

Rockaway Borough Board of Education
Rockaway, New Jersey
REGULAR PUBLIC MEETING
Thomas Jefferson School
June 16, 2015
7:30pm
Thomas Jefferson School Cafeteria
MINUTES

ROCKAWAY BOROUGH SCHOOL'S 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 Core Curriculum Content Standards.

I. Call to Order and Flag Salute

II. 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.

III. Roll Call

Board Members Present: Eileen Haynes, Tim Rogers, Christa Smith,
Board President Debra McNally (arrived at 7:38 pm)
Board Member Absent: Vice-President Laura Lugo
Administration Present: Interim Superintendent of Schools Dennis Mack,
Interim School Business Administrator/Board Secretary Edward J. Appleton, Thomas Jefferson School Principal Mark Schwarz

IV. Thomas Jefferson Girls Softball Team Recognition

Marc Schwarz and Mr. Longo

Debra McNally: This will be Mr. Mack's last meeting as Interim Superintendent of Schools

Michael Onischuk: On behalf of the RBEA express appreciation for Mr. Mack's leadership and guidance

Dennis Mack: Thank Board for the opportunity the past two year, perfect for his career.

V. Superintendent's Report

Thomas Jefferson School Principal Mark Schwarz: K-5 training on new language arts series, DC Trip, RAMFEST, Graduation dance, Yankees baseball game field trip, thanks Mr. Mack for his assistance and guidance these past two years.

VI. Comments from the Public - none

VII. Motion to approve the attached list of budget transfers from May 31, 2015 – June 15, 2015

The motion was approved by a unanimous roll call vote (Haines/Smith)

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

The motion was approved by a unanimous roll call vote (Haines/Smith)

- IX. Motion to approve of the Board Secretary's and Treasurer's Reports for May 2015** and the certifications as required by N.J.A.C. 6A:23-2.12 and that they be appended to and made part of the minutes of this meeting.

The motion was approved by a unanimous roll call vote (Lugo/Smith)

- X. Motion to approve the manifest of bills from the finance committee as follows:**

May: \$750,928.17

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

The motion was approved by a unanimous roll call vote (Lugo/Smith)

XI. COMMITTEE REPORTS

A. FINANCE

Be it resolved by the Rockaway Borough Board of Education to approve Finance Items # 1-35.

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

1. Be it resolved by the Rockaway Borough Board of Education to approve the minutes from the April 21, 2015 Rockaway Borough Board of Education meeting.
2. Be it resolved by the Rockaway Borough Board of Education to approve the May 2015 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. The School Board of the Rockaway Borough Public School District maintains a 403(b) program under which participating employees may voluntarily enter into a salary reduction agreement directing such amounts to be deposited by the District into an approved group of 403(b)(7) custodial accounts and 403(b)(1) annuity contracts for the purpose of providing retirement income for such employees. The Board currently maintains the Plan's compliance with state and federal regulations. Following a review of the services and associated fees, the Board has determined it is in the best interest of the District and its employees to appoint a new third-party to administer the program.

THEREFORE, to ensure required compliance with regulations and to ensure the best use of District resources, the Board has performed its investigation and due diligence relating to the available services and providers, and it is:

RESOLVED, that the Board hereby accepts the Service Proposal presented by PenServ Plan Services, Inc. to assume the duties of Third-Party Administrator for the District; and

RESOLVED, that PenServ Plan Services, Inc., in an effort to reduce the ongoing cost of the program, is hereby authorized to negotiate new Information-Sharing Agreements with active investment providers for the Plan. Such Agreements shall be approved by an authorized Official of the Rockaway Borough Public Schools and shall provide full disclosure of any fees paid to PenServ Plan Services, Inc. for their services in connection with this Plan.

The School Board of the Rockaway Borough Public School District maintains a 457(b) program under which participating employees may voluntarily enter into a salary reduction agreement directing such amounts to be deposited by the District into the Plan. Following a review of the services and associated fees, the Board has determined it is in the interest of the District and its employees to appoint a new third-party to administer the program and coordinate administrative activities with the 403(b) program.

