

Rockaway Borough Board of Education

REGULAR MEETING AGENDA

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

ZOOM ONLY: <https://us02web.zoom.us/j/88625811057?pwd=VjdVWWpwbGxTQXJ0QnZPNTZtaFJsUT09>

Meeting ID: 886 2581 1057 Passcode: yWVaq9 One tap mobile: +13017158592,88625811057#

Dial In: +1 929 205 6099 Meeting ID: 886 2581 1057 Passcode: 536533

Tuesday, November 17 2020: 6:30 PM

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:

"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 of this advertised in The Citizen newspaper on Wednesday January 15 @ 5:00 am, posted on our website and at town hall. Official Board actions will be taken at this meeting."

2. Board Member Roll Call:

Mrs. Linda McGovern, VP

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

Mrs. Alexis Piombino

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

Mrs. Christa Smith, President

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

Mr. Jeffrey Tobias

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

Mrs. Karen Walter

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

Mrs. Phyllis Alpaugh, Superintendent of Schools

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

Mr. William Stepka, SBA/Bd. Sec.

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

Mr. Stepka Declares: All Present or a Board Quorum Present

"Now, please join us for the Pledge of Allegiance . . ."

3. Workshop Session: 6:30-7:30 approx.

The Board will hear individual reports from the Principals, Supervisors, Superintendent & BA.

A. Principals' & Supervisors' Reports: Presented By:

- | | |
|--|-----------------|
| 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. Superintendent's Report - Mrs. Alpaugh, Supt.

1. Legislative Report:
2. Upcoming Events:
3. Special Reports:
 - A. HIB Self Evaluation – Ms. Dachisen
 - B. Link-It Scores – Mrs. Argenziano

C. District Business Admin./Board Secretary's Report - Mr. Stepka, BA

1. Board Correspondence: Received(R)/Sent(S) since our last meeting:
 - A. R: Anita West, Parent, regarding Lincoln School Principal's efforts.
2. Financial Status Update:
 - A. 2019-20 Audit Status: Almost complete.
 - B. 2020-21 Budget Status: Review of Budget Calendar and local tax levy increase.

D. Referendum Report #15 - Mr. Stepka, BA

1. School Roofs: 100% complete.
2. Lincoln Addition: Block walls now being built; project on schedule to end 8/1/21.
3. Lincoln Fire Escape: Rescheduled for replacement next summer.
4. Lincoln Interior Improvement I: 100% complete.
5. Lincoln Interior Improv II & Restroom Reno: Public Bid Notice to be released Dec 11, actual work will be done in the summer of 2021.
6. Lincoln & TJ HVAC Replacement/Upgrades: Public Bid Notice to be released Dec 11, actual work to be done in the summer of 2021.
7. Discussion/Decision Item: Window Security Film/Tint for Lincoln Addition as it affects manufacture window warranty.

E. Other Discussion/Decision Items for the Good of the Order:

1. Incumbent Board members running for re-election: Mrs. McGovern & Mr. Tobias
Unofficial Results: Ms. McGovern: 2,253, Mr. Tobias: 2,112, Write-Ins: 81
2. Preschool Parent Paid Tuition price for the 2021-22: Recommendation: \$360/mo. N/C.
3. Review of Proposed Board Meeting dates for the 2021 year.

F. Review/Questions on Agenda Items Recommended for Approval (if necessary)

4. Motion to Adjourn Workshop & Enter Exec Session I: 7:30-8:00 approx.

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing:
1) a legal matter pertaining to a construction contract now in effect; the nature of which will be made public when the need for confidentiality no longer exists.

Moved by:**Seconded by:****Voice Vote:****Motion to Adjourn Exec Session:****Moved by:****Seconded by:****Voice Vote:****5. Public Comment No. 1: Agenda Items ONLY**

A. Please refer to rules governing comments under: Public Comment #2.

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

PLEASE STATE YOUR NAME & ADDRESS, THANK YOU!

6. Enrollment Report:

Grade Level & School	Students June 30, 2019	Students October 31, 2020	Diff	Sections (Classes)	Average Class Size
Preschool - Lincoln	26	16	-10	2	8
Kindergarten - Lincoln	63	51	-12	3	17
Grade 1 - Lincoln	58	67	+9	3	22
Grade 2 - Lincoln	45	58	+13	3	19
Grade 3 - Lincoln	62	44	-18	3	15
Total Lincoln School:	254	236	-18	14	17
Grade 4 - TJ	53	60	+13	3	20
Grade 5 - TJ	53	51	-2	3	17
Grade 6 - TJ	51	52	+1	3	17
Grade 7 - TJ	74	53	-21	3	17
Grade 8 - TJ	69	68	-1	3	23
Total Thomas Jefferson:	300	284	-8	15	19
Special Ed Out-of-District:	3	2	-1	-	-
Resident Students:	557	522	-35	29	17
Charter/Choice Schs Out:	5	2	-3	-	-
Spec. Ed Tuition Incoming:	3	3	0	-	-
Total Students:	565	527	-38	-	-

