

Rockaway Borough Board of Education

REGULAR MEETING MINUTES

Tuesday, February 27, 2024, 7:30 PM

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

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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.

Executive Session: 6:35-7:35 pm

Be it Resolved, that the Board enters into Executive Session (Private) to discuss an exempt matter pertaining to collective bargaining contract negotiations with the Rockaway Borough Education Association, the nature of which will be made public only when the need for confidentiality no longer exists.

Motion to Enter: **Moved by: Mr. Riviuccio Seconded by: Mrs. Walter Voice Vote: All Ayes**
Motion to Adjourn: **Moved by: Mr. Riviuccio Seconded by: Mrs. Walter Voice Vote: All Ayes**

1. Call to Order: 7:30 PM

The public portion of this meeting was called to order at 7:35 p.m., by Mr. Graf, 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 location advertised in The Citizen Newspaper on January 17, 2024; posted on our website and at town hall. Official action will be taken."

2. Board Member Roll Call:

Ms. Jennifer Dahl - Present

Elected 2023 to 1st term (3-year seat to Dec. 31, 2026)

Mr. Brian Riviuccio – Present *(leaves 8:15 pm)*

Elected 2022 to 1st term (3-year seat to Dec. 31, 2025)

Mr. Jeffrey Tobias - Present

Appointed January 2024 to completed a 3-year unexpired term (to Dec. 31, 2024)

Mrs. Karen Walter, VP - Present

Elected 2021 to 2nd consecutive term (3-year seat to Dec. 31, 2024)

Mr. Edward Graf, President - Present

Elected 2023 to 1st term (3-year seat to Dec. 31, 2026)

Mr. Anthony Grieco, Superintendent - Present

Appointed July 2021 Chief School Administrator & Non-Voting Board Member (CSA/Supt)

Mr. William Stepka, SBA/Board Secretary - Present

Appointed Nov 2017 Business Administrator, Secretary of the Board & Non-Voting Board Member (BA)

There were also approximately 80 parents, students & staff members in attendance

The Pledge of Allegiance to the United States of America was then held.

3. Reports & Updates:

A. Board Committees for 2024: (Chairs in **BOLD**)

1. Policy/Curriculum/Special Education: **Mr. Graf & Ms. Dahl**
2. Safety/Security: **Mr. Riviuccio & Mrs. Walter**
3. Athletic/Activities: **Mr. Riviuccio & Ms. Dahl (Co-Chairs)**
4. Finance/Facilities: **Mr. Graf & Mr. Tobias**
5. Technology: **Mrs. Walter & Mr. Graf**
6. Negotiations (Ad Hoc): **Mrs. Walter & Mr. Tobias (Co-Chairs)**

B. Superintendent's Report: Mr. Grieco

1. SSDS (Student Safety Data System) - Reporting Period 1 (September 1 - December 31, 2023), for 2023-2024. *Mrs. Walter moved to accept, seconded by Ms. Dahl, voice vote: all ayes.*
3. TJ Student Government Officers Swearing-In Ceremony – Mr. Stepka administered the oath of office to the officers.
4. Governor's Educator of the Year Recipients were recognized, awarded, and honored.

C. Board Secretary's/Business Administrator's Report: Mr. Stepka

1. Board Correspondence: *Received (R) or Sent (S) since our last meeting:*
 - A. There has been none since the last meeting.
2. Financial Status Updates:
 - A. 2022-23 Audit: Has been issued, filed, and ready to accept tonight.
 - B. 2023-24 Current Budget Year: Proceeding within budgeted parameters.
 - C. 2024-25 New Budget: Administration proceeding as per Budget Calendar.
3. Presentation, Review, Approval & Acceptance of 2022-23 Financial Audit
Mr. James Cerullo, CPA, PSA, RMA, partner of the public accounting firm Wielkocz & Company, of Pompton Lakes, NJ, will provide a brief overview of the financial position of the school district as of June 30, 2023.
 - A. Be it resolved, based upon the recommendations of the CSA & BA, to approve and accept the 2022-23 Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report (AMR) as prepared by the Public School Accounting (PSA) firm of Wielkocz & Co., of Pompton Plains, NJ. *Moved by Ms. Dahl, seconded by Mrs. Walter, roll call vote: all ayes.*
 - B. Be it resolved, based upon the recommendations of the CSA & BA, to approve and accept the 2022-23 Corrective Action Plan (CAP) for the two Auditor's recommendations. *Moved by Ms. Dahl, seconded by Mrs. Walter, roll call vote: all ayes.*

