

Rockaway Borough Board of Education

REGULAR MEETING AGENDA

Thursday, March 16, 2023, 7:30 PM

Thomas Jefferson School Cafeteria, 95 East Main Street, Rockaway, NJ 07866

Visit us on the Web: www.rockboro.org

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.

Executive Session I: 6:30-7:30 pm (Closed to the Public)

Be it Resolved, that the Board enter into Executive Session (Private) to discuss exempt matters pertaining to 1) personnel; 2) legal, and 3) Student HIB, the nature of which will be made public only when the need for confidentiality no longer exists.

| | | | |
|--|------------------|---------------------|--------------------|
| <u>Motion to Enter Exec Session:</u> | Moved by: | Seconded by: | Voice Vote: |
| <u>Motion to Adjourn Exec Session:</u> | Moved by: | Seconded by: | Voice Vote: |

1. Call to Order: 7:30 PM

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

"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 location advertised in The Citizen Newspaper on January 11, 2023; posted on our website and at town hall. Official action will be taken."

2. Board Member Roll Call:

Mr. Brian Riviuccio

Elected 2022 to 1st term (3-year seat to Dec. 31, 2025)

Mr. Edward Graf

Appointed October 2022 to fulfill an unexpired term (to Dec. 31, 2023)

Dr. Alexis Piombino

Elected 2021 to 2nd consecutive term (3-year seat to Dec. 31, 2024)

Mrs. Karen Walter, VP

Elected 2021 to 2nd consecutive term (3-year seat to Dec. 31, 2024)

Mr. Jeffrey Tobias, President

Elected 2020 to 2nd consecutive term (3-year seat to Dec. 31, 2023)

Mr. Anthony Grieco, Superintendent of Schools

Appointed July 2021 Chief School Administrator & Non-Voting Board Member (CSA/Supt)

Mr. William Stepka, SBA/Board Secretary

Appointed Nov 2017 Business Administrator, Secretary of the Board & Non-Voting Board Member (BA)

Mr. Stepka Declares: All Present or a Board Quorum Present

"Now, please join us for the Pledge of Allegiance to the United States . . ."

3. Workshop/Regular Session:

A. Business Administrator's & Board Secretary's Report - Mr. Stepka

1. **Board Correspondence: *Received(R) or Sent(S) since our last meeting:***

A. Nothing received or sent since the last meeting.

2. **Financial Status Updates:**

A. 2021-22 Year: Audit is presented tonight.

B. 2022-23 Current Budget Year: Proceeding within budgeted parameters.

C. 2023-24 New Budget: Adoption of Tentative 23-24 Budget tonight.

3. **Presentation, Review, Approval & Acceptance of 2021-22 Financial Audit**

Mr. James Cirillo, CPA, PSA, RMA, partner of the public accounting firm Wielkocz & Company, in Pompton Lakes, NJ, will provide a brief overview of the financial position of the school district as of June 30, 2022.

A. Be it resolved, based upon the recommendations of the CSA & BA, to approve and accept the 2021-22 Comprehensive Annual Financial Report (CAFR) and Auditor's Management Report (AMR) as prepared by the Public School Accounting (PSA) firm of Wielkocz & Co., of Pompton Plains, NJ.

Moved by:

Seconded by:

Voice Vote:

B. Be it resolved, based upon the recommendations of the CSA & BA, to approve and accept the 2021-22 Corrective Action Plan (CAP) for the two Auditor's recommendations.

Moved by:

Seconded by:

Voice Vote:

B. Superintendent's Report - Mr. Grieco

1. District Update

2. TJ Scheduling Update - Mr. David Waxman, Principal

C. Board Committees for 2023:

1. Curriculum/Special Education: *Dr. Piombino & Mr. Graf*

2. Safety/Security: *Mrs. Walter & Mr. Riviuccio*

3. Athletic/Activities: *Mr. Riviuccio & Mr. Tobias*

4. Finance/Facilities: *Mr. Graf & Mr. Tobias*

5. Technology: *Mrs. Walter & Mr. Graf*

6. Negotiations: *Mrs. Walter & Mr. Tobias*

D. Administration Monthly Reports -

Submitted by:

