

Rockaway Borough Board of Education
2018 Reorganization Meeting Agenda
Thomas Jefferson School Cafeteria
95 East Main Street, Rockaway, NJ
Wednesday, January 10, 2018 – 7:00 PM

I. Call to Order

The meeting will be called to order by Mr. William Stepka, School Business Administrator/Board Secretary, serving as Temporary Chairman of the Board.

II. Public Notice Announcement and Flag Salute

"In accordance with the Open Public Meeting Act, The Rockaway Borough Board of Education has provided adequate notice of this meeting to the public by having the time, date and place thereof advertised in the Daily Record and The Citizen newspapers, posted our district website, and posted in other public places."

Now please join us for the Pledge of Allegiance . . .

III. Purpose

The purpose of this meeting is to reorganize the Board for its 2018 term and to act on any other business brought before it.

IV. Certified Results of November 2017 General Election

Two - Three Year seats (terms) on the Board of Education:

Candidate	Poll Votes	Mail-In Votes	Provisional Votes	Total Votes
Linda McGovern	602	33	3	638
Jeffrey Tobias	513	11	1	525
Thomas Patton 2nd	193	11	4	208
Steven Petry	153	11	0	164
James R. Hurley	369	26	1	396
Other Write-ins	5	4	0	9

V. New Board Members' Oath of Office

Mr. Stepka will administer the oath of office to the certified winners of the election:

Mrs. Linda McGovern & Mr. Jeffrey Tobias.

They will then take their seats on the Board.

VI. Roll Call

Board Member	Present	Term Expires
Mrs. Sarah Concannon		December 2018
Mrs. Colleen Grow		December 2018
Mrs. Linda McGovern		December 2020
Mrs. Christa Smith		December 2019

Mr. Jeffrey Tobias		December 2020
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VII. Nominations for President & VP

- A. Mr. Stepka will now entertain nominations for the position of **President** for the Rockaway Borough Board of Education for the 2018 term.

Nominee:			
Nominated By:		Seconded By:	
Board Member	Aye	Nay	Abstain
Mrs. Sarah Concannon			
Mrs. Colleen Grow			
Mrs. Linda McGovern			
Mrs. Christa Smith			
Mr. Jeffrey Tobias			

- B. Mr. Stepka will now entertain nominations for the position of **Vice-President** for the Rockaway Borough Board of Education for the 2018 term.

Nominee:			
Nominated By:		Seconded By:	
Board Member	Aye	Nay	Abstain
Mrs. Sarah Concannon			
Mrs. Colleen Grow			
Mrs. Linda McGovern			
Mrs. Christa Smith			
Mr. Jeffrey Tobias			

- C. Mr. Stepka will lead a brief review/discussion of the New Jersey School Boards Association Code of Ethics for School Board Members.

VIII. Presidential Appointments

**** The New Board President will now preside over the remainder of the meeting****

- A. **Discussion:** President to make to Committee and Representative Appointments for 2018 now or at a later date.

<u>Representatives to Organizations</u>	<u>Representative</u>
New Jersey School Boards Association:	
Morris County Education Services Commission Assembly:	
Morris County School Boards Association:	
Rockaway Borough Home and School Association:	
Rockaway Borough Education Foundation:	
Rockaway Borough Council:	

Rockaway Borough Recreation Committee:	
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<u>Committee</u>	<u>Policy Area Responsibilities*</u>	<u>Chairperson</u>	<u>Co-Chair Person</u>
Education	Program Pupils		
Operations	Finances Property Operations		
Human Resources	Administration Teaching Staff Members Support Staff Members		
Negotiations	Employee Compensation & Benefits		

*The Board as a whole will assume responsibility for public relations and decisions pertaining to the policy areas of Community and Bylaws.

B. ***Consent Agenda – Reauthorizations of The Operation of the School District**

Be it resolved to make all items listed below designated with an asterisk (*) be part of a consent agenda and approved.

