

# Rockaway Borough Board of Education

## REGULAR MEETING MINUTES

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

**Tuesday, February 26, 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 was called to order at 6:31 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 action will be taken."

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

**BOARD MEMBERS PRESENT:** All Five (5): Mrs. Karen Walter, Mrs. Alexis Piombino Mr. Jeffery Tobias, Mrs. Linda McGovern 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:** 5 District Administrators, 3 Staff Members & 2 members of the public.

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

**3. 6:30 PM: Workshop Session****A. School District Auditor's Comments on the 2017-18 Audit**

1. Mr. Thomas M. Ferry, CPA, RMA and principal partner of the public accounting firm Ferraioli, Wielkocz, Cerullo & Cuva, PA, of Newton and Pompton Lakes, NJ, provided a brief overview of the financial position of the school district as of June 30, 2018. Board members asked him some questions and he answered.

The Board heard from the building principals and supervisors reviewing their reports:

**B. Administrators & Supervisors Monthly Reports**

1. Lincoln Principal's Report – Ms. Dachisen read her report.
2. TJ Principal's Report – Mr. Waxman read his report.
3. C&I Supervisor's Report – Mrs. Argenziano read her report.
4. B&G Supervisor's Report – Mr. Klein read his report.
5. Technology Supervisor's Report – Mr. Reyes read his report.

**C. Agenda Items Review/Discussion**

1. The Board then reviewed and discussed the items for approval on the agenda with the Superintendent and Business Administrator.

**4. 7:32 PM: Motion to Adjourn Workshop Session and enter Executive Session I**

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of a Student HIB Decision Review, 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: Mr. Tobias Seconded By: Mrs. McGovern Voice Vote: All Ayes

**5. 8:04 PM: Motion to Adjourn Executive Session I and Begin the Regular Meeting**

Moved By: Mrs. Piombino Seconded By: Mrs. McGovern Voice Vote: All Ayes  
There were only 3 teachers left in the audience at this time.

**6. Spotlight on RAMS**

- A. There was no presentation this month.

**7. October 2, 2018 Defeated Building Referendum Questions Status #4**

- A. Mr. Tobias, Ref Advisory Committee Chair, provided an update on the latest Committee meeting (#2) from Monday, February 25, 2019 and gave the Board an update on our commitment to a second Referendum in September of 2019. We are looking at only ONE (1) question on the ballot and a tax impact of about \$250 a year for 20 years on the average home assessment of \$300,900.

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

- A. There was none at this time.

**9. Superintendent's Report**

- A. Legislative Report – Alyssa's Law was discussed.  
B. Special Report – Lego International Grant/TV Filmmaking Grant/Civil Air Patrol  
C. Upcoming Events/Other Pertinent Information – none at this time.

**10. Business Administrator/Board Secretary's Report**

- A. There was no correspondence sent or received since our last meeting.

**B. Presentation of the 2017-18 School Year Audit**

Mr. Stepka reviewed the audit with the Board. The Board & public had handouts for their reference to follow along with.

1. Be it resolved, based upon the recommendations of the Superintendent & Business Administrator, to approve and accept the 2017-18 Comprehensive Annual Financial Report (CAFR) as prepared by the Public School Accounting (PSA) of Ferraioli, Wielkotz, Cerullo & Cuva, PA, of Newton, NJ, which contains five audit recommendations to be implemented in the 2018-19 school year.

Moved By: Mrs. McGovern Seconded By: Mrs. Walter Roll Call: All Ayes

2. Be it resolved, based upon the recommendations of the Superintendent and Business Administrator, to approve and accept the 2017-18 Corrective Action Plan (CAP) for the five audit recommendations.

Moved By: Mrs. McGovern Seconded By: Mrs. Walter Roll Call: All Ayes

3. The floor was then opened for comments and/or questions from those in the audience. There was none at this time.

**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:

February 6, 2019 (Rescheduled from January 29, due to snow)

Workshop Session

Executive Session I & II

Regular Monthly Meeting

**12. Finance**

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

Bills & Claims List, February 7 to February 26: \$125,440.76

- B. Be it resolved, based upon the recommendation of the Business Administrator, to approve and accept the Budgetary Transfer Report for the month of January 2019.
- 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 January 2019. *I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of January 31, 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 Business Administrator, to accept and approve the Treasurer of School Monies Financial Report for the month January 2019.

**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 approve the following personnel for district Home Instruction: Kerri Iapicca, Elizabeth Junco-Morales, Aileen Schumacher and Samantha Selikoff.
- C. Be it resolved, based upon the recommendation of the Superintendent, to approve an amendment to the start and end dates for a paid medical leave of absence for Mrs. Jennifer Marsh, District Reading Specialist, effective January 23 (instead of the 28th) and ending March 1 (during which time she will utilize her earned/banked sick days). Then approve an unpaid leave of absence, for medical reasons, from March 2 to April 1, 2019, at which time she is expecting to return to her position.
- D. Be it resolved, based upon the recommendation of the Superintendent, to approve the following Extra-curricular advisor:

Program	Advisor
Solar Cars (prorated .5, effective 2/1-6/30/19)	Elizabeth Junco Morales

- E. Be it resolved, based upon the recommendation of the Superintendent, to approve Morris County Technical High School Student Sean Sequeira as a Technology Department Intern 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 2/6/19 for incident number TJ 2018-19 09.
  
- C. Be it resolved, based upon the recommendation of the Superintendent, to reaffirm HIB Decision TJ 2018-19-06, Code of Conduct Determination and to approve the Action Plan for Student #900, based upon the Hearing held in Executive Session at the February 6, 2019 Board of Education Meeting.
  
- D. Be it resolved, based upon the recommendation of the Superintendent, to approve a contract with Hillmar, LLC of North Caldwell, NJ to perform two (2) Bilingual evaluations, (speech & social) for student #286 at a cost of \$525 each evaluation, for a total cost of \$1,050 as required by the Child Study Team evaluation process.
  
- E. Be it resolved, based upon the recommendation of the Superintendent, to approve a contract with Hillmar, LLC of North Caldwell, NJ to perform two (2) Bilingual Evaluations, (speech & social) for student #287 at the cost of \$525 each evaluation, for a total cost of \$1,050 as required by the Child Study Team evaluation process.
  
- F. Be it resolved, based upon the recommendation of the Superintendent, to approve a contract with Hillmar, LLC of North Caldwell, NJ to perform two (2) Bilingual Evaluations, (Education & Psychological) for student #288 at the cost of \$525 each evaluation, for a total cost of \$1,050 as required by the Child Study Team evaluation process.
  
- G. Be it resolved, based upon the recommendation of the Superintendent, to approve a contract with Cerebral Palsy of North Jersey, NJ, to perform an Augmentative and Alternative Communication and Assistive Technology Assessment for student #86 at the cost of \$1,500, and then a follow-up training to Assessment Service (if needed) for \$200 per hour with a minimum of 2 hours per session, as required by the Child Study Team evaluation process.

**15. Technology/Building & Grounds**

- A. Be it resolved, based upon the recommendation of the Business Administrator, to award a purchase order to Xtel Communications, Inc., of Marlton, New Jersey, to furnish and install two (2) new “hosted fax lines” for Lincoln and TJ Schools, at a cost of \$29.90 per month, and a one-time set-up fee of \$5.00 each, based upon their quote of February 11, 2019. The Board decided to give it a try for 1 year.

Background information: *Neither* school has had a fax machine for years. This software will utilize our new copiers and enable staff members to send and receive faxes in the schools, instead of having to go to the White House to send a fax, thus saving time and effort. This is very important for our principals and especially our nurses, who receive notes from students’ doctors on an almost daily basis.

- B. Be it resolved, based upon the recommendation of the Business Administrator, to award a purchase order to Markovski Landscaping & Tree Service, of Rockaway, New Jersey, to provide landscaping services (lawn care) for the district from April 1, 2019 to November 30, 2019, for a total amount not to exceed \$10,000, as per their quoted dated February 1, 2019.

Background information: Their quote includes: lawn cutting \$5,900 (not fields), spring clean-up \$1,500, and furnishing and installing mulch at all 3 locations \$2,600. This will be their third year servicing the district. Other quotes rec’d: Fullerton Grounds Maintenance, of Kenvil, NJ for \$10,120, and Duke’s Landscape Mgt, Inc., of Hackettstown, NJ for \$12,500.

- C. Be it resolved, based upon the recommendation of the Business Administrator, to award a purchase order to BFA Food Service Equipment & Supplies, Inc., of Boonton, NJ to furnish and deliver 1 Everest “Reach-In Freezer” Model EBSF2 for the cafeteria in Thomas Jefferson School, in the amount of \$3,936.79, as per their quote dated February 13, 2019.

Other quotes rec’d: Singer Equipment Company, of Fort Lee, NJ in the amount of \$4,001.18. Background information: This is a replacement for the existing freezer whose compressor seized up on February 13, 2019 and is over 15 years old. The quote to repair this unit is \$2,415.42. This will be paid out of the cafeteria fund’s surplus money and will not cost the district or taxpayers.

- D. Be it resolved, based upon the recommendation of the Business Administrator, to award a purchase order to NorthEast Janitorial Supply, Inc. of Pompton Lakes, NJ to furnish and deliver one (1) new 20” Walk Behind Battery Powered Floor Scrubber Model TGB1120, for \$4,185 by utilizing ESCNJ Maintenance Equipment Bid #MRESC 18/19-35 CO-OP ID #65MCESCCPS.

Background information: This is a replacement for an old scrubber that needs to be repaired at a cost quote of \$1,792.59 and is over 13 years old.

16. Policy

A. **Participation in Future Ready Schools NJ**

**Whereas**---the Rockaway Borough Board of Education first seeks to support the identification of a Future Ready School—New Jersey district lead and create a team of FRS-NJ specialists that infuse Digital Learning across multiple disciplines including: math, technology, media arts, science, language arts, and Career and Technical Education.

**Whereas**—The Rockaway Borough Board of Education will support and promote the development of individual school Future Ready teams that infuse digital learning across multiple disciplines including math, technology, media arts, science, language arts, and Career and Technical Education.

**Therefore, It is resolved** that the Rockaway Borough Board of Education agrees to participate in the Future Ready Schools—New Jersey.

**We hereby appoint** Phyllis Alpaugh to be the district’s liaison to the Future Ready Schools—New Jersey, who will report to the board upon the completion of tasks for the certification program.

**We do hereby recognize** that Phyllis Alpaugh will be the responsible agent at the district level to carry out the district’s commitment for its schools to participate in Future Ready Schools—New Jersey.

**We agree to** follow through with the district’s commitment and support our schools achieve certification through the Future Ready Schools—New Jersey Certification Program.

<b>Signature of Board Secretary</b>	<b>Date</b>
_____	_____
<b>Signature of President of the Board of Education</b>	<b>Date</b>
_____	_____
<b>Signature of District Superintendent</b>	<b>Date</b>
_____	_____
<b>Signature of Business Administrator</b>	<b>Date</b>
_____	_____

- B. Be it resolved, to approve the **SECOND** reading of the following updated and/or new policies and regulations:

Policy/ Reg	Code	Policy/Regulation Title	Reason for Adoption
P	2422	Health and Physical Education	Mandated
P	2431.3	Practice and Pre-Season Heat Acclimation for Interscholastic Athletics	Revised
P	2610	Educational Program Evaluation	Mandated
P	4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing	Mandated
P	5111	Eligibility of Resident/Non-Resident Students	Mandated
R	5111	Eligibility of Resident/Non-Resident Students	Mandated
P	5330.04	Administering an Opioid Antidote	Mandated
R	5330.04	Administering an Opioid Antidote	Mandated/New
P	5337	Service Animals	Revised
P	5756	Transgender Students	Mandated
P	7440	School District Security	Mandated
R	7440	School District Security	Mandated
P	8561	Procurement Procedures for School Nutrition Programs	Mandated
P	8860	Memorials	Revised
P	2415.06*	Unsafe School Choice Option	Mandated/Revised
R	2460.8*	Special Education--Free and Appropriate Public Education	Mandated/Revised
R	5530*	Substance Abuse	Mandated/Revised
P	5600*	Student Discipline/Code of Conduct	Mandated/Revised
P	5611*	Removal of Students for Firearms Offenses	Mandated/Revised
R	5611*	Removal of Students for Firearms Offenses	Mandated/Revised
P	5612*	Assaults on District Board of Education Members or Employees	Mandated/Revised
R	5612*	Assaults on District Board of Education Members or Employees	Mandated/Revised
P	5613*	Removal of Students for Assaults with Weapons Offenses	Mandated/Revised
R	5613*	Removal of Students for Assaults with Weapons Offenses	Mandated/Revised



P	8461*	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Offenses	Mandated/Revised
R	8461*	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol and Other Drug Offenses	Mandated/Revised

\*Policy and Regulation Updates based on replacing “Electronic Violence and Vandalism Reporting System (EVVRS)” with “Student Safety Data System (SSDS)”

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

<b>Motion By: Mrs. McGovern</b>		<b>Seconded By: Mrs. Walter</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>Aye</b>		
<b>Mrs. Piombino</b>	<b>Aye</b>		
<b>Mr. Tobias</b>	<b>Aye</b>		
<b>Mrs. McGovern</b>	<b>Aye</b>		
<b>Mrs. Smith</b>	<b>Aye</b>		

All resolutions and recommendations unanimously carried.

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

1. Teacher Jerelyn Hurley thanked Mr. Reyes for helping solve a student testing internet problem earlier this week.
2. Teacher Mike Onischuk asked about the Solar Cars Club and also thanked the Board for trying to get a new middle school gymnasium on the past October 2, 2018 Referendum vote.

**18. New Business**

1. Mr. Stepka recommended to the Board that they approve the Life Insurance Company of the Southwest, dba National Life Group, and represented by the brokerage firm of Cornerstone Financial Partners, LLC, of Morristown, NJ, to offer our employees a 403(b) salary reduction agreement, which will cost the Board nothing.  
Moved By: Mrs. Piombino Seconded By: Mrs. McGovern Voice Vote: All Ayes
2. Mrs. Alpaugh suggested to the Board that they could set-up tables at each school during Spring conferences later this week and hold a meet & greet. They loved the idea and each board member volunteered some time to do that.

**19. Next Regularly Scheduled Meeting**

**Tuesday, March 19, 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.)**

**20. Executive Session II: 8:50 pm**

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing negotiation matters for district administrators and exempt staff members, the nature of which will be made public when the need for confidentiality no longer exists.

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

**21. Motion to Adjourn Exec. Session II, Re-Enter the Regular Meeting and Adjourn: 10:10 pm**

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

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

Respectfully submitted,

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

**Student Field Trip Approval Requests:**

GRADE	TEACHERS	DATE	TIME DEPART/ RETURN	DESTINATION	# OF STUDENTS	# OF ADULTS	COST PER STUDENT	REASON FOR TRIP
6-8	Love/Kopetz	5/17/19	9:00am 9:00pm	High Notes Festival/ Allentown, PA	75	15	\$46	Students will perform in an ensemble which will be evaluated with positive taped comments by experienced adjudicators. The experience will be the culmination of much preparation, and is a means for motivating the students to practice hard and work toward higher standards. The amusement park is both an incentive and a reward for participation.
6	Stein	3/25/19	9:00am 2:00pm	Academy Theatre Workshop/ Morris Knolls High School	9	3	\$0	To learn about the various parts of theatre production and connect with other gifted and talented students.
7	Stein	4/3/19	10:00am 2:00pm	Tech Day/ Morris Hills High School	7	3	\$0	The participate in various technology workshops and connect with other gifted and talented students.
Volleyball Club	Onischuk /Leahey	3/6/19 with snow date of 3/7/19	2:45 pm 6:00 pm	Valley view Middle School/Denville	50	2	\$0	Expose Club Volleyball players to a competitive environment and defend county championship.

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

NAME	WORKSHOP TITLE & DESTINATION	DATES	FEES/MILEAGE	PURPOSE OF THE TRIP
William Stepka	57th NJASBO Convention Atlantic City, New Jersey	June 5,6,7 2019	Reg: \$275 Hotel: Max NJOMB \$/night (TBD) & mileage reimb.	Statewide Annual School Business Officials' Convention Professional Development Seminars and Legal Updates
Denise Jacobus	Opioid Prevention and Response for School Responders/ Morristown, NJ	3/26/19	\$0 Mileage/Parking	Will provide an overview of recognition and assessment of opioid overdose and instruction in emergency administration of Naloxone (Narcan) as well as BLS training.
Mike Onischuk	Opioid Prevention and Response for School Responders/ Morristown, NJ	3/26/19	\$0 Mileage/Parking	As health educator and AED team responder, this is a great tool for our district.
Linda Savercool	Opioid Prevention and Response for School Responders/ Morristown, NJ	3/26/19	\$0 Mileage/Parking	An overview of resources and strategies to help prevent opioid abuse and overdose, and recognition and assessment of opioid overdose. Will be instructed on emergency administration of opioid antidote.
Helena Holmes	2019 Spring NJTESOL Conference./New Brunswick	5/30/19	\$199 if paid by 3/1 or \$239 if paid after	Explore current theories and applications for ESL classrooms- review applicable resources and teaching materials.
Laurie McGill	Techspo 2019/NYC	5/10/19	\$0	Gaining insight into 21st century skills for students- PD goals of technology infusion.
Nicole DiLizia	Increase Your Success as a Spec Ed Resource Teacher/ Newark	4/9/19	\$269	To learn highly effective, ready to use instructional strategies to strengthen my role as a special ed resource teacher.
Sandy Gancarcik	Increase Your Success as a Spec Ed Resource Teacher/Newark	4/9/19	\$269	To learn highly effective, ready to use instructional strategies to strengthen my role as a special ed resource teacher.
David Waxman	Alice: Active Shooter Response Training Instructor Course/ Rockaway Boro	3/19/19 3/20/19	\$595	Will support role of school safety specialist and keep safety and security practices accurate and updated in the district.
David Waxman Cindy O'Brien Mike Onischuk Milissa Dachisen	Restorative Discipline: Helping Student Improve their Behavior and Strengthen Their Learning/ West Orange, NJ	4/30/19	\$239	Implementation of restorative discipline practices to help students behavior and strengthen communications between students and school.