1. Lincoln Principal's Report: *Ms. Dachisen*

2. Thomas Jefferson Principal's Report: *Mr. Waxman*

3. Curr., Inst., and Assessment Director's Report: *Mrs. Argenziano*

4. Building & Grounds Supervisor's Report: *Mr. Klein*

5. Technology Supervisor's Report: *Mr. Reyes*

E. Review of Agenda Items Recommended for Approval

4. Public Comment No. 1: Agenda Items ONLY

A. *Please state your name and address, thank you.*

5. Enrollment Report:

| Grade Level & School | Students June 30, 2022 | Students March 1, 2023 | Diff from June 22 | Sections (Classes) | Avg. Class Size |
|--------------------------------|---------------------------|---------------------------|----------------------|-----------------------|--------------------|
| Preschool - Lincoln | 29 | 28 | -1 | 2 | 14 |
| Kindergarten - Lincoln | 65 | 56 | -9 | 3 | 19 |
| Grade 1 - Lincoln | 56 | 65 | +9 | 3 | 22 |
| Grade 2 - Lincoln | 66 | 57 | -9 | 3 | 19 |
| Grade 3 - Lincoln | 57 | 67 | +10 | 3 | 22 |
| Total Lincoln School: | 273 | 273 | 0 | 14 | 20 |
| Grade 4 - TJ | 46 | 55 | +9 | 3 | 18 |
| Grade 5 - TJ | 59 | 44 | -15 | 3 | 15 |
| Grade 6 - TJ | 54 | 60 | +6 | 3 | 20 |
| Grade 7 - TJ | 58 | 56 | -2 | 3 | 19 |
| Grade 8 - TJ | 53 | 62 | +9 | 3 | 21 |
| Total Thomas Jefferson: | 270 | 277 | 7 | 15 | 19 |
| Special Ed Out-of-District: | 3 | 2 | -1 | - | - |
| Resident Students: | 546 | 552 | +6 | 29 | 19 |
| Charter/Choice Schs Out: | 1 | 2 | +1 | - | - |
| Spec. Ed Tuition Incoming: | 5 | 5 | 0 | - | - |
| Total Students: | 552 | 559 | +7 | - | - |

6. Meeting Minutes

- A. Be it resolved to approve and accept the following meeting minutes:
- February 22 Regular Meeting, Executive Sessions I & II.

7. Finance

- A. Be it resolved to approve the manifest of Payrolls and Bills & Claims List, which is on file in the Business Administrator's Office:
- Bills & Claims List: February 23 to March 16: \$917,812.32
- B. Be it resolved to approve and accept the Board Secretary's Financial Reports for the month of January.

I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of January 31, 2023, no budgetary line item has been over-expended in violation of NJAC 6:23-2.11(a). William Stepka, RSBA- Business Administrator/Board Secretary.

- C. Be it resolved, based upon the recommendations of the CSA& BA, to approve and adopt the **Tentative 2023-24 School District Budget** and to authorize the CSA& BA to submit it to the Executive County Superintendent for review and approval in the following amounts:

| | General Fund | Special Revenues | Debt Service | Totals |
|-------------------------------|-----------------|---------------------|-----------------|--------------|
| 2023-24 Total Appropriations: | \$12,266,648 | \$560,280 | \$755,925 | \$13,582,853 |
| Less: Anticipated Revenues: | \$3,390,794 | \$560,280 | \$239,910 | \$4,190,984 |
| Taxes To Be Raised: | \$8,875,854 | -0- | \$516,015 | \$9,391,869 |

(The total Local Tax Levy for the General Fund will increase \$18,758 (2/10ths of a %) from the 22-23 amount.)

