

Rockaway Borough Board of Education

REGULAR MEETING MINUTES

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

Tuesday, December 18, 2018

Workshop Session: 6:30 PM

Executive Session (Private): 7:30 PM

Regular Monthly Business Meeting: 8:00 PM

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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 6:33 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. Official action will be taken."

2. Board Member Roll Call

BOARD MEMBERS PRESENT: All Five (5): Mrs. Colleen Grow, Mr. Jeffery Tobias, Mrs. Sarah Concannon (arrived 7:25 pm), Mrs. Linda McGovern, and Mrs. Christa Smith, Board President.

BOARD MEMBERS ABSENT: None (0).

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

OTHERS PRESENT: 4 District Administrators & 2 Staff Members

The Pledge of Allegiance was then held . . .

3. Workshop Session

The Board and Administration reviewed and discussed recommendations for approval listed on the Agenda.

I. Administrators & Supervisors Monthly Reports

- A. Lincoln Principal's Report – Ms. Dachisen reported.
- B. TJ Principal's Report – Mr. Waxman reported.
- C. C&I Supervisor's Report – Mrs. Argenziano reported.
- D. B&G Supervisor's Report – Mr. Klein reported.
- E. Technology Supervisor's Report – Mrs. Alpaugh reported.

II. Agenda Items Review/Discussion

- A. Reviewed pertinent items recommended for approval.
- B. Tentative BOE Meeting Schedule for 2019 was discussed.

Mrs. Concannon arrived at 7:25 pm

4. 7:28 PM: Motion to Adjourn Workshop Session and enter Executive Session

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing 1) a Staff Member Personnel matter, 2) Negotiation matters between the Board and the RBEA, and 3) Student HIB Decision(s), 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. Concannon Seconded By: Mrs. Grow Voice Vote: All Ayes

5. 7:59 PM: Motion to Adjourn Executive Session and Begin the Regular Meeting

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

6. October 2, 2018 Defeated Building Referendum Questions Status #2

- A) The Board and Administration provided a status update of the process.
- B) Mr. Tobias, Ref Advisory Committee Chair, reported on the first meeting of the group, which was held on Tuesday, December 11, 2018.

7. High Honor Roll Recognition & Retiring Board Member Ceremony

Mr. Waxman, TJ Principal, handed out High Honor Roll certificates to those students who excelled so far this school year.

Mrs. Alpaugh, Superintendent, recognized retiring Board Members Mrs. Sarah Concannon and Mrs. Colleen Grow for their three (3) years of service to the school district and community.

8. Public Comment No. 1 on Agenda Items Only

There was none at this time.

9. Superintendent's Report

- A. Legislative Report – NJ "Path to Progress" report to merge school districts.
- B. Special Report - None at this time.
- C. Upcoming Events – Ginger Bread Day, Grinch Day, Out-of-Office Day.

10. Business Administrator/Board Secretary's Report

- A. Correspondence Received Since Our Last Meeting:
 - 1) None received at this time.

11. 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:

November 27, 2018

Workshop Session

Executive Session

Regular Monthly Meeting

12. Finance

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

Bills & Claims List 11/28/18 - 12/18/18: \$312,358.77

- B. Be it resolved, based upon the recommendation of the Business Administrator, to approve and accept the Budgetary Transfer Report for the month of October 2018.

- C. Be it resolved, based upon the recommendation of the Business Administrator, to accept and approve the Board Secretary's Financial Report for the month of October 2018.

I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of October 31, 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 Report for the month of October 2018.

- E. Be it resolved, based upon the recommendation of the Business Administrator, to approve the enrollment of our district into the "Voluntary Enhanced Renewable Energy Product" program for electricity consumption, as part of the ACES Electricity Program, in which 40% of our energy consumption will be provided by renewable energy sources (solar, wind, hydro, etc.) for an additional "green premium" cost of 0.00175 per kilowatt hour consumed, for the term beginning December 2019 to November 2022.

Rational: Even by adding this option, our per kilowatt hour rate will still be lower than the rate we were previously paying. Also, since the State of New Jersey is phasing in the "Sustainable Jersey for Schools" program, we will earn 10 points towards the certification goal. The 40% will be well above the state standard of 24% minimum renewable energy sources. The cost will be minimal, about \$1,750 for the entire school year. This is good for us, the taxpayers, the children, and the environment.

