

Rockaway Borough Board of Education

REGULAR MEETING MINUTES

Tuesday, December 14, 2021, 7:30 PM

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

Visit us on the Web: 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: 6:40 pm – 7:32 pm (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) legal matters pertaining to construction/renovation contracts in effect; the nature of which will be made public only when the need for confidentiality no longer exists.

<u>Motion to Enter:</u>	Moved by: Dr. Piombino	Seconded by: Mrs. Walter	Voice Vote: All Ayes
<u>Motion to Adjourn:</u>	Moved by: Mrs. McGovern	Seconded by: Mrs. Walter	Voice Vote: All Ayes

1. Call to Order: 7:32 PM

The public meeting was called to order at 7:32 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 on January 21, 2021, and posted on our website and at town hall. Official Board actions will be taken."

2. Board Member Roll Call:

Mrs. Linda McGovern - Present

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

Dr. Alexis Piombino - Present

Elected 2018 to 1st term (3-year seat to Dec. 31, 2021)

Mrs. Christa Smith, President - Present

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

Mr. Jeffrey Tobias - Present

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

Mrs. Karen Walter, Vice President - Present

Elected 2018 to 1st term (3-year seat to Dec. 31, 2021)

Mr. Anthony Grieco, Superintendent - Present

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

Mr. William Stepka, SBA/Board Secretary - Present

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

***Mr. Stepka Declares: All Board Members Present,
along with 2 admins, 1 staff, and 2 members of the public.***

The Pledge of Allegiance was then held . . .

3. Workshop Session:

A. Administration Monthly Reports -

Submitted & Presented by:

- | | |
|--|-----------------------------------|
| 1. Lincoln Principal's Report: | Ms. Dachisen (absent) |
| 2. Thomas Jefferson Principal's Report: | Mr. Waxman highlighted his report |
| 3. Curr., Inst., and Assessment Director's Report: | Ms. Argenziano (absent) |
| 4. Building & Grounds Supervisor's Report: | Mr. Klein highlighted his report |
| 5. Technology Supervisor's Report: | Mr. Reyes (absent) |

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

1. Mr. Grieco gave his Monthly District Update Report.

C. Business Administrator's & Board Secretary's Report - Mr. Stepka, BA

1. Board Correspondence: Received(R)/Sent(S) since our last meeting:
 - A. (R): Morris County Clerk: Certification of November 2 Election Results.
2. Financial Status Updates: Mr. Stepka briefly spoke about the following topics:
 - A. 2020-21 Last Year's Budget Status Update: Audit is finishing up.
 - B. 2021-22 Budget Year Status Update: Revenue & expenses are within budget limits.
 - C. 2022-23 Budget Development Status Update: Administration is in the process.
 1. Review of Proposed Capital Projects for Summer of 2022:
 - a. IT Department: Upgrade of district dark fiber to 10G (\$65K)
 - b. Repaving of existing parking lots, driveways & expand 3 areas:
 1. Move TJ BB court across field, Expand TJ front circle, New WH front lot.
 - c. TJ: New interior doors & new hardware, replace interior lighting, new window blinds, new ceiling tiles, new electronic front sign, remove/demo old football scoreboard (replace with new soccer score bd?), upgrade garage: roof, siding, insulation.
 - d. Install natural gas backup generators at both schools; move to Summer of 23.

D. Referenda & Summer 2021 Projects Update

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:** Substantially complete, finishing up on the "punch list" phase.
4. **Lincoln Fire Escape:** 100% complete.
5. **Lincoln Interior Improv II & Restroom Reno:** 100% Completed along with IT Closet relocation.
6. **Lincoln & TJ HVAC Replacement/Upgrades:** All new classroom unit ventilators (with new shelving), new copper hot water pipes, and new boilers have been installed at both schools. Completed the new boiler hook-ups and they were fired up on October 14.
7. **District Door Access Upgrade (local funds):** This upgrade will allow *every* exterior door to have swipe card access. New swipe cards have been issued and the project is complete.
8. **District Security Camera Upgrade (local funds):** All interior cameras & servers have been replaced and upgraded. New exterior cameras were installed and completed on October 15.
9. **District Internet Servers & Switches Upgrade (local funds):** 100%. We now have 5 gigs of Internet service (up from 2 gigs); which will serve the students & staff exceptionally well, given the fact that every student has a Chromebook to conduct uninterrupted daily instruction.
10. **Referenda Discussion Items:**
 - A. We are now in the final "close out" phase for Kappa & APS Contractors: due by 12/31.
 - B. The Citizen Newspaper coverage of Lincoln's Addition Ribbon Cutting Ceremony.

