

# Rockaway Borough Board of Education

## REGULAR MEETING AGENDA

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

**Tuesday, November 19, 2019**

Workshop Session: 6:30 PM

Executive Session (Private): 7:30 PM

Regular Monthly Business Meeting: Approx. 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 will be called to order at approximately 6:30 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 website, and posted in other public places. Official Board actions will be taken after the Workshop Session concludes.”

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

|   |  |
|---|--|
| <b>Mrs. Karen Walter</b>                    | Elected Board Member (full 3-year term/seat runs to Dec. 31, 2021) |
| <b>Mrs. Alexis Piombino</b>                 | Elected Board Member (full 3-year term/seat runs to Dec. 31, 2021) |
| <b>Mr. Jeffrey Tobias</b>                   | Elected Board Member (full 3-year term/seat runs to Dec. 31, 2020) |
| <b>Mrs. Linda McGovern, Vice President</b>  | Elected Board Member (full 3-year term/seat runs to Dec. 31, 2020) |
| <b>Mrs. Christa Smith, President</b>        | Elected Board Member (full 3-year term/seat runs to Dec. 31, 2019) |
| <b>Mrs. Phyllis Alpaugh, Superintendent</b> | Chief School Administrator & Non-Voting Board Member (CSA/Supt)    |
| <b>Mr. William Stepka, SBA/Bd. Sec.</b>     | School Business Administrator & Secretary of the Board (BA)        |

*“Now please join us for the Pledge of Allegiance . . .”*

**3. 6:30 PM: Workshop Session**

The Board and Administration will review and discuss recommendations for approval listed on the Agenda and any other items brought before it for consideration. Official Board action will be taken immediately after this Workshop Session and Executive Session I and may begin earlier than 8:00 PM.

**A. Administrator & Supervisor Monthly Reports:**

- |  |                 |
|--|-----------------|
| 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. Item for Review:**

1. Employee Health Benefits Medical & Prescription Plan Marketing & Renewal Results.

**4. 7:30 PM APPROX: Motion to Adjourn Workshop Session and enter Executive Session I**

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of negotiations to secure the services of a school construction attorney; 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 at approximately 8:00 pm or earlier.

***Moved by:******Seconded by:******Voice Vote:*****5. 8:00 PM APPROX: Motion to Adjourn Executive Session I and Begin the Regular Meeting*****Moved by:******Seconded by:******Voice Vote:*****6. Spotlight on Rams: Recognition of Mrs. Jean Swanick, Morris County ESP of the Year****7. Student Government Organization and Oath of Office Ceremony****8. Facilities Renovation Referendum II: Update #2****A. Ref Milestones:**

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 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) Apply to and receive Local Finance Board approval for issuance of school district debt.
- b) Issue \$12,480,000 in General School Obligation Bonds. (Board President & BA to sign bonds)
- c) Market and sell Bonds to secure cash to fund payment of building projects.

- d) BA to inform State 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 will begin approximately 6 months after closing on the sale and will continue for 20 years.
- e) BA to transfer idle funds into allowable investment programs to maximize interest yield.
- f) Architect, in conjunction with A Team, to prepare the bid specifications.
- g) Final review of Architect's Bid Documents/Packets conducted by Board's Construction Attorney & BA.

**4) March/April 2020:**

- a) BA to advertise the bids "on the street" for at least 10 calendar days.
- b) BA to formally receive, publicly open and read aloud all bid prices by each contractor who submitted bids.
- c) BA, Architect and Construction Attorney review apparent winning bids to ensure they are in compliance with all bid specifications and contain all legally required bid documentation.
- d) A Team ensures all apparent winning bids are within budget and recommends awarding of most responsive and compliant bids.

**5) April/May 2020:**

- a) Board to formally award contracts to the recommended contractors/companies.
- b) BA to secure "Builder's Risk" insurance policy in sufficient levels to protect the district's interests.

**6) April/May/June 2020:**

- a) Contractors to order materials needed and mobilize and prepare to begin projects on time.

**7) June 22, 2020 (Monday)**

- a) Official Groundbreaking Ceremonies.

