

Rockaway Borough Board of Education
Rockaway, New Jersey
WORK SESSION
Thomas Jefferson School - Cafeteria
Tuesday, April 12, 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, Mr. Rogers, Vice President Haynes and President Smith

Board Members Absent: None

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

IV. Public Statement Regarding Negotiations Progress

Mr. Rogers read a public statement on behalf of the Rockaway Borough Board of Education.

V. Superintendent's Discussion Items

- Visit from NJSBA Representative – April 19, 2016 meeting
- PARCC Testing –we are off and running. 'Kudos' to Shaun Reyes, Jaime Argenziano and Phyllis Alpaugh for all their hard work and effort
- Facilities – continuing conversations with Sacred Heart; enrollment projected to decline; TJ roof needs work as well as the TJ Boys and Girls bathrooms
- Kindergarten Enrollment – Registration is off the chart. We anticipated 39 enrollments and were at 54 on the first day
- Water Testing for Lead – We are testing all drinkable faucets in the district
- Policy Update – A handful of policies have been completed and would like to have the first reading in May
- We will have our High Honor Roll for the period next week.
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Recommend approval of the finance items as listed on the Agenda:

Recommend approval of the minutes from the March 15, 2016 Rockaway Borough Board of Education meeting.

Recommend approval of the attached list of budget transfers dated March 15, 2016 to April 12, 2016.

Recommend approval of the Certification of Major Account and Line Item Status.

Recommend approval of the manifest of bills from the Finance Committee as follows:

April (information will be available at the Regular Session)

FINANCE

1. Recommend approval of the attached list of Professional Development/Travel Expenditure requests.
2. Recommend approval of the Cafeteria Checking Account and Cafeteria Reconciliation Reports for February 2016.
3. Recommend the Rockaway Borough Board of Education approve a psychiatric evaluation for student #981 to be provided by Platt Psychiatric Associates, L.L.C. at a cost of \$725 (\$125 expediting fee included).
4. Recommend the Rockaway Borough Board of Education enter into the contract with Kyocera Document Solutions for the purpose of lease purchasing four (4) copy machines at a monthly cost of \$2,019.98. This contract will begin May 2016 and end May 2020 (48 months).
5. Recommend the Rockaway Borough Board of Education approve the contract with Hobbie Heat & Power, Inc., 104 Parker Road, Chester, NJ 07930 to disassemble leaking steam boiler, replace all gaskets between sections, reassemble and pressure test the unit at the Lincoln School. Cost for the project is \$3,340.00.
6. Recommend the Rockaway Borough Board of Education approve the contract with BFA Food Services Equipment & Supplies, 325 Division Street, Boonton, NJ 07005 to replace and install a convection oven at the Thomas Jefferson School at a cost of \$3,980.00.
7. Recommend the Rockaway Borough Board of Education approve the Lease Renewal in the amount of \$14,880 for the Modular Classroom located at the Lincoln School for the period of September 7, 2016 to September 6, 2017 with M-Space Holdings LLC, Wall, NJ (Unit #DSI 1835 AB (CR323)).
8. Recommend the Rockaway Borough Board of Education approve the use of Integrated Nursing Service of Parsippany, NJ, to provide In-School Nursing Services on a substitute basis as needed for the remainder of the 2015-2016 school year at the rate of \$58/hour for RN services or \$48/hour for LPN services.
9. Recommend the Rockaway Borough Board of Education approve the contract with Integrated Nursing Service of Parsippany, NJ, to provide In-School Nursing Services on a substitute basis as needed for the period July 1, 2016 to June 30, 2017 at the rate of \$58/hour for RN services or \$48/hour for LPN services.
10. Recommend the Rockaway Borough Board of Education approve the contract with Balken Risk Management Services, LLC, 143 Washington Street, Morristown, NJ 07960 as the "Property & Casualty and Worker's Compensation Broker of Record" for the 2016-2017 school year.

