

# **Rockaway Borough Board of Education**

## **2020 ANNUAL ORGANIZATIONAL MEETING MINUTES**

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

**Tuesday, January 7, 2020, 6:30 PM**

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### **1. Call to Order: 6:33 pm**

The meeting was called to order at 6:33 pm, by Mr. William Stepka, School Business Administrator/Board Secretary, serving as Presiding Officer Pro Tempore.

### **2. Public Notice Announcement and Flag Salute**

He then read the following notice 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 Citizen or The Daily Record (alternate) newspapers, posted our district website, and posted in other public places."

*"The Pledge of Allegiance was then held . . ."*

### **3. Purpose of Meeting**

The purpose of this meeting is to organize the Board for its 2020 term and to act on any other business before it.

### **4. Certified Results of November 2019 General Election**

One - Three Year Term as a Member of the Board of Education (expires 12/31/22):

**Petition Candidate: Christa Smith (certified by County Board of Elections)**

### **5. New Board Members' Oath of Office**

Mr. Stepka administered the oath of office to the certified winner of the election:

**Mrs. Christa Smith.** She then took her seat on the Board.

### **6. First Roll Call for the 2020 Rockaway Borough Board of Education:**

**BOARD MEMBERS PRESENT:** Four (4): Mrs. Alexa Piombino, Mrs. Christa Smith, Mr. Jeffrey Tobias and Mrs. Karen Walter.

**BOARD MEMBERS ABSENT:** One (1): Mrs. Linda McGovern.

**ADMINISTRATION PRESENT:** Mrs. Phyllis Alpaugh, Superintendent of Schools, and Mr. William Stepka, SBA/Secretary of the Board

**OTHERS PRESENT:** 1 District Administrator & 1 Staff Member.

**7. Nominations for President & VP**

- A. Mr. Stepka entertained nominations for the position of **President** for the Rockaway Borough Board of Education for the 2020 term by opening the floor for nominations:

<b>Nominee #1: Mrs. Christa Smith</b>	
Nominated By: Mrs. Piombino	Seconded By: Mrs. Walter

Seeing no other, he then closed the floor for nominations and called for a roll-call vote:

<b>Nominee #1: Mrs. Christa Smith</b>			
<b>Roll Call Vote:</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Mrs. Linda McGovern	Absent	-	-
Mrs. Alexis Piombino	Aye	-	-
Mrs. Christa Smith	Aye	-	-
Mr. Jeffrey Tobias	Aye	-	-
Mrs. Karen Walter	Aye	-	-

Mrs. Christa Smith has been **elected President** of the Board for 2020.

- B. Mr. Stepka then entertained nominations for the position of **Vice-President** for the Rockaway Borough Board of Education for the 2020 term by opening the floor for nominations:

<b>Nominee #1: Mrs. Linda McGovern</b>	
Nominated By: Mrs. Christa Smith	Seconded By: Mrs. Piombino

Seeing no other, he then closed the floor for nominations and called for a roll-call vote:

<b>Nominee #1: Mrs. Linda McGovern</b>			
<b>Roll Call Vote:</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>
Mrs. Linda McGovern	Absent	-	-
Mrs. Alexis Piombino	Aye	-	-
Mrs. Christa Smith	Aye	-	-
Mr. Jeffrey Tobias	Aye	-	-
Mrs. Karen Walter	Aye	-	-

Mrs. McGovern has been **elected Vice President** of the Board for 2020.

- C. Mr. Stepka then lead a brief review/discussion of the New Jersey School Boards Association Code of Ethics for School Board Members & Annual Mandated Training Requirements:

- Governance I: New Board Members – New Board Member Orientation Conference
- Governance II: 1st Term, 2nd full year of service – Finance
- Governance III: 1st Term, 3rd full year of service – Student Achievement
- Governance IV: Re-elected/Reappointed Board Members in the first year of any succeeding term – Legal Update

Mr. Stepka then congratulated the President and Vice President and handed the gavel to Mrs. Christa Smith. ***The New Board President now presided over the remainder of the meeting.***

**8. Representative/Liaison Appointments**

- A. President to make Representative/Liaison Appointments for 2020 now or at a later date:  
 (Please feel free to volunteer for any organization you might be interested in.)  
 (to be decided at the January 28<sup>th</sup> Regular Meeting.)

