

**ROSELLE PARK SCHOOL DISTRICT**  
**Office of the Superintendent**

September 30, 2016

**TO:** Christopher Miller, President  
Members of the Board of Education  
**FROM:** Pedro Garrido, Superintendent  
**SUBJECT:** AGENDA FOR BOARD MEETING – **October 4, 2016**

***Notice of Meeting***

This meeting, held in the Aldene gymnasium/auditorium, is an open session of the Roselle Park Board of Education held under the Open Public Meetings Act of the State of New Jersey. Notice of this meeting was sent to the Star Ledger, Local Source, the Home News Tribune, the borough clerk, school offices, and the district website. The Board shall open this meeting in public session and immediately adjourn to executive session. The Board shall return to public session at approximately 7:00 p.m.

***Roll Call***

President Miller	Troy Gerten
Vice President Harms	Scott Nelson
Alexander Balaban	Sundjata Sekou (arrived at 6:39)
Rodric Bowman was absent from this meeting	Jeofrey Vita (arrived at 6:35 leaves at 8:40)
Kevin Cancino was absent from this meeting	
Pedro Garrido, Superintendent of Schools	
Susan Guercio, School Business Administrator/Board Secretary	
Jennifer Osborne, Board Attorney	

***Flag Salute***

***Resolution – Executive Session***

RESOLVED, That the Roselle Park Board of Education meeting hereby convenes to executive session for discussion of the following subjects:

1. Personnel – the Superintendent provided the Board with an update regarding an employee matter.
2. Attorney/Client Privilege – Qersdyn v. Roselle Park Board of Education – the Board attorney provided legal guidance on the matter.

It is anticipated that the executive session will take approximately 60 minutes; the Board may take action during public session. The Board shall return to public session, following executive session, at approximately 7 p.m. The minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

Moved: Vice President Harms	Seconded: Mr. Balaban	Time: 6:13 PM
AYE: 5	NAY: 0	

Motion to return to public session (to be moved in public session)

Moved: Mr. Balaban  
AYE: 7

Seconded: Mr. Nelson  
NAY: 0

Time: 7:05 PM

***Public Participation – 7:00 PM – Agenda Items Only***

Saul Qersdyn questioned notification of absent board members. President Miller responds. He next questions # 5 and the board attorney clarifies. He also asks about items # 9, 12, and 17. Superintendent Garrido answers.

Jacob Magiera questions Executive Session and items # 1 and # 6. Board Attorney responds.

Joseph Signorello, Jr. asks about # 6 and employment policy. Superintendent Garrido responds.

Matthew Leingang questions the Twitter account mentioned in # 5. Superintendent Garrido answers.

\*\*\*\*\*

***Committee Reports***

Alex Balaban, liaison to the Morris-Union Jointure Commission, reports on their October activities.

Loren Harms reports on the first scheduled meeting of the Ad-Hoc Committee.

\*\*\*\*\*

***Superintendent's Report***

Superintendent Garrido reports that all Back-to-School Nights have been completed. The high school students created a video for Suicide Prevention Month and numerous activities are taking place within all schools for the "Week of Respect". The superintendent chats are due to begin in November. Mr. Salvo will be giving a report at the second November board meeting.

Superintendent Garrido states that the re-registration process is now complete.

\*\*\*\*\*

## **PERSONNEL**

### ***Consent Agenda Motion – Personnel***

A motion was made by Mr. Nelson and seconded by Mr. Balaban to approve the following agenda items 1 through 6.

#### **1. *District Substitutes***

Approval of the additions to the district wide substitute list. (as recommended by the Superintendent)  
NJ certified teachers=\$100/dy; Sub Certified=\$95/dy; Paraprofessionals=\$11.50/hr.

<b>TEACHERS</b>			
Yanelisa Reyes	27C Colfax Manor, RP	Pace MA '10	PK-12
Jessica Somel	223 Loomis St., Elizabeth	Kean attending	PK-8
Jennifer Surmay	9 LaSalle Ave., Cranford	Kean '95	K-12
Minerva Vega	92 Centennial Ave., Cranford	Kean '88	PK-5
Michele Viegas	379 Delaware Ave., Union	Montclair '06	PK-12
Kevin Wiley	150-1 Westfield Ave., Clark	Kean attending	PK-8
<b>PARAPROFESSIONALS</b>			
Afshan Owais	160 North 22 St., Kenilworth		
Yanelisa Reyes	27C Colfax Manor, RP		
Jessica Somel	223 Loomis St., Elizabeth		
Jennifer Surmay	9 LaSalle Ave., Cranford		
Minerva Vega	92 Centennial Ave., Cranford		
Michele Viegas	379 Delaware Ave., Union		
Kevin Wiley	150-1 Westfield Ave., Clark		

