

Rockaway Borough Board of Education
Rockaway, New Jersey
REGULAR SESSION MINUTES
Thomas Jefferson School - Cafeteria
Tuesday, April 19, 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. Guest Speaker:

Ms. Karen Cortellino, School Board Member, Montville Township Public Schools and President of the Morris County School Boards Association. Ms. Cortellino invited everyone to attend the May 19, 2016 dinner/meeting for an opportunity to learn what the New Jersey Schools Boards Association is all about.

Superintendent's Discussion Items

- **Non-tenured employee review in closed session** – Superintendent Schwarz stated that the review of non-tenured contracts used to be an annual occurrence and that the district will be implementing the process again
- **Bring Our Sons and Daughters to Work Day and PARCC** – on April 28th. It will be an excused absence for those students who go to work with their parent. The PARCC testing will be pushed back one day.
- **Principals' Reports** –
Lincoln School: Kindergarten registration is up to 55 applicants. We will be adding an additional screening day. There was a nice Arbor Day Presentation for 3rd graders last week. We held the roll-out for the 'Jump for Art' last week. Using technology, the 2nd graders are learning about the Appalachian Trail by following along with Angel Santana as he walks the trail.
Thomas Jefferson: The Jungle Book Play was fantastic. The students also did a 'Wall of Compliments' project that is still on display. We held a RAMS Rewards Day just before the spring break. The Rockaway Mall sponsored an art show. One of our student's art work

was selected to be included at the Morris County exhibition. Graduation is scheduled for June 15th.

- **Curriculum report** – This is Autism Awareness Month. Also, summer reading is in preparation. Summer curriculum will focus on math this summer. We are well into PARCC and it has been going well.
- **Technology report** – none
- **Facilities report** – Three new SmartBoards have been installed. The bell system at the Lincoln School needs a replacement part which has been ordered. We had a fire suppressant system installed in the TJ kitchen. The current oven at TJ is not functioning properly and replacement parts are not available due to the age of the oven. We have ordered a new oven. We are working on the fields outside to spruce them up. All drinkable water spigots are going to be lead-tested.
- **Legislative Update** – There are several Bills up for consideration at the state. At least two of those Bills have the support of NJ School Boards Association. One of the Bills supported by NJSBA requires that all schools install a ‘panic button’. Another one is a Bullying Amendment being proposed to the state which addresses the issue of power imbalance. The current Bill does not include power imbalance.

V Comments from the Public (related to Agenda items only)

None

VI Motion to approve the attached list of budget transfers dated March 15, 2016 to April 19, 2016.

Motioned by: Mrs. Haynes Seconded by: Mrs. Grow

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

Motioned by: Mrs. Concannon Seconded by: Mr. Rogers

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

April \$818,342.46

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

Motioned by: Mrs. Haynes Seconded by: Mrs. Concannon

IX Motion to approve the Board Secretary and Treasurer’s Report for February 2016.

Motioned by: Mrs. Grow Seconded by: Mrs. Haynes

X Motion to approve the Minutes from the March 15, 2016 and April 12, 2016 Board of Education meetings.

Motioned by: Mrs. Concannon Seconded by: Mrs. Grow

XI **FINANCE**

Be it resolved by the Rockaway Borough Board of Education to approve Finance Items #1-14.

Motioned by: Mrs. Concannon

Seconded by: Mrs. Grow

1. Be it resolved by the Rockaway Borough Board of Education to approve the attached list of Professional Development/Travel Expenditure requests.
2. Be it resolved by the Rockaway Borough Board of Education to approve the Cafeteria Checking Account and Cafeteria Reconciliation Reports for February 2016.
3. Be it resolved by the Rockaway Borough Board of Education to 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. Be it resolved by the Rockaway Borough Board of Education to approve entering 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. Be it resolved by the Rockaway Borough Board of Education to 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. Be it resolved by the Rockaway Borough Board of Education to 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. 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 of September 7, 2016 to September 6, 2017 with M-Space Holdings LLC, Wall, NJ (Unit #DSI 1835 AB (CR323)).
8. Be it resolved by the Rockaway Borough Board of Education to 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. Be it resolved by the Rockaway Borough Board of Education to 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. Be it resolved by the Rockaway Borough Board of Education to 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. Be it resolved by the Rockaway Borough Board of Education to 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. Be it resolved 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. Be it resolved 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;

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

IV **POLICY**

Be it resolved by the Rockaway Borough Board of Education to approve Policy Items #1-3.

Motioned 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 dated April 19, 2016 for incident numbers 2015-16-11 through 2015-16-12 confirmed.
2. Be it resolved by the Rockaway Borough Board of Education to approve the attached revised school calendar for the 2015 – 2016 school year.
3. Be it resolved by the Rockaway Borough Board of Education to approve the second reading of the following policy and regulation:

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

V. **CURRICULUM**

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

Motioned by: Mrs. Haynes Seconded by: Mr. Rogers

1. Be it resolved by the Rockaway Borough Board of Education to approve the attached list of Field Trip requests.

VI. PERSONNEL

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

Motioned by: Mrs. Concannon

Seconded by: Mr. Rogers

1. Be it resolved by the Rockaway Borough Board of Education to approve 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).
2. Be it resolved by the Rockaway Borough Board of Education to approve Karen Fitzgerald as a playground/cafeteria aide beginning April 11, 2016 at the rate of \$10.00 per hour. Ms. Fitzgerald will not exceed 4.5 hours per day.
3. Be it resolved by the Rockaway Borough Board of Education to approve Wendy Nickoley for a family medical leave in accordance with the Federal Medical Leave Act beginning on May 9, 2016 and continuing to May 13, 2016.
4. Be it resolved by the Rockaway Borough Board of Education to approve Michael Scholtz as a personal/instructional aide for the period of April 11, 2016 to June 30, 2016 at the rate of \$14.00 per hour. Mr. Scholtz will not exceed 5.9 hours per day.

VII. Old Business

President Smith inquired if the Board had heard from the RBEA as to whether or not the Association was available to meet with the negotiations committee on April 20, 2016. The response was no.

VIII. New Business

None

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

Mr. Onischuk read a statement on behalf of the RBEA regarding negotiations. Mrs. Coulther read a statement regarding negotiations. This was followed by numerous teachers and Borough parents either reading statements or making statement on the issue of negotiations.

X. Motion to enter Executive Session

The next topic on the agenda relates to a Personnel 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 Personnel 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.

Motioned by: Mrs. Grow

Seconded by: Mrs. Concannon

XI. Motion to reconvene Public Session

Motioned by: Mrs. Haynes

Seconded by: Mrs. Grow

XII. Motion to Adjourn

Motioned by: Mrs. Concannon

Seconded by: Mrs. Haynes

Meeting Adjourned: 10:38pm

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 _____