Behavioral Threat & Management team	11/13/2023	Lyndhurst, NJ	\$0.00	N/A
f	Tracy Kaminski	NVCC Impacts on Emotional Learning	12/4/2023	Northern Valley Curriculum Consortium	\$220.00	20-270-200-500-000
g	Ellen Lender	School Law and Student Rights	1/22/2024	New Brunswick, NJ	\$60.00	20-270-200-500-000

C1 - C3 Motion: _____ Second: _____
Roll Call

FINANCE

F1 - F17

F1. Secretary & Treasurer's Report - September 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 (Appendix A) for the period ending September 30, 2023.

F2. Secretary & Treasurer's Report - October 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 (Appendix B) for the period ending September 30, 2023.

F3. 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 November 8, 2023 in the total amount of \$112,734.67 (Appendix C).

F4. 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 November 28, 2023 in the total amount of \$292,877.01 (Appendix D).

F5. 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 September 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).

F6. Transfers

RESOLVED, that the Rochelle Park Board of Education approves the line item transfers for September 2023 (Appendix E).

F7. Transfers

RESOLVED, that the Rochelle Park Board of Education approves the line item transfers for October 2023 (Appendix F).

F8. 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 December 2023 with the amounts to be approved at the January 2023 meeting.

F9. 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 October 31, 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).

F10. Payroll Authorization

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the payroll for October, 2023 as follows:

Fund 10	\$629,157.00
Fund 20	\$ 3,659.00
Fund 61	\$ 8,515.74
Total	\$641,331.74

F11 Payroll Authorization

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the payroll for November, 2023 as follows:

Fund 10	\$638,881.61
Fund 20	\$ 7602.16
Fund 61	\$ 10,834.18
Total	\$657,317.95

F12. Website Subscription Agreement–Edlio

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves a three year subscription services agreement with Edlio, LLC at an annual cost of \$4,550 with the signature of the contract before Dec 31, 2023 to lock in the discounted rate. No cost during migration period. Service and payment to begin on July 1, 2024.

F13. Mid Year Budget Review

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the submission of the FY24 Mid Year Budget Review documents to the Executive County Business Administrator for review and approval.

F14. Annual Health and Safety Evaluation of School Building Checklist

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the submission of the Annual Health and Safety Evaluation of School Buildings Checklist to the Executive County Business Administrator for review and approval.

F15. Approval of Contract-A&W Fence

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the contract with A&W Fence Corp. for the installation of 250' of 6' white vinyl privacy fencing in the amount of \$8,790.

F16. IXL Learning

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of Education approves the upgrade renewal of a software site license for science access with IXL through June 20, 2024 in the amount of \$788.

F17. Special Education Placement Termination

RESOLVED: Upon the recommendation of the Superintendent, the Rochelle Park Board of

Education approves the termination of FEDCAP SCHOOL placement for CST#0923 effective October 16, 2023.

F18. 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
Rochelle Park PTO	Santa Breakfast	Gym, Cafe, Kitchen	12/1 4:45 pm-9pm 12/2 6am-1pm	
Rochelle Park PTO	Holiday Sale	Gym	12/4 4-8pm 12/5-12/7 School hours 12/5 6:30pm-8pm	
Rochelle Park PTO	Holiday Brunch	Cafe	12/22 7am-2pm	
RP Recreation	Youth Bball	Gym	Nov 20, 2023 - March 29, 2024 Mondays-Fridays 5:30pm-9pm	
RP Recreation	Adult Bball	Gym	Wednesdays, Jan 3 - March 27, 2024 Times split with youth	

F1 - F17 Motion: _____ Second: _____
Roll Call

PERSONNEL

P1 - P7

P1. Appointments:

A. Upon the recommendation of the Superintendent, the Board of Education approves the following appointments of **Non-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	Account
1.	Maria Concepcion	Non-certificated Paraprofessional	\$23.00 hourly	12/1/23	6/22/24	replacing Mrs. Zambrano	
2.	Anita Bonollari	Cafeteria/Playground Aide	\$15.00 hourly	12/1/23	6/22/24	replacing Mrs. Daubner	

