

**RAHWAY BOARD OF EDUCATION
CAUCUS MEETING AGENDA
RAHWAY 7TH & 8TH GRADE ACADEMY**

WEDNESDAY, NOVEMBER 8, 2023 – 6:00 P.M.

I. MEETING CALLED TO ORDER

II. SALUTE TO THE FLAG

III. ROLL CALL

Ms. Allen
Mr. Antisz
Mr. Garay
Mrs. Giacobbe
Ms. Moteiro
Mrs. Raysick
Mr. Toma
Mr. White
Mr. Robson

IV. EXECUTIVE SESSION:

Any discussion held by the Board which need not remain confidential will be made public as soon as practicable. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session.

V. RECONVENING ROLL CALL:

VI. STATEMENT ON OPEN PUBLIC MEETINGS ACT:

Public notice of this meeting, in compliance with the Open Public Meetings Act, was given by the Board Secretary on January 25, 2023, by sending notices to the Home News Tribune, The Union County LocalSource, TAP Into, the City Clerk of Rahway, the Rahway Public Library, and by posting the notices on the Bulletin Board outside the Board of Education office on the second floor of the 7th and 8th Grade Academy.

VII. ADDITIONS/DELETIONS:

VIII. SUPERINTENDENT’S REPORT

1. School Bus Emergency Evacuation Drills:

Date and times: October 10, 2023; 7:20 – 7:30 a.m.
School and location: Rahway High School, Front of Building (Madison Avenue)
Participants: Students of Route Numbers UCVT1; UCVT2; UCVT3
Supervised by: Mr. Peralta, Vice Principal

Date and times: October 12, 2023; 2:44 p.m.
School and location: Rahway High School, Back of School Parking Lot
Participants: Students of Route CS235
Supervised by: Mr. Peralta, Vice Principal

Date and times: October 19, 2023; 12:10 p.m.
School and location: Rahway High School, Back of School Parking Lot
Participants: Students of Route CS221
Supervised by: Mr. Peralta, Vice Principal

Date and times: October 19, 2023; 12:17 p.m.
School and location: Rahway High School, Front of School Parking Lot
Participants: Students of Route CS221
Supervised by: Mr. Peralta, Vice Principal

Date and times: October 27, 2023; 8:20 a.m.
School and location: Franklin School, School Street
Participants: Bilingual Classes PreK – K; J&J Transportation
Supervised by: Dr. Miao, Vice Principal, O. Gavilanes, Paraprofessional

IX. CORRESPONDENCE/COMMUNICATION

X. PUBLIC COMMENTS (AGENDA ITEMS ONLY)

Note on public comment at BOE meetings: Board Policy #1120, adopted on December 20, 2016, provides for public participation in Board of Education meetings. Such participation is governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, address, and group affiliation, if applicable;
2. According to BOE policy, each statement made by a participant shall be limited to three minutes duration. If necessary, the presiding officer may extend the limit to five minutes;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board;
5. The Board will not receive printed materials from the public during public meetings. The

public may submit printed materials by addressing them to the Board Secretary, Rahway Board of Education, PO Box 1024, Rahway, NJ 07065;

6. Public participation at board meetings is intended to allow individual members of the public to address the Board on issues of public concern. The public comment period is an opportunity for the Board to listen to citizen concerns, but not to debate issues or enter into a question-and-answer session or a "cross examination" between the public and individual members. While all comments made by the public will be taken under advisement, the Board will not respond to comments made by the public.

