

Rockaway Borough Board of Education
2023 ORGANIZATIONAL MEETING AGENDA
Wednesday, January 4, 2023, 6:30 PM

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

1. Call to Order

The meeting will be called to order at approximately 6:30 pm, by Mr. William Stepka, Board Secretary (& School Business Administrator), serving as Temporary Chairman of the Board.

2. Public Notice Announcement and Flag Salute

“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 location advertised in The Citizen Newspaper on January 19, 2022; posted on our website and at town hall. Official action will be taken.”

“Now, please join us for the Pledge of Allegiance to the United States . . .”

3. Purpose of Meeting

The purpose of this meeting is to organize the Board for its 2023 term and to act on any other business before it as previously advertised to the public.

4. Certified Results of November 2022 General Election

One - Three Year Term as a Member of the Board of Education:

Petition Candidate: Mr. Brian Riviuccio: 1,285 votes

Write-In Candidates: 32 votes for other various names.

5. New Board Members’ Oath of Office

Mr. Stepka will administer the Oath of Office to the certified winner of the election:

Mr. Brian Riviuccio

He will then take his seat on the Board.

6. First Roll Call for the 2023 Rockaway Borough Board of Education:

Board Member:	Present	Term Ends
Mr. Edward Graf		December 31, 2023
Dr. Alexis Piombino		December 31, 2024
Mr. Brian Riviuccio		December 31, 2025
Mr. Jeffrey Tobias		December 31, 2023
Mrs. Karen Walter		December 31, 2024
Mr. Anthony Grieco, Supt		Non-Voting Executive
Mr. William Stepka, BA		Non-Voting Executive

7. Nominations for President & VP

A. Mr. Stepka will now entertain nominations for the position of **President** for the Rockaway Borough Board of Education for the 2023 term:

Nominee #1:	
Nominated By:	No 2 nd required

Nominee #2:	
Nominated By:	No 2 nd required

Nominee #1:			
Roll Call Vote:	Aye	Nay	Abstain
Mr. Graf			
Dr. Piombino			
Mr. Rivieccio			
Mr. Tobias			
Mrs. Walter			

Nominee #2:			
Roll Call Vote:	Aye	Nay	Abstain
Mr. Graf			
Dr. Piombino			
Mr. Rivieccio			
Mr. Tobias			
Mrs. Walter			

_____ has been elected **President** of the Board for 2023.

B. Mr. Stepka will now entertain nominations for the position of **Vice-President** for the Rockaway Borough Board of Education for the 2023 term:

Nominee #1:	
Nominated By:	No 2 nd required

Nominee #2:	
Nominated By:	No 2 nd required

Nominee #1:			
Roll Call Vote:	Aye	Nay	Abstain
Mr. Graf			
Dr. Piombino			
Mr. Rivieccio			
Mr. Tobias			
Mrs. Walter			

Nominee #2:			
Roll Call Vote:	Aye	Nay	Abstain
Mr. Graf			
Dr. Piombino			
Mr. Rivieccio			
Mr. Tobias			
Mrs. Walter			

_____ has been elected **Vice President** of the Board for 2023.

- C. Mr. Stepka will lead a brief review/discussion of the New Jersey School Boards Association Code of Ethics for School Board Members & Annual Mandated Training Requirements:
- Governance I: New Board Members – Orientation
 - Governance II: 1st Term, 2nd full year of service – Finance
 - Governance III: 1st Term, 3rd full year of service – Student Achievement
 - Governance IV: Re-elected/Reappointed Board Members in the first year of any succeeding term – Legal Update

**** The New Board President will now preside over the remainder of the meeting****

8. Representative/Liaison Appointments

- A. President to make Representative/Liaison Appointments for 2023 now (or at a later date):
 (Board Members: Please feel free to volunteer for any organization you might be interested in.)

<u>Organization</u>	<u>Rep/Liaison</u>	<u>Alternate</u>
New Jersey School Boards Association:		
Morris County Education Services Commission Assembly:		
Morris County School Boards Association:		
Rockaway Borough Home and School Association:		
Rockaway Borough Education Foundation:		
Rockaway Borough Council:		
Rockaway Borough Recreation Committee:		

9. Consent Agenda: Reauthorizations for the Continued Operation of the School District

- A. Be it resolved to adopt the New Jersey School Boards Association Code of Ethics for School Board Members pursuant to NJSA 18A:12-24.1, and
1. that a copy of the code has been received and discussed,
 2. that policies and procedures regarding the training of members have been adopted,
 3. that each member acknowledges receipt of the Code of Ethics and has become familiar with them.
 4. and that each member signs and returns the “Acknowledgement of Receipt” form to the Board Secretary.
- B. Be it resolved to adopt the Parliamentary Procedures of Robert’s Rules of Order as the operating guide for Board of Education meetings.
- C. Be it resolved to accept and approve the adoption of the existing Board Policy Manual, with its current Policies and Regulations, All Curriculums, textbooks, job descriptions, and other rules and regulations consistent with Board practice in effect as of December 2022, for the continuation of school operations for the calendar year of 2023, and that changes, corrections or additions thereto may be determined by subsequent Board actions.
- D. Be it resolved to establish the following Board Meeting Schedule for the period of January 1, 2023, to the 2024 Annual Organizational Meeting (Please note that official Board actions may be taken any time after 7:30 pm if the Workshop concludes prior to 8 pm) (Typically held in the Cafeteria of TJ School, if and when necessary.):

<u>Meeting Dates</u> (Weather/Backup Dates in Parentheses)	<u>Type</u>	<u>Times</u>
January _____ (Jan _____)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
February 22, Wed (Feb 23, Thur)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
March 16, Thur (Mar 17, Fri)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
April 25, Tue (Apr 26, Wed)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
2023-24 Budget Hearing & Adoption May 8, Mon (May 9, Tue)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
June 20, Tue (June 21, Wed)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
July 18, Tue (July 19, Wed)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
August 29, Tue (Aug 30, Wed)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
September 26, Tue (Sept 27, Wed)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
October 17, Tue (Oct 18, Wed)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
November 14, Tue (Nov 15, Wed)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
December 12, Tue (Dec 13, Wed)	Executive Session Workshop/ Regular Meeting	6:30 pm 7:30 pm
January 4, 2024, Thur (Jan 8, Mon)	Annual Board Organizational Mtg. & Any Other Business	6:30 pm

- E.** Be it resolved to name The Citizen as the district's official newspaper, with the Star-Ledger as an alternate, to be used for the advertisement of meetings and legal ads and all other necessary public notifications for 2023.
- F.** Be it resolved to accept and approve the President, Superintendent, and School Business Administrator/Board Secretary as duly authorized signatories for all official Board documents, payrolls, warrants, contracts, etc., for 2023, with the Vice-President authorized to sign in the absence of the President.

- G.** Be it resolved to formally adopt the NJ Department of Education’s Chart of Accounts in accordance with the Generally Accepted Accounting Procedures (GAAP) as promulgated by the Government Accounting Standards Board (GASB).
- H.** Be it resolved to approve Mr. Anthony Grieco, Superintendent, and Mr. William Stepka, School Business Administrator/Board Secretary, to continue the daily management and administration of the Rockaway Borough Public School District, a legal public entity, and its School District Budget for the remainder of the 22-23 school year, on behalf of the Rockaway Borough Board of Education.
- I.** Be it resolved that the following agencies be named as the legal depositories for funds and short-term investments of the Rockaway Borough Board of Education.
- Santander Bank
 - Columbia Bank
 - New Jersey Cash Management Fund
 - NJ Asset & Rebate Management Fund
- J.** Be it resolved to appoint Mr. William Stepka, School Business Administrator/Board Secretary, as the Qualified Purchasing Agent for the district, as he has completed the mandatory training and is in possession of a valid State of NJ issued QPA Certificate, according to the rules and regulations of P.L. 1999 c.440; and the Qualified Purchasing Agent is authorized to award contracts up to the bid threshold of \$44,000 and establish the quote threshold at \$6,600 as governed by the State of New Jersey pursuant to NJSA 18A:18A, et. seq.
- K.** Be it resolved, in accordance with Policy 6700 – Investments, to authorize the School Business Administrator to invest idle, unencumbered funds, during the school year, to maximize interest yields for the district.
- L.** Be it resolved to authorize the Business Administrator and Superintendent of Schools to approve budgetary transfers between Board Meetings in accordance with Board Policy #6470 – Budget Transfers, with subsequent Board approval.
- M.** Be it resolved to authorize the School Business Administrator and Superintendent of Schools to make payments between Board of Education Meetings in accordance with Board Policy #6470 – Payment of Claims.
- N.** Be it resolved, in accordance with NJSA 18A:11-12, in such pre-budget year, that the Maximum Travel Expenditure amount be established at \$50,000.
- O.** Be it resolved, in accordance with the School District Accountability Regulations (NJAC 6A 23A-1, et seq.), as the only district personnel duly authorized to contact/communicate with our General Counsel’s Legal Firm (Board Attorney) as Mr. Anthony Grieco, Superintendent, Mr. William Stepka, Business Administrator, and the Board President.
- P.** Be it resolved to authorize the purchase of goods and services from approved New Jersey State Contract Vendors and state, county local Cooperatives if offered & when needed.
- Q.** Be it resolved to approve the following appointments from January 1, 2023, to January 4, 2024:
- | | |
|------------------------|--|
| <u>Anthony Grieco:</u> | <u>Superintendent of Schools (Chief School Administrator: CSA)</u> |
| <u>Anthony Grieco:</u> | <u>Title I Coordinator and Federal Grants Administrator</u> |
| <u>Anthony Grieco:</u> | <u>Homeless Liaison</u> |
| <u>Anthony Grieco:</u> | <u>Charter School Liaison</u> |
| <u>Anthony Grieco:</u> | <u>DCP&P Liaison</u> |

<u>William Stepka:</u>	<u>Secretary of the Board of Education</u>
<u>William Stepka:</u>	<u>Registered School Business Administrator (RSBA)</u>
<u>William Stepka:</u>	<u>Qualified Purchasing Agent (QPA)</u>
<u>William Stepka:</u>	<u>Public Agency Compliance Officer for Goods/Services (EEO/AA)</u>
<u>William Stepka:</u>	<u>Affirmative Action Officer/Coordinator</u>
<u>William Stepka:</u>	<u>Custodian of Record for All-District Documents (OPRA)</u>
<u>William Stepka:</u>	<u>ADA Coordinator/Title IX Coordinator</u>
<u>William Stepka:</u>	<u>Health & Safety Designee</u>
<u>To Be Determined:</u>	<u>Treasurer of School Monies</u>
<u>David Waxman:</u>	<u>School Safety Specialist</u>
<u>David Waxman:</u>	<u>School Chemical Hygiene Officer (TJ Lab)</u>
<u>Jaime Argenziano:</u>	<u>District Test, Student Data & PD/Mentoring Coordinator</u>
<u>Milissa Dachisen:</u>	<u>District 504 Coordinator</u>
<u>Milissa Dachisen:</u>	<u>District Anti-Bullying/HIB Coordinator</u>
<u>Michael Klein:</u>	<u>Certified Educational Facilities Manager (CEFM)</u>
<u>Michael Klein:</u>	<u>AHERA Manager & Designated Person</u>
<u>Michael Klein:</u>	<u>Right to Know Officer, Indoor Air Quality Designee</u>
<u>Michael Klein:</u>	<u>IPM Coordinator, NJ DEP Designee</u>
<u>Michael Klein:</u>	<u>Hazardous Waste Manager</u>
<u>Bryanna Dennison:</u>	<u>Anti-Bullying/HIB/504 Specialist for TJ</u>
<u>Brianna Luongo:</u>	<u>Anti-Bullying/HIB/504 Spec. for Lincoln</u>

R. Be it resolved to approve the following professional service appointments from January 1, 2023, to January 4, 2024, at dollar amounts not to exceed (NTE). These individuals/firms have been selected based on their professional experience and prior performance for the Board in accordance with NJSA 4-11 et. seq.:

- **General Legal/Construction Counsel of Record and the Chief District Negotiator:**
Cornell, Merlino, McKeever & Osborne, LLC, of Westfield, NJ. NTE \$75,000
- **Special Counsel for Special Education and other Matters as Assigned:**
Scarinci & Hollenbeck, LLC, of Lyndhurst, NJ. NTE \$15,000
- **Auditor of Record:**
Wielkocz & Company, of Rockaway, NJ. NTE \$30,000
- **Architect of Record:**
Parette Somjen Architects, of Rockaway, NJ. NTE \$20,000.
- **Financial Advisor of Record:**
NW Financial Group of Hoboken, NJ. NTE \$2,000
- **Continuing Disclosure Agent of Record for Bond Proceeds:**
Phoenix Advisors, LLC of Bordentown, NJ. NTE \$2,000
- **School Physician of Record:**
Dr. Jean-Paul Bonnet, Skylands Medical Group, of Jefferson, NJ. NTE \$10,000
- **Property & Casualty Insurance Agent/Broker of Record & Risk Mgt Advisor:**
Balken Risk Management Services, of Flemington, NJ. NTE \$45,000
- **Employee Health Benefits Broker of Record:**
Brown & Brown Benefit Advisors, of Roseland, NJ. NTE \$20,000
- **Private Investigator:**
Jeffrey A. Oster Private Investigators, of Mine Hill, NJ. NTE \$2,000