E. Other Items for the Good of the Order:

1. November Board Member Election Results (Certified):
 - 1 - 3 Year Seat: Karen Walter (incumbent): 1,095 votes
 - 1 - 3 Year Seat: Alexis A. Piombino (incumbent): 1,066 votes
 - Other Write-Ins: 23 (Swearing-In Ceremony to be held at the 1/5/22 Reorg Meeting)
2. Draft Board Meeting Schedule for 2022 was reviewed.

F. Review of Agenda Items Recommended for Approval**4. Adjourn the Workshop Session and Begin the Business/Regular Meeting**

Moved by Mrs. Walther, seconded by Dr. Piombino, All Ayes.

5. Public Comment No. 1: Agenda Items ONLY

A. There was none at this time.

6. Enrollment Report:

Grade Level & School	Students June 30, 2020	Students June 30, 2021	Students November 30, 2021	Diff from June 21	Sections (Classes)	Avg. Class Size
Preschool - Lincoln	26	19	25	+6	2	13
Kindergarten - Lincoln	63	50	63	+13	3	21
Grade 1 - Lincoln	58	64	59	-5	3	20
Grade 2 - Lincoln	45	59	67	+8	3	22
Grade 3 - Lincoln	62	43	56	+13	3	19
<u>Total Lincoln School:</u>	<u>254</u>	<u>235</u>	<u>270</u>	<u>+35</u>	<u>14</u>	<u>19</u>
Grade 4 - TJ	53	58	46	-12	3	15
Grade 5 - TJ	53	50	59	+9	3	20
Grade 6 - TJ	51	52	53	+1	3	18
Grade 7 - TJ	74	52	56	+4	3	19
Grade 8 - TJ	69	69	52	-17	3	17
<u>Total Thomas Jefferson:</u>	<u>300</u>	<u>281</u>	<u>266</u>	<u>-15</u>	<u>15</u>	<u>18</u>

Special Ed Out-of-District:	3	3	3	0	-	-
<u>Resident Students:</u>	<u>557</u>	<u>519</u>	<u>539</u>	<u>+20</u>	<u>29</u>	<u>18</u>
Charter/Choice Schs Out:	5	2	1	-1	-	-
Spec. Ed Tuition Incoming:	3	3	3	0	-	-
Total Students:	565	524	543	+19	-	-

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. November 16, 2021: Regular & Executive Sessions I & II.

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: November 17 to December 14: \$666,737.39

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

C. Be it resolved, based upon the recommendation of the BA, to approve and accept the Board Secretary's Financial Reports for the months of October.

I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of October 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 Reports for the months of October.

9. Referenda Building Projects & Contractors

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#: 6 | \$311,594.71 | (\$Remaining: \$67,596) |
| 2. Academy Construction, Lin Int Imp #2 | PayAp#: 4 & Final | \$36,305.98 | (\$Remaining: \$ - 0 -) |

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

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

COR-13: CHU thermostats controls (Lin)	\$5,545.00
COR-22: Additional UV's tie in to new BMS (Lin)	\$13,512.15
COR-24: Extended work hours for switchgear installation (TJ)	\$10,281.60
COR-25: Additional trench conduit for Telecom (TJ)	\$18,085.20
COR-26: Power to new UVs (Lin & TJ)	\$4,815.30
COR-27: Reroute existing plumbing lines for new CUVs (Lin)	\$1,115.20

COR-28: Relocate caf conduit for new CUVs & new B1 lighting (Lin)	\$5,802.25
COR-29: Additional wall cavity infill behind new UVs (Lin)	\$28,255.60
COR-30: Credit for Stair CUH-2 deleted (Lin)	\$(1,880.00)
COR-31: Credit for Art closet floor replacement & abatement delete (Lin)	\$(966.00)
COR-32: Concrete pad haunch footings (Lin)	\$2,426.50

CO #2 Net Change: \$86,963.10

General Allowance Previous Balance: \$(108,374.97)

New General Allowance: \$(195,338.07)