<u>Organization</u>	<u>Rep/Liaison</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:	

**9. Consent Agenda: Reauthorizations for the Continued Operation of the School District**

Be it resolved to approve all recommended resolutions as listed in one motion:

<b>Motion By:</b> Mrs. Piombino		<b>Seconded By:</b> Mr. Tobias			
<u>Roll Call Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>	
Mrs. Karen Walter	Aye	-	-	-	
Mr. Jeffery Tobias	Aye	-	-	-	
Mrs. Linda McGovern	-	-	-	Absent	
Mrs. Alexis Piombino	Aye	-	-	-	
Mrs. Christa Smith, President	Aye	-	-	-	

- A. 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
- that a copy of the code has been received and discussed,
  - that policies and procedures regarding training of members has been adopted,
  - that each member acknowledges receipt of the Code of Ethics and has become familiar with them.
  - and that each member signs and returns the "Acknowledgement of Receipt" form to the Board Secretary.
- B. Be it resolved to adopt the Parliamentary Procedures of Robert's Rules of Order as the operating guide for Board of Education meetings.
- C. Be it resolved to accept and approve the adoption of the existing Board Policy Manual, with its current Policies and Regulations, All Curriculums, textbooks, job descriptions, and other rules and regulations consistent with Board practice in effect as of December 2019, for the continuation of school operations for the calendar year of 2020, and that changes, corrections or additions thereto may be determined by subsequent Board actions.

- D. Be it resolved to establish the following Board Meeting Schedule for the period of January 1, 2020 to the 2021 Annual Organizational Meeting:

<b><u>Meeting Dates</u></b> (Weather/Backup Dates in Parentheses)	<b><u>Sessions</u></b>	<b><u>Times</u></b>
<b>January 28, Tue</b> (Jan 29, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>February 25, Tue</b> (Feb 26, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>March 18, Wed</b> (Mar 19, Thurs)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>April 7, Tue</b> (Apr 8, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>May 6, Wed</b> (May 7, Thurs)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>June 16, Tue</b> (June 17, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>July 21, Tue</b> (July 22, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>September 1, Tue</b> (Sept 2, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>September 22, Tue</b> (Sept 23, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>October 13, Tue</b> (Oct 14, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>November 17, Tue</b> (Nov 18, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>December 15, Tue</b> (Dec 16, Wed)	Workshop Session Executive Session <b>Regular/Public Session</b>	6:30 pm 7:30 pm 8:00 pm
<b>January 6, 2021, Wed</b> (Jan 7, Thurs)	<b>Annual Board Organizational Mtg.</b>	6:30 pm

- E. Be it resolved to name The Citizen (weekly) and The Daily Record and/or Star-Ledger (daily alternates) as the official district newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for 2020.
- F. Be it resolved to accept and approve the President, Superintendent, and School Business Administrator/Board Secretary as duly authorized signatories for all official Board documents, payrolls, warrants, contracts, etc., for 2020, with the Vice-President authorized to sign in the absence of the President.

- G. 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).
- H. Be it resolved to approve Mrs. Phyllis Alpaugh, Superintendent (CEO), and Mr. William Stepka, School Business Administrator(CFO)/Board Secretary, to continue the daily management and administration of the Rockaway Borough Public School District, a legal public entity, and its School District Budget for the 19-20 school year, on behalf of the Rockaway Borough Board of Education.
- I. Be it resolved that the following agencies be named as the legal depositories for funds and short term investments of the Rockaway Borough Board of Education.
- Santander Bank
  - Columbia Bank
  - New Jersey Cash Management Fund
  - NJ Asset & Rebate Management Fund
- J. Be it resolved to appoint Mr. William Stepka, School Business Administrator/Board Secretary, as the Qualified Purchasing Agent for the district, as he has completed the mandatory training and is in possession of a valid State of NJ issued QPA Certificate, 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.
- K. Be it resolved, in accordance with Policy 6700 – Investments, to authorize the School Business Administrator to invest idle, unencumbered funds, during the school year, to maximize interest yields for the district.
- L. 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.
- M. 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.
- N. Be it resolved, in accordance with NJSA 18A:11-12, in such pre-budget year, that the Maximum Travel Expenditure amount be established at \$60,000.
- O. Be it resolved, in accordance with the School District Accountability Regulations (NJAC 6A 23A-1, et seq.), as the only duly district personnel authorized to contact/communicate with our General Counsel's Legal Firm (Board Attorney) as Mrs. Phyllis Alpaugh, Superintendent, Mr. William Stepka, Business Administrator, and the Board President.
- P. Be it resolved to authorize the purchase of goods and services from approved New Jersey State Contract Vendors, if offered when needed.