Moved By:		Seconded By:	
Roll Call Vote:	Aye	Nay	Abstain
Mrs. Sarah Concannon			
Mrs. Colleen Grow			
Mrs. Linda McGovern			
Mrs. Christa Smith			
Mr. Jeffrey Tobias			

1. *Be it resolved to adopt the New Jersey School Boards Association Code of Ethics for School Board Members pursuant to NJSA 18A:12-24.1, and
 - A) that a copy of the code has been received and discussed,
 - B) that policies and procedures regarding training of members has been adopted,
 - C) that each member acknowledges receipt of the Code of Ethics and has become familiar with them.
 - D) and that each member signs and returns the "Acknowledgement of Receipt" form to the Board Secretary.
2. *Be it resolved to adopt the Parliamentary Procedures of Robert's Rules of Order as the operating guide for Board of Education meetings.

3. *Be it resolved to accept and approve the readopting of the existing Board Policy Manual, with its current Policies and Regulations, All Curriculum, textbooks, and other rules and regulations consistent with Board practice in effect as of December 2017, for the continuation of school operations for the year 2018, and that changes, corrections or additions thereto may be determined by subsequent Board actions.
4. *Be it resolved to establish the following Board Meeting Schedule for the period of January 1, 2018 to the next Reorganizational Meeting:

<u>2018 Dates</u>		<u>Meeting Type</u>
<u>January 10 (Wed)</u>	<u>7 pm Start:</u>	<u>Reorganizational & Public Regular</u>
<u>January 30</u>		<u>Public Regular – 7:30 pm</u>
<u>February 13</u>		<u>Public Regular – 7:30 pm</u>
<u>March 13</u>		<u>Public Regular – 7:30 pm</u>
<u>April 24</u>		<u>Public Regular & Budget Hearing – 7:30 pm</u>
<u>May 15</u>		<u>Public Regular – 7:30 pm</u>
<u>June 12</u>		<u>Public Regular – 7:30 pm</u>
<u>July 17</u>		<u>Public Regular – 7:30 pm</u>
<u>August 28</u>		<u>Public Regular – 7:30 pm</u>
<u>September 18</u>		<u>Public Regular – 7:30 pm</u>
<u>October 16</u>		<u>Public Regular – 7:30 pm</u>
<u>November 27</u>		<u>Public Regular – 7:30 pm</u>
<u>December 18</u>		<u>Public Regular – 7:30 pm</u>
<u>January 8, 2019</u>	<u>7 pm Start:</u>	<u>Reorganizational & Public Regular</u>

All Meetings are typically held on Tuesday nights in the Thomas Jefferson School Cafeteria, 95 East Main Street, Rockaway, New Jersey, unless otherwise noted.

All meetings will begin with an Executive (Private) Session at 7:00 p.m., and will be followed by the Regular Public Portion of the Meeting at approximately 7:30 pm, with formal action to be taken. In no case shall the Public Portion of the Regular Meeting commence later than 8:00 pm.
(Special and Executive Session Only Meetings, *if/when needed*, will be properly announced to the public.)

5. *Be it resolved to authorize the Citizen and the Daily Record as the official district newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for 2018.
6. *Be it resolved to accept and approve the President, Vice-President (only in the absence of the President), Superintendent, and School Business Administrator/Board Secretary as duly authorized signatories for all official Board documents, payrolls, warrants, contracts, etc., for 2018.
7. *Be it resolved to formally adopt the NJ Department of Education's Chart of Accounts in accordance with the Generally Accepted Accounting Procedures (GAAP) as promulgated by the Government Accounting Standards Board (GASB).

