

Rockaway Borough Board of Education

REGULAR MEETING MINUTES

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

Wednesday, March 18, 2020

Workshop Session: 6:30 PM/Executive Session (Private): 7:30 PM (If Necessary)

Regular Monthly Business Meeting: Approx. 8:00 PM OR BEFORE

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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 6:31 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 Citizen newspaper, posted on our website and at town hall. Official Board actions will be taken at this meeting. **This meeting may be attended by some of our Board members via telephonic conference call, in accordance with NJSA 10:4-6, et seq. - the Open Public Meetings Act.**"

2. Board Member Roll Call: ALL PRESENT

Mrs. Linda McGovern, VP - Present

Elected 2017 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2020)

Mrs. Alexis Piombino - Present

Elected 2018 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2021)

Mrs. Christa Smith, President - Present

Elected 2019 Board Member to 7th Term (Full 3-year term runs to Dec. 31, 2022)

Mr. Jeffrey Tobias - Present

Elected 2017 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2020)

Mrs. Karen Walter - Present

Elected 2018 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2021)

Mrs. Phyllis Alpaugh, Superintendent - Present

Appointed 2017 Chief School Administrator & Non-Voting Board Member (CSA/Supt)

Mr. William Stepka, SBA/Bd. Sec. - Present

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

Mr. Stepka Declares: All Present

There was also 1 B&G Supervisor, 2 teachers and 1 member of the public present

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

3. Workshop Session

The Board briefly reviewed the monthly Principal & Supervisor written reports and then reviewed and discussed recommendations for approval listed on the Agenda.

- | | |
|---|---|
| A. <u>Principals' & Supervisors' Monthly Reports</u> | <u>Submitted by:</u> |
| 1. Lincoln Principal's Report: | Ms. Dachisen |
| 2. Thomas Jefferson Principal's Report: | Mr. Waxman |
| 3. Curriculum & Instruction Supervisor's Report: | Mrs. Argenziano |
| 4. Building & Grounds Supervisor's Report: | Mr. Klein & reported on level 1 cleaning efforts. |
| 5. Technology Supervisor's Report: | Mr. Reyes |
- B. Other Items for Review & Discussion:**
1. Agenda resolutions & recommendations for approval.

4. Public Comment No. 1 on Agenda Items ONLY

- A. There was none at this time.

5. Facilities Renovation Referendum II: Status Update #6

Ref Milestones: Completed Items in Green/New Items in RED

- 1) **September 24, 2019:** Referendum II **Passes:** YES: 649 NO: 442, Approved by 207 votes.
- 2) **Oct/Nov/Dec 2019:**
 - a) **"Arch/Admin Team" formed** (aka "The A-Team"): 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 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.
- 3) **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.
 - c) Applied to and received Local Finance Board approval for issuance of school district debt (Jan 8)
 - d) BA to advertise the bids "on the street" for at least 10 calendar days.
 - e) Roof Bids Advertised Fri, Jan 10, 2020.
 - f) Lavs & TJ Vestibule Bids Advertised Fri, Jan 17, 2020.
 - g) Contractor Walk thru meetings; Wed, Jan 22, 2 & 3 pm for Roof & Lav/Vestibule Bids.
 - h) 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).
 - i) Bond Sale took place on Wednesday, February 19, 2020; all bonds sold within hours.

- j) 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 to 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.
 - k) Board awarded Roofing & Lavs/Vestibule Contracts at Feb 25th meeting.
 - l) BA secures “builders’ risk” insurance policy for Board for Roof & Lava Vestibule Contracts.
 - m) Lincoln Heating System & Unit Vent (HVAC) Project moved to summer of 2021.
- 4) **March/April 2020:**
- a) Bond Sale Closed on March 11, 2020. District received \$12,480,000 in cash.
 - b) BA to transfer idle funds into allowable investment programs to maximize interest yield.
 - c) Lincoln New Addition/Fire Escape Bid to be advertised Friday, March 20.
 - d) Lincoln New Addition/Fire Escape Pre-Bid Meeting with contractors: Wednesday, April 1 @ 3:30pm.
- 5) **April/May 2020:**
- a) Lincoln HVAC Asbestos Abatement Bid Advertisement: Friday, April 24.
 - b) Lincoln HVAC Asbestos Abatement Pre-Bid Meeting with contractors: Tue, April 28 @ 3:30pm.
 - c) Lincoln Addition/Fire Escape Bid Opening: Wed, April 29 @ 11am, Board Office.
 - d) Lincoln HVAC Asbestos Abatement Bid Opening: Tue, May 19 @ 11am, Board Office.
 - e) BA to secure “Builder’s Risk” insurance policy at sufficient levels to protect the district’s interests.
- 6) **April/May/June 2020:**
- a) Award contract for Lincoln New Addition/Fire Escape: Wed, May 6 BOE Meeting.
 - b) Award contract for Lincoln HVAC Asbestos Abatement: Mon, June 1 Special BOE Meeting.
- 7) **June 22, 2020 (Monday)**
- a) Official Groundbreaking Ceremonies.
- 8) **Summer of 2020:**
- a) Projects to be undertaken:
 - i) Lincoln School: Asbestos abatement for unit vents, replacement of exterior fire escape, gym ceiling replacement & gym rooftop unit ventilator, new roof, classroom & cafeteria ceiling repair & abatement, and new interior LED lighting.
 - ii) Lincoln Addition: August 1, 2020 (after ESY concludes): Move trailer, begin construction of 3 classroom addition with a new main office (to be cordoned off and will continue throughout the upcoming 20-21 school year).
 - iii) Thomas Jefferson: Renovate existing restrooms for boys, girls and staff, install new security vestibule in the main entrance, replace selected roofs.
- 9) **Winter/Spring 2021:**
- a) Repeat all Bid Specifications, advertisement, review and award procedures as stated above for remaining projects to be done in the summer of 2021. (Milestones 4, 5, and 6).
 - b) 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 School: Demo, remove & install new boilers, pumps, piping, classroom unit ventilators, restroom renovations, an electrical panel upgrade, IT closet moved, plaster repair.
 - ii) Lincoln Addition: August 1, 2021 Completion of 3 new 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) Thomas Jefferson: Demo, remove & install new boilers, pumps, piping (removal of asbestos as needed), classroom unit ventilators, hot water heater replacement, 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. 9/1/21: Lincoln Addition Opening Ceremonies!
- b) Fall of 2021: final projects punch lists completed and final contractor payments by 11/15/21.

Update on latest Referendum Items being worked on/up for approval:

- A. Verbal elaboration of **new items** in **Red**, or **completed items** in **Green** above, if needed.
- B. Recap of A-Team Meeting #5 held on March 17, 2020.

6. Superintendent’s Report (Supt) - Mrs. Alpaugh

- A. Legislative Report: Various bills in legislature addressing COVID Pandemic.
- B. Upcoming Events: None at this time.
- C. Special Report: COVID Update: Mrs. Alpaugh thanked the staff for getting Distance Learning up & going, she thanked Board President Smith for her thank you e-mail to the staff, and commented our grab & go lunch has less than 10 participants at this time.
- D. Enrollment Report:

Grade Level & School	Students June 30, 2019	Students March 13, 2020	Diff	Sections (Classes)	Average Class Size
Preschool - Lincoln	27	26	-1	2	13
Kindergarten - Lincoln	62	64	2	3	21
Grade 1 - Lincoln	46	59	13	3	20
Grade 2 - Lincoln	62	48	-14	3	16
Grade 3 - Lincoln	54	62	8	3	21
Total Lincoln School:	251	259	8	14	19
Grade 4 - TJ	51	53	2	3	18
Grade 5 - TJ	50	53	3	3	18
Grade 6 - TJ	72	51	-21	3	17
Grade 7 - TJ	69	74	5	3	25
Grade 8 - TJ	67	69	2	3	23
Total Thomas Jefferson:	309	300	-11	15	20
Special Ed Out-of-District:	5	5	0	-	-
Resident Students:	565	564	-1	29	19
Charter/Choice Schs Out:	5	5	0	-	-
Spec. Ed Tuition Incoming:	4	3	-1	-	-
Total Students:	574	569	-5	-	-

7. District Business Admin./Board Secretary's Report (BA) - Mr. Stepka

- A.** Board Correspondence: Received(R)/Sent(S) since our last meeting:
1. R: Morris County Council of Education Association, to invite the Board President to a cocktail Reception honoring "Morris County Friends of Public Education" on April 13, between 6 and 8 pm, at The Meadow Wood Manor on Route 10 in Randolph.
- B.** District Financial Update: as of February.
- C.** 2020-21 Budget Development Status Update: Highlights of Tentative 20-21 Budget.

8. 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. February 25, 2020 Workshop, Regular and Executive Meeting Minutes.

9. Finance/Budget

- 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: Feb 26 to Mar 18: \$619,768.02
- B.** Be it resolved, based upon the recommendation of the BA, to approve and accept the Budgetary Transfer Report for the month of February of 2020.
- C.** Be it resolved, based upon the recommendation of the BA, to accept and approve the Board Secretary's Financial Report for the month of February of 2020.

I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of February 28th, 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 BA, to accept and approve the Treasurer of School Monies Financial Report for the month of February of 2020.
- E.** Be it resolved, based upon the recommendations of the Supt & BA, to approve and adopt the Tentative 2020-21 School District Budget and to authorize the Supt & BA to certify and submit it to the Morris County Executive Superintendent of Schools for review and approval in the following amounts: (Public Budget Hearing to be held on Wednesday; at the May 6th Regular Meeting.)
1. General Fund - Current Operating Expense Budget: \$11,260,615
 2. General Fund - Local Tax Levy - \$8,710,093 (2% increase from 2019-20)
 3. Special Revenue Fund - \$275,235 (Federal & State Grant Awards)
 4. Debt Service Fund - Budget: \$531,178 (New due to Referendum)
 5. Debt Service Fund - Local Tax Levy - \$531,178 (New due to Referendum),
- and be it further resolved, to approve the use of Capital Reserve Funds and this Capital Reserve Statement of Purpose, Capital Reserve Withdrawal - Other Capital Projects, included in budget line 620, Budgeted Withdrawal from Capital Reserve – Excess Costs & Other Capital Projects, is \$430,500 for other capital project costs to fund 1) the replacement of the roof over the 8th grade wing at Thomas Jefferson School for \$393,000 and 2) the repaving of the front driveway circle

also at Thomas Jefferson School for \$37,500. The total cost of these projects is \$430,500 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

- F. Be it resolved, based upon the recommendation of the BA, to renew our membership in the Sussex County Regional Transportation Cooperative (aka “Co-Op”) (and approve the joint resolution) for the 2020-21 school year, to provide regular, special education and athletic/field trip student transportation services, as and if/when needed, in accordance with the shared ride/cost payment structure to maximize transportation efficiency and reduce costs, in accordance with the joint resolution.
- G. Be it resolved, based upon the recommendation of the Supt & BA, to renew our shared service agreement for complete Child Team Services for the 2020-21 School year with the Morris Hills Regional School District Board of Education, at an annual cost of \$234,638 (a 3.6% increase), and at a daily rate of \$418.98, as needed, for new summer referrals from staff, parents, and early intervention services.
- H. Be it resolved, based upon the recommendations of the Supt & BA, that the Rockaway Board of Education “SFA” approves the renewal of the Food Service Management contract with The Pomptonian, Inc. “FSMC” for the food service operation for 2020-2021 school year.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$0.2121 per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The SFA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals served and meal equivalents. The number of reimbursable meals served to the children shall be determined by actual count. Cash receipts, other than from sales of reimbursable program meals served to the children, shall be divided by \$3.66 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$0.2121 will be multiplied by total meals.

The FSMC guarantees the SFA no cost of operation for school year 2020-2021.

- I. Be it resolved, based upon the recommendation of the BA, to re-open and rename the following two Board of Education bank accounts, held with Santander Bank, to accommodate capital reserve and bond sale proceeds monies:

Reopen:	Capital Reserve Account (587)	Name to remain the same
Reopen & Rename:	Petty Cash Account (964)	Capital Projects/Bond Proceeds

10. Referendum Action Items

- A. There is nothing to act on at this time.

11. Personnel

- A. Be it resolved, based upon the recommendation of the Supt, 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. (**Unless the event is cancelled by the sponsor due to the Coronavirus outbreak or the schools are not teaching students on-site.*)

- B. Be it resolved, based upon the recommendation of the Supt, to approve **Jessica Bell, Lisa Fonda, Krista Gore, and Sita Goss** as substitute teachers for the remainder of the 2019-2020 school year at a daily rate of \$90.00 for the first ten days and \$95.00 per day thereafter.
- C. Be it resolved, based upon the recommendation of the Supt, to regretfully approve the resignation of **Meghan Murphy**, Thomas Jefferson School paraprofessional, effective April 6, 2020.

12. Curriculum & Instruction/Students

- A. Be it resolved, based upon the recommendation of the Supt, to approve* the attached list of **Student Field Trip** Requests which have been deemed to support and further enhance the delivery of student instruction and curriculum. (**Unless the event is cancelled by the sponsor due to the Coronavirus outbreak or the schools are **not** teaching students on-site.*)

13. Building & Grounds/Technology

- A. There is nothing to act on at this time.

14. Policy

- A. There is nothing to act on at this time.

15. 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:	Seconded	Yea	-	-	-
Mrs. Piombino:	-	Yea	-	-	-
Mr. Tobias:	-	Yea	-	-	-
Mrs. Walter:	Moved	Yea	-	-	-
Mrs. Smith:	-	Yea	-	-	-

All Resolutions & Recommendations are hereby unanimously carried.

Mr. Tobias then congratulated everyone on successfully handling this crisis. The rest of the Board echoed his sentiments.

16. Old Business

- A. Be it resolved, based upon the recommendation of the Supt, to retroactively approve two (2) unpaid NJ Family Leave of Absence requests from **Jackie Rial**, a paraprofessional at TJ; the first one commencing December 9, 2019, to January 20, 2020, and the second one commencing January 20, 2020, and ending on/or about March 13, 2020. **Moved to table: Mrs. McGovern, seconded by Mrs. Walter, and unanimously approved by a roll call vote.** (*This recommendation was tabled at the January 28, 2020 meeting until further notice.*)

17. New Business

- A. Be it resolved, to schedule a Special Board Meeting, for Monday, June 1, 2020 to award a construction contract for summer work (of 2020) at Lincoln School for Interior Improvements, related to all HVAC work, beginning at 6:30 PM in the TJ Cafeteria and authorized the Board Secretary/BA to advertise for such meeting.

Moved by: Mrs. Walter Seconded by: Mrs. McGovern Voice Vote: All Ayes

- B. Be it resolved, to approve the following resolution supporting and reaffirming the Superintendent's decisions and actions regarding the district's response to the Coronavirus Outbreak, Online Student Distance Learning, and the continued operation of the school district during this nationwide health crisis:

Whereas, the COVID-19 global pandemic has caused the disruption of regular and routine life for everyone; our students in Rockaway Borough, throughout New Jersey, the United States, and the world, and

Whereas, the Superintendent and District Administrators, in response to the State of Emergency declared, and in coordination with local health officials and the New Jersey Department of Education, created and launched plans for our school buildings to close and for the daily student instructional programs to transition to online "Distance Learning Sessions" under extraordinary intense circumstances and extremely tight deadlines, and

Whereas, the staff members of the Rockaway Borough Public Schools have worked quickly, professionally and admirably to implement these plans, also under extremely tight deadlines,

Now Therefore, be it Resolved, that the Rockaway Borough Board of Education thanks all of those involved for their hard work and dedication to ensure our students are continuing to learn academically, and

Be it Further Resolved, in response to Governor Murphy's Executive Order #104 on "Aggressive Social Distancing Measures to Mitigate Further Support of COVID-19" in New Jersey, the Board is confirming the move to student "Distance Learning Sessions" effective March 17, 2020 and the closing of the school district buildings on March 16, 2020, until such time the Governor and local health officials declare this health crisis over.

Moved by: Mrs. Walter Seconded by: Mrs. McGovern Voice Vote: All Ayes

The Board then asked Mr. Stepka to email this resolution to all district employees.

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

A. Mr. John Anderson, of East Main Street, Rockaway Borough, commented that the asbestos in the boiler room at Lincoln School should be removed.

19. Next Regularly Scheduled Meeting:

Tuesday, April 7, 2020 in the TJ Cafeteria: 6:30 pm

20. Motion to Adjourn: 6:58 PM.

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

Moved by: Mrs. Walter Seconded by: Mrs. McGovern 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 OF TRIP	TIME: DEPART/ RETURN	DESTINATION	# OF STUDENTS	# OF ADULTS	\$ PER STUDENT	JUSTIFICATION FOR THE TRIP
MD PALS	Zangara Butler	4/6/2020	9:30 / 2:30	Turtle Back Zoo	16	11	\$21.00	To enhance our social skills curriculum with real world connections and interdisciplinary math skills as well as foster growth in college and career readiness.
5th	Selikoff	5/21/2020	8:30/3:00	Trenton Thunder School Day event	50	1	\$25.00	Trenton Thunder provides an experience for students to further learn about the 4C concepts of (collaboration, communication, creativity and critical thinking) through sports. They also help students learn about new technology and STEM concepts in sports such as Zepp technology, the speed radar gun and scouting analytics.
MD/Peer Group	Zangara	6/12/2020	10:00/ 11:00	Shop-rite, Rockaway	12	7	FREE	To enhance our social skills curriculum with real world connections and interdisciplinary math skills as well as foster growth in college and career readiness.

(*Unless the event is cancelled by the sponsor due to the Coronavirus outbreak or the schools are **not** teaching students on-site.)

Professional Development/Travel Expenditure Approval Requests*:

STAFF MEMBER	WORKSHOP TITLE/DEST	DATES	FEES/MILEAGE	JUSTIFICATION FOR THE TRIP
None at this time.				

(*Unless the event is cancelled by the sponsor due to the Coronavirus outbreak or the schools are **not** teaching students on-site.)