

Rockaway Borough Board of Education
Rockaway, New Jersey
REGULAR MINUTES
Thomas Jefferson School - Cafeteria
Tuesday, June 14, 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. Sarah Concannon, Mr. Tim Rogers, Vice President Eileen Haynes, President Christa Smith

Board Members Absent: Mrs. Colleen Grow

Administrators Present: Superintendent Mark Schwarz, School Business Administrator Yvonne Hellwig

IV. Superintendent's Discussion Items

- ☐ Principals' Reports
- ☐ Curriculum Report
- ☐ Technology Report
- ☐ Facilities Report
- ☐ Legislative Update
- ☐ Board Goals for 2016-2017
- ☐ End of School Year / Graduation
- ☐ Congratulations to the Thomas Jefferson School Softball Team! - County Champions for three straight years

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

None

VI. Motion to approve the attached list of budget transfers dated May 17, 2016 to June 14, 2016.

Motion by: S. Concannon Seconded by: T. Rogers

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

Motion by: S. Concannon Seconded by: T. Rogers

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

May 2016 \$998,788.72

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

Motion by: S. Concannon Seconded by: T. Rogers

IX. Motion to approve the Board Secretary and Treasurer's Reports for March 2016.

Motion by: T. Rogers Seconded by: S. Concannon

X. Motion to approve the minutes from May 17, 2016 and June 7, 2016 Board of Education meetings.

Motion by: S. Concannon Seconded by: T. Rogers

XI. **FINANCE**

Be it resolved by the Rockaway Borough Board of Education to approve Finance items, #1-57.

Motion by: E. Haynes Seconded by: T. Rogers

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 the following monthly school property tax payments from the Borough of Rockaway on the first of each month:

July 2016	\$658,390.00
August 2016	\$658,391.00
September 2016	\$658,391.00
October 2016	\$658,391.00
November 2016	\$658,391.00
December 2016	\$658,391.00
January 2017	\$658,391.00
February 2017	\$658,391.00
March 2017	\$658,391.00
April 2017	\$658,391.00
May 2017	\$658,391.00
June 2017	\$658,391.00
TOTALS	\$7,900,691.00

4. Be it resolved by the Rockaway Borough Board of Education to approve that the Board Secretary/Business Administrator be authorized to publish the schedule of meetings in the Daily Record and The Citizen.

Work Session Meetings

July 19, 2016
August 23, 2016
September 13, 2016
October 11, 2016
November 8, 2016
December 6, 2016

Regular Meetings

(Combined Work Session/Regular)
(Combined Work Session/Regular)
September 27, 2016
October 25, 2016
November 15, 2016
December 13, 2016

5. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments for the 2016-2017 school year:
- ☐ Vincent Montanino of the firm of VM Associates, Inc., Mt. Arlington, New Jersey, as School Auditor
 - ☐ David Balken, Balken Risk Management, Morristown, New Jersey as the Broker of Record
 - ☐ Parette Somjen Architects LLC, Architectural Services of Rockaway, New Jersey as the district Architect
 - ☐ Dr. Jean-Paul Bonnet, Skylands Medical, School Physician
 - ☐ Anthony P. Sciarrillo of the Law Firm Sciarrillo Cornell, Merlino, McKeever & Osborne, LLC, Westfield, NJ as the district Labor Negotiator and General Counsel
 - ☐ Nathanya Simon of the firm Schwartz Simon Edelstein and Celso LLC, Whippany, NJ as Special Education Counsel
6. Be it resolved by the Rockaway Borough Board of Education to approve the School Business Administrator to open a Petty Cash account in July 2016. The account will be maintained in accordance with Board Policy #6620 - Petty Cash.
7. Be it resolved by the Rockaway Borough Board of Education to approve 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 **for the 2016-2017 school year.**
8. Be it resolved by the Rockaway Borough Board of Education to approve the Superintendent to approve budgetary transfers between Board Meetings in accordance with Board Policy #6422 - Budget Transfers **for the 2016-2017 school year.**
9. Be it resolved by the Rockaway Borough Board of Education to approve the following 403(b) and 457(b) providers:
- | | |
|---------------------------|---------------------------|
| 403 (b) | 457 (b) |
| The Equitable - Equi-Vest | Metropolitan Life |
| Lincoln National | The Equitable - Equi-Vest |
| Metropolitan Life | Lincoln Investments |
| Lincoln Investments | |
10. Be it resolved by the Rockaway Borough Board of Education to approve the renewal of the Food Service Management contract with Pomptonian, Inc., Fairfield, NJ for the food service operation during the 2016-2017 school year.

