

Rockaway Borough Board of Education
2018 Reorganization Meeting
MINUTES

Thomas Jefferson School Cafeteria
95 East Main Street, Rockaway, NJ
Wednesday, January 10, 2018 – 7:00 PM

I. Call to Order

The meeting was called to order by Mr. William Stepka, School Business Administrator/Board Secretary, at 7:05 pm, serving as Temporary Chairman of the Board.

II. Public Notice Announcement and Flag Salute

Mr. Stepka read the following announcement to those present: "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."

The Pledge of Allegiance was then held.

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 administered the oath of office to the certified winners of the election:

Mrs. Linda McGovern & Mr. Jeffrey Tobias.

They then took their seats on the Board.

VI. Roll Call

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

VII. Nominations for President & VP

- A. Mr. Stepka now entertained nominations for the position of **President** for the Rockaway Borough Board of Education for the 2018 term. He then opened the floor.

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

There were no other nominations. He then closed the floor.

Mrs. Christa Smith was unanimously elected President for the 2018 Term.

- B. Mr. Stepka entertained nominations for the position of **Vice-President** for the Rockaway Borough Board of Education for the 2018 term. He then opened the floor.

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

There were no other nominations. He then closed the floor.

Mrs. Sarah Concannon was unanimously elected Vice President for the 2018 Term.

- C. Mr. Stepka lead a detailed review/discussion of the New Jersey School Boards Association Code of Ethics for School Board Members. He read aloud all ten ethics and further explained some of the finer points of each ethic.

VIII. Presidential Appointments

**** Mrs. Christa Smith, New Board President, presided over the remainder of the meeting****

The President made Committee and Representative Appointments for 2018:

<u>Representatives to Organizations</u>	<u>Representative</u>
New Jersey School Boards Association:	Mrs. Christa Smith
Morris County Education Services Commission Assembly:	Mrs. Christa Smith
Morris County School Boards Association:	Mrs. Christa Smith
Rockaway Borough Home and School Association:	Mrs. Sarah Concannon
Rockaway Borough Education Foundation:	Mrs. Linda McGovern
Rockaway Borough Council:	Mr. Jeff Tobias
Rockaway Borough Recreation Committee:	Mrs. Colleen Grow

<u>Committee</u>	<u>Policy Area Responsibilities*</u>	<u>Chairperson</u>	<u>Co-Chair Person</u>
Education	Program Pupils	Mrs. Colleen Grow	Mrs. Christa Smith
Operations	Finances Property Operations	Mrs. Colleen Grow	Mr. Jeff Tobias
Human Resources	Administration Teaching Staff Members Support Staff Members	Mrs. Sarah Concannon	Mrs. Linda McGovern
Negotiations	Employee Compensation & Benefits	Mrs. Sarah Concannon	Mrs. Colleen Grow

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

A. *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 along with the Addendum.

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

*All recommended motions were unanimously approved by the full Board.

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:

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

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.
 - Mrs. Lisa A. Gorab, Esquire, of Wilentz, Goldman & Spitzer, P.A., of Woodbridge, NJ as Bond Counsel.
 - Mr. Douglas J. Bacher, Principal Partner, of NW Financial Group, LLC, of Hoboken, NJ as Financial Advisor.
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. Motion to Adjourn the Reorg Meeting and begin the Regular Meeting Agenda at 7:28 pm.
 Moved by: Mrs. Concannon Seconded by: Mrs. Grow Voice Vote: All Ayes

Respectfully submitted,

Mr. William Stepka, RSBA
 Secretary of the Board of Education/
 School District Business Administrator