#### **2. *Staff Appointments***

To appoint the following staff: (as recommended by the Superintendent)

- a) Pamela Nigro, District, LDTC, effective October 5, 2016 through June 30, 2017 at M2 \$59,627 (plus \$5788.50 for extra time & responsibilities) (pro-rated) (repl. C. Kelliehan)
- b) Anthony Delaney, Middle School, paraprofessional, effective October 10, 2016 through February 3, 2017, 6 hrs./day at \$14.89/hr. (repl. D. Permison) (mat. leave repl.)
- c) Emilie Gallagher, Robert Gordon, paraprofessional, effective September 27, 2016 through January 6, 2017, 6 hrs./day at \$14.89/hr. (repl. J. Nicol) (mat. leave repl.)

**3. *Maternity Leave of Absence Request Carlie Parker (Sherman Elementary Teacher)***

**RESOLVED**, that the Board, upon recommendation of the Superintendent, hereby approves the pre-birth disability leave of Carlie Parker commencing on November 28, 2016 and extending through December 28, 2016. Carlie Parker will use accumulated sick leave days during this pre-birth temporary disability period to continue to receive salary and health benefits from November 28, 2016 through December 28, 2016. The employee's pre-birth disability leave shall run concurrent to her leave under the Family Medical Leave Act (FMLA).

**RESOLVED**, that the Board, upon recommendation of the Superintendent, hereby approves the post-birth disability leave of Carlie Parker following the birth of her child. Carlie Parker will use the remainder of her accumulated sick leave days during this post-disability period, and continue to receive salary from December 29, 2016 through January 29, 2017. The employee will also receive health benefits during this period. The employee's post-birth disability leave shall run concurrent to her leave under the Family Medical leave Act (FMLA).

**RESOLVED**, that the Board, upon recommendation of the Superintendent, approves the child care family leave of absence under the Family Medical Leave Act and the New Jersey Family Leave Act for Carlie Parker commencing January 30, 2017 and extending through April 30, 2017. The remainder of the employee's leave under the Family Medical Leave Act shall run concurrent to the employee's leave under the New Jersey Family Leave Act. The employee shall not receive salary during this period of time, but will continue to receive health benefits. The employee shall return to the District on May 1, 2017.

**4. *Student Helper***

To appoint the following student helper for the 2016 – 2017 school year:  
(as recommended by the Superintendent)

Andre Palmer                      \$7.15/hr.

**5. *Superintendent Merit Goals Payment***

**WHEREAS**, on or about September 29, 2015, the Roselle Park Board of Education, pursuant to N.J.A.C. 6A:23A-3.1 and its contract of employment with the Superintendent of Schools, established Quantitative and Qualitative criteria and associated merit salary bonuses for the Superintendent of Schools for the 2015-2016 school year, and

**WHEREAS**, the Executive County Superintendent for Union County reviewed and approved those goals on or about September 30, 2015; and

**WHEREAS**, the Board of Education has now reviewed indicators of the Superintendent's achievement of the Quantitative and Qualitative merit goals,

*Superintendent Merit Goals Payment continued*

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby certifies that Pedro Garrido, Superintendent of Schools, has completed his quantitative and qualitative merit goals, as included in his contract of employment for the 2015–2016 school year, as approved by the Executive County Superintendent of Schools, related to the following:

- Quantitative Goal – Communication With The Community: The Superintendent will increase parent/community involvement by increasing the number of parent-community meetings over those held during the 2014-2015 school year by 10%. The Superintendent will also use social media and website upgrades to advertise and promote District events and initiatives. The Superintendent will increase communication with parents by implementing a monthly forum with parents in each building and creating a District Twitter Account. There will be a minimum of 5 % of parent participation in each of the monthly meetings. The Superintendent will send a minimum of 5 District tweets a month with the emphasis on promoting the Roselle Park School District. The Superintendent will work with Chief Technology Officer to upgrade the District’s website and make it more user friendly. (Valued at \$3,933.00); and
- Qualitative Goal – English Language Learners (ELL): Due to the increase in English Language Learners (ELL) in the District, the Superintendent will oversee a District wide plan to improve instruction to ELL students in the 2015-2016 school year. Through this plan, the Superintendent will develop: an analysis of the access scores for all ELL students in the Roselle Park School District, provide professional development training for staff on the Sheltered Instruction Observation Model (SIOP), and modify the District’s existing model of instruction from a pull out program to a push in-inclusion program. (Valued at \$3,937.50);

And that the merit criterion, as set forth above, has been satisfied for each, and

**BE IT FURTHER RESOLVED**, that in accordance with N.J.A.C. 6A:23A-3.1(e)10(iv), a certified copy of this resolution was submitted to the Executive County Superintendent of Schools on September 8, 2016

**AND, BE IT FURTHER RESOLVED**, that the Executive County Superintendent of Schools, by way of written correspondence dated September 23, 2016, approved Mr. Garrido’s achievement of the merit criterion described herein and authorized the Roselle Park Board of Education to pay Mr. Garrido 2.4975% of his annual base salary for his achievement of Quantitative Goal #1 and 2.5% of his annual base salary for his achievement of Qualitative Goal #2.

**AND, BE IT FURTHER RESOLVED**, that the School Business Administrator certifies that there are sufficient funds budgeted and available to allow for payment of these completed merit goals for the above mentioned individual and said monies shall be paid to Mr. Garrido within 14 days of this Board action.

**6. Staff Resignation**

To accept the following resignation (as recommended by the Superintendent)

Michael Estrada, Chief Technology Officer, effective on or about October 30, 2016.

On roll call, motion carries.

***EDUCATION***

A motion was made by Mr. Balaban and seconded by Mr. Gerten to approve the following agenda items numbers 7 through 12.

**7. Education Programs**

To approve the following education programs for the 2016-2017 school year:

Tuition and Transportation

#53 Piscataway Regional Day School \$41,400 +transportation

Bilingual Child Study Team Evaluations

#54 Isabel M. Guarino \$400

Fit To Return

#55 The Family Resource Center \$175

Bedside Instruction

#56 2 hrs./wk Professional Education Services, Inc. 9/20/16 – TBD \$34.83/hr.

#57 2 hrs./wk Professional Education Services, Inc. 9/19/16 – TBD \$34.83/hr.

Home Instruction

#58 1 hr./wk./per subject 10/13/16 – TBD \$34.83/hr.

ABA Services

#59 The Data Group, Dr. Craig Domanski \$1,900

Tuition Outgoing

#60 The Reed Academy \$81,370

2016-2017 Return to School Evaluations

#61 Trinitas Family Resource Center \$175/ea.

2016-2017 Mental Health Assessment

#62 Trinitas Family Resource Center \$225/ea.

## **8. *Educational Trip Requests***

To approve the following district educational trip requests:

- a. School 22, Elizabeth, NJ                                      March 3, 2017                      Grade 8 T & G  
Students from Union County participate in STEM activities
- b. Johnson & Johnson, New Brunswick                      October 27, 2016                      Grades 9 - 12  
Students will learn rationale for blood donations and scientific/medical information about blood donations
- c. Brighton Asylum, Passaic                                      October 27, 2016                      Grade 12  
Senior Class trip after school to a haunted attraction
- d. Pax Amicus Theater, Budd Lake                                      October 26, 2016                      Grade 11  
Students will see a collection of Edgar Allen Poe's short stories & poems
- e. JA Biztown, Bridgewater                                      March 6, 2017                      Grade 6  
Students will participate in a simulation involving finance, money management and investment.
- f. Rahway Rec Center, Rahway                                      December 7, 2016                      Grade 4  
Students will participate in thinking activities in a Mental Marathon
- g. Rahway Rec Center, Rahway                                      January 10, 2017                      Grade 5  
Students will participate in thinking activities in a Mental Marathon
- h. Dreyer Farm/Nomahegan Park, Cranford                      October 14, 2016                      HS Self-Contained  
Students will be engaged in a variety of farming experiences.

## **9. *Mutual Aid Arrangement***

“**BE IT RESOLVED**, that the Roselle Park Board of Education enters into a mutual aid agreement with the following school districts for the purpose of providing emergency crisis support and counseling: Kenilworth, Union County Vocational-Technical, Springfield and Westfield.”

## **10. *Title I Parental Involvement Policies and Parent Compacts 2016-2017***

To approve the 2016-2017 district and school Title I Parental Involvement Policies and the Title I Parent Compacts.

**11. Professional Development Plan**

To approve the 2016-2017 Professional Development Plan for submission to the county office.

**12. Mentoring Plan**

To approve the revised 2016-2017 District Mentoring Plan for submission to the county office.

Motion carries

**BUSINESS**

A motion was made by Vice President Harms and seconded by Mr. Sekou to approve the following agenda items 13 through 17.

**13. District Contracts/Agreements**

To approve the following district contracts/agreements for the 2016-2107 school year:

- a. Reading Recovery Program Technical Support Agreement for Trained Reading Recovery Teachers between the Flemington – Raritan Regional School District and the Roselle Park Board of Education dated September 1, 2016 for the following at \$900 per teacher: Diane Appleby, Katherine Parsons and Amy Pasternack. (as per RPEA contract) (to be paid through NCLB)
- b. MUJC Transportation Contract – To provide transportation for students being transported to DLC Warren and the Center for Lifelong Learning, at \$105,426.55.



**14. Approval of Bills**

To approve the following bills for the month of October 2016:

General Current Expense	\$206,299.04
Special Revenue Funds	\$ 519.65
Enterprise Fund	\$ 61,508.12
Summer Camp	<u>\$ 206.05</u>
Total	\$268,532.86

**15. Use of Buildings and Grounds**

To approve the following use of buildings and grounds (appropriate fees to be charged where applicable):

- a. Roselle Park Senior Class – Homecoming Dance  
Roselle Park High School – gymnasium  
Thursday, October 13, 2016  
5:00PM – 11:00PM
  
- b. Roselle Park Junior Class – Haunted House Fundraiser  
Roselle Park High School – gymnasium  
Friday, October 28, 2016 – 3:00PM – 9:00PM  
Saturday, October 29, 2016 – 11:00AM - 2:00PM, 3:00PM – 9:00PM

**16. Nursing Services Plan**

To approve the district Nursing Services Plan for the 2016-2017 school year.

**17. Grant Acceptance**

To accept the following grant in the amount of \$7,263.00

2016 Safety Grant Program through the New Jerseys Insurance Group’s ERIC NORTH subfund.

Motion carries. (Mr. Balaban abstains on 13b.)

***Continuing Business***

***New Business***

***Public Participation***

Jacob Magiera questions the state minimum wage for students.

Joseph Signorello, Jr. thanks Mr. Balaban for complementing the various borough service departments. He also asks Mr. Harms about the Ad Hoc Committee.

Saul Qersdyn questions the cost of police security in the schools for Election Day. Superintendent Garrido states that the school district pays for this police coverage.

Matthew Leingang clarifies his comments about Twitter and suggests students get involved with Instagram.

\*\*\*\*\*

***Resolution – Executive Session (if required)***

RESOLVED, That the Roselle Park Board of Education meeting hereby convenes to executive session for discussion of the following subjects: Real Property

It is anticipated that the executive session will take approximately 45 minutes; the Board may take action when it reconvenes to public session; and the minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

***Closed Session***

Motion to go into closed session to discuss personnel matters or other exceptions to the sunshine law as follows: (no action to be taken)

1. Any matter considered confidential by federal law, state statute, or court rule;
2. Any matter in which the release of information would impair the receipt of federal funds;
3. Any material which would constitute an unwarranted invasion of individual privacy if disclosed;
4. Any collective bargaining agreements;
5. Any matter involving the purchase, lease or acquisition of real property with public funds;
6. Any tactics and techniques used in protecting the safety and property of the public;
7. Any pending or anticipated litigation;
8. Personnel matters related to the employment, appointment or termination of current or prospective employees.
9. Attorney/client privilege.

Moved: Mr. Balaban

AYE: 6

Seconded: Mr. Gerten

NAY: 0

Time 8:01

1. Real Property – the Superintendent discussed the possible acquisition of real property, future leasing options, and alternative space arrangements for the District.

Motion to return to open session.

Moved: Mr. Sekou

AYE: 5

Seconded: Mr. Harms

NAY: 0

Time 8:41

### ***Adjournment***

A motion was made by Mr. Nelson and seconded by Mr. Gerten to adjourn the meeting at 8:42 p.m.

Motion carries

---

Respectfully submitted,

Susan Guercio  
School Business Administrator  
Board Secretary

Next scheduled board meeting: Tuesday, October 18, 2016 – Aldene School auditorium/gymnasium