

**ROCKAWAY BOROUGH BOARD OF EDUCATION
ROCKAWAY, NEW JERSEY
THOMAS JEFFERSON SCHOOL
REORGANIZATION MEETING
APRIL 24, 2012**

I. Call to Order and Flag Salute

The meeting was called to order at 7:36 p.m. by School Business Administrator/Board Secretary, Joseph P. Hurley Jr.

II. Oath of Office

Mr. Hurley swore in Laura Lugo and Debra McNally.

III. 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.

IV. Roll Call

Board Members Present: Eileen Haynes, Laura Lugo, Debra McNally Tim Rogers and Christa Smith.

Board Members Absent: N/A

Administration Present: Superintendent of Schools, Dr. Patrick Tierney and School Business Administrator/Board Secretary, Joseph P. Hurley Jr.

V. Results of Election:

a. For two (3) three-year terms on the Board of Education:

	POLLS	WRITE –IN	ABSENTEE	TOTAL
Debra McNally	250	0	0	250
Laura Lugo	247	0	0	247

b. That there should be raised for the General Fund Budget of \$7,160,316 for the ensuing school year 2012-2013:

	POLLS	ABSENTEE	TOTAL
YES	232	0	232
NO	109	0	109

VI. Nominations for President

Nominee: Christa Smith

Nomination by: Tim Rogers

Seconded by: Debbie McNally

The motion was approved in a unanimous roll call vote.

At this point the meeting was turned over to Board President, Christa Smith.

VII. Nominations for Vice President

Nominee: Tim Rogers

Nomination by: Debbie McNally

Seconded by: Laura Lugo

The motion was approved in a unanimous roll call vote.

VIII. Appointment by the President of Chairperson and Co-Chairperson of the Finance Committee:

Chairperson: Laura Lugo

Co-Chairperson: Debbie McNally

The motion was approved in a unanimous roll call vote.

IX. Nomination for the Morris County Education Services Commission Assembly Representative pursuant to 18A: 6-53:

Nominee: Tim Rogers

Nomination by: Eileen Haynes

Seconded by: Christa Smith

The motion was approved in a unanimous roll call vote.

X. Appointment by the President of Chairperson and Co-Chairperson of the Negotiating Committee:

Chairperson: Eileen Haynes

Co-Chairperson: Tim Rogers

The motion was approved in a unanimous roll call vote.

XI. Appointments

1. Committee Appointments by President for the 2012-2013 School Year:

<u>Committee</u>	<u>Chairperson</u>	<u>Co-Chairperson</u>
Building & Grounds	Tim Rogers	Laura Lugo
Public Relations	Debbie McNally	Tim Rogers
Personnel	Eileen Haynes	Tim Rogers
Insurance	Christa Smith	Laura Lugo
Curriculum	Laura Lugo	Christa Smith
Policy	Debbie McNally	Christa Smith

<u>Representatives to Organization</u>	<u>Chairperson</u>	<u>Co-Chairperson</u>
New Jersey School Boards Association	Eileen Haynes	None
Morris County School Boards Association	Debra McNally	None
Home and School Association	Christa Smith	None
Rockaway Borough Town Council	Debbie McNally	None
Recreation Committee	Tim Rogers	None
New Jersey School Boards Legislation	Laura Lugo	None
New Jersey School Boards Negotiations	Eileen Haynes	Tim Rogers
New Jersey School Boards Policy	Laura Lugo	None

2. Be it resolved by the Rockaway Borough Board of Education to approve Appointments Items A - I.

The motion was approved in a unanimous roll call vote. (Lugo/Haynes)

A. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments for the 2012-2013 school year:

Joseph P. Hurley Jr.	Business Administrator/Board Secretary, ADA Coordinator/Title IX Coordinator, Affirmative Action Officer, Asbestos Management and PEOSA Officer/Coordinator, Right to Know Officer, Indoor Air Quality Designee, Custodian of Record, IPM Coordinator
Dr. Patrick Tierney	Superintendent of Schools, DYFS Liaison, Homeless Liaison
Melissa Nestor	Treasurer of School Monies
Phyllis Alpaugh	504 Coordinator

B. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments for the 2012-2013 school year:

1. Vincent Montanino of the firm of VM Associates, Inc., Mt. Arlington, New Jersey, as School Auditor
2. David Sgalia, Henry O. Baker Inc. of Dover, New Jersey as the District Insurance Agent
3. Kellen Chapin, Chapin Architectural Services of Netcong, New Jersey as the district Architect
4. Dr. Jean-Paul Bonnet, School Physician
5. Anthony P. Sciarrillo of Lindabury, McCormick, Estabrook & Cooper, P.C. as the district Negotiator.
6. Mark Wenczel of the firm Gaccione, Pomaco & Malanga, in Belleville, NJ as District Attorney.

These firms have been selected based on their professional experience and prior performance for the board of education.

C. Be it resolved by the Rockaway Borough Board of Education to appoint Joseph P. Hurley Jr., School Business Administrator, as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440; and the Purchasing Agent is authorized to award contracts up to his bid threshold of \$36,000.00 and establish the quote threshold at \$5,400.00 or the amount designated by the State of New Jersey pursuant to NJSA 18A:18A-3.

- D. Be it resolved by the Rockaway Borough Board of Education to authorize the School Business Administrator to open a Petty Cash account in July 2012. The account will be maintained in accordance with Board Policy #6620 – Petty Cash.
- E. Be it resolved by the Rockaway Borough Board of Education to authorize the School Business Administrator and Superintendent of Schools to make payments between Board of Education Meetings in accordance with Board Policy #6470 – Payment of Claims.
- F. Be it resolved by the Rockaway Borough Board of Education to approve the following 403(b) and 457(b) providers:

<p><u>403 (b)</u> The Equitable – Equi-Vest Lincoln National Metropolitan Life</p>	<p><u>457 (b)</u> Metropolitan Life The Equitable – Equi-Vest</p>
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- G. Be it resolved by the Rockaway Borough Board of Education to authorize the Superintendent to approve budgetary transfers between Board Meetings in accordance with Board Policy #6642 – Budget Transfers.
- H. Be it resolved by the Rockaway Borough Board of Education to acknowledge receipt of and have discussed Title 18A:12-24.1, Code of Ethics for School Board Members.
- I. Be it resolved by the Rockaway Borough Board of Education to authorize the purchase items from New Jersey State Contract Vendors.
- J. Be it resolved by the Rockaway Borough Board of Education to approve the Rockaway Borough Board of Education Purchasing Manual.
- K. Be it resolved by the Rockaway Borough Board of Education to approve the Rockaway Borough Board of Education Guide for Standard Operating Procedures and Internal Controls.

XI. Policy

- 1. Be it resolved by the Rockaway Borough Board of Education to readopt the previously adopted Board policy manual and bylaws.

The motion was approved in a unanimous roll call vote. (McNally/Haynes)

XII. Curriculum/Services

- A. Be it resolved by the Rockaway Borough Board of Education that the following previously adopted curricula and services be adopted for the 2012-2013 school year.

The motion was approved in a unanimous roll call vote. (Haynes/Lugo)

Curricula – Communication, Computation, Social Studies, Science, Physical Education, Health & Safety (Substance Abuse Prevention), Family Life, Career Development, Computer (Grade K-8), Art, Vocal Music, Instrumental Music (Grade 4 –8), Foreign Language-Spanish, (Grades K-8), Drug Education and Special Education, Guidance, The Creative Curriculum for Preschool.

Services – Nurse, Child Study Team, Guidance (K through 8), Library, services and programs for Handicapped Students, Home Instruction, Gifted and Talented, Extra Curricular Athletics (grades 5 through 8), Services to Non-Public Schools, Non-Public School Textbooks, English as a Second Language (ESL), Intra-murals, Yearbooks, Student Government Organization, School Newspaper

(T.J. Times), School Musical (Thomas Jefferson Play), and all other activities that normally occur during the course of the school year.

