

Rockaway Borough Board of Education
REGULAR MEETING MINUTES

Thomas Jefferson School Cafeteria
95 East Main Street, Rockaway, NJ 07866
Tuesday, January 30, 2018
Executive Session: 7:00 PM
Public Business Meeting: Approximately 7:30 PM

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 was called to order at 7:00 p.m., by Mrs. Christa Smith Board President, by reading 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 . . .

2. **Roll Call**

BOARD MEMBERS PRESENT: All Five (5): Mrs. Sarah Concannon, Mrs. Colleen Grow, Mrs. Linda McGovern, Mr. Jeff Tobias and Mrs. Christa Smith, Board President.

BOARD MEMBERS ABSENT: None (0)

ADMINISTRATION PRESENT: Mrs. Phyllis Alpaugh, Superintendent of Schools, and Mr. William Stepka, School Business Admin/Board Secretary

OTHERS PRESENT: None

3. **Motion to enter Executive Session: 7:00 PM**

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing Student HIB Matters, Negotiations, and Personnel issues; 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.

Moved By: Mrs. Grow Seconded By: Mr. Tobias Voice Vote: All Ayes

4. Motion to Reconvene to Public Session: 7:31 PM

Moved By: Mr. Tobias

Seconded By: Mrs. McGovern

Voice Vote: All Ayes

BOARD MEMBERS PRESENT: Four (4): Mrs. Sarah Concannon, Mrs. Colleen Grow, Mrs. Linda McGovern, Mr. Jeff Tobias and Mrs. Christa Smith, Board President.

BOARD MEMBERS ABSENT: One (1): Mrs. Colleen Grow, departed meeting 7:31 pm.

ADMINISTRATION PRESENT: Mrs. Phyllis Alpaugh, Superintendent of Schools, and Mr. William Stepka, School Business Admin/Board Secretary

OTHERS NOW PRESENT: 5 additional district administrators and approximately 60 members of the student body, parents, and community members.

5. Comments from the Public: Agenda Items Only, if any

At this time, there was none.

6. Spotlight on RAMS - FOSS Kits

Mrs. Jamie Argenziano, Supervisor of Curriculum & Instruction, assisted by several teachers, lead a student participation hands-on demonstration of the FOSS curriculum, which utilizes technology and chrome books to better learn science and nature.

Everyone in attendance was very proud of the students.

7. Presentation of Governor's Teacher Award Program

Mrs. Alpaugh gave a brief overview of the program and recognized the winners and participants with special certificates to memorialize their accomplishment.

- Mihaela Tuluca, *Lincoln School Teacher Nominee for GEOY Award*
- Christine Matrisciano, *Lincoln School Educational Support Award Recipient*
- Jennifer Marsh, *Lincoln School Educational Support Honorable Mention*

- Catherine Forte, *Thomas Jefferson Teacher Nominee for GEOY Award*
- Tara Keegan, *Thomas Jefferson Teacher Nominee Honorable Mention*
- Marianne Kopetz, *Thomas Jefferson Teacher Nominee Honorable Mention*
- Helen Love, *Thomas Jefferson Teacher Nominee Honorable Mention*
- Cynthia O'Brien, *Thomas Jefferson Teacher Nominee Honorable Mention*
- Jeffrey Burke, *Thomas Jefferson Educational Support Award Recipient*
- Jean Swanick, *Thomas Jefferson Educational Support Honorable Mention*

- Janet Basile, *Thomas Jefferson Educational Support Honorable Mention*

8. **Board of Education Recognition Month**

Mrs. Alpaugh read the following resolution and presented all the Board Members with Certificates of Appreciation for their voluntary contribution to our district:

WHEREAS, The New Jersey School Boards Association has declared January 2018 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Rockaway Borough Board of Education is one of more than 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Rockaway Borough Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and (continued)

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of Education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Rockaway Borough Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2018 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Rockaway Borough Board of Education urges all New Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children's education.

