

Rockaway Borough Board of Education
2019 Annual Organization Meeting Agenda

Thomas Jefferson School Cafeteria
95 East Main Street, Rockaway, NJ
Tuesday, January 8, 2019 – 6:00 PM

1. Call to Order

The meeting was called to order at 6:08 pm, by Mr. William Stepka, School Business Administrator/Board Secretary, serving as Temporary Chairman of the Board.

2. Public Notice Announcement and Flag Salute

Mr. Stepka then read the following 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 Citizen or The Daily Record (alternate) newspapers, posted our district website, and posted in other public places."

"The Pledge of Allegiance was then held . . ."

3. Purpose of Meeting

The purpose of this meeting is to organize the Board for its 2019 term and to act on any other business before it.

4. Certified Results of November 2019 General Election

Mr. Stepka announced the results of the election for Two - Three Year seats (terms) on the Board of Education:

Petition Candidate:	Alexis Piombino
Write-In Candidate:	Karen Walter

5. New Board Members' Oath of Office

Mr. Stepka then administered the oath of office to the certified winners of the election:

Mrs. Alexis Piombino & Mrs. Karen Walter.

They then took their seats on the Board.

6. First Roll Call for the 2019 Rockaway Borough Board of Education

Board Member:	Present	Term Expires
Mrs. Christa Smith	Aye	December 31, 2019
Mrs. Linda McGovern	Aye	December 31, 2020
Mr. Jeffrey Tobias	Aye	December 31, 2020
Mrs. Alexis Piombino	Aye	December 31, 2021
Mrs. Karen Walter	Aye	December 31, 2021

7. Nominations for President & VP

- A. Mr. Stepka took nominations for the position of **President** for the Rockaway Borough Board of Education for the 2019 term.

Nominee #1: Mrs. Smith	
Nominated By: Mrs. McGovern	Seconded By: Mrs. Piombino

Mr. Stepka then asked for other nominations, hearing none, the floor was closed.

Nominee #1: Mrs. Christa Smith			
Roll Call Vote:	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Mrs. Christa Smith	Aye		
Mrs. Linda McGovern	Aye		
Mr. Jeffrey Tobias	Aye		
Mrs. Alexis Piombino	Aye		
Mrs. Karen Walter	Aye		

Mrs. Christa Smith was **elected President** of the Board for 2019.

- B. Mr. Stepka then took nominations for the position of **Vice-President** for the Rockaway Borough Board of Education for the 2019 term.

Nominee #1: Mrs. McGovern	
Nominated By: Mrs. Piombino	Seconded By: Mrs. Walters

Mr. Stepka then asked for other nominations, hearing none, the floor was closed.

Nominee #1: Mrs. Linda McGovern			
Roll Call Vote:	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Mrs. Christa Smith	Aye		
Mrs. Linda McGovern	Aye		
Mr. Jeffrey Tobias	Aye		
Mrs. Alexis Piombino	Aye		
Mrs. Karen Walter	Aye		

Mrs. Linda McGovern was **elected Vice President** of the Board for 2019.

Mr. Stepka reviewed and discussed the New Jersey School Boards Association Code of Ethics for School Board Members.

**** The New Board President presided over the remainder of the meeting****

8. Representative/Liaison Appointments

- A. President asked for volunteers for the following Representative/Liaison chairs for 2019 and the following expressed their desire to be one:

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

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

Be it resolved to approve **all** recommended resolutions as listed in one motion:

Moved By: Mrs. McGovern		Seconded By: Mrs. Walters	
<u>Roll Call Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Mrs. Karen Walter	Aye		
Mrs. Alexis Piombino	Aye		
Mr. Jeffrey Tobias	Aye		
Mrs. Linda McGovern	Aye		
Mrs. Christa Smith	Aye		

All resolutions unanimously carried. 5 – 0 – 0

- 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 training of members has 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 2018, for the continuation of school operations for the calendar year of 2019, 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, 2019 to the next Organizational Meeting:

All Regular Business Meetings are normally held once a month on a Tuesday night in the Thomas Jefferson Elementary School Cafeteria, 95 East Main Street, Rockaway, New Jersey, 07866.

