

# Rockaway Borough Board of Education

## REGULAR MEETING AGENDA

Tuesday, July 20, 2021, 7:30 PM

Thomas Jefferson Cafeteria, 95 East Main Street, Rockaway

### 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 (Closed to the Public)

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing exempt matters pertaining to: 1) personnel: exempt employees terms of employment and 2) negotiations: teachers' association new 3 year CBA update; the natures of which will be made public only when the need for confidentiality no longer exists.

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

### 1. Call to Order: 7:30 PM

*The public meeting will be called to order at approximately 7:30 p.m., by Mrs. Christa Smith, 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 (weekly) on Thursday, January 21<sup>st</sup>, 2021 at approximately 5:00 am, posted on our website and also at town hall. Official Board actions will be taken at this meeting."

### 2. Board Member Roll Call:

**Mrs. Linda McGovern**

*Elected 2020 to 2<sup>nd</sup> consecutive term (3-year seat to Dec. 31, 2023)*

**Mrs. Alexis Piombino**

*Elected 2018 to 1<sup>st</sup> term (3-year seat to Dec. 31, 2021)*

**Mrs. Christa Smith, President**

*Elected 2019 to 7th consecutive term (3-year seat to Dec. 31, 2022)*

**Mr. Jeffrey Tobias**

*Elected 2020 to 2<sup>nd</sup> consecutive term (3-year seat to Dec. 31, 2023)*

**Mrs. Karen Walter, Vice President**

*Elected 2018 to 1<sup>st</sup> term (3-year seat to Dec. 31, 2021)*

**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 2017 District Business Administrator (BA) & Secretary of the Board*

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

***"Now, please join us for the Pledge of Allegiance . . ."***

### 3. Workshop Session:

#### A. Principals' & Supervisors' Reports:      Submitted & Presented by:

- |  |                 |
|--|-----------------|
| 1. Lincoln Principal's Report:                   | Ms. Dachisen    |
| 2. Thomas Jefferson Principal's Report:          | Mr. Waxman      |
| 3. Curriculum & Instruction Supervisor's Report: | Mrs. Argenziano |
| 4. Building & Grounds Supervisor's Report:       | Mr. Klein       |
| 5. Technology Supervisor's Report:               | Mr. Reyes       |

#### B. Superintendent's Report - Mr. Grieco, Supt.

1. Legislative Report:
2. Upcoming Events:
3. Special Reports:

#### D. District Business Admin./Board Secretary's Report - Mr. Stepka, BA

1. Board Correspondence: Received(R)/Sent(S) since our last meeting:
  - A. None
2. Financial Status Update:
  - A. 2020-21 Last Year's Budget Status Update.
  - B. 2021-22 New Budget Year Status Update.

#### E. Referendum Report #18 - Mr. Stepka, BA

1. School Roofs: 100% complete. (All roofs replaced except TJ 4th grade wing; not needed)
2. Lincoln Interior Improvements I: 100% complete. (new ceilings, floor tiles & lights)
3. Lincoln Addition: Interior finished being worked on; project on schedule end 8/31/21.
4. Lincoln Fire Escape: Will be on-site for assembly during the 2nd week of August. .
5. Lincoln Interior Improv II & Restroom Reno: Awarded to Academy Construction 1/26/21. All lavs have been demoed and new floor, wall, ceiling tiles, along with new faucets, sinks, partitions and toilets are being installed. Move of IT Closet progressing.
6. Lincoln & TJ HVAC Replacement/Upgrades: Awarded to Kappa Const. 1/26/21. All old boilers and unit ventilators at both schools have been demolished and new ones being put into place.
7. Referendum Discussion/Decision Item(s):
  - A. Lincoln Addition "Ribbon Cutting" ceremony proposed date & time.

#### F. Board Member Discussion Items for the Good of the Order

1. New Superintendent verbal update: Mr. Grieco started on July 1 and is here now.
2. November Board Member Election: Nominating Petitions due Monday, July 26 to County Clerk.
3. Board Goals for the 2021-22 School Year discussion/ideas.