XI. MINUTES

Motion to approve of the following minutes:

October 3, 2023	Caucus Meeting and private session
October 17, 2023	Regular Meeting and private session

XII. COMMUNITY RELATIONS

Chair – Najah Allen

Members – Carlos Garay, Timothy Antisz, Alt.: Joseph Toma

XIII. PERSONNEL

Chair – Shanna Raysick

Members – Najah Allen, Laura Giacobbe, Alt.: Sean White

The Superintendent recommends:

RESIGNATIONS

1. Motion to accept the resignation of Stephen Fried, Business Administrator/Board Secretary effective November 15, 2023.
2. Motion to accept the resignation of Stefhanie Johnson, Preschool Paraprofessional, effective November 10, 2023.
3. Motion to accept the resignation of Ruta Padulo, Paraprofessional at Madison School, effective November 10, 2023.
4. Motion to accept the resignation of Carlos Sarmiento, Assistant to the Business Administrator, effective November 25, 2023.
5. Motion to accept the resignation of Megan Paul, Roosevelt School Teacher, effective January 1, 2024.
6. Motion to accept the resignation of Christina Darius, Speech Language Specialist, Roosevelt School, effective January 3, 2024.

LEAVES OF ABSENCE:

7. Motion to approve the continued paid leave of absence in accordance with sick leave law for Employee #4139, Roosevelt School, from November 1 through December 1, 2023.
8. Motion to approve an unpaid leave of absence in accordance with NJFLA for Employee #5649, Academy, for a period of up to 12 weeks beginning January 1, 2024 through March 22, 2024.
9. Motion to approve an intermittent unpaid leave of absence in accordance with NJFLA for Employee #5394, High School/Central Office, for a period of up to 56 days beginning November 16, 2023 through June 30, 2024.

APPOINTMENTS:

10. Motion to rescind the offer of employment to Eric Morla as a Custodian, previously approved by Board action at the meeting held on September 12, 2023.
11. Motion to appoint Albert Di Giorgio as Interim Business Administrator effective November 15, 2023, through June 30, 2024, at the per diem rate of \$600.00, as approved by the Executive County Superintendent of Schools.
12. Motion to appoint Odalis Rodriguez as a Preschool Paraprofessional assigned to Academy/St. Thomas, Step 1 of the Assoc. Degree Paraprofessional Salary Guide, at the rate of \$16.91, 6.00 hours per day, pending the successful completion of pre-employment requirements. (Replaces J. Edmonds)
13. Motion to appoint Inelda Bermudez as a School Social Worker assigned to Roosevelt School, effective January 16, 2024, or sooner, Master's Degree, Step 8 of the Teachers Salary Guide, at the annual salary of \$73,834.00, prorated, pending the success completion of pre-employment requirements. (Replaces L. Ahmed)
14. Motion to appoint Jatzuri Madrid as a Special Education Teacher assigned to Roosevelt School, effective December 15, 2023, or sooner, Bachelor's Degree, Step 5 of the Teachers Salary Guide, at the annual salary of \$69,871.00, prorated, pending the success completion of pre-employment requirements. (Replaces A. Dagine-Ritter)
15. Motion to appoint Maria Mercado as a Part-Time Paraprofessional assigned to Special Education at Roosevelt School, Step 1 of the Non-Degree Paraprofessional Salary Guide, at the rate of \$15.11, 5.75 hours per day, pending the successful completion of pre-employment requirements. (C. O'Donnell)

OTHER PERSONNEL:

16. Motion to approve 6th period compensation for the following Academy Teachers:

Debbie Alford	Physical Ed/Health Enrollment Increase	Sept. 11 – June 18, 2024
Kristen Somogyi	Physical Ed/Health Enrollment Increase	Sept. 11 – June 18, 2024
Richard Mat'e	Physical Ed/Health Enrollment Increase	Sept. 11 – Dec. 22, 2023
Richard Mat'e	Physical Ed/Health Enrollment Increase	April 8 - June 18, 2024
Carlos Juan Sabates	Math Honors Grade 7 Enrollment	Sept. 11 – June 18, 2024
Marisa Stalfa	Special Ed./Inclusion Class Enrollment	Sept. 11 – June 18, 2024
Melissa Pace	Special Ed./Inclusion Class Enrollment	Sept. 11 – June 18, 2024
Francisco Guerrero	Spanish Class Enrollment	Sept. 11 – June 18, 2024
Paola Rodriguez	Spanish Class Enrollment	Sept. 11 – June 18, 2024
Francesse Chapman	French Class Enrollment	Sept. 11 – June 18, 2024
Kathleen Garguillo	Special Ed./Inclusion Class Support	Oct. 18 – June 18, 2024
Isabella Luniewski	Language Arts (leave replacement)	Oct. 16 – June 18, 2024
Kristina Petti	Language Arts (leave replacement)	Oct. 16 – June 18, 2024
Michael Feltmann	Special Ed./Inclusion Class Support	Oct. 18 – June 18, 2024
Kristine Moore	French Class Vacancy	Oct. 16 - June 18, 2024
Amy Svec	French Class Vacancy	Oct. 16 - June 18, 2024