Moved By: Mrs. Concannon

Seconded By: Mr. Tobias

Voice Vote: All Ayes

9. **Superintendent’s Topics**

- a. Principals’ Reports – Ms. Dachisen & Mr. Waxman presented their reports.
- b. Curriculum Report – Mrs. Argenziano presented her report.
- c. Technology Report – Mr. Reyes presented his report.
- d. Facilities Report – Mr. Klein presented his report.

10. **Committee Reports**

- a. Education Committee – none at this time.
- b. Human Resources Committee – none at this time.
- c. Operations Committee – none at this time.

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

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

All Resolutions on the Consent Agenda unanimously carried.

12. ***Meeting Minutes**

- A. **Be it resolved* that the following Meeting Minutes be approved:
January 10, 2018 Reorganizational, Regular & Executive Session

13. ***Finance**

- A. **Be it resolved*, based upon the recommendation of the Business Administrator, to approve the manifest of Payrolls and Bills & Claims List from the Finance Committee as follows, which is on file in the Business Administrator’s Office:

| | |
|------------------------------|--------------|
| Bills & Claims List 1/30/18: | \$79,565.32 |
| Payroll Gross 1/12/18: | \$286,620.08 |
| Payroll Gross 1/30/18: | \$271,620.72 |

- B. **Be it resolved*, based upon the recommendation of the Business Administrator, to approve and accept the Budgetary Transfer Reports for the months of October, November and December of 2017.
- C. **Be it resolved*, based upon the recommendation of the Business Administrator, to approve and accept the Board Secretary's Financial Reports for the months of October, November and December of 2017.

I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of December 31, 2017, no budgetary line item has been over-expended in violation of NJAC 6:23-2.11(a).

William Stepka, RSBA-School Business Admin/Board Secretary.

- D. **Be it resolved*, based upon the recommendation of the Business Administrator, to accept and approve the Treasurer of School Monies Financial Reports for the months of October, November and December of 2017.
- E. **Be it resolved*, based upon the recommendation of the Business Administrator, to authorize employee payroll deductions for administrators and other non-unionized personnel, to enroll in the "Hartford Educator Disability Income Protection Plan" administered by MGM Educator Plans of Mount Laurel, New Jersey for the 2018 calendar year, at no cost to the Board.
- F. **Be it resolved*, based upon the recommendation of the Business Administrator, to dispose of, in accordance with policy number 7300 "Disposition of Property", a 1995 GMC Mini-Bus/Rally, VIN 1GDHG35K8SF505631, due to it having reached its useful life. The district no longer needs it and the refurbishing costs would far exceed its current market value. It will be sold, if possible, for scrap metal.
- G. **Be it resolved*, based upon the recommendation of the Business Administrator, to approve the following resolution concerning SEMI Funds for the 2018-19 Budget:
- "Whereas, NJAC 6A:23A-5.3(b)1 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019 school budget year if there are fewer than 40 Medicaid estimated eligible classified students, and*
Whereas, the Rockaway Borough Board of Education desires to apply for this waiver due to the fact that the NJ DOE projects having only 20 Medicaid eligible classified students,
Now Therefore Be It Resolved, that the Rockaway Borough Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools, in the County of Morris, an appropriate waiver request of the requirements of NJAC 6A:23A-5.3(b)1 for the 2018-2019 school budget year."

14. ***Policy**

- A. **Be it resolved*, to accept the Superintendent's Harassment, Intimidation and Bullying decision dated 1/22/18 for incident number TJ 2017-18-03.
- B. **Be it resolved*, to accept the Superintendent's Harassment, Intimidation and Bullying decision dated 1/25/18 for incident number TJ 2017-18-04.
- C. **Be it resolved*, to accept the Superintendent's Harassment, Intimidation and Bullying decision dated 1/8/2018 for incident number L 2017-18-01.
- D. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the attached school calendar for the 2018-19 school year.
- E. **Be it resolved*, to approve the First reading of the following policies and regulations:

| | Code | Policy/Regulation Title | Reason for Adoption |
|---|-------------|---|----------------------------|
| P | 0169.2 | Board Member Use of Social Networks | New |
| P | 3437 | Military Leave | Revised |
| P | 4437 | Military Leave | Revised |
| P | 5516.01 | Student Tracking Devices | New |
| R | 7101 | Educational Adequacy of Capital Projects | Revised |
| P | 7425 | Lead Testing of Water in Schools | New |
| P | 7440 | School District Security | Revised |
| R | 7440 | School District Security | Revised |
| P | 7441 | Electronic Surveillance in School Buildings and on School Grounds | Revised |
| R | 7441 | Electronic Surveillance in School Buildings and on School Grounds | Revised |
| P | 8630 | Bus Driver/Bus Aide Responsibility | Revised |
| R | 8630 | Emergency School Bus Procedures | Revised |
| P | 9242 | Use of Electronic Signatures | New |

15. **Curriculum**

- A. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the attached list of Professional Development/Travel Expenditure requests.
- B. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the attached list of Field Trip Requests.
- C. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the proposal to host the Girls on the Run Program this spring. This program will be open to all interested girls in grades 3-5. To be funded by 17-18 Title IV Federal Grant monies in the amount of \$500.

16. **Personnel**

- A. **Be it resolved*, based upon the recommendation of the Superintendent, to approve an employment contract for **Kristi Centi** as a personal aide at Lincoln School at a rate of \$14.00 per hour, not to exceed 5.75 hours per day for 5 days per week (when school is in session), effective February 16, 2018 to June 30, 2018. This is a reassignment of an existing employee.
- B. **Be it resolved*, based upon the recommendation of the Superintendent, to approve an employment contract for **Erica Kim** as a Kindergarten Maternity Leave Replacement teacher effective on or about February 16 to June 30, 2018. Ms. Kim will be placed on Step BA-1 of the teacher's salary guide at an annual salary rate of \$48,260.00 (to be prorated from actual start date), pending successful completion of the required criminal background check. She will replace Mrs. Hickman until her return.
- C. **Be it resolved*, based upon the recommendation of the Superintendent, to *rescind* the Leave of Absence for **Elizabeth Hickman** previously approved on November 28, 2017.
- D. **Be it resolved*, based upon the recommendation of the Superintendent, to approve **Elizabeth Hickman's** leave of absence beginning January 2, 2018. Mrs. Hickman will use 33 accumulated sick days through February 22, 2018. Upon the end of her disability, Mrs. Hickman wishes to be placed on child rearing leave pursuant to NJFLA commencing on February 23, 2018 and running through May 25, 2018. She will then take an unpaid contractual leave of absence for the remainder of the academic year. Mrs. Hickman's intention is to return to active employment for the 2018-2019 school year.

- E. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the placement of Employee Number #473 on a paid administrative leave, effective January 22, 2018, with a return date to be determined by the Superintendent.
- F. **Be it resolved*, based upon the recommendation of the Superintendent, to approve an unpaid leave of absence for **Jason Kenyon**, instructional aide, due to a family emergency, effective January 24, 2018 with a return date to be determined.
- G. **Be it resolved*, based upon the recommendation of the Superintendent, to approve an employment contract for **Robert Lenahan**, to serve as a district custodian, to be placed on Custodial Guide Step C-3, at an annual salary rate of \$35,210 effective on or about February 16, 2018 to June 30, 2018, pending successful completion of the required criminal background check.

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

Mrs. Andreychak inquired if the Sacred Heart School was still under consideration by the Board to purchase. Mrs. Alpaugh stated no.

18. **Old Business**

There was none at this time.

19. **New Business**

- A. *Be it Resolved*, based upon the recommendation of the BA/Bd. Secretary, to reschedule the March 13th Board meeting to Monday, March 19, due to the delay of the NJDOE in releasing state aid figures for the 2018-19 Budget, caused by Governor Murphy's State Budget Speech being delayed from February 27th to March 13th. The Tentative Budget for 2018-19 will be approved at this meeting for submission to the NJ DOE's Morris County Field Office for approval on Tuesday, March 20, 2018.

