

Rockaway Borough Board of Education
Rockaway, New Jersey
REGULAR MEETING
Thomas Jefferson School - Cafeteria
Tuesday, March 15, 2016
7:30pm

ROCKAWAY BOROUGH SCHOOL'S MISSION STATEMENT:

The mission of the Rockaway Borough School District, a caring and diverse community, is to propel the success of each student by creating an environment that fosters self-confidence and encourages creativity through quality instruction and educational opportunities aligned with the New Jersey Core Curriculum Content Standards.

- I. Call to Order and Flag Salute
- II. Notice of Announcement: In accordance with the Open Public Meetings Act, the Rockaway Borough Board of Education has provided adequate written notice of the time, date and place of this meeting to the Daily Record and The Citizen.
- III. Roll Call
- IV. Committee Reports
 - Facility Committee Report
 - Finance Committee Report
- V. Superintendent's Discussion Items
 - Read Across America
 - Unused Snow Days
 - Principal's Report
 - Curriculum Report
 - Technology Report
 - Facilities Report
 - Legislative Update
 - Policy Update
- VI. Comments from the Public (related to agenda items only)
- VII. Motion to approve the attached list of budget transfers dated March 1, 2016 to March 15, 2016.

Motion by: _____ Seconded by: _____
- VIII. Motion to approve the Certification of Major Account and Line Item Status.

Motion by: _____ Seconded by: _____

IX. Motion to approve the manifest of bills from the Finance Committee as follows:

March 2016 _____

The regular register is on file in the Office of the School Business Administrator/Board Secretary.

Motion by: _____ Seconded by: _____

X. Motion to approve the Board Secretary and Treasurer’s Reports for January 2016.

Motion by: _____ Seconded by: _____

XI. Motion to approve the minutes from February 9, 2016 and March 1, 2016 Board of Education meetings.

Motion by: _____ Seconded by: _____

XII. FINANCE

Be it resolved by the Rockaway Borough Board of Education to approve Finance items, #1-9.

Motion by: _____ Seconded by: _____

1. **Be it Resolved that the tentative budget be approved for the 2016-2017 School Year using the 2016-2017 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:**

| | <u>GENERAL FUND</u> | <u>SPECIAL REVENUES</u> | <u>TOTAL</u> |
|----------------------------|-------------------------|-----------------------------|--------------------|
| 2016-17 Total Expenditures | \$9,294,813 | \$411,537 | \$9,607,350 |
| Less: Anticipated Revenues | <u>1,394,122</u> | <u>411,537</u> | <u>\$1,805,659</u> |
| Taxes to be Raised | <u>\$7,900,691</u> | <u>\$ 0</u> | <u>\$7,900,691</u> |

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law: and

Be It Further Resolved, that a public hearing be held at the Thomas Jefferson School, 95 E Main Street, Rockaway, New Jersey on May 3, 2016 at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2016-2017 School Year

Travel and Related Expense Reimbursement

2. **WHEREAS, the Rockaway Borough Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district: and**

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, A Board of Education may establish, for regular business travel only, an annual school year threshold of \$150.00 per staff member where prior Board approval and shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b) to a maximum expenditure of \$5,000 for all staff and board members.

Professional Services

3. **WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a Board of Education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3-14**

NOW, THEREFORE, BE IT RESOLVED, that the Rockaway Borough Board of Education hereby establishes the following maximums for the 2016-2017 School Year as follows:

| | |
|--------------------------|-----------|
| Architecture/Engineering | \$ 2,500 |
| Legal | \$ 10,000 |
| Audit | \$ 18,150 |
| Physician | \$ 7,051 |
| For a total amount of | \$ 37,701 |

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to ensure that the maximum amount is not exceeded.

4. Be it resolved by the Rockaway Borough Board of Education to approve the attached list of Professional Development/Travel Expenditure requests.
5. Be it resolved by the Rockaway Borough Board of Education to approve the attached list of Field Trip requests.
6. Be it resolved by the Rockaway Borough Board of Education to approve the Cafeteria Checking Account and Cafeteria Reconciliation Reports for February 2016.
7. Be it resolved by the Rockaway Borough Board of Education to approve the pre-school tuition rate for the 2016-2017 school year as \$3,300.00
8. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request to have Hillmar, LLC perform a Bilingual (Arabic) Psycho-educational evaluation at a cost of \$1300.00 for student #222.
9. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request to have Hillmar, LLC perform a Bilingual (Arabic) Speech/Language evaluation at a cost of \$650.00 for student #222.