- F. Be it resolved, based upon the recommendation of the Business Administrator, to approve the parent-paid preschool tuition rate, in the amount of \$3,600 (a 2.9% increase from the current rate of \$3,500 for the 18-19 school year) for the 2019-2020 school year.

13. Personnel

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve the attached list of Staff Member **Professional Development/Travel Expenditure** requests.
- B. Be it resolved, based upon the recommendation of the Superintendent, to place an employee (**#R0000449**) on paid administrative leave, effective December 12, 2018, until further notice.
- C. Be it resolved, based upon the recommendation of the Superintendent, to approve, **Gina Marie Figueroa**, as a personal/instructional aide, effective on or about January 2, 2019 through June 30, 2019, at an hourly rate of \$14.00. Contingent upon successful clearance of the Criminal History background check required 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, **Brianna Crane**, as a personal/instructional aide, effective on or about January 2, 2019 through June 30, 2019, at an hourly rate of \$14.00. Contingent upon successful clearance of the 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 approve **Cecilia Isenberg** as the advisor for the newly formed Art Club, an activity open to all students in grades 6-8. The main goal of the club is to provide students with the opportunity to broaden their knowledge of the arts and to interact with other students who have a shared interest in Visual Arts. Mrs. Isenberg will serve as a volunteer for this club during the initial year of its formation.
- F. Be it resolved, based upon the recommendation of the Superintendent, to accept **Christopher McGlynn** as a student teacher at Thomas Jefferson School for the spring semester with a tentative start date of 1/12/19. Mr. McGlynn is a student at the University of Phoenix and will be hosted by Mrs. De Felice.
- G. Be it resolved, based upon the recommendation of the Superintendent, to approve **Michael Scholtz** as a substitute teacher for the remainder of the 2018-19 school year at a daily rate of \$90.00 for the first 10 days and then \$95.00 per day thereafter. Mr. Scholtz is a returning employee that has already cleared the criminal history background check.

- H. Be it resolved, based upon the recommendation of the Superintendent, to approve, **Larry Spratley**, as a substitute custodian, effective on or about January 2, 2019 through June 30, 2019, at an hourly rate of \$12.00. Contingent upon successful clearance of the Criminal History background check required by P.L. 1986 C. 116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c. 5.

14. Curriculum/Students

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve the attached list of Student Field Trip requests.
- B. Be it resolved, to approve the Superintendent's Harassment, Intimidation and Bullying decision dated 11/28/18 for incident number TJ 2018-19 05.
- C. Be it resolved to accept and approve the Superintendent's Harassment, Intimidation and Bullying decision, dated December 17, 2018, for incident number TJ 2018-19 06.
- D. Be it resolved to accept and approve the Superintendent's Harassment, Intimidation and Bullying decision, dated December 17, 2018, for incident number TJ 2018-19 07.

15. Technology/Building & Grounds

- A. Be it resolved, based upon the recommendation of the Business Administrator, to award a purchase order to CDW-G, of Vernon Hills, IL, to furnish One "Smart Board" model BD-6065 to replace the one in Lincoln's PALS room, which is broken, obsolete, outdated and irreparable, at a cost of \$4,150.00, by utilizing ESCNJ Coop Contract Number #ESCNJ08/19-03 (Technology Supplies & Services), based upon their quote dated November 5, 2018. Our Technology & Maintenance staff will complete the installation by utilizing the existing mount.
- B. Be it resolved, based upon the recommendation of the Business Administrator, to approve a 36-month renewal agreement of the "Printer Toner Management Program" with Stewart Business Systems, of Rochelle Park, NJ, for a base monthly cost of \$463.20 for all computer printers in the district, effective January 1, 2019 to December 31, 2021, as per their proposal dated December 13, 2018. This also includes parts & labor if any printer needs to be repaired for 33 printers.

Other pertinent information: Base price includes 10K black & white copies at .012 cents/copy and 4,400 color copies at .078 cents/copy per month, any overages will be billed at these rates. The replacement toners will be OEM, not third party vendors. We will also have the ability to add or decrease the number of printers covered under this program as we go along. This is a substantial cost savings from the previous 4-year deal as the monthly price was \$1,138.75. Atlantic Business Systems was also solicited but did not include parts & labor, and their per copy rates were higher.

- C. Be it resolved, based upon the recommendation of the Business Administrator, to approve a 48-month lease agreement for 5 new Xerox Multi-Functional Copier/Printer/Scanners with Stewart Business Systems, of Rochelle Park, NJ, for a monthly cost of \$2,098.00 by utilizing Unit Price GSA Title 36 Pass-Through Bid, effective January 1, 2019 to December 31, 2023, as per their proposal dated December 13, 2018. We will be billed for "Service & Supplies" at an actual "cost per copy" rate of .0038 cents per b/w copy and .041cents per color copy. We average 97,000 b/w copies and 2,400 color copies per month. (July & August will be very low usage.)

Other pertinent information: Steward and their Xerox machines were unceremoniously replaced in April of 2016 with Kyocera machines and we have experienced sub-par performance with these machines (many break-downs). The monthly lease price was \$2,168 and this included paying a fixed price for 140K copies for b/w and 2,400 color copies per month but not utilizing the allowance. This new lease includes a buyout of the remaining lease and adds two new special, cutting edge services: "Paper-Cut" and "Follow Me" software programs which will reduce copy paper consumption by approximately 20%, thus reducing our costs even further. Atlantic Business Systems, which markets Savin, and TGI Office Automation, which markets Savin & Richo, were also solicited but proposed higher lease amounts and cost per copy amounts (\$2,160 & \$2,098 per month, respectively). This winning proposal also reflects special year-end incentives from the manufacturer.

- D. Be it resolved, based upon the recommendation of the Business Administrator, to award a purchase order to Hobbie heat & Power, Inc., of Chester NJ, to furnish, replace, and install 4 new Weil Mclain boiler sections in the right boiler in Lincoln School, for \$15,269.00 (for \$3,817.25 each), based upon their quote dated December 3, 2018. This cost is contingent upon, once the boiler is opened, no further damage is found. (Other quote received; Bogush, refused to fix the failed sections, and provided a quote to replace all 8 sections - or \$7,500 each.)

Other pertinent information: The cast iron sections that failed were rusted through on the bottom, thus, ineligible for a warranty claim (the boiler is 24 years old). Sludge built-up over the years and the bottom of the sections simply rusted through. It was also discovered that the other 4 sections in this boiler were replaced some years ago.

- E. Be it resolved, based upon the recommendation of the Business Administrator, to award a purchase order to "All Covered IT Services" from Konica Minolta Business Services, for on-call, as needed, complete IT (information technology) services, at \$135 per hour for on-site services (minimum 2 hours), \$135 per hour for telephone support (billed in 15 minute increments), and \$225 per hour for support needed outside of normal business hours, as per their quote dated December 5, 2018, effective now until June 30, 2018.

Other pertinent information: They will be paid after services are rendered, if needed, and billed, on a monthly basis. This company will provide a "safety net" in the event our IT department is unavailable. There are no up-front costs, and the other company a quote was sought from (New Era Technology) required a \$7,000 "deposit" as per their quote dated September 11, 2018.

- F. Be it resolved, based upon the recommendation of the Business Administrator, to amend the internet service provider (ISP) contract with Lightpath, of Jericho, NY, to provide 2G (gigabytes per second) of bandwidth (up from 500 megabytes per second), at a monthly cost of \$1,700, for a 3-year term, effective January 1, 2019 to December 31, 2022. The monthly cost is E-Rate eligible for up to 40% reimbursement.

Other pertinent information: We have been experiencing severe internet connectivity issues with the expansion of the 1:1 Chromebook Initiative and the expansion of utilizing the internet to assist in the student learning process. 500 megabytes is simply not enough to service our school district. The Genie cannot be put back into the bottle . . .

16. Policy

- A. *Be it resolved*, based on the recommendation of the Superintendent, to approve the attached school calendar for the 2019-20 school year.
- B. *Be it resolved*, to approve the **FIRST** reading of the following updated and/or new policies and regulations:

	Code	Policy/Regulation Title	Reason for Adoption
P	2361	Acceptable Use of Computer Networks/Computers and Resources	Revised
R	2361	Acceptable Use of Computer Networks/Computers and Resources	Revised

Consent Agenda: move and vote on entire agenda in one motion:

Motion By: Mrs. Concannon		Seconded By: Mrs. Grow	
<u>Roll Call Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Mrs. Sarah Concannon	Aye		
Mrs. Colleen Grow	Aye		
Mrs. Linda McGovern	Aye		
Mr. Jeffrey Tobias	Aye		
Mrs. Christa Smith	Aye		

All recommended resolutions unanimously carried.

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

There was none at this time.

18. New Business

There was none at this time.

19. Next Meeting: Annual Organizational Meeting

Tuesday, January 8, 2019; TJ Cafeteria

7:00 PM: Organizational Meeting

Mrs. Concannon moved, seconded by Mrs. Grow, to change the meeting starting time to 6:00pm and to direct the Board Secretary to advertise such. Voice Vote: All Ayes

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20. Motion to Adjourn: 8:25pm

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

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

Student Field Trip Approval Requests:

GRADE	TEACHERS	DATE	TIME DEPART/ RETURN	DESTINATION	# OF STUDENTS	# OF ADULTS	COST PER STUDENT	REASON FOR TRIP
6-8th	Love/Kopetz	5/24/19 or 5/31/19 pending PARCC	9:00am/ 9:00pm	High Notes Festival/ Allentown, PA	75	15	\$46.00	Students will perform in an ensemble which will be evaluated with positive taped comments by experienced adjudicators. The experience will be the culmination of much preparation, and is a means for motivating the students to practice hard and work toward higher standards. The amusement park is both an incentive and a reward for participation.

**Rockaway Borough Board of Education
Professional Development/Travel Expenditure Approval Requests:**

NAME	WORKSHOP TITLE & DESTINATION	DATES	FEES/MILEAGE	PURPOSE OF THE TRIP
Michel Klein Timothy Yobs	Lead Paint Initial Training/ Mine Hill, NJ	12/13/18	\$200 \$200	Lead paint initial training is required based upon the discovery of lead paint in Lincoln School.
Nancy Beiermeister	NJASBO- Pension Review & Update/ Rockaway, NJ	2-5-19	\$100	Review PERS & TPAF pension info and updates.
Nancy Beiermeister	Transtable/ MHHS Rockaway NJ	1-24-19	FREE	Meet with other transportation coordinators/ supervisors to discuss transportation topics.
Michael Klein	NJSBGA Expo/ Harrah's Atlantic City, NJ	3/10-13/19	\$200- Event Fee \$291.00- Hotel	CEV's and annual conference
Jennifer Marsh	Reading Recovery/ Ringoes, NJ	1/17/19 3/7/19 5/9/19	Mileage: \$30.69 Mileage: \$30.69 Mileage: 30.69	Ongoing professional development in adherence with reading recovery guidelines to assure the quality of the Program & Teacher certificate.
Susanne Lonergan	Reading Recovery/ Ringoes, NJ	1/17/19 3/7/19 5/9/19	Mileage: \$30.69 Mileage: \$30.69 Mileage: \$ 30.69	Ongoing professional development in adherence with reading recovery guidelines to assure the quality of the Program & Teacher certificate.
Alexa Barbone	Section 504/ Parsippany, NJ	2/22/19	\$199.99	As the 504 plan coordinator, it is essential to be trained and up to date on NJ Law & Best practices when creating and implementing a 504 plan.
Lauren Stein Samantha Selikoff	Sharing Meeting and NJCGTP/ Whippany, NJ	1/29/19	\$0	This meeting with the Gifted and Talented Consortium will provide lesson ideas and materials to be implemented K-8.
Samantha Selikoff	NSTA National Conference/ St. Louis, MO	4/11-13/19	\$0	At the national conference, I will attend workshop on Tech-Ed, makerspaces and coding to help grow the makerspace and technology program at TJ.
Dave Waxman Katelyn Sloane Monica Fleming	NJASCD North/South Emotional Learning/ Morristown, NJ	1/16/19	\$15 per person	Social Emotional Learning will assist our teachers with strategies to reach their students.