

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

I. CALL TO ORDER – Board President

II. STATEMENT OF COMPLIANCE - Open Public Meeting Act

In compliance with the Open Public Meetings Act, Public Law 1975, Chapter 231, notice of this regular meeting has been properly advertised in the newspaper of record, and the agenda has been posted at the appropriate locations, and a copy has been filed with the Borough Clerk of Roseland.

ROLL CALL: Mrs. DiGiacomo _____ Mr. Gorman _____ Mrs. Perrotti _____
Mr. Goldstein _____ Mrs. Gordon _____

III. FLAG SALUTE

IV. BOARD PRESIDENT REPORT

- 2016-2017 Recognition Awards

V. SUPERINTENDENT REPORT

- Noecker News
- 2017-2018 Preview Presentation

VI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Request for Proposals/Bids Update/Contracts/State Reporting

VII. PUBLIC COMMENT – On agenda items only

Members of the public may speak for a maximum of three (3) minutes by the clock during this portion of the meeting. The public may speak **on agenda items only** during this three (3) minute period. Any questions should be directed to the Board President and depending on the nature and complexity of the question, it may or may not be answered during the meeting by the Administration. If so, the response would occur after this public portion of the meeting has concluded. Everyone has the freedom to speak but please be advised that anything said in public may have legal ramifications and there is no protection regarding statements made by the public. Please state your name and sign in before you begin.

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**REGULAR BUSINESS MEETING
AGENDA ITEM**

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MAY 25, 2017 – 7:30 p.m.**

VIII. APPROVAL OF ACTION ITEMS

BOARD MINUTES/REPORTS

- RPT-33-17 Approve Board Meetings Minutes
RPT-34-17 Approve the April, 2017 Code of Conduct Report
RPT-35-17 Approve the April, 2017 Enrollment Report
RPT-36-17 Approve the April, 2017 HIB Report

MOTION by _____, SECOND by _____

ROLL CALL: Mrs. DiGiacomo _____ Mr. Gorman _____ Mrs. Perrotti _____

Mr. Goldstein _____ Mrs. Gordon _____

- RPT-33-17 Approve Board Meetings Minutes

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Regular Business and Closed Board Minutes for April 27, 2017 and Special Meeting Minutes and Closed Board Minutes for May 9, 2017.

- RPT-34-17 Approve the April, 2017 Code of Conduct Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the April, 2017 Code of Conduct Report.

- RPT-35-17 Approve the April, 2017 Enrollment Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the April, 2017 Enrollment Report.

- RPT-36-17 Approve the April, 2017 HIB Report

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the April, 2017 HIB Report.

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

FINANCE/FACILITIES

- FIN-157-17 Approve Acceptance of Report of Treasurer of School Monies –April, 2017
- FIN-158-17 Approve Acceptance of the Board Secretary’s Report – April, 2017
- FIN-159-17 Approve Acceptance of the Board of Education’s Monthly Certification
Budgetary Major Account/Fund Status
- FIN-160-17 Approval for Payment of Bills and Claims –May 25, 2017
- FIN-161-17 Approve Line Item Transfers –April, 2017
- FIN-162-17 Approve Acceptance of the Cafeteria Report – April, 2017
- FIN-163-17 Approve the Travel and Work Related Expenses
- FIN-164-17 Award of Roseland Board of Education Request for Proposal for FSMC to
Maschio’s Food Services, Inc.
- FIN-165-17 Approve the Maschio Food Services, Inc. Agreement for 2017-2018
- FIN-166-17 Approval of the Insurance Carrier Providers for the 2017-2018 School Year
- FIN-167-17 Approve Ameriflex to Administer COBRA and Flexible Spending Account (FSA)
- FIN-168-17 Approval of Contract – Velma Conway, Occupational Therapist 2017-2018
School Year
- FIN-169-17 Approval of Velma Conway for the 2017 ESY Occupational Therapist
- FIN-170-17 Approval of Contract - Rose Newman, Physical Therapist, 2017-2018
School Year
- FIN-171-17 Approval of Rose Newman, Physical Therapist for the 2017 ESY
- FIN-172-17 Approve the Filing of the Certification of Implementation of the Corrective
Action Plan
- FIN-173-17 Approve the Corrective Action Plan to Address Audit Recommendation
- FIN-174-17 Approval for the Submission of the Comprehensive Equity Plan Annual
Statement of Assurance 2017-2018
- FIN-175-17 Approve the Walgreen’s Community Off-Site Agreement
- FIN-176-17 Approve ABA Services for Student No. 8366205991
- FIN-177-17 Approve Submission of the Application and Acceptance of Extraordinary
Aide Funds - FY 2017
- FIN-178-17 Award of Request for Proposal for Accounting, Human Resources, & Payroll
Software to Systems 3000, Inc.
- FIN-179-17 Approval of Hours for ABA Home Training for Student No. 9739703503
- FIN-180-17 Approve the Building Use Requests
- FIN-181-17 Approval of World Language On-line Educational Program for the 2017-2018
School Year
- FIN-182-17 Approve Payment for Participation of Two Staff Members in Recognition Awards
Presentation

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

MOTION by _____, SECOND by _____

ROLL CALL: Mrs. DiGiacomo _____ Mr. Gorman _____ Mrs. Perrotti _____

 Mr. Goldstein _____ Mrs. Gordon _____

FIN-157-17 Approve Acceptance of the Report of the Treasurer of School Monies – April, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the acceptance of the Report of the Treasurer of School Monies for the periods ending April 30, 2017.

FIN-158-17 Approve Acceptance of the Board Secretary’s Report – April, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the acceptance of the Board Secretary’s Report for the period ending April 30, 2017.

FIN-159-17 Approve the Board of Education’s Monthly Certification Budgetary Major Account/Fund Status

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves, that pursuant to N.J.A.C. 6:23-2.12(c) 4, the district certifies that as of April 30, 2017 after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:23-2.12(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

FIN-160-17 Approval for Payment of Bills and Claims – May 15, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves, the payment of the Bills and Claims for the period ending May 25, 2017:

General Fund-Bills & Claims	\$249,057.83
General Fund-Payroll	\$219,125.26 through 5/15/17
Fund 60	\$ 15,641.41

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

FIN-161-17 Approve Line Item Transfers – April, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves, the Budget Transfers for the month of April, 2017 in the amount of \$148,339.72 as per N.J.S.A. 18A:8.1.

FIN-162-17 Approve Acceptance of the Cafeteria Report –April, 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Cafeteria Report for the periods ending April 30, 2017.

FIN-163-17 Approve the Travel and Work Related Expenses

RESOLVED, upon the recommendation of the Superintendent, that in accordance with the travel Policy No. 6471, the Board hereby approves the payment of the following travel related expenses, which is effective as of the date set forth below:

Staff Members: Elissa Eccleston, Susan Groome, Anne-Marie Petrarca, Christina Melillo, Jennifer Mulvaney, Janine Piscitello, Lauren Miller, and Candace Thomas

Event: Science Professional Development Session

Location: West Essex Middle School

Purpose: Curriculum Writing (2 days per staff member)

Date: May 12, 15, 16, and 17, 2017 (Retroactive)

Cost: Mileage at OMB rate

Staff Members: Nicole Ashby, Jaclyn Carnevale, Richard Celebre, Mark Mansour, Christina Melillo, Michele Tedeschi, Lisa Varecka, and Jennifer Zeoli

Event: NJCIE Summer Inclusion Conference/Curriculum Writing
(*School Goal #1*)

Location: Montclair State University

Purpose: Professional Development Workshop/Curriculum Writing

Date: June 27 & 28, 2017

Cost: \$255.00 per person
\$55.00/hour per R.E.A. contract not to exceed 12 hours
per person for curriculum writing
Mileage at OMB rate

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

Staff Member: Thomas August
Event: Conflict Management Course
Location: Morris Plains/Parsippany
Purpose: Continuing Education Course
Date: July 11, 2017
Cost: \$230.00
Mileage at OMB rate

Staff Member: Deanne Somers
Event: Achieve NJ Regional Workshop
Location: West Essex Regional High School
Purpose: Workshop
Date: August 1, 2017
Cost: Mileage at OMB rate

Staff Member: John Tiseo
Event: Conflict Management Course
Location: Sayreville, NJ
Purpose: Continuing Education Course
Date: August 23, 2017
Cost: \$230.00
Mileage at OMB rate

FIN-164-17 Award of Roseland Board of Education Request for Proposal for FSMC to Maschio's Food Services, Inc.

WHEREAS, the Board of Education of the Borough of Roseland in the County of Essex solicited proposals for a food services management company (FSMC) through a request for proposal/competitive contracting and a committee has performed a thorough and complete evaluation of proposals submitted, and

WHEREAS, the Board of Education received only one proposal in aggregate from Maschio's Food Services, Inc. on April 27, 2017 by 10:00 a.m., and

WHEREAS, there exists a need to provide food services at the Board of Education of the Borough of Roseland in the County of Essex and funds have been provided for such food services,

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Roseland in the County of Essex as follows:

- i. Awards Maschio's Food Services to FSMC for Roseland Board of Education
- ii. This appointment is awarded through a competitive proposal process under the provisions of the N.J.S.A 18A:18A-4.4, et seq. for the 2017-2018 school year with an annual management fee of \$8,902.00, charged and payable in ten (10) monthly installments of \$890.20 per month commencing on September 1, 2017 and ending June 30, 2018.
- iii. Maschio's Food Service, Inc. has guaranteed a return to the Roseland Board of Education in the amount of \$5,000.00. In the event actual bottom line of the operational report is below this amount, Maschio's Food Service, Inc. shall be responsible for any shortfall.

FIN-165-17 Approve the Maschio's Food Services, Inc. Agreement for 2017-2018

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the agreement with Maschio's Food Services, Inc. for the 2017-2018 school year, commencing July 1, 2017 and ending on June 30, 2018.

FIN-166-17 Approval of the Insurance Carrier Providers for the 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, to approve the insurance carrier providers for the 2017-2018 school year as follows:

Health: Horizon Health Care of New Jersey
Dental: Horizon Healthcare Dental/Public Employee Trust
Prescription: BeneCard

FIN-167-17 Approve Ameriflex to Administer COBRA and Flexible Spending Account (FSA)

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves Ameriflex to administer Consolidated Omnibus Budget Reconciliation Act (COBRA) and Flexible Spending Account (FSA) at a rate of \$50.00 and \$90.00 per month respectively for the 2017-2018 school year.

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

FIN-168-17 Approval of Contract – Velma Conway, Occupational Therapist 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the contract for Velma Conway to provide occupational therapy services for the 2017-2018 school year as follows:

Therapy services	\$90.00/hr.
Group sessions	\$10.00/hr. additional hour per extra student

FIN-169-17 Approval of Velma Conway for the 2017 ESY Occupational Therapist

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves Velma Conway to provide occupational therapy services for the 2017 ESY from July 5–July 28, 2017, as follows:

Therapy services	\$90.00/hr.
Group sessions	\$10.00/hr. additional hour per extra student

FIN-170-17 Approval of Contract - Rose Newman, Physical Therapist, 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the contract for Rose Newman with Julie Adelman as substitute to provide physical therapy services for the 2017-2018 school year as follows:

Treatment services	\$100/hr.
Group sessions	\$150/hr.
Physical Therapy Evaluation	\$200/evaluation
Prepare reports	\$100/hr.

FIN-171-17 Approval of Rose Newman, Physical Therapist for the 2017 ESY

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the contract for Rose Newman with Julie Adelman as substitute to provide physical therapy services for the ESY 2017 from July 5–July 28, 2017 as follows:

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

Treatment services	\$100/hr.
Group sessions	\$160/hr.
Physical Therapy Evaluation	\$200/evaluation
Prepare reports	\$100/hr.

FIN-172-17 Approve the Filing of the Certification of Implementation of the Corrective Action Plan

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the filing of the Certification of Implementation of the Corrective Action Plan for the Roseland Board of Education for the Fiscal Year ended June 30, 2016 with the New Jersey Department of Education.

FIN-173-17 Approve the Corrective Action Plan to Address Audit Recommendation

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Roseland Board of Education Audit Corrective Action Plan as outlined below addressing the audit recommendations listed under Administrative Practices and Procedures and Financial Planning, Accounting and Reporting:

RECOMMENDATION	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
The District take greater care when entering the original adopted budget into the accounting system.	It is recommended that the exact budget approved by the State of New Jersey be entered into the accounting system.	The State of New Jersey has already approved the 2016-17 budget. The District has input the exact figures approved into the accounting system. The Business Administrator reviewed input for completeness and accuracy.	Business Administrator/Board Secretary 973-226-1296, Ext. 311	December 2016.

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

FIN-174-17 Approval for the Submission of the Comprehensive Equity Plan Annual Statement of Assurance 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the submission of the Comprehensive Equity Plan Annual Statement of Assurance for the 2017-2018 School Year.

FIN-175-17 Approve the Walgreen's Community Off-Site Agreement

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves Walgreen's Community Off-Site Agreement to offer flu immunizations to the Lester C. Noecker staff at no cost to the Board.

FIN-176-17 Approve ABA Services for Student No. 8366205991

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves Hand over Hand for A.B.A. services retroactively for Student No. 8366205991 from May 15, 2017 through August 14, 2017, at an hourly rate of seventy-five dollars (\$75.00) not to exceed three hundred seventy five dollars (\$375.00) per week for a total not to exceed 60 (sixty) hours.

FIN-177-17 Approve Submission of the Application and Acceptance of Extraordinary Aide Funds - FY 2017

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the submission and acceptance of funds of the Extraordinary Aide Application for 2017-2018.

FIN-178-17 Award of Request for Proposal for Accounting, Human Resources, & Payroll Software to Systems 3000, Inc.

WHEREAS, the Board of Education of the Borough of Roseland in the County of Essex solicited proposals for accounting, human resources, and payroll software through a request for proposal/competitive contracting and a committee has performed a thorough and complete evaluation of proposals submitted, and

WHEREAS, the Board of Education received only one proposal in aggregate from Systems 3000, Inc. on May 11, 2017 by 3:00 p.m., and

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

WHEREAS, there exists a need to utilize accounting, human resources, and payroll software at the Board of Education of the Borough of Roseland in the County of Essex and funds have been provided for such software,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Roseland in the County of Essex as follows:

- i. Awards Systems 3000, Inc. to provide accounting, human resources, and payroll software for Roseland Board of Education
- ii. This appointment is awarded through a competitive proposal process under the provisions of the N.J.S.A 18A:18A-4.4, et seq. for annual licensing for accounting, human resources, and payroll modules as well as support fees and remote hosting for the following school year(s):
 - a. 2017-2018: \$19,980.00
 - b. 2018-2019: \$22,522.00 (if renewed)
 - c. 2019-2020: \$22,973.00 (if renewed)
 - d. Additional fees per proposal reviewed for initial setup, migration and training as deemed necessary

FIN-179-17 Approval of hours for ABA Home Training for Student No. 9739703503

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve 4 hours of ABA Home Instruction during summer 2017 for Student No. 9739703503 by Frank Pane at a rate of \$55.00 per hour, not to exceed \$220.00.

FIN-180-17 Approve the Building Use Requests

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following Building Use Requests:

Organization	Dates	Time	Day	Purpose	Room/Area
Roseland H.S.A.	6/7/17	6:00pm-9:00pm	Wednesday	Talent Show	MPR

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

FIN-181-17 Approval of World Language On-line Educational Program for the 2017-2018 School Year

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the Middlebury Interactive Languages, LLC as our World Language online educational program for the 2017-2018 school year at a cost of \$18,000.00.

FIN-182-17 Approve Payment for Participation of Two Staff Members in Recognition Awards Presentation

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the payment of \$55.00/hour, to Kristina Kash and Christina Melillo for their participation in the Recognition Awards Presentation at the May 25, 2017 board meeting, not to exceed one (1) hour.

PERSONNEL/MANAGEMENT

PER-85-17 Approve an Additional 2017 Summer Enrichment Program Teacher

PER-86-17 Appointment of Self-Contained Special Education Teacher of Autism

PER-87-17 Approve Two 1:1 Aides during the Lester C. Noecker Spring Concert

MOTION by _____, SECOND by _____

ROLL CALL: Mrs. DiGiacomo _____ Mr. Gorman _____ Mrs. Perrotti _____

Mr. Goldstein _____ Mrs. Gordon _____

PER-85-17 Approve an Additional 2017 Summer Enrichment Program Teacher

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves Jenna Buccelli as a 2017 Summer School Enrichment teacher from 8:30 a.m. to 12:00 p.m., (classes begin at 9:00 a.m.), July 5- July 28, 2017, at a rate of \$80.00/day.

PER-86-17 Appointment of Self-Contained Special Education Teacher of Autism

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the appointment of Julie Kyrejko as the Self-Contained Special Education Teacher of Autism, Position Control No. 112, at an annual salary of \$56,529.00, MA/Step 1, effective August 31, 2017, with benefits.

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

PER-87-17 Approve Two 1:1 Aides during the Lester C. Noecker Spring Concert
RESOLVED, that the Board of Education, upon the recommendation of the Superintendent approves Barbara Patson as a 1:1 aide at a rate of \$ 19.08/hour for Student No. 3944515503, and Sandra Lillo as a 1:1 aide at a rate of \$15.69/hour for Student No. 8366205991, students who participates in the Noecker School Spring Concert.

CURRICULUM AND INSTRUCTION

C&I-34-17 Approve 75 hours for Student Observers from Caldwell University

C&I-35-17 Approve 2016-2017 School Field Trip

MOTION by _____, SECOND by _____

ROLL CALL: Mrs. DiGiacomo _____ Mr. Gorman _____ Mrs. Perrotti _____

Mr. Goldstein _____ Mrs. Gordon _____

C&I-34-17 Approve Student Observers from Caldwell University for field placement hours

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approve the following students for field placement from Caldwell University:

Katlyn Houtz- 75 field hours (September 5 – December 11, 2017)

Megan Barreto- 25 field hours (September 5 – December 11, 2017)

C&I-35-17 Approve 2016-2017 School Field Trip

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves the following school field trip for the 2016-2017 school year.

Grade	Class Trip	Date	Purpose
6	6 th Grade Kickball Tournament	6/13/17	Kickball Tournament

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

POLICIES, REGULATIONS AND BYLAWS

PRB-22-17 Approve on Second Reading the Revised/New Policies, Regulations, Bylaws

RESOLVED, that the Board of Education, upon the recommendation of the Superintendent, approves on second reading and adopts the following policies/regulations:

Introduction 0000.02	Introduction (M) Revised
Policy No. 2320	Independent Study Programs (Abolished)
Policy 2415.06	Unsafe School Choice Option (M)
Regulation No. 2460.16	Special Education- Instructional Material to Blind or Print-Disabled Students (M)
Policy No. 2464	Gifted and Talented Students (M)
Policy 2622	Student Assessment (M)
Policy No. 3160	Physical Examination (M)
Regulation No. 3160	Physical Examination (M)
Policy No. 4160	Physical Examination (M)
Regulation No. 4160	Physical Examination (M)
Policy No. 5460	High School Graduation (M) (Revised)
Policy No. 5465	Early Graduation (M) (Abolished)
Policy No. 7446	School Security Program (New)
Policy No. 8350	Records Retention (New)

MOTION by _____, SECOND by _____

ROLL CALL: Mrs. DiGiacomo _____ Mr. Gorman _____ Mrs. Perrotti _____

Mr. Goldstein _____ Mrs. Gordon _____

IX. PUBLIC COMMENTS

Members of the public may speak for a maximum of three (3) minutes by the clock during this portion of the meeting. The public may speak **on any topic** during the three (3) minute period. Any questions should be directed to the Board President and depending on the nature and complexity of the question, it may or may not be answered during the meeting by the Administration. If so, the response would occur after the public portion of the meeting has concluded. Everyone has the freedom to speak but please be advised that anything said in public may have legal ramifications and there is no protection regarding statements made by the public. Please state your name and sign in before you begin.

**BOARD OF EDUCATION
ROSELAND, NEW JERSEY**

**REGULAR BUSINESS MEETING
AGENDA ITEM**

**LESTER C. NOECKER SCHOOL
MAY 25, 2017 – 7:30 p.m.**

XIV. ADJOURNMENT

MOTION by _____, SECOND by _____

ROLL CALL: Mrs. DiGiacomo _____ Mr. Gorman _____ Mrs. Perrotti _____

Mr. Goldstein _____ Mrs. Gordon _____

Next Board Meeting is on Wednesday, June 21, 2017 at 7:30 p.m., in the Lester C. Noecker Media Center. The Thursday, June 22, 2017 was cancelled.