- Q. Be it resolved to approve the following appointments from January 1, 2020 to January 6, 2021:
- |                          |   |
|--------------------------|---|
| <u>Phyllis Alpaugh:</u>  | <u>Superintendent of Schools (Chief School Administrator: CSA)</u>    |
| <u>Phyllis Alpaugh:</u>  | <u>Title I Coordinator and Federal Grants Administrator</u>           |
| <u>William Stepka:</u>   | <u>Secretary of the Board of Education,</u>                           |
| <u>William Stepka:</u>   | <u>Registered School Business Administrator (RSBA),</u>               |
| <u>William Stepka:</u>   | <u>Qualified Purchasing Agent (QPA),</u>                              |
| <u>William Stepka:</u>   | <u>Public Agency Compliance Officer for Goods/Services (EEO/AA),</u>  |
| <u>William Stepka:</u>   | <u>Affirmative Action Officer/Coordinator,</u>                        |
| <u>William Stepka:</u>   | <u>Custodian of Record for All District Documents (OPRA),</u>         |
| <u>William Stepka:</u>   | <u>ADA Coordinator/Title IX Coordinator,</u>                          |
| <u>William Stepka:</u>   | <u>Health &amp; Safety Designee</u>                                   |
| <u>Melissa Nestor:</u>   | <u>Treasurer of School Monies</u>                                     |
| <u>David Waxman:</u>     | <u>School Safety Specialist,</u>                                      |
| <u>David Waxman:</u>     | <u>School Chemical Hygiene Officer (TJ Lab)</u>                       |
| <u>Jaime Argenziano:</u> | <u>District Test, Student Data &amp; PD/Mentoring Coordinator</u>     |
| <u>Milissa Dachisen:</u> | <u>District 504 Coordinator, DCP&amp;P Liaison, Homeless Liaison,</u> |
| <u>Milissa Dachisen:</u> | <u>District Anti-Bullying/HIB Coordinator</u>                         |
| <u>Michael Klein:</u>    | <u>Certified Educational Facilities Manager (CEFM),</u>               |
| <u>Michael Klein:</u>    | <u>AHERA Manager &amp; Designated Person</u>                          |
| <u>Michael Klein:</u>    | <u>Right to Know Officer, Indoor Air Quality Designee,</u>            |
| <u>Michael Klein:</u>    | <u>IPM Coordinator, NJ DEP Designee</u>                               |
| <u>Michael Klein:</u>    | <u>Hazardous Waste Manager</u>  |
| <u>Alexa Barbone:</u>    | <u>Anti-Bullying/HIB/504 Specialist for TJ</u>                        |
| <u>Susan Tully:</u>      | <u>Anti-Bullying/HIB/504 Specialist for Lincoln</u>                   |
- R. Be it resolved to approve the following professional service appointments from January 1, 2020 to January 6, 2021, at dollar amounts not to exceed (NTE). 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.:
- **General Legal Counsel of Record and the Chief District Negotiator:**  
Sciarrillo, Cornell, Merlino McKeever & Osborne, LLC, of Westfield, NJ. NTE \$100,000
  - **Special Counsel for Special Education and other Matters as Assigned:**  
Scarinci & Hollenbeck, LLC, of Lyndhurst, NJ. NTE \$25,000
  - **School District Auditor of Record:**  
Ferraioli, Wielkotz, Cerullo & Cuva, PA, of Newton, NJ. NTE \$20,000
  - **School District Architect of Record:**  
Parette Somjen Architects LLC, of Rockaway, NJ. NTE \$100,000
  - **School Physician of Record:**  
Dr. Jean-Paul Bonnet, Skylands Medical Group, of Jefferson, NJ. NTE \$10,000
  - **School District Property & Casualty Insurance Agent/Broker of Record & Risk Management Advisor:**  
Balken Risk Management Services, of Morristown, NJ. NTE \$45,000
  - **Employee Health Benefit Broker of Record:**  
Brown & Brown Benefit Advisors, of Roseland, NJ. NTE \$45,000
  - **District Private Investigator:**  
Jeffrey A. Oster Private Investigators, of Mine Hill, NJ. NTE \$2,000
- S. Be it resolved, based upon the recommendations of the Superintendent and Business Administrator, to approve, accept and adopt the following Rockaway Borough Board of Education Plans:
- Integrated Pest Management Plan
  - Mold Management Plan
  - Lead Based Paint Response Plan (Under six square feet)
  - TJ Chemical Hygiene Plan (TJ Lab)
  - Food Service Bio-Security Management Plan