- B. Be it resolved by the Rockaway Borough Board of Education that all previously adopted textbooks be readopted for the 2012-2013 school year.

The motion was approved in a unanimous roll call vote. (Haynes/McNally)

XIII. Designations

- A. Be it resolved by the Rockaway Borough Board of Education to designate the Daily Record as the official newspaper of the Rockaway Borough Board of Education and the Citizen as the alternate.

The motion was approved in a unanimous roll call vote. (Rogers/Lugo)

Be it resolved by the Rockaway Borough Board of Education to approve Designation Items B.

The motion was approved in a unanimous roll call vote. (Rogers/McNally)

- B. Be it resolved by the Rockaway Borough Board of Education that the following signatories be approved for the accounts listed below for the 2012-2013 school year

<u>Account</u>	<u>Bank</u>	<u>Account Number</u>	<u>Signatures</u>
Lincoln School Student Activity Account	Sovereign Bank	1431078689	Lincoln School Principal and Board Secretary or Superintendent of Schools
Thomas Jefferson School Student Activity Account	Sovereign Bank	1431055956	Thomas Jefferson School Principal and Board Secretary or Superintendent of Schools
Rockaway Borough Cafeteria Account	Sovereign Bank	1432020595	Board Secretary and Superintendent of Schools
Rockaway Borough Cafe Checking Account	Sovereign Bank	0321163192	Board Secretary and Superintendent of Schools
Treasurer's Account	Sovereign Bank	1431048437	Board President or Vice-President and Board Secretary or Superintendent of Schools and Treasurer of School Monies
Petty Cash Account	Sovereign Bank	1431055964	Board Secretary and Superintendent of Schools

Payroll Account	Sovereign Bank	1431048445	Treasurer of School Monies and Board Secretary or Superintendent
Agency Account	Sovereign Bank	1431048453	Treasurer of School Monies and Board Secretary or Superintendent
Unemployment Insurance	Sovereign Bank	1431060577	Board Secretary and Superintendent of Schools
Referee Account	Sovereign Bank	1431055948	Board Secretary and Superintendent of Schools
SGO Account	Sovereign Bank	1434023923	Board Secretary and Superintendent of Schools
Unemployment Insurance Trust	NJ Cash Mgmt	65617	Board Secretary and Superintendent of Schools
Rockaway Borough Board of Education Hall of Fame Committee Account	Sovereign Bank	1431089354	Board Secretary and Superintendent of Schools
Treasurer's Account	NJ Cash Management Fund	51241	Board Secretary and Superintendent of Schools
Capital Reserve Account	Sovereign Bank	1432020587	Board Secretary and Superintendent of Schools
Washington DC Account	Sovereign Bank	1431092576	Board Secretary and Superintendent of Schools and Thomas Jefferson School Principal
Willow Tree Account	Sovereign Bank	1431094269	Board Secretary and Superintendent of Schools and Thomas Jefferson School Principal
Flex Spending Account	Sovereign Bank	1821093224	Board Secretary or Superintendent of Schools and Treasurer

Be it resolved by the Rockaway Borough Board of Education to approve Designation Items C.

The motion was approved in a unanimous roll call vote. (Rogers/Haynes)

- C. Be it resolved by the Rockaway Borough Board of Education that the following agencies be named as legal depositories for funds of the Rockaway Borough Board of Education:

Ocwen Federal Bank
Bank of New York
PNC Bank
Summit Trust
Lakeland State Bank
Valley National Bank
Sovereign Bank
Cenlar Federal Savings Bank

XIV. Meeting Schedule

- 1. Be it resolved by the Rockaway Borough Board of Education to establish the following schedule of meetings for the Period of May 2012 to April 2013. Be it further resolved that the Board Secretary/Business Administrator be authorized to publish the schedule of meetings in the Daily Record and The Citizen.