THEREFORE, to ensure required compliance with regulations and to ensure the best use of District resources, the Board has performed its investigation and due diligence relating to the available services and providers, and it is:

RESOLVED, that the Board hereby accepts the Service Proposal presented by PenServ Plan Services, Inc. to assume the duties of Third-Party Administrator for the District's 457(b) Plan; and

RESOLVED, that PenServ Plan Services, Inc., in an effort to reduce the ongoing cost of the program, is hereby authorized to negotiate a Data-Sharing Agreement with active investment provider(s) for the Plan. Such Agreements shall be approved by an authorized Official of the Rockaway Borough Public Schools and shall provide full disclosure of any fees paid to PenServ Plan Services, Inc. for their services in connection with this Plan.

5. Be it resolved that the Rockaway Borough Board of Education to approve the first renewal of the Food Service Management contract with Pomptonian, Inc., Fairfield, NJ for the food service operation for 2015-2016. The Rockaway Borough Board of Education approves the addendum which contains the following language regarding fee and guaranteed operating results:

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of (\$.1298) per reimbursable meal and meal equivalent to compensate the FSMC for administrative and management costs. This fee shall be billed monthly as a cost of operation. The LEA guarantees the payment of such costs and fee to the FSMC.

Total meals are calculated by adding reimbursable meal pattern meals (breakfast, lunch, after school snack, and at-risk after school meal program meals) served and meal equivalents. The number of School Breakfast Program, After School Snack Program, At-Risk After School Snack Program, and National School Lunch program meals served to the children shall be determined by actual count. Cash receipts, other than from Sales of National Lunch Program meals and School Breakfast Program meals, After School Snack Program meals, and At-Risk After School Snack Program meals served to the children, shall be divided by \$1.00 to arrive at an equivalent meal count.

The per meal administrative/management fee of \$.1298 will be multiplied by total meals. The FSMC guarantees the LEA a no cost of operation for the LEA for school year 2015-2016.

6. Be it resolved by the Rockaway Borough Board of Education to increase the price of the school lunch from \$2.65 to \$2.75 for students and from \$3.15 to \$3.25 for adults for the 2015-2016 school year.
7. Be it resolved by the Rockaway Borough Board of Education to approve a contract with American Appraisal Associates, Inc., Wrightstown, PA in the amount of \$1,100 to provide a fixed asset accounting ledger for the fiscal year ending June 30, 2016.

8. Be it resolved by the Rockaway Borough Board of Education to cancel the following prior year accounts payable:

<u>Vendor</u>	<u>PO#</u>	<u>Amount</u>
123 ABA LLC,	P201401282	\$225.00
CDW Government, Inc.	P201401126	\$138.31
Quill Corp	P201401222	\$ 3.00
Quill Corp	P201401231	\$ 5.00
Quill Corp	P201401232	\$ (12.00)
<u>Dell Computer Corp</u>	<u>P201401178</u>	<u>\$ (.54)</u>
Grand Total		\$ 358.77

9. Be it resolved by the Rockaway Borough Board of Education to establish the following schedule of meetings for the period of July 2015 to January 5, 2016.

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.

July 21, 2015	(Combined Work Session/Regular)
August 18, 2015	(Combined Work Session/Regular)
September 8, 2015	September 15, 2015
October 13, 2015	October 20, 2015
November 10, 2015	November 17, 2015
December 8, 2015	December 15, 2015
January 5, 2016	Reorganization Meeting

10. Be it resolved by the Rockaway Borough Board of Education to award an order in the amount of \$7,310 for Gym Floor Refinishing (sand, repaint & polyurethane) at Thomas Jefferson School to Mathusek Inc., Oakland, NJ (Educational Data Cooperative Bid, proposal dated January 7, 2015).
11. Be it resolved by the Rockaway Borough Board of Education to approve the submission of the 2015-2016 No Child Left Behind Application as follows:

Title I Part A	\$ 61, 839
Title II Part A	\$ 23, 247

12. Be it resolved by the Rockaway Borough Board of Education to approve the submission of the 2015-2016 Individuals with Disabilities Education Act Application as follows:

Basic	\$188,766
Preschool	\$7,841

13. WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Rockaway Borough Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Rockaway Borough Board of Education has determined that an amount not to exceed \$400,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Rockaway Borough Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer, to be used on projects identified in the Districts Long Range Facilities Plan, consistent with all applicable laws and regulations.

14. Be it resolved by the Rockaway Borough Board of Education to approve Tuition Rates for the 2015-2016 School Year:

Preschool/Kindergarten	\$10,460
Grades 1-5	\$11,454
Grades 6-8	\$11,545
Language/Learning Disabilities	\$16,659
Multiple Disabled	\$ 22,728
Preschool Disabled P/T	\$12,920

15. Be it resolved by the Rockaway Borough Board of Education to approve the Lease Renewal in the amount of \$14,880 for the Modular Classroom located at the Lincoln School for the period September 8, 2015 to September 7, 2016 to M-Space Holdings LLC, Wall NJ (Unit #DSI 1835 AB (CR323)).
16. Be it resolved by the Rockaway Borough Board of Education to approve Edward Appleton as the district Interim Business Administration/Board Secretary from July 1, 2015 to January 15, 2016 at a rate of \$450 per day.
17. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments for the 2015-2016 school year:

Interim 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
Public Agency Compliance Officer

Lincoln School Principal

504 Coordinator
DYFS Liaison
Homeless Liaison

Jamie Argenziano

District Test Coordinator for NJASK & PARCC

18. Be it resolved by the Rockaway Borough Board of Education to appoint Edward J. Appleton Interim 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.

19. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments for the 2015-2016 school year:

- Vincent Montanino of the firm of VM Associates, Inc., Mt. Arlington, New Jersey, as School Auditor
- David Sgalia, Henry O. Baker Inc. of Dover, New Jersey as the District Insurance Agent
- Kellen Chapin, Chapin Architectural Services of Netcong, New Jersey as the district Architect
- Anthony P. Sciarillo of the Law Firm Sciarillo Cornell, Merlino, McKeever & Osborne, LLC, Westfield, NJ as the district Labor Negotiator.
- Mark Wenczel of the firm Gaccione, Pomaco & Malanga, in Belleville, NJ as General Counsel.
- Nathanya Simon of the firm Schwartz Simon Edelstein and Celso LLC, Whippany, NJ as Special Education Counsel

****These firms have been selected based on their professional experience, prior performance for the board of education and their proposal/submissions of May 8, 2015.**

20. Be it resolved by the Rockaway Borough Board of Education to authorize the Interim School Business Administrator to open a Petty Cash account in July 2015. The account will be maintained in accordance with Board Policy #6620 – Petty Cash.

21. Be it resolved by the Rockaway Borough Board of Education to authorize the Interim School Business Administrator and Interim Superintendent of Schools to make payments between Board of Education Meetings in accordance with Board Policy #6470 – Payment of Claims.

22. Be it resolved by the Rockaway Borough Board of Education to approve the following 403(b) and 457(b) providers:

403 (b)

The Equitable – Equi-Vest
Lincoln National
Metropolitan Life
Lincoln Investments

457 (b)

Metropolitan Life
The Equitable – Equi-Vest
Lincoln Investments

23. 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 #6470 – Budget Transfers.

24. Be it resolved by the Rockaway Borough Board of Education to authorize the purchase of items from New Jersey State Contract Vendors.

25. Be it resolved by the Rockaway Borough Board of Education to approve and renew a maintenance contract with Carousel Industries, Boston, MA in the amount of \$922.36 for the purpose of providing wireless network support for the period July 14, 2015 to March 31, 2016.

26. Be it resolved by the Rockaway Borough Board of Education approve the contract with PSN Hosting Services in the amount of \$958.00 to provide SNAP Health Center Hosted Support for the period September 1, 2015 to August 31, 2016.

27. Be it resolved by the Rockaway Borough Board of Education to approve and renew the contract with Renaissance Learning, Rapids, WI in the amount of \$11,947.50 to provide Accelerated Reader and Star Math and Reading Enterprise Subscription renewals for the 2015-2016 school year.

28. Be it resolved the Rockaway Borough Board of Education approve a contract with the Trerborn Company, Inc., Seattle, WA, in the amount of \$6,300.00 to provide Sophos Enduser Protection Renewal: Web, Mail and Encryption – Advanced) for the period July 1, 2015 to June 30, 2018 (36 months).
29. Be it resolved by the Rockaway Borough Board of Education to approve and renew the contract with Blackboard, Inc., Washington, DC, in the amount of \$1,375.67 to provide district Website Services.
30. Be it resolved by the Rockaway Borough Board of Education to approve the purchase of a Unitrends Recovery Appliance -713 Backup Appliance in the amount of \$19,756.00, from CDW-G, Chicago, IL, 3 years contract, Contract NJPA 100614#CDW Technology Catalog.
31. Be it resolved by the Rockaway Borough Board of Education to approve the Educational Services Commission of Morris County Professional Support/Non Public Services Agreement for Nonpublic Nursing and Nonpublic Technology Services for the 2015-2016 school year.
32. Be it resolved by the Rockaway Borough Board of Education to approve a contract with Maximus K-12 Education, Inc., Eatontown, NJ in the amount of \$592.00 to provide a translation services subscription for the period July 1, 2015 to June 30, 2016. (total cost of Subscription \$1,275 shared by three districts: Rockaway Borough, Wharton Borough, and Mine Hill.)
33. Be it resolved by the Rockaway Borough Board of Education to approve the Planned Maintenance Agreement in the amount of \$895.00 with Handi-Lift Service Company, Inc. for the Garaventa Chair Lift Model No. GSL-2 at Lincoln School from July 1, 2015 – June 30, 2016.
34. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request for the following students to attend out of district placements for the 2015-2016 school year per IEP:

<u>Student #</u>	<u>Location</u>	<u>Cost</u>	<u>Transportation</u>
50	Banyan School	\$52,261.20	To be determined
163	Sage Day	\$54,054.00	To be determined
175	Washington Academy	\$51,183.00	To be determined
7	Willowglen Academy	\$49,100.40	To be determined
191	Windsor Learning Ctr.	\$53,499.60	To be determined

35. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request for a bilingual speech evaluation to be performed by Hillmar, LLC for student# 983 at a cost of \$500.00.

B. PERSONNEL

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

The motion was approved by a unanimous roll call vote (Haines/Rogers)

1. Be it resolved by the Rockaway Borough Board of Education to approve Pratik Mistry as a summer computer technician at a rate of \$9.00 per hour. Mr. Mistry will be employed for no more than 5.5 hours per day/2.5 days per week from June 23, 2015 through August 30, 2015 pending receipt of criminal history review background check.

2. Be it resolved by the Rockaway Borough Board of Education to approve Muhammad Tahir as a summer computer technician at a rate of \$9.00 per hour. Mr. Tahir will be employed for no more than 5.5 hours per day/2.5 days per week from June 23, 2015 through August 30, 2015 pending receipt of criminal history review background check.
3. Be it resolved by the Rockaway Borough Board of Education to approve Sara Garcia as a return summer computer technician at a rate of \$9.25 per hour. Ms. Garcia will be employed for no more than 5.5 hours per day/5 days per week from June 23, 2015 through August 30, 2015 pending receipt of criminal history review background check.
4. Be it resolved by the Rockaway Borough Board of Education to approve the attached staff assignments for the 2015 -2016 school year.

C. Policy

Resolution withdrawn

D. Addendum

Be it resolved by the Rockaway Borough Board of Education to approve Addendum Item # 1.

The motion was approved by a unanimous roll call vote (Smith/Lugo)

1. Be it resolved by the Rockaway Borough Board of Education to approve proposal #1779 in the amount of \$600 with Schoolwide Educational Solutions to provide a ½ day training for approved curriculum writing staff.

XII. Comments from the Public – PenServ Plan Services, Inc. Contract (Finance Resolution #4), Summer School Teacher hourly rate?

XIII. Motion to Adjourn

There being no further business before the Board, a motion was approved unanimously at 8:18 pm to adjourn for the evening (Smith Haynes).

Respectfully submitted,

Edward J. Appleton
Interim School Business Administrator/ Board Secretary

**ROCKAWAY BOROUGH PUBLIC SCHOOLS
PROFESSIONAL DEVELOPMENT/TRAVEL EXPENDITURE APPROVAL REQUEST**

NAME	TRAVEL/WORKSHOP LOCATION	DATE	WORKSHOP/ CONVENTION EXPENSES	OTHER EXPENSES	PURPOSE OF THE TRIP
Tracy DeCrosta	2015 NJ Data Forward Institute/Somerset County Vo-Tec	7/14/15 & 7/15/15	\$200.		Enhance data analysis skills. Use data to measure programmatic efficiency, data for horizontal and vertical articulation, make positive correlations to PARCC enhance data culture among staff. Learn new SGO platform digital lesson quizzes.
Courtney Hartnett	Holiday Inn, NYC	8/30/15	\$165.00		Learn about Keyboarding Without Tears in the elementary classroom. Deepen knowledge of new digital materials.

BUILDING ADMINISTRATOR APPROVAL: _____ DATE: _____

SUPERINTENDENT APPROVAL: _____ DATE: _____

THE FOLLOWING TRAVEL EXPENSES WERE APPROVED BY THE ROCKAWAY BOROUGH BD OF ED ON _____