17. Motion to authorize the following High School Counselors and Technology Facilitator to administer AP tests as needed during the 2023-2024 school year for an approximate period of up to two weeks at the negotiated hourly rate of \$44.50:

Justine Johnson	Nii Amon Nikoi	Graig Ericksen
Danny Garay	Juan Garay	
Joseph Mudrak	Dana Sainte	
Jessica Miserentino	Nicole Gleason	

18. Motion to appoint the following School Counselors to facilitate evening events related to the High School Guidance Office during the 2023-2024 school year, at the negotiated hourly rate of \$44.50:

Jessica Miserentino
Nicole Gleason
Graig Ericksen
Juan Garay
Nii Amon Nikoi
Dana Sainte

19. Motion to appoint the following staff to Extra Service positions during the 2023-2024 school year:

<u>High School</u>		
Alcides Aleman	Martial Arts Club Advisor	878.00
Denise Savarese	Let's Talk About It Club Advisor	878.00
Susan Martino	Chef's Club Advisor	878.00

David Mudrak	Book Club Advisor	878.00
Emma Barakat	Theatre Technical Director	3761.00
Megan Spatz	Concert Band Co-Director	3761.00

Academy

Deanna Flanagan	Dance Club Advisor	878.00
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20. Motion to approve the following staff to attend Professional Development on March 11, 2024, Restorative Practices, Tier One training, hosted by the New Jersey State Bar Foundation, at no cost to the Board:

Leonard Bunion	Aquilino Bringuez
Jorge Correa	Kevin Bull
Alice Osipchic	Susan Dilollo
Darius Doss	Charles Dobson
Roy Eastman	Gregory Foster
Dolores Haywood	Eric Hendon
Lisa Hopper	Mathieu Houck
Thenga Jenkins	Mahdi Sumter
Arlisha Jeter	Sharon West
David Johnson	James Young
Monique Patterson	Zachary Shelmet
Jeffrey Richardson	

21. Motion to approve the following staff to attend CPR/AED training on February 12, 2024 hosted by Life Savers, Inc., at a total cost of \$675.00, funded locally (11.000.213.330.01.000):

Leonard Bunion	Thenga Jenkins
Jorge Correa	Arlisha Jeter
Alice Osipchic	David Johnson
Darius Doss	Monique Patterson
Roy Eastman	Jeffrey Richardson
Dolores Haywood	Zachary Shelmet
Lisa Hopper	

22. Motion to designate the following staff as Anti-Bullying Specialists during the 2023-2024 school year:

Kristina Godoy – High School
 Estella Marcello – 7th & 8th Grade Academy
 Kevin O'Callahan – Alternative Center
 Kyle McCormick – Grover Cleveland
 Juan Miao – Franklin School
 Maryellen Palermo – Madison School
 Samuel Mc Spiritt – Roosevelt School

23. Motion to approve the hourly rate of \$25.00 for ticket sellers, ticket takers, clock operators, for athletic event needs during the fall and winter sport seasons.

24. Motion to add the following name(s) to the 2023-2024 Substitute Custodian List, pending the successful completion of pre-employment requirements:

Michael Dick

25. Motion to add the following name(s) to the 2023-2024 Substitute Teacher List, pending the successful completion of pre-employment requirements:

Jason Nibauer
Briana Simoes
Lianny Rodriguez
Gabrielle Gonzalez
Nicole Gargiles

26. Motion to add the following name(s) to the 2023-2024 Substitute Paraprofessional List, pending the successful completion of pre-employment requirements:

Kanisha McCaa
Samantha Weakland
Marion Swift

27. Motion to revise the job description for Business Administrator/Board Secretary, as attached.

28. Motion to appoint the following staff as Athletic Coaches during the 2023-2024 sport season:

Brian Harms	Academy Wrestling Coach	Step 3	5645.
Alcides Aleman	Assistant Wrestling Coach	Step 3	8467.

XIV. EDUCATION/CURRICULUM

Chair – Joseph Toma

Members –Shanna Raysick, Najah Allen, Alt.: Jennifer Moteiro

The Superintendent recommends:

1. Motion to terminate the placement of Student #20180002023 at Morris-Union Jointure Commission Developmental Learning Center, Warren, NJ, effective October 18, 2023.
2. Motion to submit IDEA Grant Amendment Application for FY2023, Individuals with Disabilities Education Act (IDEA 2004), Part B-Basic, to expend \$1,581.00 in carryover funds.
3. Motion to approve a Service Agreement with Summit Speech School to provide itinerant services to Student #20180002769 while attending Grover Cleveland School during the 2023-2024 school year, up to 2 sessions per week at an hourly rate of \$225.00.

4. Motion to enter into an agreement with Preferred Home Healthcare & Nursing Services to provide individual nursing services to student #19098 placed out-of-district for the 2023-2024 school year effective November 13, 2023-June 30, 2024, for up to 5 hours per day, at a rate of \$59.00 per hour for a Registered Nurse and \$54.00 per hour for a Licensed Practical Nurse. The services to be provided include, escorting student to and from school on the school bus.
5. Motion to enter into an agreement with Bergen County Special Services School District (BCSSSD) to provide a 1:1 instructional aide for student #20180001696 placed out of-district at the Brownstone School for the 2023-2024 school year effective September 7, 2023-June 30, 2024 at a yearly rate of \$50,985.00.
6. Motion to enter into an agreement with Bergen County Special Services School District (BCSSSD) to provide a 1:1 instructional aide for student #20180001773 placed out of-district at the Brownstone School for the 2023-2024 school year effective September 7, 2023-June 30, 2024 at a yearly rate of \$50,985.00.
7. Motion to rescind the agreement with Interim Healthcare of South Plainfield for transportation nursing services to student #19098 at Lakeview School, effective November 10, 2023.
8. Motion to enter into an Agreement with Interplay ABA to provide ABA behavioral support services for Student #20180000141 at The Academy of NJ for the 2023-2024 school year, at the hourly rate of \$150.00.
9. Motion to approve implementation of the Jobs for America's Graduates program at Rahway High School commencing for the 2024-2025 school year at an annual cost of \$30,000, funded locally.
10. Motion to approve the projected Preschool enrollment for the 2024-2025 school year to be 386 students (including 3-year olds, 4-year olds, and students with IEPs in the general education setting); projection maximizes current capacity of 26 classrooms.
11. Motion to approve the Purchase of Genesis Student Information System at an initial cost of \$64,500. This is to replace the current system of PowerSchool.
12. Motion to approve the following fundraiser activities, no door-to-door selling:

High School

Class of 2024 to sell t-shirts and hooded sweatshirts from Oct. 30 to Dec. 1, 2023; proceeds to be used to offset prom costs.

French Club/National Honor Society to sell croissants, beignets, and hot cocoa after school from Nov. 1, 2023 through January 31, 2024; proceeds to be used for graduation cords, and club activities.

Blue Tri to food and donations for Thanksgiving Food Drive from Nov. 9 – 22, 2023; proceeds to be distributed to the community.

JROTC to collect clothing during the 2022-2023 school year; proceeds to be donated.

Academy

PTO to accept a percentage of receipts for a shopping event at Five Below, Clark, NJ, from Dec. 3-9, 2023; proceeds to be used for student activities.