<u>Work Session Meetings</u>	<u>Regular Meetings</u>
None.	Tuesday, May 8, 2012
None.	Tuesday, June 12, 2012
None.	Tuesday, July 10, 2012
None.	Tuesday August 14, 2012
None.	Tuesday, September 11, 2012
None.	Tuesday, October 9, 2012
None.	Tuesday, November 13, 2012
None.	Tuesday, December 11, 2012
Tuesday, January 8, 2013	Tuesday, January 15, 2013
Tuesday, February 12, 2013	Tuesday, February 19, 2013
Tuesday, March 12, 2013	Tuesday, March 19, 2013
Tuesday, April 9, 2013	Tuesday, April 23, 2013

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

XV. Tax Payment Schedule

- A. Be it resolved by the Rockaway Borough Board of Education to approve the following monthly school property tax payments from the Borough of Rockaway on the first of each month:

July 2012	\$596,693.00
August 2012	\$596,693.00
September 2012	\$596,693.00
October 2012	\$596,693.00
November 2012	\$596,693.00
December 2012	\$596,693.00
January 2013	\$596,693.00
February 2013	\$596,693.00
March 2013	\$596,693.00
April 2013	\$596,693.00
May 2013	\$596,693.00
June 2013	\$596,693.00
TOTALS	\$7,160,316.00

The motion was approved in a unanimous roll call vote. (McNally/Haynes)

**Rockaway Borough Board of Education
Rockaway, New Jersey
Regular Public Meeting
Thomas Jefferson School
April 24, 2012
7:30 PM**

I. Superintendent's Report

1. Principal's Reports – Ms. Alpaugh and Ms. Rehman discussed the events that took place in their schools.
2. Enrollment – Dr. Tierney discussed enrollment with the Board and pointed out that the total enrollment is currently 675.
3. Code of Ethics– Dr. Tierney discussed the “Code of Ethics for Board Members” and the Board signed the acknowledgement of receipt.
4. Negotiated Employment Contracts – Dr. Tierney discussed the this and signed the acknowledgement of receipt.
5. Board of Education Evaluation – Joanne Borin, NJ School Board Association Representative, discussed the Board's self evaluation.
6. Superintendent's Evaluation – The Board discussed this in closed session.
7. Last Day of School and Graduation – Dr. Tierney informed the Board that the last day of school is June 14 and graduation is scheduled for June 13.
8. Facilities – Dr. Tierney informed the Board that people C&M Doors were in taking measurements of the classroom doors.

II. Comments from the Public

Ms. Listwan asked about non-public school money. Mr. Hurley said that it is funds provided by the State or Federal Government and it is not part of the tax levy collected to support the school budget.

III. Approval of Minutes

Motion to approve the minutes from the March 8 and 22, 2012 meetings of the Rockaway Borough Board of Education.

The motion was approved in a unanimous roll call vote. (Rogers/Lugo)

IV. Bill Manifest

Motion to approve the manifest of bills from the finance committee as follows:

April: \$656,363.11

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

The motion was approved in a unanimous roll call vote. (McNally/Haynes)

V. Budget Transfers

Motion to approve the attached list of budget transfers.

The motion was approved in a unanimous roll call vote. (Lugo/Rogers)

VI. Approval of Major Account and Line Item Status

Motion to approve the Certification of Major Account and Line Item Status

The motion was approved in a unanimous roll call vote. (McNally/Haynes)

VII. Committee Reports

A. FINANCE

Be it resolved by the Rockaway Borough Board of Education to approve Finance Items 1-7.

The motion was approved in a unanimous roll call vote. (McNally/Haynes)