#### G. Review of Agenda Items Recommended for Approval

### 4. Regular Meeting Begins

### 5. Public Comment No. 1: Agenda Items ONLY

- A. Please refer to rules governing comments under: Public Comment #2.  
**PLEASE STATE YOUR NAME & ADDRESS, THANK YOU!**

**6. Enrollment Report:**

Grade Level & School	Students June 30, 2020	Students June 30, 2021	Diff	Sections (Classes)	Avg. Class Size
Preschool - Lincoln	26	19	-7	2	10
Kindergarten - Lincoln	63	50	-13	3	17
Grade 1 - Lincoln	58	64	+6	3	21
Grade 2 - Lincoln	45	59	+14	3	20
Grade 3 - Lincoln	62	43	-19	3	14
<b><u>Total Lincoln School:</u></b>	<b><u>254</u></b>	<b><u>235</u></b>	<b><u>-19</u></b>	<b><u>14</u></b>	<b><u>17</u></b>
Grade 4 - TJ	53	58	+5	3	20
Grade 5 - TJ	53	50	-3	3	17
Grade 6 - TJ	51	52	+1	3	18
Grade 7 - TJ	74	52	-22	3	18
Grade 8 - TJ	69	69	0	3	23
<b><u>Total Thomas Jefferson:</u></b>	<b><u>300</u></b>	<b><u>281</u></b>	<b><u>-19</u></b>	<b><u>15</u></b>	<b><u>18.9</u></b>
Special Ed Out-of-District:	3	3	0	-	-
<b><u>Resident Students:</u></b>	<b><u>557</u></b>	<b><u>519</u></b>	<b><u>-38</u></b>	<b><u>29</u></b>	<b><u>18.1</u></b>
Charter/Choice Schs Out:	5	2	-3	-	-
Spec. Ed Tuition Incoming:	3	3	0	-	-
<b>Total Students:</b>	<b>565</b>	<b>524</b>	<b>-41</b>	<b>-</b>	<b>-</b>

**7. Meeting Minutes**

**A.** Be it resolved, based upon the recommendation of the Business Administrator/Board Secretary, that the following Meeting Minutes be approved and accepted:

1. June 8, 2021 Regular & Executive Session.
2. June 23, 2021 Special & Executive Session.

**8. Finance**

**A.** Be it resolved, based upon the recommendation of the BA, to approve the manifest of Payrolls and Bills & Claims List, which is on file in the Business Administrator's Office:

1. Bills & Claims List: June 24 to June 30: \$1,200,345.41
2. Bills & Claims List: July 1 to July 20: \$191,088.06

**B.** Be it resolved, based upon the recommendation of the BA, to approve and accept the Budgetary Transfers Report for the month of June.

- C. Be it resolved, based upon the recommendation of the BA, to approve and accept the Board Secretary's Financial Report for the month of May.

*I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of May 31, 2021, no budgetary line item has been over-expended in violation of NJAC 6:23-2.11(a). William Stepka, RSBA- Business Administrator/Board Secretary*

- D. Be it resolved, based upon the recommendation of the BA, to approve and accept the Treasurer of School Monies Financial Report for the month of May.

- E. Be it resolved, based upon the recommendation of the BA, to approve and accept the Board Secretary's Financial Report for the month of June.

*I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of June 30, 2021, no budgetary line item has been over-expended in violation of NJAC 6:23-2.11(a). William Stepka, RSBA- Business Administrator/Board Secretary*

- F. Be it resolved, based upon the recommendation of the BA, to approve and accept the Treasurer of School Monies Financial Report for the month of June.

- G. Be it resolved, based upon the recommendation of the BA, to approve a renewal contract for the 2021-22 school year with Bayada Pediatrics, of Morris Plains, NJ, to provide substitute nursing services at an hourly rate of, as needed, \$63.00 for RN services and \$53.00 for LPN services, an increase of \$1 per hour from last year's rates.

- H. Be it resolved, based upon the recommendation of the BA, to approve a renewal to the Shared Services Agreement with the Educational Services Commission of Morris County for the bulk bid purchase of general classroom, athletic, custodial, a/v, computer/office, fine art, home ec., library, health/phys ed, and science/technology supplies for the 2021-2022 school year in the amount of \$2,650, by utilizing the Ed-Data purchasing platform.

- I. Be it resolved, based upon the recommendation of the BA, to approve a resolution to update bank signatories to delete Phyllis Alpaugh and add Anthony Grieco as a duly authorized signatory/user.