8. *Be it resolved that the following agencies be named as the legal depositories for funds of the Rockaway Borough Board of Education.
 - Santander Bank
 - New Jersey Cash Management Fund
9. *Be it resolved to accept and approve the continuation of the 2017-2018 school year budget.
10. *Be it resolved to authorize the Business Administrator and Superintendent of Schools to approve budgetary transfers between Board Meetings in accordance with Board Policy #6470 – Budget Transfers, with subsequent Board approval.
11. *Be it resolved 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.
12. *Be it resolved, in accordance with NJSA 18A:11-12, in such pre-budget year, that the Maximum Travel Expenditure amount be established at \$75,000.
13. *Be it resolved, in accordance with the School District Accountability Regulations (NJAC 6A 23A-1, et seq.), as the only duly authorized district personnel to contact our General Counsel's Legal Firm (Board Attorney) as Mrs. Phyllis Alpaugh, Superintendent, Mr. William Stepka, Business Administrator, and the Board President.
14. *Be it resolved to authorize the purchase of goods and services from approved New Jersey State Contract Vendors, if offered when needed.
15. *Be it resolved to approve the following appointments from January 1, 2018 to December 31, 2018:

Phyllis Alpaugh	Superintendent of Schools (CSA)
William Stepka	Secretary of the Board of Ed./School Business Administrator ADA Coordinator/Title IX Coordinator Affirmative Action Officer/Coordinator Custodian of Record for All District Documents
Melissa Nestor	Treasurer of School Monies
Milissa Dachisen	504 Coordinator, DCP&P Liaison, Homeless Liaison, Anti-Bullying Coordinator
Jaime Argenziano	PARCC Coordinator, District Testing Coordinator
Michael Klein	Facilities Manager, Asbestos Management and PEOSHA, Right to Know Officer, Indoor Air Quality Designee,

IPM Coordinator, NJ DEP Designee

David Waxman

School Safety Specialist

16. *Be it resolved to appoint Mr. William Stepka, School Business Administrator/Board Secretary, as *the* Qualified Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440; and the Qualified Purchasing Agent is authorized to award contracts up to the bid threshold of \$40,000 and establish the quote threshold at \$6,000 as governed by the State of New Jersey pursuant to NJSA 18A:18A, et. seq.
17. *Be it resolved to authorize the Business Administrator/Board Secretary to replenish the petty cash account in the amount of \$400.00 and no single expenditure shall exceed \$100.00 without prior written approval by the Board Secretary.
18. *Be it resolved to approve the following professional service appointments from January 1, 2018 to June 30, 2018. These individuals/firms have been selected based on their professional experience and prior performance for the Board in accordance with NJSA 4-11 et. seq.:
 - Vincent Montanino of the firm Ferraioli, Wielkotz, Cerullo & Cuva, PA, of Newton, NJ, as School District Auditor of Record.
 - Dave Balken, Balken Risk Management Services of Morristown, NJ as the District Property & Casualty Insurance Agent and Risk Management Advisor.
 - Greg Somjen, Parette Somjen Architects LLC of Rockaway, NJ as the District Architect of Record.
 - Dr. Jean-Paul Bonnet, Skylands Medical Group, School Physician of Record
 - Anthony P. Sciarillo of Sciarillo, Cor., of Westfield, NJ as General Legal Counsel of Record and the Chief District Negotiator.
 - Mark Wenczel of the firm Gaccione and Pomaco, P.C., in Belleville, NJ as Alternate General Legal Counsel.
 - Jeffrey Oster of Jeffrey A. Oster Private Investigators, Mine Hill, NJ, as District Private Investigator.
19. *Be it resolved to approve PenServ Plan Services, Inc. as the Third Party Administrator for all 403(b) and 457(b) Retirement Plans available to Rockaway Borough Board of Education Employees. There will be no charge to the district or to the employees for this service.
20. *Be it resolved to approve the continuation of Nathanya G. Simon as Special Counsel for Special Education and other Matters as Assigned with her new Firm of Scarinci & Hollenbeck, LLC, of Lyndhurst, NJ as per the same terms and rates as described in her current retainer.
21. *Be it resolved to approve the following 403(b) and 457(b) Tax Shelter Annuities providers:

<u>403 (b)</u>	<u>457 (b)</u>
The Equitable – Equi-Vest	Metropolitan Life
Lincoln National	The Equitable – Equi-Vest
Metropolitan Life	Lincoln Investments

Lincoln Investments

- IX.** The Board will now begin its Regular Meeting Agenda.

