

Rockaway Borough Board of Education
Rockaway, New Jersey
REGULAR MEETING
Thomas Jefferson School - Cafeteria
Tuesday, March 15, 2016
7:30pm

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: Mrs. Concannon, Mrs. Grow, Vice President Haynes and President Smith

Board Members Absent: Mr. Rogers

Administrators Present: Superintendent Mark Schwarz, Business Administrator/Board Secretary Yvonne Hellwig

IV. Committee Reports

- Facility Committee Report- the Superintendent gave an update on the conditions of the fields which are not really usable at this time, and also the condition of the White House. The district will get the equipment needed to attend to the fields.
- Finance Committee Report – gave an update on the budget

V. Superintendent's Discussion Items

Superintendent Schwarz expressed his condolences for the Kohler family with the loss of their mother and thanked the staff for all they did on behalf of the family. Mr. Schwarz also gave an update on the status of the water lead levels

- Read Across America – teachers did an excellent with Read Across America
- Unused Snow Days – we will take them off the end of the school year so the last day of school is June 15th
- Principal's Report – March is Women's History Month
- Curriculum Report – QSAC review, we consolidated curriculum on one template
- Technology Report – Mr. Schwarz reported on Mr. Reyes absence
- Facilities Report – Mr. Schwarz reported in Mr. Kelly's absence
- Legislative Update – Mr. Schwarz gave an update on the new ESSA (Every Student Succeeds Act)
- Policy Update – we will continue to review policies and present for 1st & 2nd readings

VI. Comments from the Public (related to agenda items only)

None

VII. Motion to approve the attached list of budget transfers dated March 1, 2016 to March 15, 2016.

Motion by: Mrs. Haynes Seconded by: Mrs. Grow

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

Motion by: Mrs. Haynes Seconded by: Mrs. Grow

IX. Motion to approve the manifest of bills from the Finance Committee as follows:

March 2016 \$ 859,666.75

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

Motion by: Mrs. Concannon Seconded by: Mrs. Haynes

X. Motion to approve the Board Secretary and Treasurer's Reports for January 2016.

Motion by: Mrs. Concannon Seconded by: Mrs. Haynes

XI. Motion to approve the minutes from February 9, 2016 and March 1, 2016 Board of Education meetings.

Motion by: Mrs. Concannon Seconded by: Mrs. Haynes

XII. **FINANCE**

Be it resolved by the Rockaway Borough Board of Education to approve Finance items, #1-9.

Motion by: Mrs. Concannon Seconded by: Mrs. Haynes

1. Be it Resolved that the tentative budget be approved for the 2016-2017 School Year using the 2016-2017 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>TOTAL</u>
2016-17 Total Expenditures	\$9,294,813	\$411,537	\$9,706,350
Less: Anticipated Revenues	<u>1,394,122</u>	<u>411,537</u>	<u>\$1,805,659</u>
Taxes to be Raised	<u>\$7,900,691</u>	<u>\$ 0</u>	<u>\$7,900,691</u>

And to advertise said tentative budget in the Daily Record in accordance with the form suggested by the State Department of Education and according to law: and

Be It Further Resolved, that a public hearing be held at the Thomas Jefferson School, 95 E Main Street, Rockaway, New Jersey on May 3, 2016 at 7:30 pm for the purpose of conducting a public hearing on the budget for the 2016-2017 School Year

Travel and Related Expense Reimbursement

2. WHEREAS, the Rockaway Borough Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district: and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, A Board of Education may establish, for regular business travel only, an annual school year threshold of \$150.00 per staff member where prior Board approval and shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b) to a maximum expenditure of \$5,000 for all staff and board members.

Professional Services

3. WHEREAS, pursuant to N.J.A.C. 6A:23A-5.2, a Board of Education must establish a maximum dollar limit for professional services and public relations, as defined in N.J.A.C. 6A:23A-9.3-14

NOW, THEREFORE, BE IT RESOLVED, that the Rockaway Borough Board of Education hereby establishes the following maximums for the 2016-2017 School Year as follows:

Architecture/Engineering	\$ 2,500
Legal	\$ 10,000
Audit	\$ 18,150
Physician	\$ 7,051

For a total amount of \$ 37,701

BE IT FURTHER RESOLVED, that the School Business Administrator track and record these costs to ensure that the maximum amount is not exceeded.

4. Be it resolved by the Rockaway Borough Board of Education to approve the attached list of Professional Development/Travel Expenditure requests.
5. Be it resolved by the Rockaway Borough Board of Education to approve the attached list of Field Trip requests.
6. Be it resolved by the Rockaway Borough Board of Education to approve the Cafeteria Checking Account and Cafeteria Reconciliation Reports for February 2016.
7. Be it resolved by the Rockaway Borough Board of Education to approve the pre-school tuition rate for the 2016-2017 school year as \$3,300.00
8. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request to have Hillmar, LLC perform a Bilingual (Arabic) Psycho-educational evaluation at a cost of \$1300.00 for student #222.
9. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request to have Hillmar, LLC perform a Bilingual (Arabic) Speech/Language evaluation at a cost of \$650.00 for student #222.

XIII. POLICY

Be it resolved by the Rockaway Borough Board of Education to approve Policy items, #1-4.

Motion by: Mrs. Grow Seconded by: Mrs. Haynes

1. Be it resolved by the Rockaway Borough Board of Education to accept the Superintendent's Harassment, Intimidation and Bullying report for incident numbers 2015-16-8 and 2015-16-9 unconfirmed and 2015-16-10 confirmed through 3/15/2016.

2. Be it resolved by the Rockaway Borough Board of Education to approve the attached school calendar for the 2016 – 2017 school year. Draft #2 was selected.
3. Be it resolved by the Rockaway Borough Board of Education to adopt the following policies and regulations:

Policy/Reg #	Title
P1240	Evaluation of Superintendent
R1240	Evaluation of Superintendent
P3221	Evaluation of Teachers
R3221	Evaluation of Teachers
P3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
R3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
P3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
R3223	Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals
P3224	Evaluation of Principals, Vice-Principals, and Assistant Principals
R3224	Evaluation of Principals, Vice-Principals, and Assistant Principals
P3431.1	Family Leave
P4431.1	Family Leave
P5516	Use of Electronic Communication and Recording Devices (ECRD)
P5756	Student Gender Identity and Expression

4. Be it resolved by the Rockaway Borough Board of Education to approve the first reading of the following policy and regulation:

Policy/Reg #	Title
P7422	School Integrated Pest Management
R7422	School Integrated Pest Management

XIV. CURRICULUM

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

Motion by: Mrs. Haynes Seconded by: Mrs. Grow

1. Be it resolved by the Rockaway Borough Board of Education to approve Odyssey of the Mind as a pilot program in the Rockaway Borough Schools for the 2015 – 2016 school year.

XV. PERSONNEL

Be it resolved by the Rockaway Borough Board of Education to approve Personnel items, #1-5.

Motion by: Mrs. Grow

Seconded by: Mrs. Haynes

1. Be it resolved by the Rockaway Borough Board of Education to approve Aqra Ansar to be a substitute teacher for the remainder of the 2015 – 2016 school year at a daily rate of \$85.00 per day for the first 10 days and \$90.00 for any additional days.
2. Be it resolved by the Rockaway Borough Board of Education to approve Charles Malianak and Thomas Patton to be the co-advisors for the Odyssey of the Mind pilot program for the 2015 – 2016 school year.
3. Be it resolved by the Rockaway Borough Board of Education to approve Daniele Ferrone to take a medical leave in accordance with the Family Medical Leave Act beginning on Wednesday, March 9, 2016 through Wednesday, March 23, 2016, returning on Thursday, March 24, 2016. Mrs. Ferrone intends to utilize the New Jersey Family Leave Insurance Act.
4. Be it resolved by the Rockaway Borough Board of Education to approve the following teacher as a mentor for the 2015-2016 school year:

New Teacher	Mentor
Stephanie Byrne	Nicole McCarter

5. Be it resolved by the Rockaway Borough Board of Education to approve the following Morris Hills High School students to complete observation hours in the Rockaway Borough Schools between March 1, 2016 and June 22, 2016.
 - Valeria Medina: TJ
 - Caroline Marvin: Lincoln

XVI. Old Business

None

XVII. New Business

None

XVIII. Comments from the Public

Mr. Michael Onischuk and Mrs. Jerilyn Hurley read a statement on behalf of the RBEA.

XIX. Motion to enter Executive Session

The next topic on the agenda relates to a student matter which constitutes an exception to the Open Public Meetings Act. Therefore the Board is permitted to have a private discussion and I will entertain a motion in that regard:

I move that the Board enter into Executive Session for the purpose of discussing student and negotiations matters, the nature of which will be made public when the need for confidentiality no

longer exists. At the conclusion of this discussion, the Board may reconvene in Public Session and action may be taken.

Motion by: Mrs. Grow Seconded by: Mrs. Concannon

XV. **Motion to Reconvene Public Session**

Motion by: Mrs. Haynes Seconded by: Mrs. Concannon

XIV. **Motion to Adjourn**

Motion by: Mrs. Haynes Seconded by: Mrs. Grow

Adjourned 9:35pm

Yvonne Hellwig
Business Administrator/
Board Secretary

**ROCKAWAY BOROUGH BOARD OF EDUCATION
FIELD TRIP REQUESTS**

GRADE	TEACHERS	DATE	TIME DEPART/RETURN	DESTINATION	# OF STUDENTS	# OF ADULTS	COST PER STUDENT	REASON FOR TRIP
1 st	Joanne Parent Jennifer Widuta	4/21/16	9:15 am 2:00 pm	World of Wings Teaneck, NJ	42	21	\$26.00	Enhance our butterfly & frog units of study.
K	Elizabeth Milite Heather Doering Courtney Hartnett	6/9/16	9:00 am 2:00 pm	Turtle Back Zoo West Orange, NJ	53	7	\$23.00	Students will be provided an enriching recreational experience that fosters excellence in wildlife education.
6 th – 8 th jazz band	Helen Love	4/29/16	8:15 am 12:30 pm	Lincoln Park Invitational Jazz Band day Lincoln Park, NJ	15	2	\$0.00	An opportunity to have our jazz band perform for and listen to other school jazz bands in a friendly and supportive atmosphere.
5 th	Monica Koerner	5/24/16	8:45 am 3:15 pm	American Museum of Natural History New York, NY	70	15	\$30.00	To enhance SS & ELA curriculum.

Superintendent Approval _____ Date_____

Board Approved _____

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

NAME	TRAVEL/WORKSHOP LOCATION	DATE	WORKSHOP/ CONVENTION EXPENSES	OTHER EXPENSES	PURPOSE OF THE TRIP
Mark Schwarz Kimberly Stockstill	Lessons Learned From the Virginia Tech Shooting Morris County Public Safety Training Academy Pompton Plains, NJ	4/5/16	\$100.00		The presentation will cover the comprehensive finds of the investigation, a chronological review of the shooter's background, challenges associated with managing a large scale mass casualty event, service to victims and families personnel management, crisis management, the media and lessons learned.
Sarah Concannon Colleen Grow Eileen Haynes Mark Schwarz	NJSBA Legal Training Boot Camp Harrison High School Harrison, NJ	4/16/16	\$99.00 each		NJSBA is offering an opportunity to gain a wealth of legal information in a one-day format. It will feature 16 sessions, covering some of the leading legal issues impacting education.
Jamie Argenziano	NJASK Training DTC Training Parsippany Hilton Parsippany, NJ	3/21/16	\$0.00		To prepare for the 2016 test administration of the NJ Science
Monica Dattoli Phyllis Alpaugh	LGBTQ Awareness and Sensitivity Training Lodi, NJ	3/11/16 cancelled & rescheduled to 5/13/16	\$140.00 each		Training will provide information about LGBTQ community and ways we can create more inclusive schools and classroom environments.
Steven Petry	UDL Part 2	5/25/16	\$0.00		Second part of UDL training focused on lesson design using UDL principals.
Sandy Gancarcik Jennifer Fassnacht	Universal Design for Learning Clifton, NJ	3/18/16	\$0.00		This workshop offers teachers various strategies to address learning styles, strengths and challenges for all students.

Superintendent Approval _____ Date _____

Board Approved _____