XIII. POLICY

Be it resolved by the Rockaway Borough Board of Education to approve Policy items, #1-4.

Motion by: _____ Seconded by: _____

1. Be it resolved by the Rockaway Borough Board of Education to accept the Superintendent's Harassment, Intimidation and Bullying report dated _____ for incident numbers _____ through _____.
2. Be it resolved by the Rockaway Borough Board of Education to approve the attached school calendar for the 2016 – 2017 school year.

3. Be it resolved by the Rockaway Borough Board of Education to adopt the following policies and regulations:

| Policy/Reg # | Title |
|---------------------|--|
| P1240 | Evaluation of Superintendent |
| R1240 | Evaluation of Superintendent |
| P3221 | Evaluation of Teachers |
| R3221 | Evaluation of Teachers |
| P3222 | Evaluation of Teaching Staff Members, Excluding Teachers and Administrators |
| R3222 | Evaluation of Teaching Staff Members, Excluding Teachers and Administrators |
| P3223 | Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals |
| R3223 | Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals |
| P3224 | Evaluation of Principals, Vice-Principals, and Assistant Principals |
| R3224 | Evaluation of Principals, Vice-Principals, and Assistant Principals |
| P3431.1 | Family Leave |
| P4431.1 | Family Leave |
| P5516 | Use of Electronic Communication and Recording Devices (ECD) |
| P5756 | Student Gender Identity and Expression |

4. Be it resolved by the Rockaway Borough Board of Education to approve the first reading of the following policy and regulation:

| Policy/Reg # | Title |
|---------------------|-----------------------------------|
| P7422 | School Integrated Pest Management |
| R7422 | School Integrated Pest Management |

XIV. CURRICULUM

Be it resolved by the Rockaway Borough Board of Education to approve Curriculum item #1.

Motion by: _____ Seconded by: _____

1. Be it resolved by the Rockaway Borough Board of Education to approve Odyssey of the Mind as a pilot program in the Rockaway Borough Schools for the 2015 – 2016 school year.

XV. PERSONNEL

Be it resolved by the Rockaway Borough Board of Education to approve Personnel items, #1-5.

Motion by: _____ Seconded by: _____

1. Be it resolved by the Rockaway Borough Board of Education to approve Aqra Ansar to be a substitute teacher for the remainder of the 2015 – 2016 school year at a daily rate of \$85.00 per day for the first 10 days and \$90.00 for any additional days.
2. Be it resolved by the Rockaway Borough Board of Education to approve Charles Malianak and Thomas Patton to be the co-advisors for the Odyssey of the Mind pilot program for the 2015 – 2016 school year.
3. Be it resolved by the Rockaway Borough Board of Education to approve Daniele Ferrone to take a medical leave in accordance with the Family Medical Leave Act beginning on Wednesday, March 9, 2016 through Wednesday, March 23, 2016, returning on Thursday, March 24, 2016. Mrs. Ferrone intends to utilize the New Jersey Family Leave Insurance Act.
4. **Be it resolved by the Rockaway Borough Board of Education to approve the following teacher as a mentor for the 2015-2016 school year:**

| New Teacher | Mentor |
|-----------------|-----------------|
| Stephanie Byrne | Nicole McCarter |

5. Be it resolved by the Rockaway Borough Board of Education to approve the following Morris Hills High School students to complete observation hours in the Rockaway Borough Schools between March 1, 2016 and June 22, 2016.
 - Valeria Medina: TJ
 - Caroline Marvin: Lincoln

- XVI. Old Business
- XVII. New Business
- XVIII. Comments from the Public
- XIX. Motion to enter Executive Session

The next topic on the agenda relates to a _____ matter which constitutes an exception to the Open Public Meetings Act. Therefore the Board is permitted to have a private discussion and I will entertain a motion in that regard:

I move that the Board enter into Executive Session for the purpose of discussing a _____ matter, the nature of which will be made public when the need for confidentiality no longer exists. At the conclusion of this discussion, the Board may reconvene in Public Session and action may be taken.

Motion by: _____ Seconded by: _____

XX. Motion to reconvene Public Session

Motion by: _____

Seconded by: _____

XXI. Motion to Adjourn

Motion by: _____

Seconded by: _____

**ROCKAWAY BOROUGH BOARD OF EDUCATION
FIELD TRIP REQUESTS**

| GRADE | TEACHERS | DATE | TIME DEPART/RETURN | DESTINATION | # OF STUDENTS | # OF ADULTS | COST PER STUDENT | REASON FOR TRIP |
|--|--|-------------|---------------------------|--|----------------------|--------------------|-------------------------|---|
| 1 st | Joanne Parent Jennifer Widuta | 4/21/16 | 9:15 am 2:00 pm | World of Wings Teaneck, NJ | 42 | 21 | \$26.00 | Enhance our butterfly & frog units of study. |
| K | Elizabeth Milite Heather Doering Courtney Hartnett | 6/9/16 | 9:00 am 2:00 pm | Turtle Back Zoo West Orange, NJ | 53 | 7 | \$23.00 | Students will be provided an enriching recreational experience that fosters excellence in wildlife education. |
| 6 th – 8 th jazz band | Helen Love | 4/29/16 | 8:15 am 12:30 pm | Lincoln Park Invitational Jazz Band day Lincoln Park, NJ | 15 | 2 | \$0.00 | An opportunity to have our jazz band perform for and listen to other school jazz bands in a friendly and supportive atmosphere. |
| 5 th | Monica Koerner | 5/24/16 | 8:45 am 3:15 pm | American Museum of Natural History New York, NY | 70 | 15 | \$30.00 | To enhance SS & ELA curriculum. |

Superintendent Approval _____ Date _____

Board Approved _____

**ROCKAWAY BOROUGH PUBLIC SCHOOLS
PROFESSIONAL DEVELOPMENT/TRAVEL EXPENDITURE APPROVAL REQUEST**

| NAME | TRAVEL/WORKSHOP LOCATION | DATE | WORKSHOP/ CONVENTION EXPENSES | OTHER EXPENSES | PURPOSE OF THE TRIP |
|--|---|--|-------------------------------------|-------------------|--|
| Mark Schwarz Kimberly Stockstill | Lessons Learned From the Virginia Tech Shooting Morris County Public Safety Training Academy Pompton Plains, NJ | 4/5/16 | \$100.00 | | The presentation will cover the comprehensive finds of the investigation, a chronological review of the shooter's background, challenges associated with managing a large scale mass casualty event, service to victims and families personnel management, crisis management, the media and lessons learned. |
| Sarah Concannon Colleen Grow Eileen Haynes Mark Schwarz | NJSBA Legal Training Boot Camp Harrison High School Harrison, NJ | 4/16/16 | \$99.00 each | | NJSBA is offering an opportunity to gain a wealth of legal information in a one-day format. It will feature 16 sessions, covering some of the leading legal issues impacting education. |
| Jamie Argenziano | NJASK Training DTC Training Parsippany Hilton Parsippany, NJ | 3/21/16 | \$0.00 | | To prepare for the 2016 test administration of the NJ Science |
| Monica Dattoli Phyllis Alpaugh | LGBTQ Awareness and Sensitivity Training Lodi, NJ | 3/11/16 cancelled & rescheduled to 5/13/16 | \$140.00 each | | Training will provide information about LGBTQ community and ways we can create more inclusive schools and classroom environments. |
| Steven Petry | UDL Part 2 | 5/25/16 | \$0.00 | | Second part of UDL training focused on lesson design using UDL principals. |
| Sandy Gancarcik Jennifer Fassnacht | Universal Design for Learning Clifton, NJ | 3/18/16 | \$0.00 | | This workshop offers teachers various strategies to address learning styles, strengths and challenges for all students. |

Superintendent Approval _____ Date _____

Board Approved _____