## 9. Referendum

- A. Be it resolved, based upon the recommendations of the BA & Architect, to approve the following "Progress Payments" to the following contractors for work completed for the Referendum Projects, a copy of which is on file in the Business Administrator's Office:

- |  |              |                            |
|--|--------------|----------------------------|
| 1. Kappa Construction, HVAC Upgrades PayAp#: 3         | \$390,132.12 | (\$Remaining: \$1,691,923) |
| 2. APS Construction, Lin Addition/Fire Escape PayAp#12 | \$182,523.24 | (\$Remaining: \$1,101,255) |

- B. Be it resolved, based upon the recommendations of the BA & Architect, to approve the following "Change Orders" as described:

1. APS Construction (Lincoln Addition) Change Order #6: Justifications

COR-22: UV Flashing	\$3,048.70
COR-23: Security & Access Control Update	\$45,891.00
COR-25: Fiber Optic Cover & Hand Hole upgrade	\$7,363.03

CO #5 Net Change: \$56,302.73

Original General Allowance Remaining: \$184,472.45

Remaining General Allowance: \$128,169.72

2. Academy Construction (Lincoln Labs & IT) Change Order #1: Justifications

COR-03: 2 new masonry infills at caf storage room and new IT room	\$870.80
COR-04: Repair concrete subfloor at all 4 lavatories	\$8,379.96

CO #1 Net Change: \$9,250.76

Original General Allowance Remaining: \$75,000.00

Remaining General Allowance: \$65,749.24

**3. Kappa Construction (HVAC Upgrades) Change Order #2: Justifications**

COR-07: Sink counter replacement (TJ)	\$7,055.00
COR-18: Power Tie-In (Lin: boiler, exhaust, CUH)	\$21,535.00
COR-19: Demo & Tag all new & old circuits (TJ boiler room)	\$9,078.00
COR-20: Relief vents & fire dampers at Lincoln	\$9,492.17
COR-21: Expedited Switchgear (TJ)	\$4,859.40
COR-23: UV flooring abatement - Lincoln	\$59,850.00

CO #1 Net Change: \$111,869.57

Original General Allowance Remaining: \$3,494.60

Remaining General Allowance: (\$108,374.97)

- C. Be it resolved, based upon the recommendation of the BA, to approve a contract with Karl Environmental Group, of Mohnton, PA, to provide "Clearance Sampling after the Non-Friable Removal of Asbestos Containing Floor Materials Under the Classroom Unit Ventilators in the Lincoln School" based on their proposal dated July 12, 2021 and not to exceed \$12,100 (depending upon actual number of samples needed).
- D. Be it resolved, based upon the recommendations of the BA & Architect, to award a contract to JCT Solutions, of Springfield, NJ, to furnish, install, configure and move the IT Closet on the 1st floor of Lincoln School down to the basement, and to run new cat6 cable for all rooms on all 3 floors to the new server room location (approximately 165 runs), in the amount of \$165,598.09, based upon their proposal dated May 11, 2021 and by utilizing bid contract number "8-UCCP-24-2021 Telephone/Associated Services Systems Equipment, Installation & Maintenance Services.
- E. Be it resolved, based upon the recommendation of the BA, to approve a contract with Karl Environmental Group, of Mohnton, PA, to provide "Clearance Sampling after the Non-Friable Removal of Asbestos Containing Floor Materials from TJ School" based on their proposal dated July 16, 2021 and not to exceed \$24,525 (depending upon actual number of samples needed).

**10. Personnel**

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve the attached list of Staff Member **Professional Development Workshops & Travel Expenditure Requests** 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. listed at the end of this agenda.
- B. Be it resolved, based upon the recommendation of the Superintendent, to approve employment contracts for the following **Executive & Administrative Staff** members for the 2021-2022 school year. (Their employment was renewed at the May 4th meeting and these salaries reflect a 3.4% increase over 20-21, same as others.)

<u>Name</u>	<u>Position</u>	<u>Salary</u>
Milissa Dachisen	Principal of Lincoln School	\$124,890
David G. Waxman	Principal of Thomas Jefferson School	\$126,955
Michael Klein	Supervisor of Building & Grounds	\$93,333+\$5K Stipend
Sally Ascoli	Executive Admin. Asst. to Supt.	\$62,657
Dr. Jean-Paul Bonnet	School Physician	\$8,481
Wendy Chandler	A/P Coord./Admin. Asst. to BA	\$53,246
Melissa Nestor	Treasurer of School Monies	\$8,871
Shaun Reyes	Technology Coordinator	\$83,452