11. Recommend that the Rockaway Borough Board of Education approve the amendment to carry over IDEA-B non-public allocations in the amount of \$11,141 submitted to the Office of Grants Management for final approval.
12. Recommend approval by the Rockaway Borough Board of Education to permit Yvonne Hellwig, district Affirmative Action Officer, to form the Administrative Action Team, conduct the needs assessment and develop a comprehensive equity plan pursuant to N.J.A.C. 6A: 7-1.4 and N.J.A.C. 6A: 7-1.5
13. Recommend approval by the Rockaway Borough Board of Education to submit the 2016-2019 Comprehensive Equity Plan to the Office of the Morris County Superintendent of Schools.
14. WHEREAS, the district has a taxing authority which is composed of \$46,670 for health benefits adjustment, \$0 for enrollment adjustment, \$0 for PERS Deferment and \$0 for banked cap from previous budgets are available to the district for the 2016-2017 school budget in addition to the 2% cap increase over the prior year which totals \$46,670 resulting in a maximum district tax levy of \$7,900,691 therefore;

RECOMMEND the Rockaway Borough Board of Education approve the use of health benefits cost adjustment of \$46,670 included in the 2016-2017 budget.

VI. **POLICY**

1. Recommend to accept the Superintendent's Harassment, Intimidation and Bullying report.
2. Recommend approval of the attached revised school calendar for the 2015 – 2016 school year.
3. Recommend approval of the second reading of the following policy and regulation:

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

4. Superintendent Schwarz requested to have an 'All Call' sent out about the revised calendar.

VII. **CURRICULUM**

1. Recommend approval of the attached list of Field Trip requests.

VIII. **PERSONNEL**

1. Recommend approval for Susan Milite to be the long term substitute for Michael Leahey, Language Arts Teacher, Thomas Jefferson Middle School, effective May 2, 2016 through May 30, 2016 at a prorated annual salary of \$47,150 (subject to change pending the completion of negotiations).

IX. Old Business

None

X. New Business

President Smith read her own statement in response to the statement read by the Association at the previous Board Meeting. Mrs. Smith shared her own experience as a government employee of another location and sitting on the other side of the negotiations table. As such, she is a conflicted Board Member, and therefore, cannot participate in the negotiations process at the Rockaway Board of Education.

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

None

XII. **Motion to enter Executive Session**

None

The next topic on the agenda relates to a - none - 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 a matter, 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.

XIII. **Motion to Adjourn**

Motioned by: Mrs. Haynes

Seconded by Mrs. Grow

Adjourned 8:15pm

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
MD	Zangara	4/21/16	9:45 am 12:30 pm	Rockaway Town Square Mall/Rockaway	6	4	\$0.00	To enhance the curriculum with real world connections and interdisciplinary math skills as well as to foster growth in college and career readiness.
MD	Zangara	6/3/16	11:00 am 12:00 pm	Quick Check/Rockaway	6	4	\$0.00	To enhance the curriculum with real world connections and interdisciplinary math skills as well as to foster growth in college and career readiness.
MD	Zangara	6/13/16	11:30 1:00 pm	Hey Jude's Eatery/Rockaway	6	4	\$0.00	To enhance the curriculum with real world connections and interdisciplinary math skills as well as to foster growth in college and career readiness.
PALS/MD	Zangara Holmes	5/09/16	9:30 am 2:00 pm	Turtle Back Zoo/West Orange	12	10	\$9.00	To enhance or science curriculum with real world connections and interdisciplinary math skills as well as to foster growth in college and career readiness.
8	Dattoli	6/7/16	8:15 am 1:55 pm	Montclair State University/Montclair	10	1	\$0.00	To provide students with an interest in the field of education with an opportunity to learn more about the field.

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

7/8th	Matschke	5/2/16	8:30 am 3:15 pm	Statue of Liberty and Ellis Island	138	15	\$21.00	For the 7 th and 8 th graders to visit one of the most iconic landmarks of the United States of America, Statue of Liberty, and to learn about immigration by visiting Ellis Island.
7/8th	Orosz	5/23/16	7:45 am 2:00 pm	Junior Solar Sprints/Ridgedale Middle School	16	2	\$0.00	Junior Solar Sprints Inter-County Final Face. We will be going on this trip, provided we place at the regional race on May 18 th .
2	Medore Tuluca Yobs	6/7/16	9:00 pm 2:30 pm	Red Mill Museum, Clinton, NJ	54	13	\$25.00	To enhance and build upon social studies curriculum, by studying communities of the past and how they've changed over time.

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
Jennifer Matschke	Virtual Reality for Google Cardboard/Bergen County Makerspace	5/19/16	\$75.	n/a	Learn how to access virtual reality tours using the Google software & learn how to create my own augmented reality field trip.
Lucia Dolin	2016 Spring Conference NJTESOL/New Brunswick	6/1 & 6/2/16	\$309	n/a	To learn about NJDOE's new initiatives concerning ESL/Bil education. To learn about best practices to implement in the ESL classroom.
Stephanie Bonaparte	NJPSA Fall conference/Long Branch, NJ	10/20 & 10/21/16	\$275. Early registration \$298 After June 30	Lodging is free if first 200 to register	NJPSA offers this conference to principals to explore innovative ideas to maximize teacher performance and student achievement.
Mihaela Tuluca Ceil Crum	Practical Strategies for working with difficult students/ Fairfield, NJ	5/10/16	\$219.00 /person	n/a	This seminar will provide us with techniques for dealing with disruptions in the classroom and provide tips on how to minimize such behaviors. The seminar will also focus on how to stay emotionally neutral while working with difficult and defiant students.
Lisbeth Schnurman	Childhood Apraxia of Speech: Practical treatment strategies for more intelligible speech/ West Orange, NJ	5/12/16	\$239.00	n/a	Assessment & treatment of apraxia of speech and a variety of techniques.
Denise Jacobus	School Nurses: Best current practices for school medical emergencies/ Fairfield, NJ	5/25/16	\$239.00	n/a	This workshop will increase nurse's effectiveness as the first responder in the school to medical emergencies, including lockdown and evacuation.
Jessica Parry	Free tech tools to increase learning/ Fairfield, NJ	5/25/16	\$239.00	n/a	Learn about free apps, websites, tools, etc. to increase motivation, instruction differentiation and improve assessment.

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ROCKAWAY BOROUGH PUBLIC SCHOOLS
PROFESSIONAL DEVELOPMENT/TRAVEL EXPENDITURE APPROVAL REQUEST

Joanne Parent	Free tech tools to increase learning/ Fairfield, NJ	5/25/16	\$239.00	n/a	Learn about free apps, websites, tools, etc. to increase motivation, instruction differentiation and improve assessment.
Phyllis Alpaugh	NJPSA Fall Conference/ Long Branch, NJ	10/20/16 10/21/16	\$275.00 or \$298 after 6/30	\$42.22 mileage	NJPSA offers this conference to principal's to explore innovative ideas to maximize teacher performance and student achievement
Yvonne Hellwig	Environmentally Preferable Purchasing Hilton Garden Inn Rockaway, NJ	4/14/16	\$50.00	n/a	Sustainable/Green Purchasing updates
Ronnie Abrams	Year End CDK Personnel Closing Hawk Pointe Golf Club 294 State Route 31 Washington, NJ	5/5/16	\$0.00	n/a	To be informed of any updates and changes to the close out procedures for the CDK Personnel system.
Yvonne Hellwig	Year End CDK Accounting Closing Hawk Pointe Golf Club 294 State Route 31 Washington, NJ	5/6/16	\$0.00	n/a	To be informed of any updates and changes to the close out procedures for the CDK Personnel system.
Yvonne Hellwig	New Jersey Association of Business Officials Annual Conference Atlantic City, NJ	6/8/16 6/9/16 6/10/16	\$150.00	Hotel 2 nights x \$100 = \$200 Mileage \$86.18	To maintain professional development and required QPA credits
Mark Schwarz	NJASA Spring Leadership Conference Caesars Hotel and Casino Atlantic City, NJ	5/11/16 5/12/16 5/13/16	\$469.00	Hotel 2 nights x \$100 = \$200 Mileage \$86.18	This conference will address school leadership, the latest educational developments and best practices to help maintain a professional and personal balance. It will also provide information to help acquire tools needed as an educational leader in the community.

Superintendent Approval _____ Date _____

Board Approved _____