New Contract Amount after adding Gen Allow overage: \$3,152,718.07

Original Contract Award: \$2,957,380.00

Project Over Award By: \$195,338.07

2. Academy Construction (Lincoln Lavs & IT) Change Order #4: Justifications

COR-08: IT Closet Scope diminished, Fire Alarm Credit \$(18,360.10)

CO #2 Net Change: \$(18,360.10)

General Allowance Remaining: \$35,568.36

New General Allowance Not Used: \$53,928.46

New Final Contract Amount after deducting Gen Allow Not used: \$423,071.54

Original Contract Award: \$477,000.00

Total Completed Project Under Award By: \$53,928.46

C. Be it resolved, based upon the recommendation of the BA, to award a contract to Beach Electric Company, of Sayreville, NJ, to troubleshoot the PA system in Lincoln School, for \$3,875.00, based upon their quote dated November 23, 2021.

D. Be it resolved, based upon the recommendation of the BA, to award a contract to Beach Electric Company, of Sayreville, NJ, to rewire the basement & 2nd floor PA system in Lincoln School, only if the troubleshooting fails to resolve the issue (Item C above), for \$12,245.00, based upon their quote dated November 23, 2021.

E. Be it resolved, based upon the recommendation of the BA, to award a contract to Beach Electric Company, of Sayreville, NJ, to 1) replace the motion detector for light in the new Lincoln main office with a conventional light switch, 2) rewire and install a conventional light switch in the main hallway of Lincoln's new addition, and 3) rewire and install a conventional light switch for the exterior lights of Lincoln's new addition, for \$4,823.00, based upon their quote dated November 24, 2021.

F. Be it resolved, based upon the recommendation of the BA, to enter into an agreement with Parette Somjen Architects, of Rockaway, NJ, to provide all architectural services (schematics, plans, drawings, bidding specifications, and project management) in connection with the replacement of all interior doors, and associated hardware, for Thomas Jefferson Middle School, for \$39,700, as per their proposal dated December 10, 2021.

Moved to Table: Dr. Piombino, seconded by Mrs. Walter, All ayes.

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., and listed at the end of this agenda.

- B. Be it resolved, based upon the recommendation of the Superintendent, to approve **Gabrielle Bubba** as a substitute teacher for the 2021-2022 school year, at a daily rate of \$100 for the first 10 days and then \$105 per day thereafter.
- C. Be it resolved, based upon the recommendation of the Superintendent, to approve **Michelle Petruzzi** as a paraprofessional at Lincoln School, effective December 1, 2021, through June 30, 2022, at an hourly rate of \$15.48, not to exceed 29.75 hours per week, pending Office of Student Protection review background check by P.L.1986, C.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, C.5.
- D. Be it resolved, based upon the recommendation of the Superintendent, to approve **Bridget Miller** as a Maternity Leave Replacement Guidance Counselor at Thomas Jefferson School beginning on or about January 10, 2022, through June 30, 2022. Ms. Miller will be paid based on Guide-Step MA-1 at an annual salary rate of \$57,735, to be prorated from the actual start date, 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.
- E. Be it resolved, based upon the recommendation of the Superintendent, to accept and approve the resignation of **Robert Lenahan**, Custodian at Lincoln School, effective December 17, 2021, to pursue a new career.
- F. Be it resolved, based upon the recommendation of the Superintendent, to approve a medical leave of absence request, related to a physician's certified personal disability (pregnancy), for **Heather Doering**, First Grade Teacher at Lincoln School as follows:
1. Disability Leave of Absence to begin on or about March 7, 2022, and to end on or about May 8, 2022. Ms. Doering plans on using 16 accrued sick days during her disability period.
 2. Unpaid NJ Family Leave Act for child-rearing purposes to begin May 9, 2022, and to run through the end of the 2021-2022 school year.
 3. It is Ms. Doering's intention to return to her position on September 1, 2022.
 4. It is Ms. Doering's intention to claim family leave insurance benefits under the NJ Family Leave Insurance Act. (NJFLA)
- G. Be it resolved, based upon the recommendation of the Superintendent, to approve an adjustment to the position of the **Part-Time Night Custodian**, from a 10-month position to a 12-month position and to increase the 3 hours per night (30%) to a maximum of 29.5 hours per week (78%), effective January 1, 2022.
- H. Be it resolved, based upon the recommendation of the Superintendent, to approve **Nancy Beiermeister** as a substitute bus/van driver, as needed, at an hourly rate of \$18.00, and as a substitute bus/van aide, as needed, at an hourly rate of \$13.00, effective December 15, 2021 through June 30, 2022.