All meetings will begin with a Workshop Session (Open to the Public) beginning at 6:30 p.m. to 7:30 p.m., then an Executive Session (Closed to the Public) from 7:30 p.m. to 8:00 p.m., and then the Regular Monthly Business Meeting will begin at or before 8:00 pm, with formal action to be taken. The Board reserves the right to call other Meetings, if and when necessary. The public is always invited & welcome to attend. For more information, visit us on the web: www.rockboro.org

Date	Time	Regular Business Meetin
January 29	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
February 26	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
March 26	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
April 30	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
May 14	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
June 18	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
July 30	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
August 27	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
September 24	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
October 15	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
November 26	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
December 17	6:30 pm 7:30 pm 8:00 pm	Workshop Session Executive Session Public Session
January 7, 2020	6:00 pm	Annual Organizational Meeting

- E. Be it resolved to authorize The Citizen (weekly) and The Daily Record (daily alternate) as the official district newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for 2019.
- 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 2019, with the Vice-President authorized to sign only 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 Mrs. Phyllis Alpaugh, Superintendent (CEO), and Mr. William Stepka, School Business Administrator (CFO), to continue the daily management and administration of the Rockaway Borough Public School District, a legal public business entity, and its School District Budget for the 18-19 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
- 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 \$40,000 and establish the quote threshold at \$6,000 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 \$70,000.
- O. Be it resolved, in accordance with the School District Accountability Regulations (NJAC 6A 23A-1, et seq.), as the only duly authorized district personnel to contact our General Counsel's Legal Firm (Board Attorney) as Mrs. Phyllis Alpaugh, 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, if offered when needed.
- Q. Be it resolved to approve the following appointments from January 1, 2019 to January 7, 2020:
- | | |
|-------------------|---|
| Phyllis Alpaugh: | Superintendent of Schools (Chief SA) |
| Phyllis Alpaugh: | Title I Coordinator and Federal Grants Administrator |
| William Stepka: | Secretary of the Board of Education, |
| William Stepka: | Registered School Business Administrator (RSBA), |
| William Stepka: | Qualified Purchasing Agent (QPA), |
| William Stepka: | Public Agency Compliance Officer for Goods/Services (EEO/AA), |
| William Stepka: | Affirmative Action Officer/Coordinator, |
| William Stepka: | Custodian of Record for All District Documents (OPRA), |
| William Stepka: | ADA Coordinator/Title IX Coordinator, |
| William Stepka: | Health & Safety Designee |
| Melissa Nestor: | Treasurer of School Monies |
| David Waxman: | School Safety Specialist, |
| David Waxman: | School Chemical Hygiene Officer (TJ Lab) |
| Jaime Argenziano: | District Test, Student Data & PD/Mentoring Coordinator |
| Milissa Dachisen: | District 504 Coordinator, DCP&P Liaison, Homeless Liaison, |
| Milissa Dachisen: | District Anti-Bullying/HIB Coordinator |
| Michael Klein: | Certified Educational Facilities Manager (CEFM), |
| Michael Klein: | AHERA Manager & Designated Person |
| Michael Klein: | Right to Know Officer, Indoor Air Quality Designee, |
| Michael Klein: | IPM Coordinator, NJ DEP Designee |
| Michael Klein: | Hazardous Waste Manager |
| Alexa Barbone: | Anti-Bullying/HIB/504 Specialist for TJ |
| Susan Tully: | Anti-Bullying/HIB/504 Specialist for Lincoln |
- R. Be it resolved to approve the following professional service appointments from January 1, 2019 to June 30, 2019. 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 Counsel of Record and the Chief District Negotiator:**
Sciarrillo, Cornell, Merlino McKeever & Osborne, LLC, of Westfield, NJ.
 - **Special Counsel for Special Education and other Matters as Assigned:**
Scarinci & Hollenbeck, LLC, of Lyndhurst, NJ.
 - **School District Auditor of Record:**
Ferraioli, Wielkotz, Cerullo & Cuva, PA, of Newton, NJ.
 - **School District Architect of Record:**
Parette Somjen Architects LLC, of Rockaway, NJ.
 - **School Physician of Record:**
Dr. Jean-Paul Bonnet, Skylands Medical Group, of Jefferson, NJ.
 - **School District Property & Casualty Insurance Agent/Broker of Record & Risk Management Advisor:**
Balken Risk Management Services, of Morristown, NJ.
 - **Employee Health Benefit Broker of Record:**
Brown & Brown Benefit Advisors, of Roseland, NJ.
 - **District Private Investigator:**
Jeffrey A. Oster Private Investigators, of Mine Hill, NJ.

- S. 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 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).

- U. 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:

<u>403 (b)</u>	<u>457 (b)</u>
AXA/Equitable	Metropolitan Life (Met Life)
Lincoln National	AXA/Equitable – Equi-Vest
AIG/Valic	Lincoln Investments
Lincoln Investments	
Metropolitan Life (Met Life)	

- V. 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.

- W. Be it resolved to authorize the Business Administrator/Board Secretary to replenish the petty cash account in the amount of \$400.00 and no single expenditure shall exceed \$25.00 without prior written approval by the Board Secretary.

10. Other Business Before the Board

- A. Be it resolved, based on the recommendation of the Business Administrator, to rescind the following resolution approved at the December 18, 2018 meeting:

“Be it resolved, based upon the recommendation of the Business Administrator, to approve a 48-month lease agreement for 5 new Xerox Multi-Functional Copier/Printer/Scanners with Stewart Business Systems, of Rochelle Park, NJ, for a monthly cost of \$2,098.00 by utilizing Unit Price GSA Title 36 Pass-Through Bid, effective January 1, 2019 to December 31, 2023, as per their proposal dated December 13, 2018. We will be billed for “Service & Supplies” at an actual “cost per copy” rate of .0038 cents per b/w copy and .041cents per color copy. We average 97,000 b/w copies and 2,400 color copies per month. (July & August will be very low usage.)”

Moved By: Mrs. McGovern		Seconded By: Mr. Tobias	
<u>Roll Call Vote:</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Mrs. Christa Smith	Aye		
Mrs. Linda McGovern	Aye		
Mr. Jeffrey Tobias	Aye		
Mrs. Alexis Piombino	-	-	Abstain
Mrs. Karen Walter	-	-	Abstain

- B. Be it resolved, based on the recommendation of the Business Administrator, to approve a 48-month (4 year) lease agreement for 5 new Savin Multi-Functional Copier/Printer/Scanner/Fax devices with Atlantic – Tomorrow’s Office, of Bloomfield, NJ for a monthly lease cost of \$2,159.27 by utilizing NJ State Contract #40467, effective January 1, 2019 to December 31, 2023, as per their proposal dated December 13, 2018. This monthly lease price includes a “service & supplies” built in monthly cost for 97,000 black & white and 2,900 color pooled copies for the entire fleet and includes the buy-out of the remainder of the lease agreement with Kyocera. Total value of this lease is: \$103,680.

Rational: The Stewart proposal charged for the 97,000 b/w and 2,900 color copies above the lease price. This Atlantic proposal INCLUDES the copies in the lease price, (a cost avoidance of \$438 per month to the district) and is \$9.00 per month *less* than we were paying for the old Kyocera lease, whose machines had frequent break-downs and slow repair service. So, we are getting better equipment for less of a cost to the district, and a better company with excellent repair response time.

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

11. Any New Business/Updates/Comments for the Good of the Board

Mrs. Alpaugh spoke about items on the agenda for the January meeting: Governor’s Education Awards, Spotlight on RAMS, and Referendum updates.

12. Public Hearing on Agenda Items Only

The Board recognized and thanked Councilman Tom Haines, who is the new liaison to us from Borough Council.
There were no other comments from the public.

13. Next Regularly Scheduled Meeting:

Tuesday, January 29, 2019 in the TJ Cafeteria:

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

Executive Session: 7:30 pm to 8:00 pm: (If needed: in private, not open to the public.)

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

14. Motion to Adjourn Meeting: 6:38 pm

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

Moved By: Mrs. McGovern Seconded By: Mrs. Walter Voice Vote: All Ayes

Respectfully submitted,

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