And to advertise said tentative budget in The Citizen Newspaper in accordance with the form recommended by the New Jersey Department of Education and according to law; and

A public hearing on the Budget for the 2023-24 school year will be held at the Thomas Jefferson Cafeteria on Monday, May 8, 2023, beginning at 7:30 pm, and

Be it further resolved, that the Board of Education include in the budget a Capital Reserve withdrawal in the amount of \$129,370 for the following projects/equipment:

1. Lincoln: Replace Gym Floor: \$32,500
2. Lincoln: Repair Playground Retaining Wall: \$40,000
3. Jefferson: Repair Main Entrance Exterior Slate Steps & Concrete: \$50,000
4. Jefferson: Install Maintenance Garage Fence between it and Ball Fields: \$6,870

The total cost of these projects is \$129,370 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

- D. Be it resolved to adopt the following resolution pertaining to the Maximum Travel Dollar Limit:
(Pursuant to NJAC 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in NJAC6A-7.1 et seq.)

Be it resolved that the Rockaway Borough Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$30,000 for the 2023-24 school year. The maximum travel expenditure amount for the current school year is \$25,000, of which, \$9,219 dollars have been spent and \$9,392 dollars are encumbered to date.

- E. Be it resolved that the Board of Education includes in the tentative budget the allowable adjustment for increased costs of Employee Health Benefits in the amount of \$169,143. The additional funds will be used to pay for the additional increases in employee health benefit premiums.

- F. Be it resolved to adopt the following resolution pertaining to the Travel & Related Expense Reimbursement:

The Board of Education recognizes school staff & 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 of the school district;

And, NJAC 6A:23A subchapter 7 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, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year,

And travel & related expenses not in compliance with NJAC 6A:23A Subchapter 7 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;

Be it resolved, the Board of Education approves all travel not in compliance with NJAC 6A:23A Subchapter 7 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 includes in the tentative budget travel and related expense reimbursements in accordance with NJAC 6A:23A: Subchapter 7, to a maximum expenditure of \$30,000 for all staff & Board members for the 2023-24 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

8. Personnel

- A. Be it resolved, based on the recommendation of the Superintendent, to approve the list of Staff Member **Professional Development Workshops & Travel Expenditure Requests** at the end of this agenda that have been deemed related to and within the scope of the employee's current job responsibilities and will enhance the efficient delivery of student instruction and/or furthers the efficient operation of the school district. Reimbursements listed are in accordance with guidelines established by the Dept. of Treasury, BOE Policy, and in accordance with NJAC 6A:23B-1.1., and listed at the end of this agenda.
- B. Be it resolved to increase the hourly rate and total contracted hours for **Colleen Lonergan** (through a professional services contract), of Hopatcong, NJ, to provide Student Behavioral Therapy Services, from \$65 per hour to \$95 per hour, and from 800 hours for the year (including ESY) to 37.5 hours per week, effective December 1, 2022, to June 30, 2023. This is due to another professional service contractor leaving the district in November and Ms. Lonergan assuming the other contractor's duties and increasing the Not to Exceed (NTE) Maximum Dollar amount from \$74,000 to \$94,000 for the 2022-23 school year.
- C. Be it resolved, based on the recommendation of the Superintendent, to approve the Extra-Curricular Activity Establishment Proposal submitted by **Amy DeFelice, Michael Leahey, and Laura Perniciaro** regarding the initiation of a **Thomas Jefferson Middle School Talking Politics Club**. As per district policy, the teachers shall not be compensated for the initial year of the program, but based upon the review of the Superintendent, it may be recommended to establish the program for the following year, pending a successful implementation.
- D. Be it resolved, based on the recommendation of the Superintendent, to approve **William Rzucidlo** as a part-time district Physical Education Teacher beginning on or about March 20, 2023, through June 30, 2023. Mr. Rzucidlo will be placed on Guide BA, Step-4 at an annual salary rate of \$55,585 @ 80% = \$44,468 (prorated from the actual start date), pending successful completion of the Office of Student Protection background check required by P.L. 1986 c.116, and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.
- E. Be it resolved, based on the recommendation of the Superintendent, to approve **Marwa Ramadan** as a substitute teacher for the 2022-2023 school year at a rate of \$115.00 per day.
- F. Be it resolved, based on the recommendation of the Superintendent, to approve **Robert Vento** as the Assistant Baseball Coach for the 2022-2023 school year, at a stipend amount of \$937.00.
- G. Be it resolved, based on the recommendation of the Superintendent, to approve **Mychau Le**, currently a cafeteria aide at Lincoln School, to serve as a substitute bus aide, when needed, at her current hourly rate of \$14.13, for the remainder of the 2022-23 school year.
- H. Be it resolved, based on the recommendation of the Superintendent, to approve **Neal Zabriskie**, of Rockaway, NJ, as a ten (10) month part-time evening custodian, at an hourly rate of \$20.53 (based on Custodial Guide/Step: C-9/10) for three (3) hours per night when school is in session and any teacher professional days (185 days yearly total to be pro-rated), effective from the date of receipt of a satisfactory criminal history background check confirmation letter (approximately March 27), as required by the Office of Student Protection required by P.L. 1986 c.116, to June 30, 2023, and completion of the Sexual Misconduct/Child Abuse Disclosure Form as required by P.L. 2018, c.5.
- I. Be it resolved, based upon the recommendation of the Superintendent, to approve a *revised* employment contract (as submitted), for **Milissa Dachisen**, Principal of Lincoln School, (Article III-Benefits in Addition to Salary), for the 2022-2023 school year (July 1, 2022, through June 30, 2023).

9. Curriculum, Instruction & Assessment

- A. Be it resolved to approve the Student Field Trip requests as listed at the end of this agenda.
- B. Be it resolved, based upon the recommendation of the Superintendent, to approve the 2023-2024 School District Calendar, as submitted.

10. Technology and Buildings & Grounds

- A. There are none at this time.

11. Policy

- A. Be it resolved to approve the **First Reading** of the following new and/or updated Board Policy (P) and/or Regulation (R), where applicable:

| <u>Policy/Reg</u> | <u>Number</u> | <u>Title</u> | <u>Reason for Update</u> |
|-------------------|---------------|---|--------------------------|
| P | 1648.11 | The Road Forward COVID-19- Health & Safety | Abolished |
| P | 1648.13 | School Employee Vaccination Requirements | Abolished |
| P | 0152 | Board Officers | Revised |
| P | 0161 | Call, Adjournment, and Cancellation | Revised |
| P | 0162 | Notice of Board Meetings | Revised |
| P & R | 2423 | Bilingual and ESL Education | Revised (Mandated) |
| P | 2425 | Emergency Virtual or Remote Instruction Program | Revised (Mandated) |
| R | 2425 | Emergency Virtual or Remote Instruction Program | New (Mandated) |
| P | 5512 | Harassment, Intimidation, or Bullying | Revised (Mandated) |
| P | 8140 | Student Enrollments | Revised (Mandated) |
| R | 8140 | Enrollment Accounting | Revised (Mandated) |
| P & R | 8330 | Student Records | Revised (Mandated) |
| R | 8420.2 | Bomb Threats | Revised (Mandated) |
| R | 8420.7 | Lockdown Procedures | Revised (Mandated) |
| R | 8420.10 | Active Shooter | Revised (Mandated) |

- B. Be it resolved to approve the **Second Reading & Adoption** of the following new and/or updated Board Policy (P) and/or Regulation (R), where applicable:

| <u>Policy/Reg</u> | <u>Number</u> | <u>Title</u> | <u>Reason for Update</u> |
|-------------------|---------------|--------------|--------------------------|
| P & R | 5200 | Attendance | Revised (Mandated) |

- C. Be it resolved , based on the recommendation of the Superintendent, to extend the implementation of the 2019-2022 Comprehensive Equity Plan (CEP) through school year 2023-2024, pursuant of N.J.A.C.6A:7-1.4(c), as per the February 22, 2023 NJDOE Broadcast, and CEP Plan Statement of Assurance for 2023-2024 submitted to the County Office of Education.

12. Consent Agenda

- A. Move and Vote on all Agenda Resolutions & Recommendations in One Motion:

| <u>Roll Call Vote:</u> | <u>Moved & Seconded By:</u> | <u>Aye</u> | <u>Nays</u> | <u>Abstentions</u> | <u>Absent</u> |
|-------------------------------|---------------------------------|------------|-------------|--------------------|---------------|
| Mr. Riviuccio: | | | | | |
| Mr. Graf: | | | | | |
| Dr. Piombino: | | | | | |
| Mrs. Walter, VP: | | | | | |
| Mr. Tobias, President: | | | | | |

Mr. Stepka declares all Resolutions & Recommendations are:

13. New Business

A.