**8) Summer of 2020:**

- a) Projects to be undertaken:
  - i) Lincoln School: Demo, remove & install new boilers, pumps, piping (removal of asbestos as needed), classroom unit ventilators, gym ceiling replacement & gym rooftop unit ventilator, new roof. Lincoln Addition: August 1, 2020 (after ESY concludes): Move trailer, begin construction of 3 classroom addition with new main office (to be cordoned off and will continue throughout the upcoming 20-21 school year).
  - ii) Thomas Jefferson: Renovate existing restrooms for boys, girls and staff, install new security vestibule in main entrance, replace selected roofs.

**9) Winter/Spring 2021:**

- a) Repeat all Bid Specifications, advertisement, review and award procedures as stated above. (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: replace exterior fire escape, restroom renovations, electrical panel upgrade, IT closet moved, classroom & cafeteria ceiling repair & abatement, new interior LED lighting, plaster repair. Lincoln Addition: August 1, 2021 Completion of 3 new classroom addition 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!
  - ii) 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. **Update** on A Team Meeting #2, held on Tuesday, November 19, 2019.

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

- A. Legislative Report
- B. Upcoming Events
- C. Special Report
- D. Enrollment Report

| Grade Level & School           | Students<br>June 30, 2019 | Students<br>Oct 31, 2019 | Diff       | Sections<br>(Classes) | Avg Class<br>Size |
|--------------------------------|---------------------------|--------------------------|------------|-----------------------|-------------------|
| Preschool - Lincoln            | 27                        | 24                       | -3         | 2                     | 13                |
| Kindergarten - Lincoln         | 62                        | 60                       | -2         | 3                     | 20                |
| Grade 1 - Lincoln              | 46                        | 60                       | 14         | 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>254</b>               | <b>3</b>   | <b>14</b>             | <b>18</b>         |
| Grade 4 - TJ                   | 51                        | 53                       | 2          | 3                     | 17                |
| Grade 5 - TJ                   | 50                        | 51                       | 1          | 3                     | 18                |
| Grade 6 - TJ                   | 72                        | 51                       | -21        | 3                     | 17                |
| Grade 7 - TJ                   | 69                        | 72                       | 3          | 3                     | 24                |
| Grade 8 - TJ                   | 67                        | 69                       | 2          | 3                     | 23                |
| <b>Total Thomas Jefferson:</b> | <b>309</b>                | <b>296</b>               | <b>-13</b> | <b>15</b>             | <b>20</b>         |
| Special Ed Out-of-District:    | 5                         | 6                        | 1          | -                     | -                 |
| <b>Resident Students:</b>      | <b>565</b>                | <b>550</b>               | <b>-15</b> | <b>29</b>             | <b>19</b>         |
| Charter/Choice Schs Out:       | 5                         | 6                        | 1          | -                     | -                 |
| Spec. Ed Tuition Incoming:     | 4                         | 6                        | 2          | -                     | -                 |
| <b>Total Students:</b>         | <b>574</b>                | <b>562</b>               | <b>-12</b> | <b>-</b>              | <b>-</b>          |

**10. Business Administrator/Board Secretary's Report (BA) - Mr. Stepka**

- A. Correspondence: Sent(S)/Received(R) since our last meeting:
  - 1. S: In support of Borough's Project Application for Town Trolley Trail Project.
- B. District Financial Update.

**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:
1. September 23; Workshop, Regular and Executive Sessions.

**12. 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:
- |   |              |
|---|--------------|
| Bills & Claims List: Oct 16 to November 19: | \$612,971.64 |
|---|--------------|
- B. Be it resolved, based upon the recommendation of the BA, to approve and accept the Budgetary Transfer Reports for the months of September & October of 2019.
- C. Be it resolved, based upon the recommendation of the BA, to accept and approve the Board Secretary's Financial Report for the months of September & October of 2019.
- I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of October 31, 2019, 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 months of September & October of 2019.
- E. Be it resolved, based upon the recommendation of the BA, to accept and approve the Horizon Blue Cross/Blue Shield of New Jersey's Employee's Health Benefit (Medical & Prescription) monthly premium renewal rates, which reflects a 7% increase from current monthly rates, for a term of 18 months (January 1, 2020 to June 30, 2021) and to authorize the BA to execute the agreements forthwith.
- F. Be it resolved, based upon the recommendation of the BA, to authorize the offering of a new Zero Dollar Deductible employee health & prescription plan option, as underwritten by Horizon Blue Cross/Blue Shield of New Jersey, to be known as "Direct Access Zero" (DA0), effective January 1, 2020 and with monthly premiums fixed for 18 months from January 1, 2020 to June 30, 2021 and to authorize the BA to execute the agreements forthwith.