- C.** Be it resolved, based upon the recommendation of the Superintendent, to rescind approval of **Jacqueline Gurgone** as a Guidance Counselor at Lincoln School for the 2021-2022 school year. (previously approved at June 23, 2021 board meeting) Prior to signing a contract, Ms. Gurgone accepted another position.
- D.** Be it resolved, based upon the recommendation of the Superintendent, to approve **Brianna Luongo** as a Guidance Counselor at Lincoln School beginning September 1, 2021 through June 30, 2022. Ms. Luongo will be placed on Guide MA, Step-1 at an annual salary rate of \$57,735.00. Ms. Luongo has already completed the required background checks and sexual misconduct/child abuse disclosures.
- E.** Be it resolved, based upon the recommendation of the Superintendent, to approve 7 additional work days for **Brianna Luongo** between July 20th and August 20, 2021 at a per diem rate based on her 2021-22 salary.
- F.** Be it resolved, based upon the recommendation of the Superintendent, to approve **Brianna Cresci** as a Maternity Leave Replacement Kindergarten Teacher at Lincoln School beginning September 1, 2021 through to on or about February 7, 2022. Ms. Cresci will be paid based on Guide-Step BA-1, at an annual salary rate of \$53,135.00 (to be pro-rated), pending Criminal History background check required by P.L. 1986 c. 116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018 c.5.
- G.** Be it resolved, based upon the recommendation of the Superintendent, to approve **Adam Wiuff** as summer custodial help at an hourly rate of \$12.50.
- H.** Be it resolved, based upon the recommendation of the Superintendent, to approve the following Extra Curricular advisors for the 2021-22 school year:

Club/Sport	Advisor
Art Club	Cecelia Isenberg
Assistant Director of the Musical	Jenny Barbosa
Athletic Coordinator	Michael Onischuk
Boys Baseball	Michael Onischuk
Boys and Girls Cross Country	OPEN
Boys Basketball	Michael Onischuk
Boys Soccer	Michael Onischuk
Cube Club	OPEN
Director of Musical/Drama Productions	Helen Love
Girls Basketball	Robert Longo
Girls Soccer	Aileen Schumacher
Girls Softball	Robert Longo
Jazz Band Director	Helen Love
National Junior Honor Society	Cynthia O'Brien & Daniele Ferrone (shared stipend)

Newspaper	Michael F. Jones
Odyssey of the Mind	OPEN
SGO	Amy DeFelice (prorated)
Solar Car Advisor	Samantha Selikoff
Talking Sports Club	Samantha Selikoff
Volleyball Club	Michael Leahey & Michael Onischuk (shared stipend)
Yearbook	Cynthia O'Brien
8th Grade Class Advisor	Amy DeFelice (prorated) & Daniele Ferrone (shared stipend)

# 11. Curriculum & Instruction/Students

A. There is none at this time.

# 12. Building & Grounds/Technology

A. There is none at this time.

# 13. Policy

A. Be it resolved to approve the ***Second Reading & Adoption*** of the following new and/or updated Board Policies and Regulations:

P	0131	Bylaws, Policies and Regulations	Revised
P	3134	Assignment of Extra Duties	Revised
P	3142	Nonrenewal of Non tenured Teaching Staff Member	Revised
R	3142	Nonrenewal of Non tenured Teaching Staff Member	Revised
P	3221	Evaluation of Teacher	Mandated/Revised
R	3221	Evaluation of Teachers	Mandated/Revised
P	3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators	Mandated/Revised
R	3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators	Mandated/Revised

P	3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals	Mandated/Revised
R	3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals	Mandated/Revised
P	3224	Evaluation of Principals, Vice Principals, and Assistant Principals	Mandated/Revised
R	3224	Evaluation of Principals, Vice Principals, and Assistant Principals	Mandated/Revised
P	4146	Nonrenewal of Nontenured Support Member	Revised
R	4146	Nonrenewal of Nontenured Support Member	Revised
P	6471	School District Travel	Mandated/Revised
R	6471	School District Travel Procedures	Mandated/Revised
P	8561	Procurement Procedures for School Nutrition Programs	Mandated/Revised

#### 14. Consent Agenda

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

<u>Roll Call Vote:</u>	<u>Moved &amp; Seconded By:</u>	<u>Yeas</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Absent</u>
<b>Mrs. McGovern:</b>					
<b>Mrs. Piombino:</b>					
<b>Mr. Tobias:</b>					
<b>Mrs. Walter:</b>					
<b>Mrs. Smith:</b>					

Mr. Stepka declares all Resolutions & Recommendations are hereby \_\_\_\_\_.

#### 15. Old Business

A. Verbal update on the latest version of the “Return to School 2021 Plan” for students & staff.

#### 16. New Business

A. Any?



**17. Public Comment No. 2 (Agenda & Non-Agenda Items to be Heard)**

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

*Public participation shall be governed by Policy #0167:*

- A.** All participants 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;
- B.** 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;
- C.** No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
- D.** 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: Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy; Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory; Request any person to leave the meeting when that person does not observe reasonable decorum; 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; 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.
- E.** Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comment in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.
- F.** District staff members may make a statement, except for when the issue(s) or question(s) to be inquired about is subject to the administrative chain of command: ALL staff members shall address their concern/issue to their immediate Supervisor, Principal, the Business Administrator, or the Superintendent. Routine administrative/management questions/matters shall not be brought before the Board.

*Please be respectful of the Board, Administration, Students, Staff, and all other*

*Audience Members in attendance. **PLEASE STATE YOUR NAME & ADDRESS, THANK YOU!***

**18. Next Regularly Scheduled Meeting:****A. Tuesday, August 31, 2021:**

The Meeting will begin at approximately 7:30pm and will be held in our normal location: The Cafeteria of the Thomas Jefferson Middle School.

**19. Executive Session II:**

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 TO BE IN 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:**

**20. 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:**

**Professional Development/Travel Expenditure Approval Requests:**

STAFF MEMBER	WORKSHOP TITLE/DEST	DATES	FEES/MILEAGE	JUSTIFICATION FOR THE TRIP
Linda Savercool	30th Annual Virtual School Health Conference/ Virtual	10/20/2021	\$85.00 \$100/paid after 8/30	This conference keeps me up to date for all health concerns in the school setting.
David Waxman	Legal Update/ Watchung Hills Regional High School	7/29/21	FREE	Law updates for schools and administrators.
Tara Keegan	Wilson Language Training/ Virtual	7/12-13/2021	\$369.00	This training will provide practical sessions to improve my Wilson Instruction at TJ. It will also help me by earning credits towards my certification.
Milissa Dachisen Mihaela Tuluca Brianna Jozwiak Maryanne Medore	Virtual Elementary Core Course- 4 consecutive Saturdays/ Virtual	9/11/21 9/18/21 9/25/21 10/2/21	\$829.00/ per person	It will be helpful with social-emotional learning with a focus on engaging academics, positive community, effective management & developmental awareness.

**Student Field Trip Approval Request:**

GRADE	TEACHERS	DATE	TIME: DEPART/ RETURN	DESTINATION	# OF STUDENTS	# OF ADULTS	COST	REASON FOR TRIP
None	At this time.							

For Reference:

**Facilities Renovation Referendum II: History/Schedule****A. Ref Milestones:**

- 1) **October 2, 2018:** Referendum I Fails overwhelmingly with 3 separate questions totaling \$19M.
- 2) **Sept 24, 2019:** Referendum II Passes 1Q at \$12.5M: YES: 649 NO: 442, Approved by 207 votes.
- 3) **Oct/Nov/Dec 2019:**
  - a) "Arch/Admin Team" formed: Supt, BA, Sup of B&G, B&G Asst, and Architects, and will meet at least monthly throughout the entire schedule, and more if/as needed. All Board members are ad-hoc members and invited to attend as desired, with no more than two (2) attending at any one time. The Board also reserves the ongoing right to request all participants involved in the referendum to attend night Board meetings, when deemed necessary and appropriate by the Board and/or the Supt & BA.
  - b) BA & Financial Advisors consult to establish optimum time & method to market bonds.
  - c) Architect to conduct school field site surveys, soil borings, test pits, utility mark outs, and related work to confirm details of projects to be undertaken.
  - d) Board approves the services of the Construction Attorney, at an hourly rate, to be utilized as needed.
  - e) Board approves "Reimbursement Resolution" to pay for upcoming "soft costs" before Bonds are sold.
- 4) **Dec/Jan/Feb 2020:**
  - a) Architect, in conjunction with A-Team, to prepare the bid specifications.
  - b) Final review of Architect's Bid Documents/Packets conducted by Board's Construction Attorney & BA. Applied to and received Local Finance Board approval for issuance of school district debt (Jan 8)
  - c) BA to advertise the bids "on the street" for at least 10 calendar days.
  - d) Roof Bids Advertised Fri, Jan 10, 2020.
  - e) Lavs & TJ Vestibule Bids Advertised Fri, Jan 17, 2020.
  - f) Contractor Walk thru meetings; Wed, Jan 22, 2 & 3 pm for Roof & Lav/Vestibule Bids.
  - g) BA formally received, publicly opened, and read aloud all bid prices by each contractor who submitted bids on Thursday, February 13, Open Roof Bids (11a) & Lav/Vestibule Bids (11:30a).
  - h) Bond Sale took place on Wednesday, February 19, 2020; all bonds sold within hours.
  - i) BA informed the Department of Education of debt service payments required for the 2020-21 school year and beyond to secure state funding dollars as previously agreed to. Debt service payments begin approximately 6

months after closing on the sale and will continue for 20 years, to be paid to MCIA on November 1 and May 1 of every year going forward for 20 years.

- j) Board awarded Roofing & Lavs/Vestibule Contracts at Feb 25<sup>th</sup> meeting.
- k) BA secures "builders' risk" insurance policy for Board for Roof & Lava Vestibule Contracts.
- l) Lincoln Heating System & Unit Vent (HVAC) Project moved to summer of 2021.

**5) March/April 2020:**

- a) Bond Sale Closed on March 11, 2020. District received \$12,480,000 in cash (full amount approved by voters, all bond closing costs paid by "premium" paid for bonds by investors - approx \$175K).
- b) BA to transfer idle funds into allowable investment programs to maximize interest yield.
- c) Lincoln New Addition/Fire Escape Bid advertised Friday, March 20.
- d) Lincoln New Addition/Fire Escape Pre-Bid Meeting with contractors: Wednesday, April 1 @ 3:30pm.

**6) April/May 2020:**

- a) Lincoln Interior Improv. & Asbestos Abatement Bid Advertisement: Friday, April 24.
- b) Lincoln Interior Improv. & Asbestos Abatement Pre-Bid Meeting: Tue, April 28 @ 3:30pm.
- c) Lincoln Addition/Fire Escape Bid Opening: Wed, April 29 @ 11am, Board Office.
- d) Lincoln HVAC Asbestos Abatement Bid Opening: Tue, May 19 @ 11am, Board Office.

**7) May/June 2020:**

- a) Award contract for Lincoln New Addition/Fire Escape: Wed, May 6 BOE Meeting.
- b) Award contract for Lincoln Interior Improvements/Asbestos Abatement: Tue, June 2 Special BOE Meeting.

**8) Summer of 2020:**

- a) Projects to be undertaken:
  - i) Lincoln School: Asbestos abatement for unit vents, gym ceiling replacement, new roof, new classroom floor tiles & ceiling tiles & cafeteria ceiling repair & abatement, and new interior LED lighting, plaster repair.
  - ii) Lincoln Addition: Move trailer, begin construction of 3 classroom additions with a new main office (to be cordoned off and will continue throughout the 20-21 school year).
  - iii) Thomas Jefferson: Renovate existing restrooms for boys, girls and staff, install new security vestibule in the main entrance, replace selected roofs.

**9) Winter 2020/Spring 2021:**

- a) Lincoln Interior Improvements II: Advertisement for Bids: December 11, 2020, Bid opening: Jan 12, 2021, Bid Award Jan 26, 2021. Work to begin after the last day of school in June of 2021, work to be completed August 21, 2021.
- b) HVAC Upgrades: Lincoln & TJ. Advertisement for Bids: December 11, 2020, Bid opening: Jan 12, 2021, Bid Award Jan 26, 2021. Work began after the last day of school in June of 2021. Demo & installation completed by August 31, 2021 and fully functioning by October 15, 2021.
- c) BA to increase "Builders Risk" insurance plan coverage as driven by awarded contract costs.

**10) Summer of 2021:**

- a) Projects to be undertaken:
  - i) Lincoln Interior Improvements II: restroom renovations, electrical panel upgrade, IT closet moved, stairwell plaster repair.
  - ii) Lincoln Addition: August 1, 2021 Completion of 3 new classroom additions including new main office and security vestibule; furnish & occupy during the month of August to be ready for the 1st day of school & final removal of trailers after 14 years!
  - iii) Lincoln & Thomas Jefferson HVAC Upgrades: IT Closet moved, demo, remove & install new boilers, pumps, piping (removal of asbestos as needed), classroom unit ventilators, electrical panel upgrade, cafeteria & gym rooftop unit ventilator replacement, copper piping replacement, and asbestos tile removal & install new VCT.

**11) August 31, 2021:**

- a) Physical completion of ALL Projects and then, during the fall, the Architect completes "punch list items" and contractors are issued final payments. 9/1/21: Lincoln Addition Opening Ceremonies!
- b) Fall of 2021: final projects punch lists completed and final contractor payments by 11/15/21.

-----**END OF REFERENDUM HISTORY/SCHEDULE**-----

**AND AGENDA**