S. Be it resolved, based upon the recommendations of the Superintendent and Business Administrator, to approve, accept and adopt the following Rockaway Borough Board of Education Plans: Integrated Pest Management Plan
Mold Management Plan
Lead Based Paint Response Plan (Under six square feet)
TJ Chemical Hygiene Plan (TJ Lab)
Food Service Bio-Security Management Plan

- T. Be it resolved to approve the following student professional service appointments from January 1, 2023, to January 4, 2024, at dollar amounts not to exceed (NTE). These firms/individuals have been selected based on their professional experience and prior performance for the Board in accordance with NJSA 4-11 et. seq.:

<u>Professional Service Awarded</u>	<u>Firm/Company/Consultant Name</u>	<u>Not to Exceed \$</u>
Public and Non-Public School Svs: Student Special Ed. Aides, State Grants Mgt & Student Educational, Social, & Psychological Evaluations, 192/193 & IDEA non-public school services:		
	Educational Services Commission of Morris County, Morris Plains, NJ,	NTE \$175,000
Student Behavioral Services	Hand-Over-Hand, LLC, Morris Plains, NJ	NTE \$5,000
Student Services Bilingual Evaluations	Hillmar, LLC, North Caldwell, NJ	NTE \$10,000
Student Pediatric Therapy Services	Jump Ahead Pediatrics, Little Falls, NJ	NTE \$100,000
Student Behavioral Therapy Services	Colleen Lonergan, Ledgewood, NJ	NTE \$74,000
Student Physical Therapy Services	Elissa Rael, Lake Hopatcong, NJ	NTE \$60,000
Student OT Services	PG Chambers School, of Cedar Knolls, NJ	NTE \$60,000

- U. Be it resolved to approve the continuation of the following evaluation models: for the certificated instructional staff: The Danielson Framework Evaluation Model. For the principals: The New Jersey Principal Evaluation for Professional Learning Instrument (NJPEPL).

- V. Be it resolved to approve the following 403(b) and 457(b) Tax Shelter Annuities providers for employees to voluntarily enroll in at no cost to the Board:

403 (b)

Equitable (AXA)
 Lincoln National Investment Planning, Inc.
 Lincoln National Life Insurance Co.
 National Life Co.
 AIG/Valic
 Metropolitan Life (Met Life)
 Steffens & Steffens, LLC.

457 (b)

Equitable (AXA)
 Lincoln National Investment Planning, Inc.

- W. Be it resolved to approve PenServ Plan Services, Inc. as the Third Party Administrator for all 403(b) and 457(b) Retirement Plans available to Rockaway Borough Board of Education Employees. There will be no charge to the district or to the employees for this service.

- X. Be it resolved to authorize the Business Administrator/Board Secretary to replenish the petty cash account, if & when necessary, up to \$400 per replenishment and no single expenditure shall exceed \$25.00 without prior written approval by the Board Secretary.

- Y. Be it resolved, based upon the recommendations of the Supt & BA, to increase the minimum hourly rate to \$14.13, in accordance with NJ State law, if need be, for any and all personnel positions that are not covered by any collective bargaining agreements, effective January 1, 2023, to December 31, 2023.

- Z. Be it resolved to approve the following Substitute daily/hourly rates for the following positions, effective January 1, 2023:

- 1) "Floating" Sub Teacher: \$125 daily rate while guaranteeing to work a minimum of 3 days/school week.
- 2) Regular Sub Teacher: \$115 daily rate.
- 3) Substitute Nurse: \$250 per day/\$34.48 per hour.
- 4) Substitute Paraprofessional (Aide): \$14.13 per hour minimum.
- 5) Substitute Secretary: \$14.13 per hour minimum.
- 6) Substitute Custodian: \$14.13 per hour minimum.
- 7) Substitute Bus/Van Driver: \$18.00 per hour minimum.
- 8) Substitute Bus/Van Aide: \$14.13 per hour min. (if an existing para (aide) works, s/he shall be paid their regular hourly rate.)
- 9) Summer Custodian/Technology Helpers: \$14.13 per hour minimum.
- 10) Sport Officials' Rates (Game Referees) Per Game:
 Soccer, Baseball & Softball: \$65(2)/\$97.50 (if 1), Basketball: \$70(2)/\$105 (if 1).