Moved By: Mrs. Concannon Seconded By: Mrs. McGovern Voice Vote: All Ayes

- B. Presentation and acceptance of the 2016-17 Financial Audit:

Mr. Stepka provided a brief overview of the district's finances as of June 30, 2017.

The Board opened the floor to hear any public comments pertaining to the Audit Presentation. There was none at this time.

- C. *Be it resolved*, based upon the recommendation of the Business Administrator, to approve and accept the 2016-17 Comprehensive Annual Financial Report (CAFR) as prepared by the Public School Accounting (PSA) of Ferriaioli, Wielkotz, Cerullo & Cuva, PA, of Newton, NJ, which contains three (3) audit recommendations to be implemented for the 2017-18 school year.

Moved By: Mrs. Concannon Seconded By: Mr. Tobias Roll Call Vote: All Ayes

- D. *Be it resolved*, based upon the recommendation of the Business Administrator, to approve and accept the 2016-17 Corrective Action Plan (CAP) for the three (3) audit recommendations.

Moved By: Mrs. Concannon Seconded By: Mrs. McGovern Roll Call Vote: All Ayes

20. **Next Meeting**

Tuesday, February 13th, 2018; Executive/Closed Session at 7:00 pm with the Public Portion to begin at approximately 7:30 pm.

21. **Motion to Adjourn: 9:05 PM**

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

Moved By: Mrs. Concannon Seconded By: Mrs. McGovern Voice Vote: All Ayes

Respectfully submitted,

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

Rockaway Borough Board of Education

Professional Development/Travel Expenditure Approval Requests:

| NAME | WORKSHOP TITLE & DESTINATION | DATES | FEES | PURPOSE OF THE TRIP |
|------------------|---|----------------------|-------------------------------------|---|
| Mike Klein | NJSBGA-NSPMA Conference-Expo Atlantic City, NJ | 3/12/18 3/13/18 | Conf. \$200.00 Lodging- \$195.36 | To network with other supervisors and reach out to local vendors & continued CEU's. |
| Mike Onischuk | GMCJSCA Winter Athletics Meeting | New date: 1/24/18 | \$0 | Original meeting was cancelled and rescheduled. Request to have date change approved retroactively. (PD was originally approved at 11-28-17 board meeting) |
| Jamie Argenziano | Morris Cty. Curriculum Consortium/ Whippany, NJ | 1/30/18 | \$0 | Opportunity for us to learn about education initiatives that are taking place in neighboring schools and to share ideas and collaborate with other educators about current issues/initiatives in education. |
| DenHeyer | Science Teacher Exchange/MHHS | 2/15/18 | \$0 | Allows for observation of high school science classes which will help improve fluidity between middle & high school. |
| Brodhecker | NJASCD North Teacher Reboot Workshop Bernardsville | 2/7/18 | \$10 | Mini workshops for educators new to the profession. |

Student Field Trip Approval Requests:

| GRADE | TEACHERS | DATE | TIME DEPART/ RETURN | DESTINATION | # OF STUDENTS | # OF ADULTS | COST PER STUDENT | REASON FOR TRIP |
|-------|--------------------------|--------|---------------------|--|---------------|-------------|------------------|---|
| 2nd | Izzo Medore Tuluca | 3/1/18 | 9am/ 1:30 pm | Great Swamp | 50 | 7 | \$19.00 | CCSS ELA Grade 2 - Nonfiction Unit and building upon Grade 2 Science Curriculum. |
| MD | Zangara | 2/7/18 | 10am/ 11:30am | Instant Printing/ Rico Pan Bakery/ Dover | 4 | 4 | \$5.00 | To enhance our curriculum with Real world connections & interdisciplinary math skills as well as foster growth in college & career readiness. |

(For posting in District Buildings:)

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