7. Finance

- A.** Be it resolved, based upon the recommendation of the BA, to approve the manifest of Payrolls and Bills & Claims List, which is on file in the Business Administrator's Office:
1. Bills & Claims List: October 14 to November 17: \$1,579,317.31
- B.** Be it resolved, based upon the recommendation of the BA, to approve and accept the Budgetary Transfers Report for the month of September.
- C.** Be it resolved, based upon the recommendation of the BA, to approve and accept the Board Secretary's Financial Report for the month of September.
I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of September 30, 2020, no budgetary line item has been over-expended in violation of NJAC 6:23-2.11(a). William Stepka, RSBA- Business Administrator/Board Secretary
- D.** Be it resolved, based upon the recommendation of the BA, to approve and accept the Treasurer of School Monies Financial Report for the month of September.
- E.** Be it resolved, based upon the recommendation of the BA, to approve and accept the New Jersey Schools Insurance Group Safety Grant Award of \$2,900 and a \$1,500 credit to our annual premium due to various Safety Initiatives being implemented and low numbers of workers' compensation incidents.
- F.** Be it resolved, based upon the recommendation of the BA, to approve a renewal to the Shared Services Agreement with the Educational Services Commission of Morris County for the bulk bid purchase of general classroom, athletic, custodial, a/v, computer/office, fine art, home ec., library, health/phys ed, and science/technology supplies for the 2020-2021 school year in the amount of \$2,650, by utilizing the Ed-Data purchasing platform.
- G.** Be it resolved, based upon the recommendation of the BA, to approve an Agreement for the 2021 (2020-21 school year) Annual CAFR Audit (Comprehensive Annual Financial Report) with Wielkottz & Company, LLC, of Pompton Lakes, NJ, in the amount of \$20,500 (base audit), \$500 for new GASB 75 (OPEB) reporting requirements, and \$2,000 for Fund 30 Audit of the expenditures related to the Referendum/Bond Sale, for a total price of \$23,000.
- H.** Be it resolved, based upon the recommendation of the BA & Health Benefits Broker, to accept and approve the Horizon Medical/Prescription renewal rates for all employee health plans, which increase for a flat 7%, effective January 1 to December 31, 2021.

8. Referendum Action Items

- A.** Be it resolved, based upon the recommendations of the BA, to approve the following "Progress Payments" to the following contractors for work completed for the Referendum Projects, a copy of which is on file in the Business Administrator's Office:
- | | | |
|--|------------|----------------------------------|
| 1. VMG Group, District Roofs | Pay Ap#: 5 | \$85,321.60 (\$ remaining \$-0-) |
| 2. Academy Construction, TJ Lavs/Vestibule | Pay Ap#: 5 | \$17,085.04 (\$ remaining \$-0-) |

9. Personnel

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve **Caitlyn Scrimo**, of Mount Arlington, NJ, as a paraprofessional at Thomas Jefferson School, effective on or about November 17, 2020 through June 30, 2021, at an hourly rate of \$15.00, pending Office of Student Protection review background checks by P.L. 1986 C.116 and Sexual Misconduct/Child Abuse disclosure required by P.L. 2018, C.5.
- B. Be it resolved, based upon the recommendation of the Superintendent, to regretfully accept the resignation of **Michael Gibbons**, custodian, effective October 30, 2020.
- C. Be it resolved, based upon the recommendation of the Superintendent to approve a request to extend a previously approved leave of absence (from the April 7, 2020 meeting) with an initial return date of January 4, 2021 to June 30, 2021 for **Susan Tully**. Her intention at this time is to return to active duty on the first working day for teachers to begin the 2021-22 school year.
- D. Be it resolved, based upon the recommendation of the Superintendent to approve an employment contract extension for **Katelyn DeSantis**, as a Maternity Leave Replacement Guidance Counselor, at an annual salary rate of \$54,875 (MA-1) to be prorated by 80% and from the beginning of the extension date, which is effective January 4, 2021 to June 30, 2021 as a replacement for Susan Tully.
- E. Be it resolved, based on the recommendation of the Supt. to approve the following Extracurricular advisors for the 2020-21 school year.

Boys Basketball	Michael Onischuk
Girls Basketball	Robert Longo

- F. Be it resolved, based upon the recommendation of the Superintendent to approve the following teachers as facilitators for the virtual Title I Homework Help program at an hourly rate of \$43.94 for the 2020-21 school year, as needed*:

Lincoln Elementary	Maryanne Medore, Christine Savini, Dorothea Yobs Michelle Civello, Nicole McCarter, Aileen Schumacher, Ally Szotak, Katrina Tajiddin
Thomas Jefferson Middle School	Kim Blackadar-Hynson, Janet Dobbs, Daniele Ferrone, Cynthia O'Brien and Kristen Scimeca Christine Capen, Heather DeGrose, Sandy Gancarcik, Samantha Selikoff, Jenna Schreck

*Approved teachers will be utilized based on student participation and/or may be used as substitutes.

10. Curriculum & Instruction/Students

- A. Be it resolved, based upon the recommendation of the Supt, to approve 50 hours of observation time for Ashley Lawton with district Occupational Therapist, Christine Matrisciano. Ms. Lawton is a student at Penn State University applying for admissions to graduate school programs in Occupational Therapy in which observation hours are required.

11. Building & Grounds/Technology

- A. Be it resolved, based upon the recommendation of the Supt, to graciously accept and acknowledge, in accordance with Policy & Regulation #7230, the donation of a classroom White Board and Bulletin Cork Board from the Marcella Fire Company, of Rockaway NJ.

12. Policy

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve and accept the District Nursing Services Plan for the 2020-21 school year.
- B. Be it resolved, based upon the recommendation of the Superintendent, to approve the Athletics Emergency Action Plan as required for District Regulation R 2431.1-Emergency Procedures for Sports and Other Activities.
- C. Be it resolved, based upon the recommendation of the Superintendent, to approve the District Emergency Management Plan for the 2020-21 school year.
- D. Be it resolved, based upon the recommendation of the Superintendent, to approve the Rockaway Borough Schools Self-Assessment and Grades under the Anti-Bullying Bill of Rights Act for the 2019-20 school year.
- E. Be it resolved to approve the **SECOND** reading & **Adoption** of the following new and/or updated Board Policies and Regulations:

P	1620	Administrative Employment Contract	Mandated/Revised
P	2431	Athletic Competition	Mandated/Revised
R	2431.1	Emergency Procedures for Sports and Other Activities	Mandated/Revised
P	2464	Gifted and Talented Students	Mandated
P	5330.05	Seizure Action Plan	Mandated/New
R	5330.05	Seizure Action Plan	Mandated/New
P	6440	Cooperative Purchasing	Mandated/Revised
P	6470.01	Electronic Funds Transfer and Claimant Certification	Mandated/New
R	6470.01	Electronic Funds Transfer and Claimant Certification	Mandated/New

P	7440	School District Security	Mandated/Revised
R	7440	School District Security	Mandated/Revised
P	7450	Property inventory	Mandated
P	7510	Use of School Facilities	Mandated/Revised
R	7510	Use of School Facilities	Mandated/Revised
P	8420	Emergency and Crisis Situations	Mandated/Revised
P	8561	Procurement Procedures for School Nutrition Programs	Mandated

13. Consent Agenda

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

<u>Roll Call Vote:</u>	<u>Moved & Secended By:</u>	<u>Yeas</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Absent</u>
Mrs. McGovern:					
Mrs. Piombino:					
Mr. Tobias:					
Mrs. Walter:					
Mrs. Smith:					

Mr. Stepka declares all Resolutions & Recommendations are hereby _____.

14. Old Business

(Items A, B, & C were tabled at the October 13th meeting:)

_____ The Superintendent now wishes to withdraw items A, B & C: **Motion to dispose of:**

- A.** Be it resolved, based upon the recommendation of the Superintendent, to eliminate the Administrative Position of Supervisor of Curriculum & Instruction and also abolish the Job Description of Supervisor of Curriculum & Instruction, effective immediately.
- B.** Be it resolved, based upon the recommendation of the Superintendent, to establish the Administrative Position of and approve the Job Description of Director of Curriculum, Instruction & Assessment, effective immediately.
- C.** Be it resolved, based upon the recommendation of the Superintendent, to appoint **Jamie Argenzanio** to the Administrative Position of Director of Curriculum, Instruction & Assessment, effective immediately.

15. New Business

- A. If any . . .

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

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.** *Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comment in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments.*
- F.** *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. Routine administrative/management questions/matters shall not be brought before the Board.*

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

PLEASE STATE YOUR NAME & ADDRESS, THANK YOU!

17. Next Regularly Scheduled Meeting:

- A. Tuesday, December 15 - 6:30pm TJ Cafeteria (or ZOOM only; to be determined.)

18. Executive Session II (If Necessary):

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing _____, the nature of which will be made public when the need for confidentiality no longer exists.

**THE BOARD ANTICIPATES TO BE IN EXECUTIVE SESSION FOR APPROXIMATELY _ MINUTES.
BOARD ACTION WILL or WILL NOT BE TAKEN AFTER THIS SESSION CONCLUDES.**

Moved by:

Seconded by:

Voice Vote:

Motion to Adjourn Exec Session:

Moved by:

Seconded by:

Voice Vote:

Board Action, If Necessary:

1.