**13. Referendum**

- A. Be it resolved, based upon the recommendations of the BA & Bond Counsel, to approve the following Resolution as it pertains to referendum related incidental expenses that need to be paid before the bonds are sold:

**RESOLUTION OF THE BOARD OF EDUCATION OF THE BOROUGH OF ROCKAWAY IN THE COUNTY OF MORRIS, NEW JERSEY AUTHORIZING THE REIMBURSEMENT OF COSTS IN THE CONNECTION WITH A PROJECT APPROVED BY THE VOTERS AT A SPECIAL SCHOOL DISTRICT ELECTION HELD ON TUESDAY, SEPTEMBER 24, 2019**

**WHEREAS**, the Board of Education of the Borough of Rockaway in the County of Morris, New Jersey (the "Board") at a special school district election (the "Election") held September 24, 2019, received approval from the voters to undertake various school projects (collectively, the "Project") as set forth in the proposal submitted at the Election; and

**WHEREAS**, the Board intends to finance the Project with tax-exempt school bonds and/or notes (the "Obligations") but may pay for certain costs of the Project (the "Project Costs") prior to the issuance of the Obligations; and

**WHEREAS**, the Board desires to preserve its right to treat an allocation of proceeds of the Obligations to the reimbursement of Project Costs paid prior to the issuance of the Obligations as an expenditure for such Project Costs to be reimbursed for purposes of Sections 103 and 141 through 150, inclusive, of the Internal Revenue Code of 196, as amended (the "Code").

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of the Borough of Rockaway in the County of Morris, New Jersey as follows:

**Section 1.** The Board reasonably expects to reimburse its expenditure of Project Costs paid prior to the issuance of the Obligations with proceeds of the Obligations.

**Section 2.** This resolution is intended to be and hereby is a declaration of the Board's official intent to reimburse the expenditure of Project Costs paid prior to the issuance of the Obligations with the proceeds of the Obligations, in accordance with Treasury Regulations §150-2.

**Section 3.** The maximum principal amount of the Obligations expected to be issued to finance the Project is \$12,480,000.

**Section 4.** The Project Costs to be reimbursed with the proceeds of the Obligations will be "capital expenditures" in accordance with the meaning of Section 150 of the Code.

**Section 5.** No reimbursement allocation will employ an "abusive arbitrage device" under Treasury Regulations §1.148-10 to avoid the arbitrage restrictions or to avoid the restrictions under Sections 142 through 147, inclusive, of the Code. The proceeds of the Obligations used to reimburse the Board for Project Costs, or funds corresponding to such amounts, will not be used in a manner that results in the creation of "replacement proceeds", including "sinking funds", "pledged funds" or funds subject to a "negative pledge" (as such terms are defined in Treasury Regulations §1.148-1), of the Obligations or another issue of debt obligations of the Board, other than amounts deposited into a "bona fide debt service fund" (as defined in Treasury Regulations §1.148-1).

**Section 6.** All reimbursement allocations will occur no later than 18 months after the later of (i) the date the expenditure from a source other than the Obligations is paid, or (ii) the date the Project is "placed in service" (within the meaning of Treasury Regulations §1.150-2) or abandoned, but in no event more than 3 years after the expenditure is paid.

**Section 7.** This resolution shall take effect immediately.

B. Be it resolved, based upon the recommendation of the BA, to approve the following resolution to award a "professional services" contract to secure the services of a School Construction Attorney:

**WHEREAS**, there exists a need for the professional services of a SCHOOL CONSTRUCTION COUNSEL to the Board of Education of the Rockaway Borough School District, and

**WHEREAS**, NJAC 18A:18A-5 allows for the appointment of professional services without advertisement of competitive bids, and

**WHEREAS**, the Local Public Contracts Law (NJSA: 4-11 et. Seq.) requires that the resolution authorizing the award of any contract for "Professional Services" without competitive bids must be publicly advertised at least one time in the Board's official newspaper, now therefore

**BE IT RESOLVED** by the Board of Education of the Rockaway Borough School District in Morris County as follows:

1. The firm of \_\_\_\_\_ of \_\_\_\_\_ NJ is hereby appointed as school construction counsel to the Rockaway Borough School District Board of Education with fees to be paid in accordance with the services rendered, without retainer, and the fee is set at \$\_\_\_\_\_ per hour.
2. The appointment is made without competitive bidding as a "Professional Service" under the provisions of the Local Public Contracts Law because the appointment is made for services performed by a person or persons authorized by law to practice is regulated by law."
3. This resolution shall take effect immediately.

**14. Personnel**

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve the attached list of Staff Member **Professional Development Workshops** Requests & 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.
- B. Be it resolved, based upon the recommendation of the Superintendent, to approve **Rosely Caliendo**, as a Medical Leave Replacement Personal/Instructional aide at Lincoln School, effective on or about November 11, 2019 through December 20, 2019, at an hourly rate of \$15.00. 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.
- C. Be it resolved, based upon the recommendation of the Superintendent, to approve **Justin Sungail** as a substitute custodian for the 2019-2020 school year, 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.
- D. Be is resolved, based upon the recommendation of the Superintendent, to approve **Graceann Butler** as a Medical Leave Replacement Special Education/PALS teacher, effective on or about January 2, 2020 through June 30, 2020 at a per diem rate of \$273.65 based upon the teachers' salary guide BA-1. 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 regretfully approve the resignation of **Lindsey Bowles**, Lincoln School paraprofessional, effective November 30, 2019.
- F. Be it resolved, based upon the recommendation of the Superintendent, to approve **Aileen Schumacher and Elizabeth Morales-Junco** as home instructors on an as needed basis for the 2019-2020 school year at the hourly rate of \$38.91, as per the cba.
- G. Be it resolved, based upon the recommendation of the Superintendent, to approve the following medical leave of absence request, related to a physician's certified personal disability (pregnancy), for **Susan Tully**, Guidance Counselor at Lincoln School:
1. Paid Disability Leave of Absence, utilizing up to 14\* earned and banked sick days, to begin on or about April 20, 2020 and to end on or about May 12, 2020, and then an
  2. Unpaid NJ Family Leave of Absence, for child rearing purposes, to begin on or about May 13, 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)
- (\*14 maximum banked sick days are available as of the date of her request, so *if* banked sick days are utilized *prior* to the on or about date of April 20, they *will be* deducted from the available banked sick days to be paid as item #1; Paid Disability LOA days, and all other dates will be adjusted accordingly. Her anticipated return date, however, will remain the same.)

- H. Be it resolved, based upon the recommendation of the Superintendent, to approve **Christine DeCagna**, as a Personal/Instructional aide at Lincoln School, effective on or about December 9, 2019, at an hourly rate of \$15.00. 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.
- I. Be it resolved, based upon the recommendation of the Superintendent, to approve the following medical leave of absence request, related to a physician's certified personal disability (pregnancy), for **Ashley Ralli**, Paraprofessional at Lincoln School:
1. Paid Disability Leave of Absence, utilizing 10 earned and banked sick days, to begin on or about April 20, 2020 and to end on or about May 1, 2020, and then an
  2. Unpaid NJ Family Leave of Absence, for child rearing purposes, to begin on or about May 4, 2020 and to end on or about June 30, 2020.
  3. Mrs. Ralli does intend to return to her position for the beginning of the 2020-21.

J. **Public Hearing for the Addendum to the Chief School Administrator's Employment Contract**

Information: Mrs. Alpaugh, our Superintendent, and the Board of Education have agreed to an addendum of her existing employment contract retro-active to July 19, 2019. The public was notified of this hearing and the contract addendum by a published legal ad notice, in the Citizen newspaper, on October 18, 2019 and on the district's website on October 15, 2019. *The floor will now be opened for comments from the public, if any.*

Be it resolved to approve an addendum to the August 1, 2017 to June 30, 2021 Employment Contract for Mrs. Phyllis Alpaugh, effective and retroactive as of July 19, 2019 for the remainder of the term of the employment contract.

**Moved by:**

**Seconded by:**

**Roll Call Vote:**

Mrs. Walter, Mrs. Piombino, Mr. Tobias, Mrs. McGovern & Mrs. Smith

**15. Curriculum & Instruction/Students**

- A. Be it resolved, based upon the recommendation of the Superintendent, 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.
- B. Be it resolved, based upon the recommendation of the Superintendent, to approve the 2020-21 School District Calendar.
- C. Be it resolved, based upon the recommendation of the Superintendent to approve the placement of Zachary Orr with Lincoln School Teacher, Sarah Orr (1st grade) as part of the Morris Hills Teacher Cadet Program. The Teacher Cadet Program encourages interested students to consider a professional position in the educational system.

**16. Building & Grounds/Technology**

- A. Be it resolved, based upon the recommendation of the BA, to approve and accept the Annual District Comprehensive Maintenance Plan & M-1 Worksheet for the 2019-20 school year.
- Background: This is an annual report that is required by the Dept of Education to ensure that we are maintaining our buildings the best we can. This proves as expenditure evidence to qualify for SDA grant funding, for up to 40%, for any new equipment and upgrades, upon voter approval of a building referendum.

**17. Policy**

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve and accept the District Nursing Service Plan for the 2019-20 school year.
- B. Be it resolved, based upon the recommendation of the Superintendent, to approve the District Emergency Management Plan for the 2019-20 school year.
- C. Be it resolved, based upon the recommendation of the Superintendent, to approve the Bus Evacuation Drill Logs for Lincoln Elementary and Thomas Jefferson Schools for the 2019-20 school year.

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

| Motion By:             |            | Seconded By: |                |  |
|------------------------|------------|--------------|----------------|--|
| <u>Roll Call Vote:</u> | <u>Aye</u> | <u>Nay</u>   | <u>Abstain</u> |  |
| Mrs. Walter            |            |              |                |  |
| Mrs. Piombino          |            |              |                |  |
| Mr. Tobias             |            |              |                |  |
| Mrs. McGovern          |            |              |                |  |
| Mrs. Smith             |            |              |                |  |

**18. New Business**

- A. Discussion of the Use of ID cards for students on class trips.
- B. Confirmation of Board Presence at upcoming Parent teacher conferences.
- C. Updating of District websites to include Board of Education Bios and Photos.

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

*Please be respectful of the Board, Administration, Staff, Students, and all other Audience Members in attendance.*

**Public participation shall be governed by Policy #0167:**

- A. All participants must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;
- B. In the event it appears the public comment portion of the meeting may exceed 45 minutes, the presiding officer may limit each statement made by a participant to not less than three minutes' duration;
- C. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
- D. All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member; The presiding officer may: Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy; Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory; Request any person to leave the meeting when that person does not observe reasonable decorum; Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting; Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.
- E. District staff members may make a statement, except for when the issue(s) or question(s) to be inquired about is subject to the administrative chain of command: **ALL staff members shall address their concern/issue to their immediate Supervisor, Principal, the Business Administrator, or the Superintendent.**
- F. **Routine administrative/management questions/matters shall not be brought before the Board.**

**20. Next Regularly Scheduled Meeting:**

Tuesday, December 17, 2019 in the TJ Cafeteria:

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

Executive Session I: IF NEEDED Approx. 7:30 pm to 8:00 pm (In private - closed session; not open to the public.)

**Regular Monthly Business Meeting: TO BEGIN Between 7:30 & 8:00 pm**

(In public, formal action will be taken.)

**21. Executive Session II (If Needed)**

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of: \_\_\_\_\_ the nature of which will be made public when the need for confidentiality no longer exists. At the adjournment of Executive Session II . . .

FORMAL ACTION WILL OR WILL NOT BE TAKEN.

**Moved by:**

**Seconded by:**

**Voice Vote:**

**22. Motion to Adjourn Exec. Session II and Re-Enter the Regular Meeting**

**Moved by:**

**Seconded by:**

**Voice Vote:**

**23. Motion to Adjourn**

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

**Moved by:**

**Seconded by:**

**Voice Vote:**

**Student Field Trip Approval Requests:**

| GRADE | TEACHERS                      | DATE     | TIME: DEPART/<br>RETURN | DESTINATION          | # OF<br>STUDENTS | # OF<br>ADULTS | COST PER<br>STUDENTS | REASON FOR TRIP   |
|-------|-------------------------------|----------|-------------------------|----------------------|------------------|----------------|----------------------|---|
| MD    | Zangara                       | 11/18/19 | 9:45/11:00              | Shop-Rite, Rockaway  | 5                | 4              | Free                 | To enhance our curriculum with real world connections and interdisciplinary math skills as well as foster growth in college and career readiness. |
| 2     | Tuluca<br>Medore<br>Jozwiak   | 5/20/20  | 9:00/1:45pm             | Lakota Wolf Preserve | 46               | 14             | \$27.00              | 2nd Grade will be exploring and building upon, animal life cycles as it pertains to the science curriculum.                                       |
| 3     | Carroll<br>Izzo<br>Schumacher | 12/18/19 | 8:30/12:30pm            | Paper Mill Playhouse | 65               | 5              | \$26.00              | ELA Grade 3: Reading Literature, Language ELA Units 1-4.  |

**Professional Development/Travel Expenditure Approval Requests:**

| NAME   | WORKSHOP TITLE/DEST   | DATES     | FEES/MILEAGE         | PURPOSE OF THE TRIP  |
|--|---|-----------|----------------------|--|
| Shaun Reyes  | Cisco Tech Day 2019<br>Iselin, NJ   | 2/5/19    | Free/\$33.53         | Trainings on data centers, internet security and more.   |
| Timothy Yobs                                       | Mid-Atlantic buildings &<br>Facilities Mgmt. Expo/NJ<br>convention center Edison NJ | 11/6/19   | Free                 | The basics of surplus, managing supplies better.   |
| Michael Klein                                      | Mid-Atlantic buildings &<br>Facilities Mgmt. Expo/NJ<br>convention center Edison NJ | 11/6/19   | Free                 | New Vendors & Equipment pertaining to buildings and grounds.   |
| Samantha Selikoff                                  | NJCFE Financial Literacy<br>Symposium/ NJCU Jersey<br>City, NJ                      | 12/6/19   | Free                 | To gain more strategies in teaching financial literacy from other educators and stakeholders.  |
| Helena Holmes                                      | 30th Annual Bilingual/ESL<br>conference/ William<br>Paterson University             | 12/6/19   | \$135.00             | Exploring ways to best meet the needs of ESL students by learning about current applied research and pedagogical techniques.   |
| Katelyn Sloane                                     | NJ Middle Level Conference<br>/ Kean University                                     | 3/13/20   | \$139.00             | This conference will provide workshops on Project Based Learning & Ed. Tech, corresponding with my future Ready PDP Goal.  |
| Laurie McGill                                      | NJ Middle Level Conference/<br>Kean University                                      | 3/13/20   | \$139.00             | Integration of technology, social media related to curriculum development.   |
| David Waxman                                       | Comprehensive Active<br>Shooter Incident<br>Management/ Morristown,<br>NJ           | 12/12/19  | Free                 | Will full fill my hour requirement as per the guidelines for school safety specialist.   |
| Jamie Argenziano<br>Jenny Marsh<br>Rebecca Vlacich | Leadership Challenge in<br>Implementing Units of Study<br>K-8/ Somerset, NJ         | 11/15/19  | \$185.00/pp          | Conference is designed to help school leaders and coaches support the workshop model (Reading/Writing) in the classroom.   |
| Lisbeth Schnurman                                  | Conference for School Based<br>Speech-Language<br>Pathologists/ Fairfield, NJ       | 12/5-6/19 | \$479.00/<br>\$18.20 | 21 Course options provided to learn more evidence based therapy for literacy, auditory processing, service delay, articulation, collaborative services, most recent and innovative information to assist with language, apraxia, vocabulary, and time saving service delivery. |
| Eileen Garbarini                                   | Strengthen Your Special<br>Needs Students Executive<br>Function/ West Orange, NJ    | 1/15/20   | \$270.00             | Reducing impulsive behaviors, increase focus and develop working memory.   |
| Milissa Dachisen                                   | Gang Training/ Pequannock<br>High School  | 12/3/19   | Free                 | Mandated training.   |