PTO to sell spirit wear items during the 2023-2024 school year; proceeds to be used for student activities.

7th & 8th Grade Advisors to hold a Scholastic Book Fair from Nov. 27 – Dec. 1, 2023; Proceeds to be used for student activities.

Preschool Program to collect food donations from Nov. 2023 – April 2024; donations to be distributed to Preschool/Community families in need during Winter and Spring Break.

Preschool Program to collect coats from November – December, 2023; coats will be donated to local agencies and Preschool/Community families in need.

Roosevelt School

6th Grade students to take orders for Gertrude Hawk candy during the 2023-2024 school year; proceeds to be used for grade-level student activities.

Franklin School

PTA to sell snacks during movie night on December 21, 2023; proceeds to be used for student activities.

XV. POLICY

Chair – Sean White

Interim Chair – Joseph Toma

Members –Joseph Toma, Jennifer Moteiro, Alt.: Shanna Raysick

XVI. FINANCE/FACILITIES

Chair – Timothy Antisz

Members –Sean White, Carlos Garay, Alt.: Laura Giacobbe

The Superintendent recommends:

BI-MONTHLY DISBURSEMENTS:

1. Motion to approve the following Bills List disbursements through November 8, 2023, as indicated:

OPERATING ACCOUNTS	NOVEMBER 8, 2023
General Fund - 10	\$1,172,570.95
Special Revenue Fund - 20	\$224,454.37
Capital Projects Fund - 30	\$19,674.41
Debt Service Fund - 40	\$0
Food Services Fund - 60	\$152,755.64
Trust & Agency Fund - 90	\$1,192,665.42
Grand Total	\$2,762,120.79

MONTHLY TREASURER/SECRETARY/BUDGET TRANSFER REPORTS

2. Motion to approve the Treasurer’s Report for the month of August, 2023.
3. Motion to approve the Board Secretary’s Report for the month of August, 2023.

CONSTRUCTION PROJECTS

4. Motion to approve Change Order #1 to decrease the contract sum in the amount of \$238.02 for Open Systems Integrators for PA & Clock Upgrades at the following (6) Schools: Rahway High School, 7th & 8th Grade Academy, Franklin Elementary School, Grover Cleveland Elementary School, Madison Elementary School, and Roosevelt Elementary School.
5. Motion to accept the Certificate of Substantial Completion for Open Systems Integrators for PA & Clock Upgrades at the following (6) Schools: Rahway High School, 7th & 8th Grade Academy, Franklin Elementary School, Grover Cleveland Elementary School, Madison Elementary School, and Roosevelt Elementary School.

CONTRACTED SERVICES

6. Motion to approve the Appraisal Proposal and Fee in the amount of \$3,000, submitted by the Sockler Realty Services Group, Inc., 299 Ward Street, Suite C, Hightstown, NJ, to appraise the St. Mary’s School property located at 244 Central Avenue, Block 152, Lot 5.01, Rahway, NJ.

OTHER

7. Motion to approve the Department of Education, Final Educational Review Fee payment in the amount of \$398.00 to the Treasurer, State of New Jersey for the submission of the interior alteration schematics for the Grover Cleveland Elementary School Art Room Conversion project.
8. Motion to accept the recommendation of the Superintendent and approve the acceptance of the 2023-2024 Extraordinary Aid from the State Department of Education in the amount

of \$947,338 as contained in the notice dated July 11, 2023, of which \$650,000 was already budgeted and the remaining \$297,338 is budgeted as additional revenue. These funds will be used to supplement Special Education Operational costs.