B. 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	Account
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						New	
1.	Jordyn Rifkin	2nd Grade Teacher	MA Step 1 \$65,212.00 (prorated)	12/4/23	6/30/24	Replacing Mrs. Gutkowski	
2.	Brandon Ferrer	Long Term Substitute, Social Studies Teacher	\$175/day (Unaffiliated Contract)	1/2/24	6/30/24	Replacing Employee #83596973	

C. Upon the recommendation of the Superintendent, the Board of Education approves the following appointments of **Substitutes**, 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	Account
1.	Samantha DeGuzman	Teacher Substitute	\$120.00 per day	11/1/23	6/19/24	11-120-000-101-002 11-130-100-101-002

P2. Resignations:

A. 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.	Angela Scarpa	Paraprofessional	1/2/2024	We wish Mrs. Scarpa all the best in her retirement and thank her for 10 years of service as a paraprofessional at Midland School.

P3. Coaches/Advisors/Stipends:

A. 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.	Lauren Menduke	Softball Coach	\$2,171.00	3/1/2024	6/30/2024	11-401-100-100-000
2.	Allison Hilla	Asst. Softball Coach	\$1,193.00	3/1/2024	6/30/2024	11-401-100-100-000
3.	#0056	Jr NHS Faculty Council	\$165.00	09/01/2023	06/19/2024	11-401-100-100-000
4.	Keely Coffey	Spelling Bee Coach	\$277.00	09/01/2023	06/19/2024	11-401-100-100-000
5.	Jennifer O'Brien (PE)	Chaperone for	\$33.00 hr	09/01/2023	06/19/2024	

		Basketball				
6.	Justin Kemp	Chaperone for Basketball	\$33.00 hr	09/01/2023	06/19/2024	
7.	Lisa Fletcher	8th Grade Advisor	\$1031.00 (prorated stipend)	11/1/2023	06/30/2024	11-401-100-100-000
8.	Angel Baker	Jr. National Honor Society Advisor	\$1031.00 (prorated stipend)	12/1/2023	06/30/2024	11-401-100-100-000
9.	Maria Kordosky	Jr. National Honor Society Advisor	\$1031.00 (prorated stipend)	12/1/2023	06/30/2024	11-401-100-100-000

B. Upon the recommendation of the Superintendent, the Board of Education amends resolution P4 from the August 29, 2023 agenda to read:

	Name	Role	Salary	Start Date	End Date	Comment	Account
1.	Christopher Pezzuti	Soccer Coach	\$1633.00	9/1/2023	6/30/2024	Amended amount	11-402-100-100-000

P4: **Leaves of Absence**

C. Upon the recommendation of the Superintendent, the Board of Education approves the following leaves of absence, effective for the dates listed below:

	Name	Role	Start	End	Comment	Account
1.	Employee # 10053	Classroom Aide	1/29/2024	4/19/2024	Paid-LOA sick time Return to work on 4/22/2023	N/A
2.	Employee # 07899	Teacher	1/2/2024	3/26/2024	Paid-LOA sick time Return to work on 3/27/2024	N/A

P5. **Mentoring**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the appointment of Andrea Cahill as a mentor to Jordyn Rifkin. Payment to be made by mentee.

P6. **Mentoring**

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves the appointment of Meagan Mallon as a mentor to Brandon Ferrer. Payment to be made by mentee.

P7. **Paraprofessional Transfer**

RESOLVED: Amended from September 26, 2023 agenda P1, upon the recommendation of the Superintendent, the Board of Education approves the effective date of transfer for Vaughn McEachin from an Out of District Paraprofessional to an In District Paraprofessional as of November 6, 2023 at a rate of \$ 23.00 per hour.

P1 - P7 Motion: _____ Second: _____
Roll Call

POLICY AND REGULATION

P&R 1-2

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

RESOLVED: Upon the recommendation of the Superintendent, the Board of Education approves a first reading 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 2. Abolish Policies/Regulations

RESOLVED: Upon the recommendation of the Superintendent the Board of Education abolishes the following Policies & Regulations.

	Policy/Regulation	Policy/Regulation Name
1.	P&R 3432	Sick Leave
2.	P&R 4432	Sick Leave
3.	P8540	School Nutrition Programs
4.	P8550	Meal Charges/Outstanding Food Service Bill

P&R 1 - 2 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 December 12, 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.