11. Curriculum, Instruction & Assessment

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve the Student Field Trip requests listed at the end of this agenda.

12. Building & Grounds/Technology

- A. Be it resolved, based upon the recommendation of the BA, to approve a Door Access Control change order for JCT Solutions, of Springfield, NJ, to furnish, install and configure: 20 wireless locks & 5 outdoor padlocks, 5 Gateways/Nodes, 1 AiPhone 30% Wall Mount for Lincoln Addition new main entrance, 2 LRP Cameras, and to repair the access controls and TJ 4th Grade Wing rear double exit doors, in the amount of \$71,231.17, utilizing (Union County Coop) UCCP-8 24-2021 Telephone/Associated Services Systems Equipment Bid, as per their quote dated November 19, 2021.

- B. Be it resolved, based upon the recommendation of the Supt & BA, to approve the purchase of a second Rapid Curris Fogger, for disinfecting rooms where possible COVID-19 might be, for \$17,498.97 from NorthEast Janitorial Supply, of Pompton Lakes, NJ, by utilizing ESCNJ PPE Bid #ESCNJ 20-21-26/CO-Op ID #MCESCCPS (Personal Protective Equipment & Related Products), based on their price quoted dated December 10, 2021.

13. Policy

- A. Be it resolved to approve the **First Reading** of the following new and/or updated Board Policies and/or Regulations, where applicable:

		There was none at this time.	
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- B. Be it resolved, based upon the recommendation of the Superintendent, to approve the Bus Evacuation Drill Logs for Lincoln Elementary School for the 2021-2022 school year.
- C. Be it resolved, based upon the recommendation of the Superintendent, to approve the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (2019 Revisions* - Approved by the New Jersey Department of Law & Public Safety and the New Jersey Department of Education), for the 2021-2022 school year.
- D. Be it resolved, based upon the recommendation of the Superintendent, to approve the School Safety and Security Plan Annual Review Statement of Assurance, in accordance with N.J.A.C.6A:16-5.1, for the 2021-2022 school year.
- E. Be it resolved, based upon the recommendation of the Superintendent, to approve Rockaway Borough School District HIB Manual (2021-2022).

14. 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>Yeas</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Absent</u>
Mrs. McGovern:	-	Yea	-	-	-
Dr. Piombino:	Moved	Yea	-	-	-
Mr. Tobias:	-	Yea	-	-	-
Mrs. Walter:	Seconded	Yea	-	-	-
Mrs. Smith:	-	Yea	-	-	-

Mr. Stepka declares all Resolutions & Recommendations were hereby unanimously approved except for Referenda Item F, which was tabled.

15. Old Business

- A. The Board stated that they had raised the substitute nurse daily rate at its last meeting to help recruit new substitute hires.

16. New Business and/or Anything for The Good of the Order?

A. There was none at this time.

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

A. Mr. Michael Onischuk, district teacher and association president, asked the Board when one session of parent/teacher conferences that was cancelled last month due to an area wide internet outage would be made up. Superintendent Grieco stated he would make an announcement soon.

B. Mr. Tucker Kelley, 16 Meggins Road in Rockaway Township, questioned the Board regarding a district employee. Since it is related to personnel, the Board deferred the matter to Superintendent Grieco for an appropriate response, if any.

18. Next Regularly Scheduled Meeting**A. Annual Organizational Meeting: Wednesday, January 5, 2022**

The Meeting will begin at approximately 6:30 pm
in the Cafeteria of Thomas Jefferson Middle School.

19. Executive Session II: 8:32 pm – 9:31 pm.

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing: legal remedies pertaining to construction contracts now in effect; 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 30 MINUTES.

BOARD ACTION WILL NOT BE TAKEN AFTER THIS SESSION CONCLUDES.

Motion to Enter: Moved by: Dr. Piombino Seconded by: Mrs. Walter Voice Vote: All Ayes

Motion to Adjourn: Moved by: Dr. Piombino Seconded by: Mrs. Walter Voice Vote: All Ayes

20. Motion to Adjourn the Meeting: 9:31 pm.

There being no further business before the Board, the meeting was hereby adjourned at 9:31 pm.