Rockaway Borough Board of Education

REGULAR MEETING AGENDA

Thomas Jefferson School Cafeteria

95 East Main Street, Rockaway, NJ 07866

Wednesday, January 10, 2018

Public Business Meeting: Immediately After Reorg Meeting

ROCKAWAY BOROUGH SCHOOLS' 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 Student Learning Standards.

1. Call To Order

The meeting will be called to order at approximately 7:30 p.m., by the Board President, by reading the following announcement to those present:

"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 newspapers."

Now please join us for the Pledge of Allegiance . . .

2. Roll Call

Mrs. Sarah Concannon, Mrs. Colleen Grow, Mrs. Linda McGovern
Mrs. Christa Smith, and Mr. Jeffrey Tobias
Mrs. Phyllis Alpaugh, Superintendent of Schools
Mr. William Stepka, School Business Administrator/Board Secretary

3. Comments from the Public On Agenda Items Only, if any

4. Superintendent's Topics

- A. Principals' Reports
- B. Curriculum Report
- C. Technology Report
- D. Facilities Report
- E. Special Reports
- F. Special/Upcoming Events

5. Committee Reports

- A. Education Committee
- B. Human Resources Committee
- C. Operations Committee

6. Consent Agenda: (* Minutes, Finance, Policy, Curriculum, and Personnel)

- A. *Be it resolved* by the Rockaway Borough Board of Education to make all items, listed below, designated with an asterisk (*) be part of the consent agenda and be approved:

Moved By:		Seconded By:	
Roll Call Vote:	Aye	Nay	Abstain
Mrs. Sarah Concannon			
Mrs. Colleen Grow			
Mrs. Linda McGovern			
Mrs. Christa Smith			
Mr. Jeffrey Tobias			

7. *Meeting Minutes

- A. **Be it resolved* that the following Meeting Minutes be approved:
December 12, 2017 Regular & Executive Session

8. *Finance

- A. **Be it resolved*, based on the recommendation of the Business Administrator, to approve the manifest of Bills & Claims List from the Finance Committee as follows, which is on file in the Business Administrator's Office:
December 13, 2017 – January 10, 2018: \$713,140.12

9. *Policy

- A. **Be it resolved*, to accept the Superintendent's Harassment, Intimidation and Bullying report dated _____ for incident numbers _____ through _____. (if any)
- B. **Be it resolved*, to approve the Second and Final reading of the following policies and regulations:

	Code	Policy/Regulation Title	Reason for Adoption
P	2700	Services to Nonpublic School Students	Revised
P	7100	Long-Range Facilities Planning	Revised
R	7100	Long-Range Facilities Planning	Revised
P	7101	Educational Adequacy of Capital Projects	Revised
R	7101	Educational Adequacy of Capital Projects	Revised
P	7102	Site Selection and Acquisition	Revised
R	7102	Site Selection and Acquisition	New
P	7130	School Closing	Revised
P	7300	Disposition of Property	Revised
R	7300.1	Disposition of Instructional Property	Abolished
R	7300.2	Disposition of Land	Revised
R	7300.3	Disposition of Personal Property	Revised
R	7300.4	Disposition of Federal Property	Revised

10. *Curriculum

- A. **Be it resolved*, based on the recommendation of the Superintendent, to approve the attached list of Professional Development/Travel Expenditure requests.
- B. **Be it resolved*, based on the recommendation of the Superintendent, to approve the attached list of Field Trip Requests. (NONE REQUESTED AT THIS TIME.)
- C. **Be it resolved*, to approve the purchase of 190 units of the software program "Go Guardian" at \$15.90 each from CDW-G to filter website content on the 1:1 Chrome book Initiative computers while they are being used off-site. Total purchase: \$3,021.00.

11. *Personnel

- A. *Be it resolved, based on the recommendation of the Superintendent, to **rescind** the approval of **Aaron Serano** as District custodian for the 2017-2018 school year.