Consent Agenda:

Be it resolved to approve all recommended resolutions as listed 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>
Mr. Graf					
Dr. Piombino					
Mr. Riviuccio					
Mr. Tobias					
Mrs. Walter					

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

10. Other Business Before the Board:

- A. Be it resolved to approve the Board of Education **Meeting Minutes** from December 13, 2022 for the Regular, Executive Session I and Executive Session II meetings. (Mr. Riviuccio to abstain.)
- B. Be it resolved, based upon the recommendation of the Superintendent, to approve a Professional Development request by **Shaun Reyes**, IT Coordinator, to attend NJ TECHSPO, from January 25, 2023 to January 27, 2023 in Atlantic City, NJ, at a registration fee of \$515, lodging fee of \$194 for two nights, and mileage/toll reimbursement.
- C. Be it resolved, based upon the recommendation of the Superintendent, to approve a Professional Development request by **Jamie Argenziano**, Director of Curriculum, Instruction and Assessment, to attend NJ TECHSPO, from January 25, 2023 to January 27, 2023 in Atlantic City, NJ, at a registration fee of \$515, lodging fee of \$194 for two nights, and mileage/toll reimbursement.
- D. Be it resolved, based upon the recommendation of the Superintendent, to approve the Extra-Curricular Activity Establishment Proposal submitted by **Alyssa Summer** regarding the initiation of a **Lego Building Buddies Club** for district students. As per district policy, the teacher shall not be compensated for the initial year of the program, but upon review of the Superintendent, it may be recommended to establish the program for the following year, following a successful implementation.
- E. Be it resolved, based upon the recommendation of the Superintendent, to retroactively approve additional instructional class periods for **Elizabeth Blake** (Lincoln/Thomas Jefferson), at an amount of \$50.05 per additional period, from November 10, 2022, through December 23, 2022, to be paid via monthly timesheet.
- F. Be it resolved, based upon the recommendation of the Superintendent, to accept and approve the resignation of **Denae Huisa**, district Floating Substitute teacher, effective January 27, 2023.
- G. Be it resolved, based upon the recommendation of the Superintendent and Business Administrator, to approve a contract with **Rich Tree Service**, of South Plainfield, NJ, to provide tree pruning/cutting services at Lincoln (tree in front yard) and TJ Schools (West fence line from east main street to rear of property) by utilizing NJ State Contract Number #18-DPP-00645 at a cost of \$5,326.50 based on their quote dated December 19, 2022.

H. Be it resolved, based upon the recommendation of the Superintendent, to approve the internship of the following **Morris County Vocational School Students** at both Lincoln and Thomas Jefferson Schools (the students are part of the Academy for Education and Learning and will be working with staff as part of their work-based learning experience):

Francesa Barra	Jullye De Lima	Kadence De Ritter	Ava DiTizii	Maya Dobrijevic	Agnese Gamarra
Bella Hudson	Abigail Katz	Cozette King	Alyssa McNamara	Reesha Patel	Lakshmi Prasad
Janey Smith	Olivia Smith	Emma Straub	Emma Thomsen		

I. Be it resolved, based upon the recommendation of the Superintendent, to approve the **Second Reading & Adoption** of the following new and/or updated Board Policy (P) and/or Regulation (R), where applicable:

Policy/Reg	Number	Title	Reason for Update
Policy	5512	Harassment, Intimidation or Bullying	Mandated

J. Be it resolved, based upon the recommendations of the BA & Architect, 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. APS Construction, Lin Add/FireEsc Pay Ap#:16 \$238,606.83 (\$Remaining: \$78,399.94)

Move and Vote on all Other Business Resolutions & Recommendations in One Motion:

Roll Call Vote:	Moved & Seconded By:	Yeas	Nays	Abstentions	Absent
Mr. Graf					
Dr. Piombino					
Mr. Riviuccio					
Mr. Tobias					
Mrs. Walter					

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

11. Public Comment

Please be respectful of the Board, Administration, Staff, Students, and all other Audience Members in attendance.
Public participation shall be governed by Policy #0167.

12. Next Regularly Scheduled Meeting:

_____ @ 7:30 pm in the TJ Cafeteria.

13. Executive Session

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing negotiation matters pertaining to the local teachers' association, the nature of which will be made public when the need for confidentiality no longer exists.

THE BOARD ANTICIPATES BEING IN THE EXECUTIVE SESSION FOR APPROXIMATELY 30 MINUTES. BOARD ACTION WILL NOT BE TAKEN AFTER THIS SESSION CONCLUDES.

Motion to Enter Exec Session: *Moved by:* *Seconded by:* *Voice Vote:*
Motion to Adjourn Exec Session: *Moved by:* *Seconded by:* *Voice Vote:*

14. Motion to Adjourn the Meeting

There being no other business before the Board, the meeting is hereby adjourned at _____ pm.

Moved By:* *Seconded By:* *Voice Vote: