

Rockaway Borough Board of Education

REGULAR MEETING MINUTES

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

Tuesday, September 18, 2018

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 was called to order at 6:32 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."

2. Roll Call

BOARD MEMBERS PRESENT: All Five (5): Mrs. Sarah Concannon, Mrs. Colleen Grow, Mrs. Linda McGovern, Mr. Jeff Tobias, and Mrs. Christa Smith, Board President.

BOARD MEMBERS ABSENT: None (0)

ADMINISTRATION PRESENT: Mrs. Phyllis Alpaugh, Superintendent of Schools, & Mr. William Stepka, SBA/Secretary of the Board

OTHERS PRESENT: 13 Members of the Admin., Staff, Parents & Public

The Pledge of Allegiance was then held . . .

3. Board of Education Workshop Session

The Board and Administration reviewed and discuss recommendations listed on the Agenda, along with verbal reports from: Lincoln Principal, TJ Principal, C&I Supervisor, B&G Supervisor, and Technology Supervisor.

4. Motion to Adjourn to the Workshop Session: 7:31 PM

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

Moved By: Mrs. Concannon Seconded By: Mr. Tobias Voice Vote: All Ayes

5. Executive Session: 7:31 PM

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing a personnel matter, Superintendent's PDP, 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.

Moved By: Mrs. Concannon Seconded By: Mr. Tobias Voice Vote: All Ayes

6. Motion to Adjourn Executive Session and Begin the Regular Meeting: 7:59 PM

Moved By: Mrs. Concannon Seconded By: Mr. Tobias Voice Vote: All Ayes

At this time, an additional 20 school staff members were also in attendance.

7. Referendum Public Hearing/Input Session #8

The Administration and Architect provided a brief update regarding the Building & Renovation Projects Referendum to be held on Tuesday, October 2, 2018.

Referendum Questions:

#1 ONE New boilers and other infrastructure improvements for both schools.

#2 TWO Lincoln School – 3 new classroom & new main office addition.

#3 THREE TJ – New Gymnasium.

NOTE: Question #1 ***must pass*** in order for #2 and/or #3 to be approved.

Discussion: The Superintendent's decision to hold a "Referendum Fair" at the Back to School nights at both schools was reaffirmed by the Board.

8. Comments from the Public on Agenda Items Only

Mr. Gebbia had a general question about the referendum questions.

Mrs. Hurley, district teacher, teachers' union co-president, and resident, also had a general question about the referendum questions.

9. Superintendent's Report

A. Special Reports/Legislative Update

- HIB Self-evaluation grades – was presented and accepted by the Board.
- Upcoming Events
 - New county Superintendent
 - The new recess law will go into effect for the 2019-20 school year.
 - This weekend will be the town-wide yard sale.

10. Committee Reports

A. Education Committee – none at this time.

B. Human Resources Committee – none at this time.

C. Operations Committee – none at this time.

11. Business Administrator/Board Secretary’s Report

- A. Correspondence Received Since Our Last Meeting:
 - 1. None has been received at this time.

Consent Agenda Vote on ALL Recommendations:

Moved By: Mrs. McGovern		Seconded By: Mrs. Grow	
Board Member Roll Call Vote:	Aye	Nay	Abstain
Mrs. Sarah Concannon	Aye		Abstain on #12 only
Mrs. Colleen Grow	Aye		
Mrs. Linda McGovern	Aye		
Mr. Jeffrey Tobias	Aye		
Mrs. Christa Smith	Aye		

12. Meeting Minutes

- A. *Be it resolved*, based upon the recommendation of the Business Administrator/Board Secretary, that the following Meeting Minutes be accepted and approved:

August 28, 2018:
 Executive Session
 Regular Meeting & Ref Public Input #7

13. Finance

- A. *Be it resolved*, based upon the recommendation of the Business Administrator and Finance Committee, to approve the manifest of Payrolls and Bills & Claims List, which is on file in the Business Administrator’s Office:

Bills & Claims List 8/29-9/18/18: \$178,734.47

- B. *Be it resolved*, based upon the recommendation of the Business Administrator, to approve and accept the Budgetary Transfer Report for the month of July 2018.

- C. *Be it resolved*, based upon the recommendation of the Business Administrator, to accept and approve the Board Secretary’s Financial Report for the month of July 2018.

I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of July 31, 2018, 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 Business Administrator, to accept and approve the Treasurer of School Monies Financial Report for the month of July 2018.

- E. *Be it resolved*, based upon the recommendation of the Business Administrator, to authorize and approve of the renaming the following Board of Education Bank Accounts :
- 1) Currently: Treasurers Trust Account & Melissa Nestor
New Name: General Fund
 - 2) Currently: Treasurers TR Payroll Acct & Melissa Nestor
New Name: Payroll Net Pay Account
 - 3) Currently: Treasurers Acct Agency Acct & Melissa Nestor
New Name: Payroll Agency Account
 - 4) Currently: Student Activity Account
New Name: TJ School Student Activity Account
 - 5) Currently: Lincoln School Activity Fund & Melissa Nestor
New Name: Lincoln School Student Activity Account
- F. *Be it resolved*, based upon the recommendation of the Business Administrator, to authorize and approve of the closing of the following Board of Education Bank Accounts due to inactivity or not being necessary to have and approve of the transferring of any balance to be received in the General Fund as “miscellaneous revenue.”
- 1) Petty Cash Account, Balance: .01
 - 2) Rockaway Borough Board of Ed (Hall of Fame), Balance: 140.79
 - 3) Capital Reserve Account & Melissa Nestor, Balance: -0-
 - 4) Flexible Spending Account, Balance: \$306.26 (to go into Agency)
- G. *Be it resolved*, based upon the recommendation of the Superintendent and Business Administrator, to approve an amendment to the “Shared Services Agreement for a Class III Officer by and between the Rockaway Borough Town Council and the Rockaway Borough Board of Education”, of “Section 2: Schedule of Services” from “for approximately 25 to 29 hours per week” to “for up to 40 hours per week, as needed.”

14. Personnel

- A. *Be it resolved*, based upon the recommendation of the Superintendent, to approve Laurie McGill as a mentor for **Kristen Scimeca**, at a stipend rate of \$550, for the 2018-19 school year. Ms. Scimeca is responsible for payment.
- B. *Be it resolved*, based upon the recommendation of the Superintendent, to approve Heather Den Heyer as a “Buddy” for **Elizabeth Morales-Junco**, at a stipend rate of \$275, for the 2018-19 school year.

- C. *Be it resolved*, based upon the recommendation of the Superintendent, to approve Cecilia Isenberg as a “Buddy” for **Samantha Selikoff**, at a stipend rate of \$275, for the 2018-19 school year.

- D. *Be it resolved*, based upon the recommendation of the Superintendent, to approve **Donna Hawkes** as a substitute teacher for the 2018-2019 school year at a rate of \$90.00 per day for the first ten days and \$95.00 per day thereafter.

- E. Be it resolved, based upon the recommendation of the Superintendent, to employ **Laurette Lamont** as an instructional/personal aide at the hourly rate of \$14.00, not to exceed 5.75 hours per day, effective on or about September 18, 2018 to June 30, 2019, contingent upon successful completion of the Criminal History Background check as required by P.L. 1986 C. 116 and sexual misconduct/child abuse disclosure as required by P.L. 2018, c.5, medical examination clearance as per Board Policy and hourly rate of pay to be adjusted pending completion of a new CBA between the RBBOE and RBEA.

- F. Be it resolved, based upon the recommendation of the Superintendent, to employ **Patricia Carroll**, as a Medical Leave Replacement Teacher, effective on or about October 4, 2018 to on or about November 12, 2018, at an annual salary rate of \$48,260.00 (Guide BA/Step 1) (to be pro-rated from actual start date), pending the outcome of negotiations, Criminal History background check required by P.L. 1986 c.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.

- G. Be it resolved, based upon the recommendation of the Superintendent, to regretfully accept the resignation of **Lisa Fonda** effective August 30, 2018.

- H. Be it resolved, based upon the recommendation of the Superintendent to approve and increase **Patricia Rolph’s hours** from 2.5 hours to 3.5 hours daily for the 2018-19 school year.

15. Curriculum

- A. *Be it resolved*, based upon the recommendation of the Superintendent, to approve the attached list of Staff Member Professional Development/Travel Expenditure requests.

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- B. *Be it resolved*, based upon the recommendation of the Superintendent, to approve the attached list of Student Field Trip requests.
- C. *Be it resolved*, based upon the recommendation of the Superintendent, to approve the following staff members to the newly formed District Crisis Team:

Phyllis Alpaugh	Superintendent
Alexa Barbone	Thomas Jefferson Guidance Counselor
Milissa Dachisen	Lincoln School Principal
Denise Jacobus	Lincoln School Nurse
Linda Savercool	Thomas Jefferson School Nurse
Susan Tully	Lincoln School Guidance Counselor
David Waxman	Thomas Jefferson School Principal

16. Buildings & Grounds

- A. *Be it resolved*, based upon the recommendation of the Superintendent and Business Administrator, to accept and approve for submission, the “Renewal Application for Temporary Instructional Space” form, to the State DOE for the double-wide trailer for the preschool program adjacent to the Lincoln Elementary school for the 2018-19 school year. This is the 11th school year of its existence.

17. Policy

- A. *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 Report for the 2017-18 school year.
- B. *Be it resolved*, to approve the First reading of the following updated and/or new policies and regulations:

	Code	Policy/Regulation Title	Reason for Adoption
P	5601	School Clearance Following a Crisis Situation	New

18. General Comments from the Public (Agenda & Non-Agenda Items):

Mr. Onischuk, district teacher and co-president of the local teachers' association, thanked the Board of implementing the Soccer Program.

Mrs. Hurley, district teacher, co-president of the local teachers' association, and resident, asked the Board to put the additional state aid into local tax relief.

19. Old Business

There was none at this time.

20. New Business

- 1) Status of East Main Street Paving the week of Sept 17th or 24th.

21. Next Regular Meeting

Tuesday, October 16, 2018; Workshop Session, 6:30 pm

Executive/Closed Session at 7:30 pm with the Regular Public Meeting to begin at 8:00 pm.

22. Motion to Adjourn: 8:25 pm

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

Moved By:

Seconded By:

Voice Vote:

Respectfully submitted,

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

**Rockaway Borough Board of Education
Professional Development/Travel Expenditure Approval Requests:**

NAME	WORKSHOP TITLE & DESTINATION	DATES	FEES/MILEAGE	PURPOSE OF THE TRIP
William Stepka	Morris County Clerk Educational Seminar Cedar Knolls, NJ	9/17/18	FREE & mileage	Legal update regarding Sunshine Law, OPRA, Elections, Referendums, "Pay-to-Play" Laws, and other legal issues pertaining to the public arena.
Michael Klein	School IPM /Somerset VoTech- Bridgewater, NJ	4/12/19	FREE & mileage	CEFM & CEV's
Michael Klein	Peosh/NJADP IAQ Training/ Somerset VoTech- Bridgewater, NJ	4/26/19	FREE & mileage	CEFM & CEV's
Phyllis Alpaugh	Gang Training/ Pequannock H.S.	10/16/18	FREE & mileage	Required training on targeted topic as well as discussions involving Bias training and MOA issues.
Cecilia Isenberg	Art Educators of NJ 2018 conference/Long Branch	10/1/18 10/2/18	\$245 & mileage	Many vendors and hands on workshops will be available for art educators. In addition workshops on AchieveNJ will be offered that are geared completely to art education.
Antonia Zangara	Handle with Care/ Vineland	10/18/18	\$450 & mileage	To obtain training to create and maintain a safe environment by learning preventative actions that decrease the need for physical restraint.
Michael Onischuk	GMCJSCA- Business & Scheduling meetings	10/3/18 1/9/19-½ day 4/7/19-½ day	FREE & mileage	For the scheduling of all our sports teams for upcoming seasons; ear the business of the TMCJSCA as a member school.
Maryann Medore	Geraldine R. Dodge Poetry Program/ NJPAC, Newark	10/18/18	Reg \$45 Parking \$13 & mileage	Addresses requirements for NJ Dept. of Education Professional Standards: Poetry. Connect with poets and colleagues to further the creative process of writing, reading and discussing poetry in the classroom.
Susanne Lonergan Jennifer Marsh	Reading Recovery Continuing Contact/ Ringoese, NJ	9/21/18 10/4/18 11/1/18 12/6/18	FREE & mileage	Ongoing Professional Development in adherence with Reading Recovery Guidelines to assure the quality of the Program and Teacher Certification.

Student Field Trip Approval Requests:

GRADE	TEACHERS	DATE	TIME DEPART/ RETURN	DESTINATION	# OF STUDENTS	# OF ADULTS	COST PER STUDENT	REASON FOR TRIP
1	Parent Orr Yobs	10/26/18	Parent 10:15-11:00 Orr 10:45-11:30 Yobs 12:30-1:15	Rockaway Borough Library	46	4	\$0	To provide students an opportunity to visit their local library, meet some of the librarians and continue to develop a love of books and reading.
3	Parry Schumacher Izzo	12/14/18	8:30-12:30	Paper Mill Playhouse/Mill burn	51	8	TBD Waiting transp. quote	ELA Grade 3: Reading Literature, Language, etc. ELA Units 1-4
7-8	Love	10/2/18	9:00-2:30	Instrumental District Music Day/Morris Knolls HS	Approx. 25	1	\$0	Thomas Jefferson Middle School students will get the experience of meeting, working and playing with other band students from the sending district, as well as getting familiar with the program and opportunities offered to them in the High School years.