C. Administration Monthly Reports:

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| <ol style="list-style-type: none"> 1. Lincoln Principal's Report: 2. Thomas Jefferson Principal's Report: 3. Curr., Inst., and Assessment Director's Report: 4. Building & Grounds Supervisor's Report: 5. Technology Supervisor's Report: | <u>Submitted by:</u>
<i>Mrs. Skomial</i>
<i>Mr. Samuels</i>
<i>Mrs. Argenziano</i>
<i>Mr. Klein</i>
<i>Mr. Reyes</i> |
|---|---|

E. Review of Agenda Items Recommended for Approval

At this time, Mr. Riviuccio left the meeting for the evening 8:15 p.m.

4. Public Comment No. 1:

1. On agenda items only: there was none.
2. The required "public hearing" on Mr. Stepka's amended 22-23 employment contract was then held, there were no comments.

5. Enrollment & Staffing Report:

Grade Level & School	Students June 30, 2023	Students February 23, 2024	Difference from June 23	Sections (Classes)	Avg. Class Size	Certificated Staff - Teachers	Non-Certificated Staff
Preschool - Lincoln AM/PM & Full Day	30	27	-3	2	14	1	8
Kindergarten - Lincoln	58	59	+1	3	20	3	3
Grade 1 - Lincoln	67	59	-8	3	20	3	3
Grade 2 - Lincoln	59	67	+8	3	22	3	2
Grade 3 - Lincoln	67	59	-8	3	20	3	2
Other Staff: (Principal 1, Specials 8, Aides 5, PE 1, Guid 1, Nurse 1, Sec 1, Cust 2.5, Caf 7)	-	-	-	-	-	12	15.5
<u>Total Lincoln School:</u>	<u>281</u>	<u>271</u>	<u>-10</u>	<u>14</u>	<u>19</u>	<u>25</u>	<u>33.5</u>
Grade 4 - TJ	55	66	+11	3	22	3	-
Grade 5 - TJ	42	56	+14	3	19	3	-
Grade 6 - TJ	61	44	-17	3	15	3	-
Grade 7 - TJ	55	62	+7	3	21	3	-
Grade 8 - TJ	61	59	-2	3	20	3	-
Other Staff: (Principal 1, Specials 16, Aides 9, PE 2, Guid 1, Nurse 1, Sec 2, Cust 2.5, Caf 9)	-	-	-	-	-	21	22.5
<u>Total Thomas Jefferson:</u>	<u>274</u>	<u>287</u>	<u>+13</u>	<u>15</u>	<u>19</u>	<u>36</u>	<u>22.5</u>
Shared Staff: (Other Certificated Teachers 4.5, & Part-Time Nurses 2)	-	-	-	-	-	4.5	2
Administrative: (Supt, BA, CIA, CST 1, Sec 4, Maint 2, Bus Drivers 2, Bus Aides 2)	-	-	-	-	-	3	11
Special Ed Out-of-District:	2	3	+1	-	-	-	-
<u>Resident Students:</u>	<u>557</u>	<u>561</u>	<u>+4</u>	<u>29</u>	<u>18.5</u>	-	-
Charter/Choice Schs Out:	2	0	-2	-	-	-	-
Spec. Ed Tuition Incoming:	5	4	-1	-	-	-	-
Total Students (548)/ Staff (137.5) Ratio: 4/1	564	565	+1	-	-	68.5	69

6. Meeting Minutes

- A. Be it resolved to approve and accept the following meeting **minutes**:
1. January 23, 2024, Regular, Executive Session One & Two.

7. Finance

- A. Be it resolved to approve the manifest of **Payrolls and Bills & Claims List**, which is on file in the Business Administrator's Office:
1. Bills, Claims, and Payrolls List: January 24 to February 27: \$801,223.46
- B. Be it resolved to approve and accept the Budgetary **Transfer Reports** for the months of August and September.
- C. Be it resolved to approve and accept the Board Secretary's **Financial Reports** for the months of August and September.
- I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of September 30, 2023, 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 to approve the following resolution concerning **SEMI Funds** for the 2024-25 Budget:
- Whereas**, NJAC 6A:23A-5.3(b)1 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2024-2025 school budget year if there are 40 or fewer Medicaid estimated eligible classified students, and **Whereas**, the Rockaway Borough Board of Education desires to apply for this waiver due to the fact that the NJ DOE has furnished a projection that has our district at 40 (last year was 32) Medicaid eligible classified students,
- Now Therefore Be It Resolved**, that the Rockaway Borough Board of Education hereby authorizes the Chief School Administrator & Business Administrator to submit to the Executive County Superintendent of Schools, in the County of Morris, an appropriate waiver request of the requirements of NJAC 6A:23A-5.3(b)1 for the 2024-2025 school budget year."
- E. Be it resolved to approve the renewal of the inter-local shared services agreement with the Morris Hills Regional Board of Education to provide complete **Child Study Team (CST) Services** for the 2024-25 school year for \$376,925 (+\$41,594 or +12% from 23-24) (will add another child study team member) and an additional daily rate of \$606.65 for any work needed to review new student referrals that might take place this summer.
- F. Be it resolved to authorize the Business Administrator to prepare, advertise, and solicit formal proposals from state-approved food service management companies (FSMC) to bid on providing **District Food Service** proposals for the 2024-25 school year and beyond (up to 4 one-year renewals), in accordance with the Federal & State Departments of Agriculture, State of NJ Division of Food & Nutrition - School Nutrition Programs.

8. Personnel

- A. Be it resolved, based on the recommendation of the Superintendent, to approve the attached list of Staff Member **Professional Development Workshops & Travel Expenditure Requests** that have been deemed related to and within the scope of the employee’s current job responsibilities and will enhance the efficient delivery of student instruction and/or furthers the efficient operation of the school district. Reimbursements listed are in accordance with guidelines established by the Dept. of Treasury, BOE Policy, and in accordance with NJAC 6A:23B-1.1., and listed at the end of this agenda.
- B. Be it resolved, based on the recommendation of the Superintendent, to approve the amended 2022-23 employment contract with **William Stepka**, School Business Administrator & Board Secretary, which now includes the duties of school treasurer, as reviewed and approved by the Morris County Executive Superintendent in accordance with applicable state laws, codes, and regulations.
- C. Be it resolved, based on the recommendation of the Superintendent, to approve the 2023-24 employment contract with **William Stepka**, Business Administrator & Board Secretary, as reviewed and approved by the Morris County Executive Superintendent in accordance with applicable state laws, codes, and regulations.
- D. Be it resolved, based on the recommendation of the Superintendent, to approve the Extra-Curricular Activity Establishment Proposal submitted by Samantha Selikoff regarding the initiation of a Thomas Jefferson Middle School “**Morning Movement Club.**” As per the CBA with the teachers’ association, the teacher shall not be compensated for the initial year of the program, but upon review by the Superintendent, it may be recommended to establish the program for the following year, following a successful implementation.
- E. Be it resolved, based on the recommendation of the Superintendent, to confirm/approve a leave of absence for the following personnel:

Staff #	Location	Position	From	To
159	Thomas Jefferson	Para	2/13/24	3/7/24 Utilizing 6 sick days, 3 personal days & 7 unpaid. (school closed 2/16 & 2/19)
514	Thomas Jefferson	Teacher	4/4/24	4/18/24 Utilizing 10 sick days 4/8 - 18/24

- F. Be it resolved, based on the recommendation of the Superintendent, to rescind an employment contract, previously approved at the January 23rd meeting for **Andrea Marcinek**, Lunchroom/Playground aide at Lincoln School. Ms. Marcinek decided not to accept the position.
- G. Be it resolved, based on the recommendation of the Superintendent, to approve **Julie Stilwell** as a Lunchroom/Playground aide at Lincoln School for 2.5 hours per day for 5 school days per week, at an hourly rate of \$15.13 from approximately February 27, 2024 to June 30, 2024, pending successful clearance of Criminal History background check required by P.L. 1986 c.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018 c.5.
- H. Be it resolved, based on the recommendation of the Superintendent, to approve **Eve Gada, Dale Griffin, and Erin Welsch** as substitute teachers for the 2023-2024 school year.

- I. Be it resolved, based on the recommendation of the Superintendent, to approve an hourly rate increase from \$34.48 to \$35.58 for **Robyn Bezold**, part-time district nurse retroactive from August 30, 2023, to June 30, 2024.
- J. Be it resolved, based on the recommendation of the Superintendent, to approve an hourly rate increase from \$34.48 to \$35.58 for **Ana Mendez-Avaroma**, part-time district nurse retroactive from August 30, 2023, to June 30, 2024.

9. Curriculum, Instruction & Assessment

- A. Be it resolved to approve the Student Field Trip requests as listed at the end of this agenda.
- B. Be it resolved to approve the **2024-2025 School District Calendar**, as submitted.
- C. Be it resolved, to approve the **TJ Girls Soccer Training Camp** 5th-8th grade only, to run on Wednesdays, beginning April 2024 through May 2024 with assistance from the Morris Hills Girls Varsity Soccer Coach. (This is the second year of the program.)
- D. Be it resolved to enter into a **special education tuition** contract agreement with Cornerstone Day School, of Cranford, NJ, to provide special education services for student #246, at a tentative daily tuition rate of \$458.98, effective on or about (pending transportation arrangements) February 27, 2024, to June 30, 2024.
- E. Be it resolved, to approve Meghan Burgin, Teacher of Business Education at Morris Hills High School and a student (one) from Morris Hills High School (name on file in the board office), to teach 3 lessons in total on "**Financial Literacy**" to our 8th grade students.

10. Technology and Buildings & Grounds

- A. Be it resolved to award a contract to MAP Restaurant Supplies, of Newark, NJ, to demo, furnish, and install **new stainless steel cafeteria serving lines** (which include: hot & cold food serving tables, counters and display units), in the kitchens at both Lincoln and TJ schools, for \$36,235.72 for Lincoln School and \$41,762.27 for TJ School (GT: \$77,997.99), by utilizing Hunterdon County ESC Bid #HCEC-Cat-22-08, effective 8/19/22 Co-Op #34HUNCCP, to be paid for by cafeteria funds with a possible grant award of \$37,233.31 from the 2023 USDA National School Lunch Program Equipment Assistance Grant (if awarded the grant will off-set the total cost of the project, thus net funds the district will pay is then \$40,764.68) as per their quotes dated December 21, 2023. The project is to start and be completed during the summer of 2024.

11. Policy

- A. There are none at this time.

12. Consent Agenda

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

<u>Roll Call Vote:</u>	<u>Moved & Seconded By:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Not Present</u>
Ms. Dahl:	Seconded	Aye	-	-	-
Mr. Tobias:	-	Aye	-	-	-
Mr. Rivieccio:	-		-	-	Not present
Mrs. Walter, VP:	Moved	Aye	-	-	-
Mr. Graf, President:	-	Aye	-	Only on #7E	-

All resolutions & recommendations carried: 4 0 1 0

13. New Business/Any Other Items/Comments for the Good of the Order

A. Be it resolved to reschedule the previously advertised Thursday, May 9 Board meeting to Tuesday, May 7 due to 24-25 Budget Adoption timelines. *Moved by Mrs. Dahl, seconded by Mrs. Walter, all ayes.*

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

Mrs. Faride Hernandez, a parent who resides at 194 Rockaway Avenue, presented a request for the Board to provide subscription bussing for those parents (some of whom were in attendance) who had to be at work before their children could be dropped off at the schools. Mr. Grieco and Mr. Stepka replied.

15. Next Regularly Scheduled Meeting:

A. **Tuesday, March 19, 2024**

The public portion of the Meeting will begin at 7:30 pm in the Cafeteria of Thomas Jefferson Middle School.

16. Motion to Adjourn the Meeting: 8:50 pm

With no further business before the Board, the meeting is hereby adjourned at 8:50 pm.

Moved by: Mrs. Walter Seconded by: Ms. Dahl Voice Vote: All Ayes

Respectfully submitted,

Mr. William Stepka, RSBA
Secretary of the Board of Education/Business Administrator

Professional Development/Travel Expenditure Requests:

Staff Member	Workshop Title/Dest.	Dates	Reg & Fees	Justification for the Trip
Jennifer Skomial	SOS: Help is on the way- Easy Master Schedules for Elementary/ Monroe Twp. NJ	2/13/24	\$125 Transportation: \$54.43	This workshop will provide tips and guidance to help you navigate the process of creating a schedule (in 8 easy steps) with ease while including time for all stakeholders to fit into the puzzle, including the need for common planning time.
William Stepka	101st NJASBO BA Convention Atlantic City, NJ	6/5, 6 & 7 2024	Registration: \$500 Lodging: \$238 Reimb: meals, Mileage & tolls	Annual statewide School Business Administrators Convention. Workshops & seminars will be held on relevant school topics, such as, but not limited to: finance, budget, accounting, personnel, contracts, laws, regulations, transportation, administrative code, etc., to keep the district compliant.
Cynthia O'Brien	NJECC: AI Certification Program K-12 Educators/ 6 virtual sessions	4/23/24 4/25/24 4/30/24 5/2/24 5/7/24 5/9/24	\$235	Becoming an AI Certified Instructor will allow me to align models that include AI within the shared vision of the district, focus on research and development which addresses the complexity of AI context, trust, and safety and guidelines and guardrails for the use and benefit in the ELA classroom.
Shaun Reyes	Cisco Meraki ECMS1 Training	2/20/24	Free	Training needed for our network system that was changed.
Timothy Yobs	1 Day Designated Person/ Tinton Falls, NJ	3/27/24	\$275	Better understanding of asbestos.
Mike Klein Timothy Yobs	Lead Renovator Certification/ Budd Lake, NJ	4/17/24	Class cost: \$300/per person Fee: \$15	Lead paint in schools certification renewal.
Jennifer Skomial	Multilingual Learners Summit: Finding and Supporting Exceptional/ Monroe, NJ	3/1/24	\$100	To review school and district obligations toward exceptional ML's and provide guidance on how to make your programs more inclusive for linguistically and culturally diverse learners.
Jennifer Skomial	I&RS to MTSS- Implementing MTSS to Meet NJ Intervention and Referral Services Requirements/ Monroe, NJ	3/12/24	\$75	This interactive workshop will include a comparison of the similarities and differences between I&RS and the NJTSS, NJMTSS model and provide strategies and tools for implementing NJTSS to meet the I&RS and NJQSAC requirements for referral and intervention.
Jennifer Skomial	Co-Teaching in Elementary Schools/ Virtual	3/20/24	\$75	The focus of this workshop will be the foundational concepts of co-teaching including models of delivery and communication.
Jennifer Skomial	Addressing Social Emotional Learning Gaps; Special Needs and Students at Risk	3/26/24	\$74	This session will focus on SEL competencies, the connection to school climate, student growth, and inclusive strategies for all learners while highlighting tiered interventions for special needs and risk students.
Jennifer Skomial	Developing a Common Language for your ESL and Special Education Teams.	3/27/24	\$100	This workshop will review new NJPSA guidance on ELL and Special Education Services.
Jennifer Skomial	Leapfrog Leadership/ Virtual	4/3/24	\$0	The presenter will share the mindset, approach, and protocols to put in place from a personal and professional perspective in order to survive and thrive in this new role by drawing from research and his own personal experiences.
Lauren Stein	How to Meet the Challenges of K-2 and High School Gifted & Talented Identification and Programming/ Virtual	3/14/24	\$100	To learn more about identification procedures for K-2 gifted and talented students, including processes for multilingual learners and twice exceptional students and other differentiation strategies for diverse learners.
Helena Holmes	The Principles and Practices of SIOP 1 / Virtual	2/29/24	\$250	To gain practical strategies and techniques to help our MLs.
Brianna Rigas	I & RS to MTSS- Implementing MTSS to Meet NJ Intervention and Referral Services Requirements / Virtual	3/12/24	\$100	Recent changes in state regulations explicitly allow the use of Multi-Tiered Systems of Support (MTSS) or Response to Intervention (RTI) frameworks for implementation of the I & RS referral services.

Student Field Trip Requests:

GRADE	TEACHERS	DATE	TIME: DEPART/ RETURN	DESTINATION	# of Pupils	# OF ADULTS	COST PP	JUSTIFICATION FOR TRIP
PALS/MD	Zangara Grlica Smith	6/5/24	9:00/12:30	Sea Life Aquarium	17	16	No Cost	To enhance our curriculum with real-world connections and interdisciplinary math skills as well as foster growth in college and career readiness.
5th & 6th	Selikoff	5/16/24	9:30/3:00	Sussex County Miners	110	15	\$45 Tentative upon bus quote	This is a cross-curricular field trip that includes NJSLA Standards as well as in-game calculations, questions, and problem-solving integrated into the concept of baseball.
APE/MD	Onischuk Bogart Rzucidlo	3/15/24	10:45 / 1:45	Rockaway Lanes & M&S II Pizza	10	10	No cost	Reward for exercise-based incentive program; allows students to try something outside of the traditional PE setting; team building for Lincoln & TJ MD programs.