

Rockaway Borough Board of Education
Reorganization Meeting MINUTES
Thomas Jefferson School Cafeteria
Rockaway, NJ
January 5, 2016 - 8:00 PM

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

The meeting is called to order by Yvonne Hellwig, School Business Administrator/Board Secretary, serving as Temporary Chairperson.

II. Oath of Office and Acceptance of Resignation

Ms. Hellwig administers the oath of office to Mrs. Sarah Concannon

Be it resolved by the Rockaway Borough Board of Education to accept the resignation of Colleen Grow as a district substitute teacher effective January 5, 2016.

Motion by: Mrs. Haynes Seconded by: Mr. Rogers
Motion approved by unanimous roll call

Ms. Hellwig administers the oath of office to Mrs. Colleen Grow

III. Notice of Announcement:

In accordance with the Open Public Meeting Act, The Rockaway Borough Board of Education has provided adequate notice of this meeting to be posted and published by having the time, date and place thereof advertised in the Daily Record and The Citizen.

IV. Purpose

This meeting has been called for the purpose of organizing the Rockaway Borough Board of Education meetings for 2016 and to carry out any business brought before it.

V. Roll Call

Board Members Present: Mrs. Concannon, Mrs. Grow, Mr. Rogers, Vice President Haynes and President Smith
Board Member Absent: None
Administration Present: Superintendent of Schools Mark Schwarz, Business Administrator/Board Secretary Yvonne Hellwig

VI. Results of Election:

For (2) three year membership terms on the Board of Education:

Candidate	Poll Votes	Write-in Votes	Absentee Votes	Total Votes
Colleen Grow	405	0	0	405
Sarah Concannon	340	0	0	340
Jeffrey Tobias	319	0	0	319

VII. Nominations for President:

Nominee: Christa Smith

Nomination by: Mrs. Haynes Seconded by: Mr. Rogers
Motion approved by unanimous roll call

****At this point, the meeting is turned over to the Board President****

VIII. President continues with organizational meeting

A. Nomination for Vice President:

Nominee: Mrs. Haynes

Nomination by: Mr. Rogers Seconded by: Mrs. Grow
Motion approved by unanimous roll call

B. Committee and Representative Appointments by President for 2016.

<u>Committee</u>	<u>Chairperson</u>	<u>Co-Chairperson</u>
Building & Grounds:	Colleen Grow	Eileen Haynes
Public Relations:	Sarah Concannon	Tim Rogers
Personnel:	Christa Smith	Sarah Concannon
Insurance:	Colleen Grow	Tim Rogers
Curriculum:	Christa Smith	Colleen Grow
Policy:	Tim Rogers	Colleen Grow
Negotiations:	Eileen Haynes	Tim Rogers
Finance:	Sarah Concannon	Tim Rogers

<u>Representatives to Organizations</u>	<u>Representative</u>
New Jersey School Boards Association:	Eileen Haynes
New Jersey School Boards Legislation:	Tim Rogers
New Jersey School Boards Negotiations:	Haynes/Rogers
New Jersey School Boards Policy:	Colleen Grow
Morris County Education Services Commission Assembly:	Christa Smith
Morris County School Boards Association:	Tim Rogers
Rockaway Borough Home and School Association:	Sarah Concannon
Rockaway Borough Education Foundation:	Colleen Grow
Rockaway Borough Council:	Eileen Hayne
Rockaway Borough Recreation Committee:	Smith/Grow

Motion by: Mrs. Haynes Seconded by: Mr. Rogers
Motion approved by unanimous roll call

C. Organizational Resolutions

1. Be it resolved by the Rockaway Borough Board of Education to acknowledge receipt of The New Jersey Code of Ethics for School Board Members.

Each Member must sign the acknowledgment of receipt and return it to Yvonne Hellwig, School Business Administrator.

Motion by: Mrs. Smith Seconded by: Mrs. Grow
Motion approved by unanimous roll call

2. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments from January 1, 2016 to December 31, 2016:

Mark Schwarz	Superintendent of Schools
Yvonne Hellwig	Business Administrator/Board Secretary ADA Coordinator/Title IX Coordinator Affirmative Action Officer/Coordinator Custodian of Record
Melissa Nestor	Treasurer of School Monies
Phyllis Alpaugh	504 Coordinator, DCP&P Liaison, Homeless Liaison, Anti-Bullying Coordinator
Jaime Argenziano	PARCC Coordinator, District Testing Coordinator
Christopher Kelly	Asbestos Management and PEOSA, Right to Know Officer, Indoor Air Quality Designee, IPM Coordinator, NJ Dept of EPA Designee

Motion by: Mrs. Haynes Seconded by: Mr. Rogers
Motion approved by unanimous roll call

3. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments from January 1, 2016 to December 31, 2016. These firms have been selected based on their professional experience and prior performance for the board of education.

- 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
- Dr. Jean-Paul Bonnet, Skylands Medical, School Physician
- Anthony P. Sciarillo of Sciarillo, Cor. as the district 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
- Jeffrey Oster of Jeffrey A. Oster Private Investigators, Mine Hill, NJ, as District Private Investigator

Motion by: Mrs. Haynes Seconded by: Mrs. Smith
Motion approved by unanimous roll call

4. Be it resolved by the Rockaway Borough Board of Education to appoint Yvonne Hellwig 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 the bid threshold of \$40,000.00 and establish the quote threshold at \$6,000.00 or the amount designated by the State of New Jersey pursuant to NJSA 18A:18A-

Motion by: Mrs. Haynes Seconded by: Mrs. Concannon
Motion approved by unanimous roll call

5. 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.

Motion by: Mrs. Haynes Seconded by: Mrs. Concannon
Motion approved by unanimous roll call

6. Be it resolved by the Rockaway Borough Board of Education to authorize the Business Administrator/Board Secretary to maintain and replenish the impress petty cash account during the fiscal year and not exceeding a single expenditure of \$100.00 without prior approval by the Board Secretary.

Motion by: Mrs. Haynes Seconded by: Mr. Rogers
Motion approved by unanimous roll call

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

403 (b)

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

457 (b)

Metropolitan Life
The Equitable – Equi-Vest
Lincoln Investments

Motion by: Mrs. Haynes Seconded by: Mrs. Smith
Motion approved by unanimous roll call

8. 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.

Motion by: Mrs. Haynes Seconded by: Mrs. Concannon
Motion approved by unanimous roll call

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

Motion by: Mrs. Haynes Seconded by: Mrs. Grow
Motion approved by unanimous roll call

10. Be it resolved by the Rockaway Borough Board of Education to accept and approve the adoption of the existing Policy Manual, Curriculum, textbooks, and other rules and regulations consistent with Board practice in effect, for the continuation of school operations for the year 2016, and that changes, corrections or additions thereto may be determined by subsequent Board actions.

Motion by: Mrs. Haynes Seconded by: Mrs. Grow
Motion approved by unanimous roll call

11. 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.

Santander Bank

New Jersey Cash Management Fund

Motion by: Mrs. Haynes Seconded by: Mrs. Smith
Motion approved by unanimous roll call

12. Be it resolved by the Rockaway Borough Board of Education to accept and approve the President, Vice-President, Superintendent, Business Administrator/Board Secretary, and Treasurer of School Monies as authorized signatories for all official documents, payrolls, warrants, contracts, etc., for 2016.

Motion by: Mrs. Haynes Seconded by: Mrs. Grow
Motion approved by unanimous roll call

13. Be it resolved by the Rockaway Borough Board of Education to accept and approve the continuation of the 2015-2016 school year budget.

Motion by: Mrs. Haynes Seconded by: Mr. Rogers
Motion approved by unanimous roll call

14. Be it resolved by the Rockaway Borough Board of Education adopt Robert's Rules of Order as its official parliamentary procedure.

Motion by: Mrs. Haynes Seconded by: Mr. Rogers
Motion approved by unanimous roll call

15. Be it resolved by the Rockaway Borough Board of Education to establish the following schedule of meetings for the period of January 1, 2016 to June 30, 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.

Work Session Meetings	Regular Meetings
January 5, 2016	January 19, 2016
February 2, 2016	February 9, 2016
March 1, 2016	March 15, 2016
April 12, 2016	April 19, 2016
May 3, 2016	May 17, 2016
June 7, 2016	June 14, 2016

All meetings will be held at 8:00 p.m. in the Thomas Jefferson School Cafeteria, 95 East Main Street, Rockaway, New Jersey, unless otherwise advertised.

Motion by: Mrs. Haynes Seconded by: Mrs. Grow
Motion approved by unanimous roll call

IX. Comments from the Public
None

X. The Board of Education will now begin its Work Session Agenda