Moved by: Dr. Piombino Seconded by: Mrs. Walter Voice Vote: All Ayes

Respectfully submitted,

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

Professional Development/Travel Expenditure Requests:

STAFF MEMBER	WORKSHOP TITLE/DEST	DATES	FEES/MILEAGE	JUSTIFICATION FOR THE TRIP
Laurie McGill	IMSE Phonological Awareness Training/ Virtual	1/19 & 1/20 2022	\$550	Increased training in phonemic awareness during intervention sessions and/or turnkey opportunities for staff
Rebecca Vlachich	IMSE Phonological Awareness Training/ Virtual	1/19 & 1/20 2022	\$550	Use during Orton Gillingham instruction
Daniele Ferrone	ALEKS Virtual- Mini-User Conference/ Virtual	12/9/21	FREE	Collaborating with other educators in discussions on how ALEKS is helping to bring students up to grade level and beyond.
Jenna Schreck	ALEKS Virtual- Mini-User Conference/ Virtual	12/9/21	FREE	Collaborating with other educators in discussions on how ALEKS is helping to bring students up to grade level and beyond.
Samantha Selikoff	ITEEA International Conference/ Orlando, FL	3/9-3/11 2022	Workshop has no cost. Ms. Selikoff is a presenter	Rockaway Borough School District has been approved and highlighted to showcase their curriculum & CID program at the conference. I also plan to bring more ideas back to further enhance the program as well as classes to connect/collaborate with around the world.
Shaun Reyes	Techspo 22/ Harrah's Resort, Atlantic City, NJ	1/26-1/28 2022	\$490 Hotel: \$194 Travel: \$98.70	To view the new technology that is out or coming out and to learn how it will advance schools.
Lisbeth Schnurman	Promoting Rapid Change for Children with Phonological Disorders/ West Orange, NJ	2/15/22	\$279 + mileage 34 miles @0.35 \$11.90	Accelerate progress toward intelligibility for children with severe phonological disorders, enhance early literacy skills for these children. Maximize therapy time and help students develop a strong foundation in early literacy and language while improving phonological processes.

Student Field Trip Requests:

GRADE	TEACHERS	DATE	TIME: DEPART/ RETURN	DESTINATION	# OF STUDENTS	# OF ADULTS	COST	JUSTIFICATION FOR TRIP
8	Mike Onischuk Lauren Bogart	4/7/22	8:30/2:30	MHRD Health Fair at Morris Knolls HS	15	2	\$0	To introduce 8th-grade students to various health topics; 8th-grade students will present their projects at the Health Fair.
Preschool	Mary Leslie	12/15/21	12:00/2:30	Rockaway Rotary Meeting @ Exchange Restaurant, Rockaway NJ	11	4	Free	To improve school/community relationships by highlighting a performance by the preschool children under the direction of the teacher, Mrs. Leslie
6-8	Mike Onischuk Lauren Bogart	5/17/22	8:30/2:30	Quadrathlon Event/ Morris Hills HS	27	2	Free	Physical Education Articulation Part 2; allows students an opportunity to showcase their fitness skills/knowledge while competing against other sending districts.
8	O'Brien	12/22/21	10:15-2:00	AMC Movie Theater/Rockaway, NJ	59	7	\$11	To watch and analyze a film connected to a genre of literature being studied in class.
STEM Club	Selikoff	1/19/21	4:00/5:00	Video Game Truck coming to TJ	15-20	2	\$20	STEM Deep Divers Celebration.

For Reference:

Facilities Renovation Referenda II: History

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 were 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) The board awarded Roofing & Lavs/Vestibule Contracts at the Feb 25th 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. The 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 @ 3:30 pm.
- 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 @ 11 am, Board Office.
 - d) Lincoln HVAC Asbestos Abatement Bid Opening: Tue, May 19 @ 11 am, 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 a 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, 2002, 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, an electrical panel upgrade, IT closet moved, stairwell plaster repair.
 - ii) Lincoln Addition: August 31, 2021 Completion of 3 new kindergarten 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, an 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. 9/7/21: Lincoln Addition Opens to Students (3 Kindergarten classes)
- b) Lincoln Addition Ribbon Cutting Ceremony held on November 16, 2021.
- c) Fall of 2021: final projects punch lists completed and final contractor payments.

-----**END OF REFERENDA HISTORY/SCHEDULE**-----

AND MINUTES