14. Public Comment No. 2 (Agenda & Non-Agenda Items)

(Please be respectful of the Board, Administration, Staff, Students, and all other Audience Members in attendance.)

Please state your name and address, thank you.

15. Next Regularly Scheduled Meeting

A. Tuesday, April 25, 2023

The Meeting will begin at 7:30 pm in the Cafeteria of Thomas Jefferson Middle School.

16. Executive Session II (if necessary)

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing: _____ the nature of which will be made public only when the need for confidentiality no longer exists.

THE BOARD ANTICIPATES BEING IN THE EXECUTIVE SESSION FOR APPROXIMATELY __ MINUTES.

BOARD ACTION WILL or WILL NOT BE TAKEN AFTER THIS SESSION CONCLUDES.

Motion to Enter Exec Session: *Moved by:* *Seconded by:* *Voice Vote:*
Motion to Adjourn Exec Session: *Moved by:* *Seconded by:* *Voice Vote:*

17. Motion to Adjourn the Meeting:

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

Moved by:* *Seconded by:* *Voice Vote:

Student Field Trip Requests:

| GRADE | TEACHERS | DATE | TIME: DEPART/ RETURN | DESTINATION | # OF STUDENTS | # OF ADULTS | COST | JUSTIFICATION FOR TRIP |
|---------|-------------------|------|----------------------------|-----------------|------------------|----------------|---------|---|
| 4th-8th | Samantha Selikoff | 4/24 | 10:15 AM-3:00 PM | Citi Field, NYC | 30 | 5 | \$18/pp | Career fair- The purpose of this trip is to showcase careers off of the playing field, in sports. |

Professional Development/Travel Expenditure Requests:

| STAFF MEMBER | WORKSHOP TITLE/DEST | DATES | REG & FEES | JUSTIFICATION FOR THE TRIP |
|--------------------------------------|---|-------------------------|---|---|
| Shaun Reyes | NJSBGA/ Harrah's Atlantic City | 3/19, 20, & 21, 2023 | Reg: \$500 Hotel: \$213.24 Mileage: \$74.73 | Working with the buildings and grounds team to help integrate technology with all of the latest facilities needs. |
| Daniele Ferrone Alyssa Bellafonte | MAMA Spring 2023 Meeting/ County College of Morris | 3/21/23 | \$15/pp. Total: \$30 | Building thinking classrooms- an instructional strategy that deepens students' thinking through active learning. |
| Nadine Morgenland | Transtable Meeting/ Morris Plains (County Transportation Supervisors Meeting) | 4/27/23 | Free Mileage: \$6.29 | To better understand public school transportation. |
| Nadine Morgenland | CDK (Software Company for Business Office) Year End Meeting/ Washington, NJ | 5/3/23 | Free Mileage: \$47.00 | To better understand the personnel & accounting programs. |

| | | | | |
|----------------|---|-----------------------------|-------------------|--|
| Anthony Grieco | Strategies for Safe, Supportive, and Healthy Schools Using Title IV, Part A Funds | 3/15/23 (10:00-11:00 AM) | Free (Virtual) | Effectively utilizing Title IV, Part A funding. |
| Anthony Grieco | Preschool Expansion in Morris County | 3/9/23 (10:00-11:30 AM) | Free (Virtual) | Potential barriers and opportunities for preschool expansion in Morris County. |
| Anthony Grieco | NJ Department of Education - School Behavioral Threat Assessment & Management (BTAM) Training | 4/20/23 | Free (Virtual) | On August 1, 2022, Governor Phil Murphy signed into legislation, N.J.S.A. 18A:17-43.4, requiring the establishment of threat assessment teams in public, charter, and renaissance school projects. Threat assessment teams' purpose is also to prevent targeted violence in the school and to ensure a safe and secure school environment that enhances the learning experience for all members of the school community. |