1. Be it resolved by the Rockaway Borough Board of Education to approve the Board Secretary and Treasurer's Reports for March 2012.
2. Be it resolved by the Rockaway Borough Board of Education to approve the March 2012 Cafeteria and Cafeteria Checking Account Reconciliation Report.
3. Be it resolved by the Rockaway Borough Board of Education to approve the attached Professional Development requests.
4. Be it resolved by the Rockaway Borough Board of Education to approve entering into a contract with the Educational Services Commission of Morris County for the 2012-2013 school year to provide nonpublic nursing services to St. Cecelia, Sacred Heart and the Kiddie Academy. Funds will be provided by the Non-Public Nursing State Aid.
5. Be it resolved by the Rockaway Borough Board of Education to approve the extension of the contract with PG Chambers for physical therapy services and addition of occupational therapy services for six week extended school year. Rate to be determined.
6. Be it resolved by the Rockaway Borough Board of Education to approve a child study team request for an Augmentative and Alternative Communication Assessment through CPNJ, Livingston NJ at a cost of \$750 for student # 86. Additional training session expenses may occur at \$125 hour for 2-3 hours based on assessment outcomes for student/education team members.
7. Be it resolved by the Rockaway Borough Board of Education to certify that permission has been granted to apply for funds to support implementation of the Anti-Bullying Bill of Rights Act for the purposes described in the application, in the amount, \$70,979 starting on July 1, 2011, and ending on June 30, 2012.

B. PERSONNEL

Be it resolved by the Rockaway Borough Board of Education to approve Personnel Items 1-4.

The motion was approved in a unanimous roll call vote. (Haynes/Lugo)

1. Be it resolved by the Rockaway Borough Board of Education to approve the resignation, with regret, of Christopher Patamia effective Friday, April 20, 2012.
2. Be it resolved by the Rockaway Borough Board of Education to approve Jamie Baker as a substitute teacher for the remainder of the 2011-2012 school year at a rate of \$80.00 per day.
3. Be it resolved by the Rockaway Borough Board of Education to approve the resignation, with regret, of Dr. Patrick Tierney effective Friday, July 29, 2012.
4. Be it resolved by the Rockaway Borough Board of Education to approve William Dodd as a personal aide for 6 hours per day for 5 days per week for the remainder of the 2011-2012 school year at a rate of \$14.00 per hour.

C. CURRICULUM

1. Be it resolved by the Rockaway Borough Board of Education to approve the attached field trip requests.

The motion was approved in a unanimous roll call vote. (Rogers/Lugo)

D. POLICY

Be it resolved by the Rockaway Borough Board of Education to approve Policy Items 1-2.

The motion was approved in a unanimous roll call vote. (Lugo/Rogers)

1. Be it resolved by the Rockaway Borough Board of Education to accept the Superintendent's Harassment, Intimidation and Bullying report dated April 24, 2012 for incident numbers TJ 35 to TJ 38.
2. Be it resolved by the Rockaway Borough Board of Education to approve June 14, 2012 as the last day of school for the 2011-2012 school year. School will be dismissed at 1:00PM on that day.

VIII. Old Business

None.

IX. Motion to Enter into Closed Session

"The next topic on the agenda relates to personnel, 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 personnel, 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.

The motion was approved at 8:21p.m. in a unanimous roll call vote. (McNally/Haynes)

X. Motion to Return to Open Session

A motion was approved to return to open session at 9:22 p.m. (McNally/Haynes)

XI. Adjournment

There being no further business before the Board, a motion was approved at 9:23 p.m. to adjourn for the evening.

The motion was approved in a unanimous roll call vote. (McNally/Haynes)

Respectfully submitted,

Joseph P. Hurley Jr.
Business Administrator/Board Secretary

**Rockaway Borough Board of Education
Rockaway, New Jersey
Regular Public Meeting
Thomas Jefferson School
April 24, 2012
7:30 PM**

I. Motion to Enter Closed Session

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I move that the Board enter into executive session for the purpose of discussing personnel, 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.

The motion was approved at 8:21p.m. in a unanimous roll call vote. (McNally/Haynes)

Phyllis Alpaugh and Teresa Rehman were present.

II. Discussion

Dr. Tierney and Mr. Hurley left at 8:22p.m.

The Board discussed Dr. Tierney's evaluation.

Dr. Tierney and Mr. Hurley returned at 8:35pm.

The Board reviewed candidate's resumes for the position of superintendent/Thomas Jefferson School principal.

III. Motion to Return to Open Session

A motion was approved to return to open session at 9:22p.m. (McNally/Haynes)

Respectfully submitted,

Joseph P. Hurley Jr.
Business Administrator/Board Secretary