- T. Be it resolved to approve the following student professional service appointments from January 1, 2020 to January 6, 2021, at dollar amounts not to exceed (NTE). These firms/individuals have been selected based on their professional experience and prior performance for the Board in accordance with NJSA 4-11 et. seq.:
1. Educational Services Commission of Morris County, Morris Plains, NJ, for Public and Non-Public School Services: Student Special Education Aides, State Grants Mgt & Student Educational, Social, & Psychological Evaluations NTE \$100,000
  2. Hand-Over-Hand, LLC, Morris Plains, NJ, for Student Behavioral Services NTE \$2,000
  3. Hillmar, LLC, North Caldwell, NJ, for Student OT/PT & Speech Services NTE \$10,000
  4. Jump Ahead Pediatrics, Little Falls, NJ, for Student Pediatric Therapy Services NTE \$10,000
  5. Kelly Ann Consultants, Blairstown, NJ, for Student ABA Therapy Services NTE \$20,000
  6. Michelle Lawton, Lake Hopatcong, NJ, for Student Behavioral Therapy Services NTE \$80,000
  7. Colleen Lonergan, Ledgewood, NJ, for Student Behavioral Therapy Services NTE \$18,000
  8. Elissa Rael, Lake Hopatcong, NJ, for Student Physical Therapy Services NTE \$5,000
  9. J&B Therapy, LLC, Augusta, NJ for Student OT/PT & Speech Therapy Services NTE \$60,000
- U. Be it resolved to approve the continuation of the following evaluation models: for the certificated instructional staff: The Danielson Framework Evaluation Model, for the principals: The New Jersey Principal Evaluation for Professional Learning Instrument (NJPEPL).
- V. Be it resolved to approve the following 403(b) and 457(b) Tax Shelter Annuities providers for employees to voluntarily enroll in at no cost to the Board:
- |   |  |
|---|--|
| <p><b><u>403 (b)</u></b><br/>         AXA/Equitable – Equi-Vest<br/>         Lincoln Investment Planning, Inc.<br/>         Lincoln National Life Insurance Co.<br/>         AIG/Valic<br/>         Metropolitan Life (Met Life)<br/>         Steffens &amp; Steffens, LLC.</p> | <p><b><u>457 (b)</u></b><br/>         AXA/Equitable – Equi-Vest<br/>         Lincoln Investment Planning, Inc.</p> |
|---|--|
- W. 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.
- X. Be it resolved to authorize the Business Administrator/Board Secretary to replenish the petty cash account, when necessary, in the amount of \$400.00 and no single expenditure shall exceed \$25.00 without prior written approval by the Board Secretary.

**10. Other Business Before the Board:**

- A. Be it resolved, based upon the recommendations of the Supt & BA, that the Board authorizes Parette Somjen Architects to prepare and submit all necessary plans and paperwork to the NJ Department of Education concerning the “Partial Roof Replacement at Thomas Jefferson Middle School – 7584TJMS Alternate Roof State Application” to serve as an application to the NJ Office of School Facilities and an amendment to the District’s Long Range Facility Plan; and

Be it further resolved, this project shall be a “Capital Reserve” project and the Board is NOT seeking state funding but will fund the Project through the District’s Capital Reserve Account.

***Moved by: Mr. Tobias      Seconded by: Mrs. Walter      Roll Call Vote:***  
 Mrs. Walter: Aye, Mrs. Piombino: Aye, Mr. Tobias: Aye, Mrs. Smith: Aye  
 Resolution unanimously carries.

**11. Public Comment**

A. There was none at this time.

**12. Next Regularly Scheduled Meeting**

Tuesday, January 28, 2020 in the TJ Cafeteria:

Workshop Session: 6:30 pm to 7:30 pm (In public, no formal action to be taken, discussion only.)

Executive Session: 7:30 pm to 8:00 pm: (If needed: in private, not open to the public.)

Regular Monthly Business Meeting: 8:00 pm (In public, formal action to be taken.)

**13. Motion to Adjourn the Meeting: 7:03 PM**

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

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

Respectfully submitted,

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