

**ROCKAWAY BOROUGH BOARD OF EDUCATION
ROCKAWAY, NEW JERSEY
THOMAS JEFFERSON SCHOOL
ORGANIZATION MEETING
APRIL 23, 2013**

I. Call to Order and Flag Salute

The meeting was called to order at 7:35 p.m. by School Business Administrator/Board Secretary, Joseph P. Hurley Jr.

II. Oath of Office

Mr. Hurley swore in Christa Smith.

III. Notice of Announcement

In accordance with the Open Public Meetings Act, the Rockaway Borough Board of Education has provided adequate written notice of the time, date and place of this meeting to the Daily Record and The Citizen.

IV. Roll Call

Board Members Present: Eileen Haynes, Laura Lugo, Debra McNally Tim Rogers and Christa Smith.

Board Members Absent: N/A

Administration Present: School Business Administrator/Board Secretary, Joseph P. Hurley Jr.

V. Results of Election:

a. For one (1) three-year term on the Board of Education:

	POLLS	WRITE -IN	ABSENTEE	TOTAL
Christa Smith	209	0	4	223

b. That there should be raised for the General Fund Budget of \$7,347,916 for the ensuing school year 2013-2014:

	POLLS	ABSENTEE	TOTAL
YES	232	2	234
NO	74	2	76

VI. Nominations for President

Nominee: Eileen Haynes

Nomination by: Debbie McNally

Seconded by: Tim Rogers

The motion was approved in a unanimous roll call vote.

At this point the meeting was turned over to Board President, Eileen Haynes.

Ms. Haynes thanked John Wojtaszek and the Rockaway Borough Education Association for the work they done in support of the budget.

VII. Nominations for Vice President

Nominee: Christa Smith

Nomination by: Eileen Haynes Seconded by: Debbie McNally

The motion was approved in a unanimous roll call vote.

VIII. Appointment by the President of Chairperson and Co-Chairperson of the Finance Committee:

Chairperson: Laura Lugo

Co-Chairperson: Debbie McNally

The motion was approved in a unanimous roll call vote.

IX. Nomination for the Morris County Education Services Commission Assembly Representative pursuant to 18A: 6-53:

Nominee: Tim Rogers

Nomination by: Eileen Haynes Seconded by: Christa Smith

The motion was approved in a unanimous roll call vote.

X. Appointment by the President of Chairperson and Co-Chairperson of the Negotiating Committee:

Chairperson: Eileen Haynes

Co-Chairperson: Tim Rogers

The motion was approved in a unanimous roll call vote.

XI. Appointments

1. Committee Appointments by President for the 2013-2014 School Year:

<u>Committee</u>	<u>Chairperson</u>	<u>Co-Chairperson</u>
Building & Grounds	Tim Rogers	Laura Lugo
Public Relations	Debbie McNally	Tim Rogers
Personnel	Eileen Haynes	Tim Rogers
Insurance	Christa Smith	Laura Lugo

Curriculum	Laura Lugo	Christa Smith
Policy	Debbie McNally	Christa Smith

<u>Representatives to Organization</u>	<u>Chairperson</u>	<u>Co-Chairperson</u>
New Jersey School Boards Association	Eileen Haynes	None
Morris County School Boards Association	Debra McNally	None
Home and School Association	Christa Smith	None
Rockaway Borough Council	Debbie McNally	None
Recreation Committee	Tim Rogers	None
New Jersey School Boards Legislation	Laura Lugo	None
New Jersey School Boards Negotiations	Tim Rogers	Eileen Haynes
New Jersey School Boards Policy	Laura Lugo	None

2. Be it resolved by the Rockaway Borough Board of Education to approve Appointments Items A - K.

The motion was approved in a unanimous roll call vote. (Haynes/Lugo)

- A. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments for the 2012-2013 school year:

Joseph P. Hurley Jr.	Business Administrator/Board Secretary, ADA Coordinator/Title IX Coordinator, Affirmative Action Officer, Asbestos Management and PEOSA Officer/Coordinator, Right to Know Officer, Indoor Air Quality Designee, Custodian of Record, IPM Coordinator
Dr. Brian Purzak	Superintendent of Schools, DYFS Liaison,
Melissa Nestor	Treasurer of School Monies
Phyllis Alpaugh	504 Coordinator, DYFS Liaison, Homeless Liaison
Mark Schwarz	PARCC

- B. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments for the 2013-2014 school year:

1. Vincent Montanino of the firm of VM Associates, Inc., Mt. Arlington, New Jersey, as School Auditor
2. David Sgalia, Henry O. Baker Inc. of Dover, New Jersey as the District Insurance Agent
3. Kellen Chapin, Chapin Architectural Services of Netcong, New Jersey as the district Architect
4. Dr. Jean-Paul Bonnet, School Physician
5. Anthony P. Sciarrillo of Lindabury, McCormick, Estabrook & Cooper, P.C. as the district Negotiator.
6. Mark Wenczel of the firm Gaccione, Pomaco & Malanga, in Belleville, NJ as District Attorney for a period of 90 days.

These firms have been selected based on their professional experience and prior performance for the board of education.

- C. Be it resolved by the Rockaway Borough Board of Education to appoint Joseph P. Hurley Jr., School Business Administrator, as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440; and the Purchasing Agent is authorized to award contracts up to his bid threshold of \$36,000.00 and establish the quote threshold at \$5,400.00 or the amount designated by the State of New Jersey pursuant to NJSA 18A:18A-3.
- D. Be it resolved by the Rockaway Borough Board of Education to authorize the School Business Administrator to open a Petty Cash account in July 2013. The account will be maintained in accordance with Board Policy #6620 – Petty Cash.
- E. Be it resolved by the Rockaway Borough Board of Education 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.
- F. Be it resolved by the Rockaway Borough Board of Education to approve the following 403(b) and 457(b) providers:

<u>403 (b)</u> The Equitable – Equi-Vest Lincoln National Metropolitan Life	<u>457 (b)</u> Metropolitan Life The Equitable – Equi-Vest
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- G. Be it resolved by the Rockaway Borough Board of Education to authorize the Superintendent to approve budgetary transfers between Board Meetings in accordance with Board Policy #6642 – Budget Transfers.
- H. Be it resolved by the Rockaway Borough Board of Education to acknowledge receipt of and have discussed Title 18A:12-24.1, Code of Ethics for School Board Members.
- I. Be it resolved by the Rockaway Borough Board of Education to authorize the purchase items from New Jersey State Contract Vendors.
- J. Be it resolved by the Rockaway Borough Board of Education to approve the Rockaway Borough Board of Education Purchasing Manual.
- K. Be it resolved by the Rockaway Borough Board of Education to approve the Rockaway Borough Board of Education Guide for Standard Operating Procedures and Internal Controls.

XII. Policy

- 1. Be it resolved by the Rockaway Borough Board of Education to readopt the previously adopted Board policy manual and bylaws.

The motion was approved in a unanimous roll call vote. (Haynes/Rogers)

XIII. Curriculum/Services

- A. Be it resolved by the Rockaway Borough Board of Education that the following curricula and services be adopted for the 2013-2014 school year.

The motion was approved in a unanimous roll call vote. (Smith/Rogers)

Mathematics	New Jersey Department of Education Model Curriculum for Math Grades K – 8 Morris Hills Regional District Algebra I Curriculum (aligned with CCSS)
Language Arts	New Jersey Department of Education Model Curriculum for English Language Arts Grades K – 8
Science	Rockaway Borough Science Curriculum Grades K – 8 (aligned to NJCCCS)
Social Studies	Rockaway Borough Social Studies Curriculum Grades K – 8 (aligned to NJCCCS)
World Language	New Jersey Department of Education Model Curriculum for World Language – Novice – Mid Grades K – 8
Health and Physical Education	New Jersey Department of Education Model Curriculum for Physical Education/Health Grades K – 8
Visual and Performing Arts (aligned to NJCCCS)	New Jersey Department of Education Model Curriculum for Music and Visual Arts Grades K – 8
ESL	2012 Amplification of the English Language Development Standards (WIDA Standards; endorsed by NJDOE)
Pre-School	The Creative Curriculum for Pre-School (endorsed by NJDOE)
Library	Rockaway Borough Library Curriculum Grades K – 8 (aligned to NJCCCS)

Services – Nurse, Child Study Team, Guidance (K through 8), Library, services and programs for Handicapped Students, Home Instruction, Gifted and Talented, Extra Curricular Athletics (grades 5 through 8), Services to Non-Public Schools, Non-Public School Textbooks, English as a Second Language (ESL), Intra-murals, Yearbook, Student Government Organization, School Musical (Thomas Jefferson Play), and all other activities that normally occur during the course of the school year.

- B. Be it resolved by the Rockaway Borough Board of Education to that all previously adopted textbooks be readopted for the 2013-2014 school year.

The motion was approved in a unanimous roll call vote. (Haynes/Rogers)

XIV. Designations

- A. Be it resolved by the Rockaway Borough Board of Education to designate the Daily Record as the official newspaper of the Rockaway Borough Board of Education and the Citizen as the alternate.

The motion was approved in a unanimous roll call vote. (Rogers/Haynes)

- B. Be it resolved by the Rockaway Borough Board of Education that the following signatories be approved for the accounts listed below for the 2012-2013 school year

<u>Account</u>	<u>Bank</u>	<u>Account Number</u>	<u>Signatures</u>
Lincoln School Student Activity Account	Sovereign Bank	1431078689	Lincoln School Principal and Board Secretary or Superintendent of Schools
Thomas Jefferson School Student Activity Account	Sovereign Bank	1431055956	Thomas Jefferson School Principal and Board Secretary or Superintendent of Schools
Rockaway Borough Cafeteria Account	Sovereign Bank	1432020595	Board Secretary and Superintendent of Schools
Rockaway Borough Cafe Checking Account	Sovereign Bank	0321163192	Board Secretary and Superintendent of Schools
Treasurer's Account	Sovereign Bank	1431048437	Board President or Vice- President and Board Secretary or Superintendent of Schools and Treasurer of School Monies
Petty Cash Account	Sovereign Bank	1431055964	Board Secretary and Superintendent of Schools
Payroll Account	Sovereign Bank	1431048445	Treasurer of School Monies and Board Secretary or Superintendent
Agency Account	Sovereign Bank	1431048453	Treasurer of School Monies and Board Secretary or Superintendent
Unemployment Insurance	Sovereign Bank	1431060577	Board Secretary and Superintendent of Schools
Referee Account	Sovereign Bank	1431055948	Board Secretary and Superintendent of Schools
SGO Account	Sovereign Bank	1434023923	Board Secretary and Superintendent of Schools

Unemployment Insurance Trust	NJ Cash Mgmt	65617	Board Secretary and Superintendent of Schools
Rockaway Borough Board of Education Hall of Fame Committee Account	Sovereign Bank	1431089354	Board Secretary and Superintendent of Schools
Treasurer's Account	NJ Cash Management Fund	51241	Board Secretary and Superintendent of Schools
Capital Reserve Account	Sovereign Bank	1432020587	Board Secretary and Superintendent of Schools
Washington DC Account	Sovereign Bank	1431092576	Board Secretary and Superintendent of Schools and Thomas Jefferson School Principal
Willow Tree Account	Sovereign Bank	1431094269	Board Secretary and Superintendent of Schools and Thomas Jefferson School Principal
Flex Spending Account	Sovereign Bank	1821093224	Board Secretary or Superintendent of Schools and Treasurer

Be it resolved by the Rockaway Borough Board of Education to approve Designation Items C.

The motion was approved in a unanimous roll call vote. (Rogers/Haynes)

- C. Be it resolved by the Rockaway Borough Board of Education that the following agencies be named as legal depositories for funds of the Rockaway Borough Board of Education:

Ocwen Federal Bank
Bank of New York
PNC Bank
Summit Trust
Lakeland State Bank
Valley National Bank
Sovereign Bank
Cenlar Federal Savings Bank

The motion was approved in a unanimous roll call vote. (Rogers/Haynes)

XV. Meeting Schedule

1. Be it resolved by the Rockaway Borough Board of Education to establish the following schedule of meetings for the Period of May 2013 to April 2014. Be it further resolved that the Board Secretary/Business Administrator be authorized to publish the schedule of meetings in the Daily Record and The Citizen.

Work Session Meetings

Tuesday, May 7, 2013
Tuesday, June 18, 2013
Tuesday, July 16, 2013
Tuesday August 20, 2013
Tuesday, September 10, 2013
Tuesday, October 8, 2013
Tuesday, November 12, 2013
Tuesday, December 10, 2013
Tuesday, January 14, 2014
Tuesday, February 11, 2014
Tuesday, March 11, 2014
Tuesday, April 8, 2014

Regular Meetings

Tuesday, May 14, 2013
(Combined Work Session/Regular)
(Combined Work Session/Regular)
(Combined Work Session/Regular)
Tuesday, September 17, 2013
Tuesday, October 15, 2013
Tuesday, November 19, 2013
Tuesday, December 17, 2013
Tuesday, January 21, 2014
Tuesday, February 18, 2014
Tuesday, March 25, 2014
Tuesday, April 22, 2014

The motion was approved in a unanimous roll call vote. (McNally/Smith)

XVI. Tax Payment Schedule

- A. Be it resolved by the Rockaway Borough Board of Education to approve the following monthly school property tax payments from the Borough of Rockaway on the first of each month:

July 2013	\$612,330.00
August 2013	\$612,326.00
September 2013	\$612,326.00
October 2013	\$612,326.00
November 2013	\$612,326.00
December 2013	\$612,326.00
January 2014	\$612,326.00
February 2014	\$612,326.00
March 2014	\$612,326.00
April 2014	\$612,326.00
May 2014	\$612,326.00
June 2014	\$612,326.00
TOTALS	\$7,347,916.00

The motion was approved in a unanimous roll call vote. (McNally/Haynes)

Rockaway Borough Board of Education
Rockaway, New Jersey
Regular Public Meeting
Thomas Jefferson School
APRIL 23, 2013
7:30 PM

I. Superintendent's Report

1. Enrollment – Mr. Hurley discussed enrollment with the Board and pointed out that the total enrollment is currently 670.
2. Nurse's Reports – Mr. Hurley informed the Board that there were 417 visits to the Lincoln School Nurse, of which 148 were unduplicated and that there were 290 visits to the Thomas Jefferson School nurse, of which 147 were unduplicated.
3. Facilities – Mr. Coppola discussed repairs that were made in the District. Mr. Hurley informed the Board that he and Kellen Chapin, District Architect, will begin the bid process for the replacement of the final doors at the Lincoln School. Mr. Schwarz discussed replacing the metallic letting on the front of the Thomas Jefferson School.
4. Technology Update – Mr. Reyes discussed the Technology Plan and some of his summer projects.
5. Principal/Vice-Principal's Reports – Ms. Alpaugh and Mr. Schwarz discussed the events that took place in their schools.
6. June 19th Graduation – Mr. Hurley reported that graduation at Morris Hills is set for June 19th. Ms. Tomes said that the Morris Hills web site has graduation listed on June 18th. The Board asked Mr. Hurley to look into this.
7. Last day of School June 21st – Mr. Hurley informed the Board the last day off classes will be June 21at/
8. Award Ceremony – Mr. Hurley discussed the awards ceremony.
9. Financial Disclosure Forms – Mr. Hurley reminded the Board that they must be completed on line by April 30.
10. Code of Ethics – Mr. Hurley discussed the "Code of Ethics for Board Members" and the Board signed the acknowledgement of receipt.
11. Negotiated Employment Contracts – Mr. Hurley discussed the Negotiated Employment Contract for and the Board signed the acknowledgement of receipt.

II. Comments from the Public

Pat McDonald discussed some plans for revitalizing the District with the Board. The Board tanked him.

Mary Leslie asked when the Lincoln School Door project be done. Mr. Hurley said he hopes they will be installed by the end of August. Each door must be manufactured and that cannot begin until after the bid has been awarded.

Ms. Yobbs asked where the summer meetings will be held. Ms. Haynes said they may be help in the Thomas Jefferson Science Lab, room 128.

Mr. Gebbia distributed a letter to the Board of Education about several concerns he and his wife have.

III. Approval of Minutes

Motion to approve the minutes from the March 5, March 19 and March 26, 2013 meetings of the Rockaway Borough Board of Education.

The motion was approved in a unanimous roll call vote. (McNally/Lugo)

IV. Bill Manifest

Motion to approve the manifest of bills from the finance committee as follows:

April: \$475,701.01

The regular register is on file in the Office of the School Business Administrator/Board Secretary.

The motion was approved in a unanimous roll call vote. (Rogers/Smith)

V. Budget Transfers

Motion to approve the attached list of budget transfers.

The motion was approved in a unanimous roll call vote. (McNally/Smith)

VI. Approval of Major Account and Line Item Status

Motion to approve the Certification of Major Account and Line Item Status

The motion was approved in a unanimous roll call vote. (McNally/Smith)

VII. Committee Reports

A. FINANCE

Be it resolved by the Rockaway Borough Board of Education to approve Finance Items 1-6.

Items 7 was tabled.

The motion was approved in a unanimous roll call vote. (Lugo/Rogers)
Debbie McNally abstained.

1. Be it resolved by the Rockaway Borough Board of Education to approve the Board Secretary and Treasurer's Reports for March 2013.
2. Be it resolved by the Rockaway Borough Board of Education to approve the March 2013 Cafeteria Reconciliation and Cafeteria Checking Account Report.
3. Be it resolved by the Rockaway Borough Board of Education to approve the attached list of Professional Development/Travel Expenditure Requests.
4. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request for augmentative technology assessment for student #45 with Cerebral Palsy of North Jersey at approximate cost of \$750.00.
5. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request for students #167 and #168 to attend The Children's Institute in Verona NJ effective 4/8/2013 through June 2013. Daily rate of \$284.03 for 2012/2013 school year. Transportation to be provided through Educational Services Commission at a rate to be determined.

6. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request for a psychiatric evaluation for student #16 with Dr. Platt, Cedar Grove NJ at cost of \$690.
7. **WHEREAS**, Dr. Brian Purzak is attending the annual NJASA/NJPSA Conference on May 20-23, 2013 in Atlantic City, New Jersey; and

WHEREAS, the attendance at stated function was previously approved by the Rockaway Borough Board of Education, as work related and within the scope of the work responsibilities of the attendee and

WHEREAS, the attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district and is deemed fiscally prudent, and

WHEREAS, the travel and related expenses particular to attendance at this function will be in compliance with state travel payment guidelines established by the Department of Treasury and the federal Office of Management and Budget;

THEREFORE BE IT RESOLVED, that upon the recommendation of the Superintendent, the Rockaway Borough Board of Education approves the attendance of Brian Purzak at the annual NJASA/NJPSA Conference on May 20-23, 2013 in Atlantic City, New Jersey; and

THEREFORE, BE IT FURTHER RESOLVED, that the total cost of the related travel expense will not exceed \$425 for conference registration, \$165 for meals and incidental expenses and \$85.62 for mileage reimbursement for the duration of the conference.”

B. CURRICULUM

Be it resolved by the Rockaway Borough Board of Education to approve Curriculum Items # 1 – 2.

The motion was approved in a unanimous roll call vote. (McNally/Smith)

1. Be it resolved by the Rockaway Borough Board of Education to approve the attached field trip requests.
2. Be it resolved by the Rockaway Borough Board of Education to approve the attached revised school calendar #3 for the 2013-2014 school year.

C. PERSONNEL

Be it resolved by the Rockaway Borough Board of Education to approve Personnel Items # 1-4.

Item five was tabled.

The motion was approved in a unanimous roll call vote. (Smith/Rogers)

1. Be it resolved by the Rockaway Borough Board of Education to approve Robert Kamenetz to extend his unpaid leave of absence through the remainder of the 2012 – 2013 school year.
2. Be it resolved by the Rockaway Borough Board of Education to approve Michael Siciliano as a long term substitute teacher beginning May 1, 2013 through the remainder of the 2012 – 2013 school year to be placed on Step BA-1 of the teachers guide at an annual pro-rated salary of \$44,550.00 (rates to be determined upon the completion of negotiations)
3. Be it resolved by the Rockaway Borough Board of Education to approve Jackie Rial for 3 hours and 15 minutes per day (15 additional minutes per day) for 5 days per week at a rate of \$14.00 per hour for the remainder of the 2012 – 2013 school year.
4. Be it resolved by the Rockaway Borough Board of Education to approve Jeff Burke as a personal aide for 5 days per week 6 hours per day at a rate of \$14.00 per hour for the remainder of the 2012 – 2013 school year.
5. Be it resolved by the Rockaway Borough Board of Education to approve the following people for duty coverage of the computer lab on a rotation basis for 30 minute per day for 5 days per week from 8:15am to 8:45am (30 minutes) at a rate of \$14.00 per hour for the remainder of the 2012 – 2013 school year.

Cheryl Hennessy	Russ Greuter
Donna Van Duyne	Christine Capen

D. POLICY

Be it resolved by the Rockaway Borough Board of Education to approve Policy Items 2.

The motion was approved in a unanimous roll call vote. (Rogers/Smith)

1. Be it resolved by the Rockaway Borough Board of Education to accept the Superintendent's Harassment, Intimidation and Bullying report dated April 23, 2013 for incident numbers L12131 – L12132 and TJ121330 – TJ121338. Incident L12131 was confirmed and TJ121330, TJ121332, TJ121333 and TJ121338 were confirmed.
2. Be it resolved by the Rockaway Borough Board of Education to approve June 21, 2013 as the last day of school for the 2012-2013 school year. School will be dismissed at 1pm on that day.

VIII. Old Business

The Board discussed the situation with the contracted child study team services from Morris Hills Regional with Ms. Alpaugh and Mr. Schwarz.

IX. New Business

Mr. Hurley informed the Board that Ms. Aragona, Ms. Jacobus and he are looking into contracting out nursing services from various agencies.

X. Comments from the Public

Mary Leslie thanked the Board for looking into the contracted child study team services.

XI. Adjournment

There being no further business before the Board, a motion was approved at 9:23 p.m. to adjourn for the evening.

The motion was approved in a unanimous roll call vote. (McNally/Haynes)

Respectfully submitted,

Joseph P. Hurley Jr.
Business Administrator/Board Secretary