Moved by:

Seconded by:

Roll Call Vote:

19. Motion to Adjourn the Meeting:

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

Moved by:

Seconded by:

Voice Vote:

For Easy Reference:

Facilities Renovation Referendum II: History/Schedule**A. Ref Milestones:**

- 1) **October 2, 2018:** Referendum I Fails overwhelmingly with 3 separate questions totaling \$19M.
- 2) **Sept 24, 2019:** Referendum II Passes 1Q at \$12.5M: YES: 649 NO: 442, Approved by 207 votes.
- 3) **Oct/Nov/Dec 2019:**
 - a) "Arch/Admin Team" formed: Supt, BA, Sup of B&G, B&G Asst, and Architects, and will meet at least monthly throughout the entire schedule, and more if/as needed. All Board members are ad-hoc members and invited to attend as desired, with no more than two (2) attending at any one time. The Board also reserves the ongoing right to request all participants involved in the referendum to attend night Board meetings, when deemed necessary and appropriate by the Board and/or the Supt & BA.
 - b) BA & Financial Advisors consult to establish optimum time & method to market bonds.
 - c) Architect to conduct school field site surveys, soil borings, test pits, utility mark outs, and related work to confirm details of projects to be undertaken.
 - d) Board approves the services of Construction Attorney, at an hourly rate, to be utilized as needed.
 - e) Board approves "Reimbursement Resolution" to pay for upcoming "soft costs" before Bonds are sold.
- 4) **Dec/Jan/Feb 2020:**
 - a) Architect, in conjunction with A-Team, to prepare the bid specifications.
 - b) Final review of Architect's Bid Documents/Packets conducted by Board's Construction Attorney & BA. Applied to and received Local Finance Board approval for issuance of school district debt (Jan 8)
 - c) BA to advertise the bids "on the street" for at least 10 calendar days.
 - d) Roof Bids Advertised Fri, Jan 10, 2020.
 - e) Lavs & TJ Vestibule Bids Advertised Fri, Jan 17, 2020.
 - f) Contractor Walk thru meetings; Wed, Jan 22, 2 & 3 pm for Roof & Lav/Vestibule Bids.
 - g) BA formally received, publicly opened, and read aloud all bid prices by each contractor who submitted bids on Thursday, February 13, Open Roof Bids (11a) & Lav/Vestibule Bids (11:30a).
 - h) Bond Sale took place on Wednesday, February 19, 2020; all bonds sold within hours.

- i) BA informed the Department of Education of debt service payments required for the 2020-21 school year and beyond to secure state funding dollars as previously agreed to. Debt service payments begin approximately 6 months after closing on the sale and will continue for 20 years, to be paid to MCIA on November 1 and May 1 of every year going forward for 20 years.
 - j) Board awarded Roofing & Lavs/Vestibule Contracts at Feb 25th meeting.
 - k) BA secures "builders' risk" insurance policy for Board for Roof & Lava Vestibule Contracts.
 - l) Lincoln Heating System & Unit Vent (HVAC) Project moved to summer of 2021.
- 5) **March/April 2020:**
- a) Bond Sale Closed on March 11, 2020. District received \$12,480,000 in cash (full amount approved by voters, all bond closing costs paid by "premium" paid for bonds by investors - approx \$175K).
 - b) BA to transfer idle funds into allowable investment programs to maximize interest yield.
 - c) Lincoln New Addition/Fire Escape Bid advertised Friday, March 20.
 - d) Lincoln New Addition/Fire Escape Pre-Bid Meeting with contractors: Wednesday, April 1 @ 3:30pm.
- 6) **April/May 2020:**
- a) Lincoln Interior Improv. & Asbestos Abatement Bid Advertisement: Friday, April 24.
 - b) Lincoln Interior Improv. & Asbestos Abatement Pre-Bid Meeting: Tue, April 28 @ 3:30pm.
 - c) Lincoln Addition/Fire Escape Bid Opening: Wed, April 29 @ 11am, Board Office.
 - d) Lincoln HVAC Asbestos Abatement Bid Opening: Tue, May 19 @ 11am, Board Office.
- 7) **May/June 2020:**
- a) Award contract for Lincoln New Addition/Fire Escape: Wed, May 6 BOE Meeting.
 - b) Award contract for Lincoln Interior Improvements/Asbestos Abatement: Tue, June 2 Special BOE Meeting.
- 8) **Summer of 2020:**
- a) Projects to be undertaken:
 - i) Lincoln School: Asbestos abatement for unit vents, gym ceiling replacement, new roof, new classroom floor tiles & ceiling tiles & cafeteria ceiling repair & abatement, and new interior LED lighting, plaster repair.
 - ii) Lincoln Addition: Move trailer, begin construction of 3 classroom 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 2020/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.
 - 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.

END OF REFERENDUM II HISTORY/SCHEDULE.