12. General Comments from the Public (Agenda & Non-Agenda Items):

- A. *AS PER ABBOT POLICY 0167, PUBLIC PARTICIPATION SHALL BE GOVERNED BY THE FOLLOWING RULES:*
- B. *A PARTICIPANT MUST BE RECOGNIZED BY THE PRESIDING OFFICER AND MUST PREFACE COMMENTS BY AN ANNOUNCEMENT OF HIS/HER NAME, MUNICIPALITY OF RESIDENCE, AND GROUP AFFILIATION, IF APPLICABLE TO THE BOARD SECRETARY*
- C. *IN THE EVENT IT APPEARS THE PUBLIC COMMENT PORTION OF THE MEETING MAY EXCEED 45 MINUTES, THE PRESIDING OFFICER MAY LIMIT EACH STATEMENT MADE BY A PARTICIPANT TO NOT LESS THAN THREE MINUTES' DURATION.*
- D. *NO PARTICIPANT MAY SPEAK MORE THAN ONCE ON THE SAME TOPIC UNTIL ALL OTHERS WHO WISH TO SPEAK ON THAT TOPIC HAVE BEEN HEARD;*
- E. *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 OR BY THE INDIVIDUAL BOARD MEMBER. THE PRESIDING OFFICER MAY:*
- I. INTERRUPT, WARN, AND/OR TERMINATE A PARTICIPANT'S STATEMENT, QUESTION, OR INQUIRY WHEN IT IS TOO LENGTHY;*
 - II. INTERRUPT AND/OR WARN A PARTICIPANT WHEN THE STATEMENT, QUESTION, OR INQUIRY IS ABUSIVE, OBSCENE, OR MAY BE DEFAMATORY;*
 - III. REQUEST ANY PERSON TO LEAVE THE MEETING WHEN THAT PERSON DOES NOT OBSERVE REASONABLE DECORUM;*
 - IV. REQUEST THE ASSISTANCE OF LAW ENFORCEMENT OFFICERS IN THE REMOVAL OF A DISORDERLY PERSON WHEN THAT PERSON PREVENTS OR DISRUPTS A MEETING WITH AN ACT THAT OBSTRUCTS OR INTERFERES WITH A MEETING;*
 - V. CALL FOR A RECESS OR AN ADJOURNMENT TO ANOTHER TIME WHEN THE LACK OF PUBLIC DECORUM INTERFERES WITH THE ORDERLY CONDUCT OF THE MEETING; AND WAIVE THESE RULES WHEN NECESSARY FOR THE PROTECTION OF PRIVACY OR TO MAINTAIN AN ORDERLY OPERATION OF THE BOARD MEETING*

13. Old Business

14. New Business

15. Next Meeting

Tuesday, January 30th, 2018, Public Portion to begin at approximately 7:30 pm.

16. Motion to enter Executive Session

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing a legal matter; the nature of which will be made public when the need for confidentiality no longer exists. At the conclusion of the private portion, the Board will reconvene in Public Session.

NO FORMAL ACTION WILL BE TAKEN

Moved By:

Seconded By:

Voice Vote:

17. Motion to Reconvene to Public Session

Moved By:

Seconded By:

Voice Vote:

18. Motion to Adjourn

There being no further business before the Board, the meeting is hereby adjourned.

Moved By:

Seconded By:

Voice Vote:

Rockaway Borough Board of Education

Professional Development/Travel Expenditure Approval Requests:

January 10, 2018

NAME	WORKSHOP TITLE & DESTINATION	DATES	FEES	PURPOSE OF THE TRIP
DenHeyer	Science Teacher Exchange/ MHHS	2/15/18	\$0	Allows observation of high school science classes which will help improve fluidity between middle school and high school
Argenziano	Advanced Safety LLC-Daniel Worts/ Morris Plains, NJ	1/15/18	\$250.00	Crossing Guard training- Paraprofessionals/Crossing Guards at our schools must receive crossing guard training every year.

Student Field Trip Approval Requests:

January 10, 2018

GRADE	TEACHERS	DATE	TIME DEPART/ RETURN	DESTINATION	# OF STUDENTS	# OF ADULTS	COST PER STUDENT	REASON FOR TRIP
NONE	AT THIS	TIME						

The above **Professional Development/Travel Expenditure & Student Field Trips** were approved by the Board of Education on: