

# Rockaway Borough Board of Education

## REGULAR MEETING MINUTES

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

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

This meeting was only held remotely due to the COVID-19 Public Health Emergency

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### INSTRUCTIONS FOR JOINING THE VIRTUAL REMOTE MEETING:

Join Zoom Meeting

Meeting ID: 475 703 818

Password: 967598

### **1. Call to Order:**

*The meeting was called to order at 6:36 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 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 is being conducted virtually, in accordance with NJSA 10:4-6, et seq. - the Open Public Meetings Act."

### **2. Board Member Roll Call:**

***Mrs. Linda McGovern, VP - Present***

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

***Mrs. Alexis Piombino – Present***

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

***Mrs. Christa Smith, President - Present***

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

***Mr. Jeffrey Tobias - Present***

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

***Mrs. Karen Walter - Present***

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

***Mrs. Phyllis Alpaugh, Superintendent – Also Present***

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

***Mr. William Stepka, SBA/Bd. Sec. – Also Present***

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

Mr. Stepka declared all Board Members were present.

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

### 3. Workshop Session

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

<b>A. <u>Principals' &amp; Supervisors' Monthly Reports:</u></b>	<b>Filed By:</b>
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
5. Technology Supervisor's Report:	Mr. Reyes

**B. Other Items for Review & Discussion:**

1. The Board members thanked the administrators for quickly putting together the curriculum plans that lead to the creation of the Distance Learning Plan.

### 4. Public Comment No. 1 on Agenda Items ONLY

- A. There was none at this time.

### 5. Facilities Renovation Referendum II: Status Update #7

**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 25<sup>th</sup> 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) **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: Tue, June 2 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. Mr. Stepka highlighted the date of Wednesday, April 29 when the bids will be received and opened for the Lincoln School Addition/Fire Escape projects.

**6. Superintendent's Report (Supt) - Mrs. Alpaugh**

- A. Legislative Report: Gov Executive Orders summary, tax levy, teacher evaluations.  
 B. Upcoming Events: None, Virtual Graduation? Lunch distribution.  
 C. Special Report: None 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
<b>Total Lincoln School:</b>	<b>251</b>	<b>259</b>	<b>8</b>	<b>14</b>	<b>19</b>
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
<b>Total Thomas Jefferson:</b>	<b>309</b>	<b>300</b>	<b>-11</b>	<b>15</b>	<b>20</b>
Special Ed Out-of-District:	5	5	0	-	-
<b>Resident Students:</b>	<b>565</b>	<b>564</b>	<b>-1</b>	<b>29</b>	<b>19</b>
Charter/Choice Schs Out:	5	5	0	-	-
Spec. Ed Tuition Incoming:	4	3	-1	-	-
<b>Total Students:</b>	<b>574</b>	<b>569</b>	<b>-5</b>	<b>-</b>	<b>-</b>

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

- A. Board Correspondence: Received(R)/Sent(S) since our last meeting: None  
 B. Financial Update.  
 1. County Supt & BA have approved the 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. March 18, 2020 Regular Meeting Minutes (No Executive Session was held.)

## 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: Mar 19 to April 7: \$212,568.72

- B. Be it resolved, based upon the recommendations of the Supt & BA, to approve the following resolution as it pertains to continuing employee paychecks during the Distance Learning /COVID-19 Crisis:

**Whereas**, it is a legislative mandate and the primary mission of the Rockaway Borough Board of Education to provide educational programs to all eligible school-aged children legally residing within the boundaries of Rockaway Borough, and

**Whereas**, on Monday, March 9, 2020 NJ Governor Phil Murphy issued Executive Order 103 which declared a Public Health Emergency in New Jersey with regards to the outbreak and spread of a new human virus, now identified as COVID-19 (or the Novel CoronaVirus), and

**Whereas**, the NJ Department of Education concurrently directed all public school districts to prepare plans for continued student instruction to take place via "Distance Learning" (over the internet/telephonic/video/email instruction and interaction) of which certificated personnel have been conducting since Tuesday, March 17, and,

**Whereas**, all non-certificated personnel (instructional aides, cafeteria aides, floating substitute teachers, van drivers & aides and custodians) have now been charged with various required and necessary support activities such as assisting students & teachers on-line, assisting with distributing daily lunches at Thomas Jefferson for eligible students, honing and updating their professional development requirements, and even delivering instructional materials to students who are homebound, and other duties as requested, and

**Whereas**, the Board wishes to continue the payment of full base salaries to this group for the services referenced above during this unprecedented time; and as a sign of appreciation and good faith for their commitment to our students and district, and

**Whereas**, the BA has solicited positive support and guidance from the Board Attorney and School District Auditor concerning the option to allow continued payroll disbursements, all of which have been budgeted and appropriated for in the 2019-20 school budget, now therefore,

**Be It Resolved**, the Rockaway Borough Board of Education hereby authorizes the Supt & BA to continue salary disbursements to the non-certificated employees of the school district so long as anticipated outstanding cash receipts of the local tax levy and state school aid continue to be received as usual, and

**Be It Further Resolved**, to authorize the Supt & Business Administrator, if revenues are not paid or anticipated revenue amounts are to be reduced, to immediately reduce salary commitments to ensure the district continues to remain fiscally solvent for the remainder of the 2019-20 school year.

**10. Referendum Action Items**

A. There was nothing to act on at this time.

**11. Personnel**

A. Be it resolved, based upon the recommendation of the Supt, to approve her request for a final modification to a medical leave of absence request (initially approved at the November 2019 meeting), related to a physician's certified personal disability (pregnancy), for **Mrs. Susan Tully**, Guidance Counselor at Lincoln School: (requested changes in **BOLD**)

1. Paid Disability Leave of Absence, utilizing up to **10** earned and banked sick days, to begin on or about **April 20**, 2020 and to end on or about **May 5**, 2020, and then an
2. Unpaid NJ Family Leave of Absence, for child rearing purposes, to begin on or about **May 6**, 2020 and to end on or about June 30, 2020, and then a
3. Maternity Leave of Absence, Without Pay (in accordance with CBA Article XIII,A.5) to begin on or about September 1, 2020 through December 23, 2020.
4. Mrs. Tully does intend to return to her position on or about January 4, 2021.
5. Mrs. Tully does intend to claim NJ Family Leave Insurance Act. (NJFLIA)

B. Be it resolved, based upon the recommendation of the Supt, to accept a resignation letter, for purposes of retirement, from **Mrs. Joanne Parent**, 1st Grade Teacher at Lincoln School, effective June 30, 2020, with best wishes and gratitude for her 22 years of service to the students of Rockaway Borough.

**12. Curriculum & Instruction/Students**

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

**13. Building & Grounds/Technology**

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

**14. Policy**

A. Be it resolved to approve the FIRST reading of the following policies and regulations:

P/R	Code	Policy/Regulation Title	Reason for Adoption
P	0152	Board Officers	Revised
P	1581	Domestic Violence	Mandated/Revised
R	1581	Domestic Violence	Mandated/New
P	2422	Health and Physical Education	Mandated/Revised
P	3421.13	Postnatal Accommodations	New
P	4421.13	Postnatal Accommodations	New
P	5530	Administration of Medications	Mandated/Revised
R	5530	Administration of Medications	Mandated/Revised
P	7243	Supervision of Construction	Mandated/Revised
P	8210	School Year	Revised
P	8220	School Day	Mandated/Revised
R	8220	School Closings	Revised
P	8462	Reporting Potentially Missing or Abused Children	Mandated/Revised

**15. Consent Agenda**

**A. Move and Vote on all Agenda Resolutions & Recommendations in One Motion:**

<u>Roll Call Vote:</u>	<u>Moved &amp; Seconded By:</u>	<u>Yeas</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Absent</u>
Mrs. McGovern:	Moved	Yea	-	-	-
Mrs. Piombino:	Seconded	Yea	-	-	-
Mr. Tobias:	-	Yea	-	-	-
Mrs. Walter:	-	Yea	-	-	-
Mrs. Smith:	-	Yea	-	-	-

Tally: 5 - 0 - 0 - 0

Mr. Stepka declares all Resolutions & Recommendations are hereby unanimously approved.

**16. Old Business (this item is still on-hold: no action required)**

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 **reschedule** the Special Board Meeting, for **Monday, June 1, 2020 to Tuesday, June 2** for the award of 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 (or virtual) and authorized the Board Secretary/BA to advertise for such meeting (and virtual).

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

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

A. Mr. Onishuk, staff member, thanked the administration and Board for banding together during this time and expressed his thanks and thanked parents as well. Mrs. Alpaugh then thanked the teachers for all their hard work during this time as well. Mrs. Linda McGovern, Board member, stated she was very impressed the district is offering counseling for students and their family members, if needed, at this time.

**19. Next Regularly Scheduled Meeting:**

Wednesday, May 6, 2020 in the TJ Gymnasium (or Virtual): 6:30 pm

**20. Motion to Enter Executive Session: 7:05pm**

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing: 1) a personnel matter pertaining to a paraprofessional, and 2) review of evaluations of staff members for reappointment for the 2020-21 school year, the nature of which will be made public when the need for confidentiality no longer exists.

**THERE WILL BE NO ACTION TAKEN AFTER THIS EXECUTIVE SESSION.**

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

**At this time the virtual public Zoom meeting concluded and the Board members will then enter into a conference call with the Superintendent & Business Administrator/Bd. Sec'y for reasons as stated above.**

**21. Motion to Adjourn Executive Session: 7:58pm**

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

**22. Motion to Adjourn Meeting: 7:58pm**

There being no further business before the Board, the meeting was hereby 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