

# Rockaway Borough Board of Education

## REGULAR MEETING AGENDA

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

**Tuesday, April 16, 2019**

Workshop Session: 6:30 PM

Executive Session (Private): 7:30 PM

Regular Monthly Business Meeting: 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 district website, and posted in other public places. Official Board actions will be taken.”

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

Mrs. Karen Walter,  
Mrs. Alexis Piombino,  
Mr. Jeffrey Tobias,  
Mrs. Linda McGovern, VP,  
Mrs. Christa Smith, President,  
Mrs. Phyllis Alpaugh, Superintendent of Schools (Supt), and  
Mr. William Stepka, School Business Administrator/Board Secretary (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 at the 8:00 PM Regular Meeting Session.

(Audience members: This is *not* the public comment session. The public may observe the Board & Administration at work, and comment later in the meeting; when so indicated on the Agenda.)

**A. Administrators & Supervisors Monthly Reports**

1. Lincoln Principal's Report
2. Thomas Jefferson Principal's Report
3. Curriculum & Instruction Supervisor's Report
4. Building & Grounds Supervisor's Report
5. Technology Supervisor's Report

**B. Discussion Items**

1. Verbal update on school fax machines connections.
2. Review of Independent 3rd Party IT Audit.
3. Review of pertinent agenda items recommended for approval.
- 4.

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

Be it Resolved, that the Board enter into Executive Session (Private) for the purposes of: 1) Student HIB Decision Reviews, 2) A staff member personnel issue, and 3) Evaluation/Performance Reviews of All Current Instructional, Non-Instructional, Administrator & Supervisor Personnel to Be Considered for Re-Appointment (re-employment) for the 2019-20 School Year; 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.

Moved By:

Seconded By:

Voice Vote:

**5. 8:00 PM: Motion to Adjourn Executive Session I and Begin the Regular Meeting**

Moved By:

Seconded By:

Voice Vote:

**6. Spotlight on RAMS**

- A. Presentation: Recognition of the Starbucks Challenge Winners

**7. September 24, 2019 Facilities Bond Referendum II Status #1**

- A. Mr. Tobias, Ref Advisory Committee Chair, will provide an update along with any other late breaking news from the Supt & BA.
- B. Mrs. Alpaugh & Mr. Stepka will report on a NJSBA workshop they attended on exploring the best practices on how to build community support for a bond referendum.

**8. Public Comment No. 1 on Agenda Items Only**

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

**9. Superintendent's Report (Supt)**

- A. Legislative/Special Report
- B. Upcoming Events/Other Pertinent Information
- C. Enrollment Report: (this is new & will continue for every regular meeting)

| Grade Level & School           | Students<br>June 30, 2018 | Students<br>March 29, 2019 | Diff       | Sections<br>(Classes) | Avg Class<br>Size |
|--------------------------------|---------------------------|----------------------------|------------|-----------------------|-------------------|
| Preschool - Lincoln            | 23                        | 27                         | +4         | 2                     | 14                |
| Kindergarten - Lincoln         | 53                        | 61                         | +8         | 3                     | 20                |
| Grade 1 - Lincoln              | 58                        | 46                         | -12        | 3                     | 15                |
| Grade 2 - Lincoln              | 49                        | 63                         | +14        | 3                     | 21                |
| Grade 3 - Lincoln              | 47                        | 54                         | +7         | 3                     | 18                |
| <b>Total Lincoln School:</b>   | <b>230</b>                | <b>251</b>                 | <b>+21</b> | <b>14</b>             | <b>18</b>         |
| Grade 4 - TJ                   | 55                        | 51                         | -4         | 3                     | 17                |
| Grade 5 - TJ                   | 74                        | 51                         | -23        | 3                     | 17                |
| Grade 6 - TJ                   | 71                        | 74                         | +3         | 3                     | 25                |
| Grade 7 - TJ                   | 69                        | 69                         | 0          | 3                     | 23                |
| Grade 8 - TJ                   | 76                        | 67                         | -9         | 3                     | 22                |
| <b>Total Thomas Jefferson:</b> | <b>345</b>                | <b>312</b>                 | <b>-33</b> | <b>15</b>             | <b>21</b>         |
| Special Ed Out-of-District:    | 6                         | 6                          | 0          | -                     | -                 |
| <b>Resident Students:</b>      | <b>581</b>                | <b>569</b>                 | <b>-12</b> | <b>29</b>             | <b>20</b>         |
| Charter/Choice Schs Out:       | 4                         | 5                          | +1         | -                     | -                 |
| Spec. Ed Tuition Incoming:     | 5                         | 6                          | +1         | -                     | -                 |
| <b>Total Students:</b>         | <b>590</b>                | <b>580</b>                 | <b>-10</b> | <b>-</b>              | <b>-</b>          |

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

- A. Correspondence sent/received since our last meeting.
- B. The Tentative 2019-20 Budget was approved by the County Supt/BA on Monday, April 9th (without the need for any changes) and will be advertised on Wednesday, April 24th in *The Citizen* newspaper for our residents to review. We will have the Public Hearing for the Budget at our regular board meeting on Tuesday, May 7, 2019. The 2019-20 tax levy remains the same dollar amount as it was for the 2018-19 school year.
- C. Other items of importance . . .

**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:

March 19, 2019  
Workshop Session  
Executive Session  
Regular Monthly Meeting

**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; March 20 to April 16: \$293,481.06

- B. Be it resolved, based upon the recommendation of the BA, to approve and accept the Budgetary Transfer Report for the month of February 2019.

- C. Be it resolved, based upon the recommendation of the BA, to accept and approve the Board Secretary's Financial Report for the month of February 2019.

*I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of February 28, 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 month of February 2019.

- E. Be it resolved, based upon the recommendations of the Supt & BA, to establish and approve the following incoming student tuition rates for the 2019-20 school year for other districts' students to attend our schools, all rates reflect a 2% increase (except aide, +6.6%) from 18-19, it is also expressly understood that transportation and all its associated costs will be provided by the sending district or parent. (ESY = Extended School Year, or Summer School.)

|   |                                 |
|---|---------------------------------|
| ESY 5 week Regular Preschool (4 days/wk 2.5 hrs/day) Pgm: | \$2,740                         |
|   | (In-District Parent fee: \$360) |
| ESY 5 week RR/LLD (5 days/wk 3.5 hrs/day) Pgm:            | \$4,762                         |
| ESY 6 week PALS/MD (5 days/wk 3.5 hrs/day) Pgm:           | \$8,762                         |
| ESY Special Ed. One to One Aide:                          | \$2,867                         |
| 10 Mo. Preschool Disabled Pgm (PALS):                     | \$41,890                        |
| 10 Mo. RR/Lang/Learn Disabled Pgm:                        | \$30,607                        |
| 10 Mo. Multiple Disabilities Pgm:                         | \$32,575                        |
| 10 Mo. Regular Kindergarten:                              | \$13,700                        |
| 10 Mo. In-District Student Preschool Program:             | \$3,600                         |
| 10 Mo. Regular Grades 1 - 5:                              | \$13,566                        |
| 10 Mo. Regular Grades 6 - 8:                              | \$13,592                        |
| 10 Mo. Special Ed. One to One Aide:                       | \$17,915                        |

- F. Be it resolved, based upon the recommendations of the Supt & BA, to approve the enrollment of our district into the Centenary College Professional Development Schools Program as a PSD partner district, which will enable our staff members to enjoy up to 35% off tuition and related costs for graduate level courses.

- G. Be it resolved, based upon the recommendations of the Supt & BA, to approve an amendment to the 2019 Federal Elementary and Secondary Education Act (ESEA) Consolidated Grant Application for Title II-A Funds, to be utilized for expanding Professional Development opportunities for our staff members, to account for another \$11,126 in available entitled unbudgeted funds, to bring the total grant budget to \$21,980, and hereby authorize the Supt & BA submit such amendment to the NJ DOE Office of Grants Management for approval.

- H. Be it resolved, based upon the recommendations of the Supt & BA, to approve and adopt the following resolution in association with the Tentative 2019-20 District Budget submitted to the Morris County Executive Superintendent:

*Whereas*, pursuant to NJAC 6A:23A-7.3, a board of education *must* establish a maximum dollar limit for travel expenditures, as defined in NJAC 6A:23A7.1 et seq,

*Now, Therefore, Be It Resolved*, that the Rockaway Borough Board of Education approves the establishment of the maximum travel expenditure amount to be \$70,000 for the 2019-20 school year. The maximum travel amount for the current 2018-19 school year is \$75,000, of which, \$18,449 has been spent to date and \$4,432 is currently encumbered. (Background information: The county superintendent has requested this updated resolution for the budget review process from all districts, even though we already adopted a similar resolution at our organizational meeting back in January.)

**13. Personnel**

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve the attached list of Staff Member Professional Development/Travel Expenditure requests.
- B. Be it resolved, based upon the recommendation of the Superintendent, to extend the end date unpaid NJ State Family Medical Leave of Absence for Mrs. Mary Ann Kohaut from March 11, 2019 to no later than June 3, 2019.
- C. Be it resolved, based upon the recommendation of the Superintendent, to approve the following leave of absence request, related to a physician's certified personal disability (pregnancy), for Mrs. Jessica Parry, 3rd Grade teacher at Lincoln school:
1. Paid Disability Leave of Absence, utilizing 49 earned & banked sick days, to begin on or about August 29, 2019 and to end on or about November 8, 2019, then an
  2. Unpaid NJ Family Leave of Absence (12 weeks), for child rearing purposes, to begin on or about November 11, 2019 and to end on or about February 7, 2020, and then a
  3. Maternity Leave of Absence, Without Pay (in accordance with CBA Article XIII, A.5.) to begin on or about February 10, 2020 through June 30, 2020.

Other pertinent information: Mrs. Parry will essentially be on a leave of absence for the entire 2019-20 school year, but, barring any unforeseen circumstances, she will return to her tenured position for the 2020-21 school year as stated in her request. During the 12 weeks of unpaid NJ Family Leave (2), her health benefits will remain in force, with the employee paying her share of Chapter 78 contributions. Once the 12 week leave expires (3), the Board sponsored health benefits will cease, and she will then be given the option to purchase the health benefits under Federal COBRA regulations with her responsible for paying the monthly premiums. She also has the option to apply for and receive, on her own accord, NJ Family Leave Insurance compensation through the State of New Jersey during the unpaid portion of her leave. Upon the full-time return to her tenured position, her health benefits provided through the Board will be immediately reinstated.

- D. Be it resolved, based upon the recommendations of the Supt & BA, to establish the hourly rates of pay for the following part-time seasonal staff positions for the summer of 2019:
- a. Summer Custodians (up to 8 positions): up to \$12 per hour.
  - b. Summer Painters (up to 2 positions): up to \$15 per hour.
  - c. Summer Technology aides (up to 2 positions): up to \$12 per hour.
- E. Be it resolved, based upon the recommendation of the Superintendent, to approve an employment contract with Mrs. Patricia Carroll, as a Teacher, effective April 1, 2019 for three days, at a per diem rate of \$241.30, based on Step BA-1 (\$48,260) of the teachers' salary guide, salary amount may be subject to change pending completion of negotiations between the Board and teachers' association for the 2018-19 school year.

**14. Curriculum/Instruction/Students**

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve the attached list of Student Field Trip requests.
- B. Be it resolved, to approve the Superintendent’s Harassment, Intimidation and Bullying decision dated April 10, 2019 for incident number TJ 2018-19 12.
- C. Be it resolved, to approve the Superintendent’s Harassment, Intimidation and Bullying decision dated April 10, 2019 for incident number TJ 2018-19 13.
- D. Be it resolved, based upon the recommendation of the Superintendent, to approve forty-five (45) observation hours for Miss Roxann Peters commencing sometime in early May. Miss Peters is a student at Seton Hall University enrolled in their Master of Science in Occupational Therapy (M.S.O.T.) program and will be hosted by Ms. Matrisciano.
- E. Be it resolved, based upon the recommendation of the Superintendent, to approve a contract with Hillmar, LLC of North Caldwell, NJ to perform a Bilingual Speech Evaluation for student #288 at the cost of \$525 as required by the Child Study Team evaluation process.
- F. Be it resolved, based upon the recommendation of the Superintendent, to accept the Child Study Team determination for the following Rockaway Borough students (listed by student ID number) to attend the 2019 Extended School Year Programs (ESY) as stated in their IEPs: (resident district students; no tuition due)

| <b>PALS</b> | <b>PreK</b> | <b>MDL</b> | <b>1/2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>6</b> | <b>7/8</b> | <b>7/8</b> | <b>MD</b> | <b>LLD</b> |
|-------------|-------------|------------|------------|----------|----------|----------|----------|------------|------------|-----------|------------|
| 259         | 244         | 232        | 292        | 193      | 246      | 167      | 183      | 222        | 400        | 257       | 3          |
| 289         | 279         | 261        | 228        | 260      | 221      | 299      | 234      | 270        | 203        | 168       | 13         |
| 262         | 266         | 225        | 256        | 293      | 267      | 300      | 254      | 272        | 185        | 108       | 296        |
| 280         | 287         | 169        | 291        | 281      | 297      | 301      | 269      | 200        | 239        | 128       | 187        |
| 283         | 286         |            | 206        | 252      | 214      | 268      | 144      | 186        | 250        | 285       | 204        |
|             |             |            | 227        | 294      | 298      |          | 263      | 271        | 236        | 198       | 155        |
|             |             |            | 304        | 295      |          |          | 202      | 170        | 180        | 251       | 194        |
|             |             |            |            |          |          |          |          | 255        | 303        |           |            |
|             |             |            |            |          |          |          |          | 12         |            |           |            |
|             |             |            |            |          |          |          |          | 302        |            |           |            |

**15. Technology/Building & Grounds**

- A. Be it resolved, based upon the recommendation of the BA, to approve a purchase order with Ben Shaffer Recreation, Inc., of Lake Hopatcong, NJ, to furnish 3 (three) units of: three row non-elevated aluminum bleachers (total seating capacity of 30) for \$3,664.35 (\$1,221.45 each), plus \$485 for delivery (total contract price \$4,149.35) by utilizing NJ State Contract #16-FLEET-00135.
  
- B. Be it resolved, based upon the recommendation of the BA, to approve a purchase order with Markovski Landscaping, of Rockaway, NJ, to remove 3 trees to the left of TJ and to provide some other tree trimming work along the perimeter of the White House parking lot, based upon their quote dated April 12, 2019, in the amount of \$3,500.
  
- C. Be it resolved, based upon the recommendations of the Supt & BA, to approve and accept the 3rd Party Independent IT Audit, dated April 12, 2019, conducted by Mr. David Walter, and direct the IT Coordinator to follow and implement its action plans, equipment replacement upgrades and timelines as listed to ensure the district maintains and keeps up-to-date with the latest IT advances to deliver high quality technology & internet services to its students.

**16. Policy**

- A. Nothing at this time.

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

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



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

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

*As per RBBOE Policy 0167, public participation shall be governed by the following rules:*

- A. *A participant 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 remediation by an existing alternate method and/or the administrative chain of command has been previously utilized. Meaning, staff members should contact their Principal, Business Administrator, or the Superintendent before bringing routine administrative/management questions/matters before the Board.*

**18. New Business**

- A. Be it resolved, based upon the recommendation of the Supt, to approve a change in the 2018-19 School Calendar to reflect a 1 pm dismissal on Friday, June 14, a 1 pm dismissal and final day for students for Monday, June 17, and a 1 pm dismissal and final working day for teaching staff members (10 month employees) as Tuesday, June 18, 2019.

Moved By:

Seconded By:

Voice Vote:

**19. Next Regularly Scheduled Meeting**

**Tuesday, May 7, 2019 in the TJ Cafeteria:**

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

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

**Regular Monthly Business Meeting: 8:00 pm (In public, formal action will be taken.)**

**The Public Budget Hearing for the 2019-20 school year will be held, along with the annual re-appointments of staff for the 2019-20 school year.**

**20. Executive Session II (If Necessary)**

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of 1) A staff member personnel issue and 2) Evaluation/Performance Reviews of All Current Instructional, Non-Instructional, Administrator & Supervisor Personnel to Be Considered for Re-Appointment (re-employment) for the 2019-20 School Year; 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:

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

Moved By:                                      Seconded By:                                      Voice Vote:

**22. Motion to Adjourn**

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

Moved By:                                      Seconded By:                                      Voice Vote:

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

| NAME                   | WORKSHOP TITLE & DESTINATION  | DATES   | FEES/MILEAGE                              | PURPOSE OF THE TRIP   |
|------------------------|---|---------|---|---|
| Tim Yobs<br>Mike Klein | ESCWJ 2019 Expo/NJ<br>Convention Center, Raritan,<br>NJ   | 5/15/19 | Free                                      | Learning about mold in schools, also building safety/ security and communication systems. CEFM CEU’s and all vendors & CO-OP participants.  |
| Tim Yobs               | Indoor Air Quality Training/<br>Bridgewater, NJ   | 4/26/19 | Free                                      | To fulfill the NJDOE requirement to maintain certification  |
| Samantha Selikoff      | Observe Film Program for<br>Media Transformers/Ocean<br>City HS                                   | 6/4/19  | Free                                      | I am visiting the pilot school to see how curriculum is implemented and see students in action before bringing Media Transformers to Rockaway   |
| Lisbeth Schnurman      | Practical and Effective<br>Strategies for Integrating<br>Sensory & Motor Learning/<br>Trenton, NJ | 5/1/19  | \$229 by 4/16<br>\$249 after that<br>date | Provide strategies and resources to change, play activities to provide challenges and enable learning. Learn to support regulation to improve focus, concentration, engagement and intentional communication. Assist with executive function, team support and caregiver support. |

**Student Field Trip Approval Requests:**

| GRADE | TEACHERS                       | DATE    | TIME DEPART/<br>RETURN | DESTINATION                                | # OF STUDENTS | # OF ADULTS | COST PER STUDENT | REASON FOR TRIP   |
|-------|--------------------------------|---------|------------------------|--|---------------|-------------|------------------|---|
| 5     | Bogart<br>Onischuk<br>Selikoff | 5/22/19 | 9:00/<br>3:00 pm       | TD Bank Ballpark/<br>Somerset, NJ          | 50            | 6           | \$28             | Experience the Somerset Patriots Baseball Team’s School Day, which incorporates aspects of physical education, technology, and math. They follow a curriculum using STEAM, and allow schools access to their resources prior to the game. |
| 1st   | Yobs<br>Parent/Orr             | 5/31/19 | 8:45/2:30              | Liberty Science<br>Center/ Jersey City, NJ | 47            | 19          | \$34             | To provide students with an opportunity for hands on learning while exploring various science exhibits. Students will also participate, as well as observe science shows.   |