9. Motion to approve the Budget Calendar for the 2024-2025 School Year Budget.
10. Motion to approve the disposal of the following surplus items upon the recommendation of the Superintendent, and to authorize the Business Administrator to dispose of specific inventoried items in accordance with N.J.S.A 18A:20-5 and Board Policy 3260/3270:

16 Tables - High School Computer Lab (Worn/Replaced)
30 Chairs - High School Computer Lab (Worn/Replaced)
24 Chairs - High School Guidance Department (Worn/Replaced)
15 Chairs - High School Basement (Beyond Repair)

PROFESSIONAL DEVELOPMENT:

11. Motion to approve the following persons to attend "Guiding Restorative Justice Into District Policy, Code of Conduct, and Practice," March 7, 2024, Rutgers University, at cost to the Board in the amount of \$400.00 per person (11-000-230-895-09-000):

Aleya Shoieb
Leslie Septor
Patrick Holness
Roseann Walker
Joseph Toma

XVII. PUBLIC COMMENTS

Note on public comment at BOE meetings: Board Policy #1120, adopted on December 20, 2016, provides for public participation in Board of Education meetings. Such participation is governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, address, and group affiliation, if applicable;
2. According to BOE policy, each statement made by a participant shall be limited to three minutes' duration. If necessary, the presiding officer may extend the limit to five minutes;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board;
5. The Board will not receive printed materials from the public during public meetings. The public may submit printed materials by addressing them to the Board Secretary, Rahway Board of Education, PO Box 1024, Rahway, NJ 07065;
6. Public participation at board meetings is intended to allow individual members of the public to address the Board on issues of public concern. The public comment period is an

opportunity for the Board to listen to citizen concerns, but not to debate issues or enter into a question-and-answer session or a “cross examination” between the public and individual members. While all comments made by the public will be taken under advisement, the Board will not respond to comments made by the public.

XVIII. GENERAL BOARD MEMBER COMMENTS

IX. BOARD MEETING DATES

Regular Meeting: Tuesday, November 28, 2023 6:00 p.m. Executive, 7:00 p.m. Public Session

XX. ADJOURNMENT

Motion to adjourn the meeting.

TITLE:

Business Administrator/Board Secretary

QUALIFICATIONS:

- 1) Valid New Jersey Certification as a School Business Administrator
- 2) Minimum of three years' teaching experience or business related experience
- 3) Such alternatives to the above qualifications as the Board may find appropriate and acceptable

ROLE RESPONSIBILITIES:

1. Works with the Superintendent in the development of the annual district-wide budget based on individual school needs, presenting the final budget to the Board of Education and to the public
2. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits.
- 3. Oversees the Position Control Roster.**
4. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.
5. Is responsible for all purchasing in accordance with law, Administrative Code, Board of Education policy, and Superintendent's approval
6. Is responsible for the accounting system in order to provide the Board of Education and administration with accurate financial reports
7. Is responsible for investment of board funds in accordance with board policy.
8. Works with the Superintendent in acquiring suitable financing for construction and renovation projects
9. Conducts the business aspects of contracted school food services and contracted transportation services
10. Maintains an accurate record of all current insurance coverage and claims
11. Prepares analytical and cost reports of the business affairs of the school system
12. Assists the Superintendent and the Board in developing and updating policies for all aspects of the school business operation
13. Safeguards and maintains all records and papers of the board and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
14. Acts as the Custodian of Records; is responsible for the retention and destruction of public documents in accordance with state law and retention schedules.
15. Notifies all board members of regular and special meetings and committee meetings. Calls special meetings whenever requested by the board president or by a majority of the board. Attends all board meetings.

15. Records all proceedings of board meetings, prepares the official meeting minutes and handles all correspondence of the board.
16. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections.
17. Presides at the annual reorganization meeting of the board until such time as a president is elected.
18. ~~Files with the county superintendent a report listing the name and social security number of each district bus driver or substitute driver and certification of a valid school bus driver's license and eriminal background check.~~ **Oversees the operation of Transportation.**
19. Annually develops and transmits to the county superintendent of schools a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
20. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
21. Performs such other duties as may be prescribed by law or assigned by the superintendent or the board.

Terms of Employment: 12 month position

Bargaining Unit: None

Adopted by the Board of Education: June 20, 2000
Revised: July 13, 2010
Revised: November 8, 2023 DRAFT