Be it further resolved that the Rockaway Borough Board of Education approve 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 (\$.1304) 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 served and meal equivalents. The number of School Breakfast 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 served to the children, shall be divided by \$1.00 to arrive at an equivalent meal count.

The per-meal administrative/management fee of \$.1304 will be multiplied by total meals. The FSMC guarantees the LEA a no cost of operation for the LEA for school year 2016-2017.

Be it further resolved that the Rockaway Borough Board of Education approve that the Student Lunch Meal and Adult Lunch Meal prices remain unchanged at \$2.75 and \$3.25 respectively.

11. Be it resolved by the Rockaway Borough Board of Education to approve the contract with Duff & Phelps, Inc., a fixed asset accounting service (formerly named American Appraisal Associates) Wrightstown, PA, in the amount of \$1,115.00 to provide a fixed asset accounting service for the fiscal year ending June 30, 2017.
12. 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, 2016 to September 7, 2017 to M-Space Holdings LLC, Wall NJ (Unit #DSI 1835 AB (CR323)).
13. Be it resolved by the Rockaway Borough Board of Education to approve the contract with Turbo Carpet & Tile Cleaning, Inc., Rockaway, NJ, in the amount of \$1,100 to provide carpet cleaning, disinfectant and Scotch Guard services at Thomas Jefferson, Lincoln and the Administration Building for the 2016 - 2017 school year.
14. Be it resolved by the Rockaway Borough Board of Education to approve and renew the contract with Strauss Esmay Associates, LLP, Toms River, NJ in the amount of \$2,540 to provide school policy and regulation consultations for the 2016-2017 school year.
15. Be it resolved by the Rockaway Borough Board of Education to approve the contract with PSN, Inc. Hosting Services in the amount of \$958 to provide SNAP Health Center Hosted Support for the period September 1, 2016 to August 31, 2017.
16. 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 \$12,444 to provide AR Star Math and Reading Enterprise Subscription renewals for the 2016-2017 school year.
17. Be it resolved by the Rockaway Borough Board of Education to approve and renew the contract with Follett School Solutions, Inc., McHenry, IL, in the amount of \$1,076.40 for the Destiny Library Manager Subscription for the 2016-2017 school year.

18. 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 for the 2016 - 2017 school year.
19. Be it resolved by the Rockaway Borough Board of Education to approve and renew the contract with K12USA.com, Island Heights, NJ in the amount of \$1,431 to provide email services to district staff during the 2016-2017 school year.
29. Be it resolved by the Rockaway Borough Board of Education to approve the 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, 2016 to June 30, 2017.
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 from CDWG.com, Chicago, IL, for the period July 1, 2016 to June 30, 2017.
31. Be it resolved by the Rockaway Borough Board of Education to approve the contract with Mathusek Sport Flooring, Oakland, NJ, in the amount of \$1,606 to provide resurfacing, cleaning and buffing services for the Thomas Jefferson gym floor.
32. Be it resolved by the Rockaway Borough Board of Education to approve the Planned Maintenance Agreement with Handi-Lift Service Company, Inc., in the amount of \$995 for the Garaventa Chair Lift Model No. GSL-2 at the Lincoln School from July 1, 2016 - June 30, 2017.
33. Be it resolved by the Rockaway Borough Board of Education to approve the Shared Services Agreement with Morris Hills Regional District Rockaway, NJ, in the amount of \$211,987 for Child Study Team Services between Rockaway Borough Board of Education and Morris Hills Regional District for the 2016-2017 school year.
34. Be it resolved by the Rockaway Borough Board of Education to approve entering into an Agreement with Prime Health Care Services - Saint Clare's, LLC, Denville, NJ, to provide outpatient behavioral health assessments services at a discounted rate of 80.83% of the usual bill for school year 2016-2017.
35. 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 2016-2017 school year.
36. Be it resolved by the Rockaway Borough Board of Education to approve the Joint Transportation Agreement with Educational Services Commission of Morris County for transportation of public, nonpublic and special education students for the 2016-2017 school year.
37. Be it resolved by the Rockaway Borough Board of Education to approve the Tuition Rates for the 2016-2017 School Year:

Preschool/Kindergarten	\$ 11,673
Grades 1-5	\$ 11,802
Grades 6-8	\$ 12,053
Language/Learning Disabilities	\$ 21,559
Multiple Disabled	\$ 25,210
Preschool Disabled P/T	\$ 21,145

38. Be it resolved by the Rockaway Borough Board of Education to approve the submission of the 2016-2017 No Child Left Behind Application as follows:

Title I Part A	\$ 52, 563
Title II Part A	\$ 19, 760

39. Be it resolved by the Rockaway Borough Board of Education to approve the submission of the 2016-2017 Individuals with Disabilities Education Act Application as follows:

Basic	\$ 176,586
Preschool	\$ 6,665

40. Be it resolved by the Rockaway Borough Board of Education to approve the purchase of two (2) Tripp Tablet/Chrome Charging Stations from CDWG.com, Chicago, IL, in the amount of \$1,039.90 for the tablets housed at Lincoln and Thomas Jefferson.
41. Be it resolved by the Rockaway Borough Board of Education to approve the contract with Parette Somjen Architects, LLC, Rockaway Borough, NJ, in the amount of \$2,000 to perform a structural analysis of the Board Office regarding sloping floors and related structural concerns.
42. Be it resolved by the Rockaway Borough Board of Education to approve the Shared Services Agreement between the Morris Hills Regional District and Rockaway Borough Board of Education for Vehicle Maintenance at a rate of \$90.00 per hour and at a rate of \$150.00 per hour for emergency repairs for the 2016-2017 school year.
43. Be it resolved by the Rockaway Borough Board of Education to approve the contract with Schoolwide, Inc., Holbrook, NY, in the amount of \$6,975 for K-6th Grade Writing Units for the 2016-2017 school year.
44. Be it resolved by the Rockaway Borough Board of Education to approve the following people to complete curriculum writing between June 8, 2016 and August 15, 2016 at a rate of \$37.06 per hour (final rate to be determined upon the completion of negotiations):

Subject Area	Name	Maximum Hours	Assignment
Math K-3	Jessica Parry	25 Hours	Rewrite/Document Creation
Math 4-6	Jennifer Fassnacht	20 Hours	Rewrite/Document Creation
Math 7 - 8 , Algebra	Daniele Ferrone	20 Hours	Rewrite/Document Creation
Science K. 2. 3	Elizabeth Milite	15 Hours	Update and Align to NGSS
Science 7, 8	Catherine Orosz	10 Hours	Update and Align to NGSS
P. E. K-3	Michael Onischuk	15 Hours	Update and Align
P. E. 4 - 8	Michael Onischuk	20 Hours	Update and Align

45. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request for student #178 to undergo a psychiatric evaluation by Dr. Lee Suckno at a cost of \$600.00.
46. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request for the following students to attend Out of District Extended School Year placements as indicated in their IEPs:

Student #	Location	Tuition	Transportation
145	Allegro School	\$461.00 per day	TBD
50	Banyan School	\$298.56 per day	TBD
168	The Children's Institute	\$326.97 per day	TBD
191	Windsor Learning Center	\$305.00 per day	TBD
86	YCS - Sawtelle Learning Ctr	\$310.38 per day \$202.22 per day *aide	TBD

47. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request for the following students to attend the 2016 Extended School Year as indicated in their IEPs:

Student #	Current grade
193	PreK
144	2
222	3
39	7

48. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request to provide transportation for the district's 2016 Extended School Year program for the following students as indicated in their IEPs:

Student #	Dates
169	6/27/2016 - 8/5/2016
193	6/27/2016 - 8/5/2016
198	6/27/2016 - 8/5/2016
167	6/27/2016 - 7/29/2016
181	6/27/2016 - 7/29/2016

49. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request to provide busing to the JCC in West Orange, NJ for student #168 from 8/8/2016 - 8/19/2016 and 8/29/2016 - 8/31/2016 as indicated in the IEP.
50. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request to provide busing to the JCC in West Orange, NJ for student #167 8/8/2016 - 8/19/2016 and 8/29/2016 - 8/31/2016 as indicated in the Education Services Agreement dated May 31, 2016.

51. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request for the Speech Therapy Center, LLC to provide up to 20 speech/language evaluations between 9/1/2016 - 6/30/2017 at a cost of \$375.00 per evaluation.
52. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request for Michelle Lawton to provide up to 600 hours of BCBA services for the 2016 - 2017 school year, 9/1/2016 - 6/30/2017 at a cost of \$125.00 per hour.
53. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request for ABA home component services as per IEP for the 2016/2017 school year as follows:

Student #	Frequency	Dates	Provider	Cost
108	Up to 3.5 hours per week of direct ABA & .5 hour per week of indirect therapy	7/1/2016 - 6/30/2017	Kelly Ann Consulting	\$75.00 per hour
86	5 hours per week (10 hours when school is not in session)	9/1/2016 - 6/30/2017	Dave Koenig	\$50.00 per hour

54. Be it resolved by the Rockaway Borough Board of Education to approve the acceptance of tuition student #229 to attend the MD Extended School Year program, 6/27/2016 - 8/5/2016, at a rate of \$7556.00 which includes related services and a 1:1 aide.
55. Be it resolved by the Rockaway Borough Board of Education to approve the Child Study Team request to pay the educational tuition portion for student #7 to attend Bonnie Brae, 6/8/2016 - 6/30/2106; **12 days @ \$330.00 per day = \$3960.00.**
56. Be it resolved by the Rockaway Borough Board of Education to approve Morris Hills High School to provide the Extended School Year transportation for in district students at a cost of \$4,650.00.
57. **Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request to accept the following tuition students for the 2016 Extended School Year program:**

Student #	Dates	Tuition	Aide
177	6/27/16 - 8/5/16	\$3393.00 Therapies - TBD	TBD
172	6/27/16 - 8/5/16	\$4060.00 Therapies - TBD	
229	6/27/16 - 8/5/16	\$5236.00	TBD

XII. POLICY

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

Motion by: T. Rogers

Seconded by: E. Haynes

1. Be it resolved by the Rockaway Borough Board of Education to accept the Superintendent's Harassment, Intimidation and Bullying report dated TJ 2015-2016 for incident numbers 18 and 20 confirmed and, 17, 19, 21 and 22 unconfirmed.
2. **Be it resolved by the Rockaway Borough Board of Education to approve the abolishment of the Thomas Jefferson School 2/5th English as a Second Language Teacher position for the reason of economy and efficiency effective July 1, 2016.**
3. **Be it resolved by the Rockaway Borough Board of Education to approve the following Board Goals for the 2016-2017 school year:**
 - A. In order to ensure a safe, welcoming, and attractive educational environment for all students and staff, The Rockaway Borough Board of Education (RBBOE) will continue to assess the existing facilities needs of the district and develop an action plan for addressing identified needs.**
 - B. In order to ensure the responsible use of local tax dollars and to ensure the highest quality education for all students, the RBBOE will conduct an efficiency review of district programs and operations.**
 - C. In order to promote the well-being of all students and staff and to ensure the efficient operation of the district, the RBBOE will conduct a comprehensive policy review to identify appropriate additions and/or updates to the existing Board Policies and Regulations.**
 - D. In order to facilitate the professional growth of RBBOE, select Board members will increase their participation in the Morris County School Boards Association meetings in the 2016-17 school year.**
4. Be it resolved by the Rockaway Borough Board of Education to approve the second reading of the following policies

P1042	Board Member Qualifications
P1581	Victim of Domestic or Sexual Violence Leave
P2361	Acceptable Use of Computer Networks Computers and Resources
P2412	Home Instruction Due to Health Condition
	Programs and Services for Pupils in High Poverty and In High Need School
P2414	Districts
P2415	No Child Left Behind Programs
P2417	Student Intervention and Referral Services
P2431	Athletic Competition
	Home or Out of School Instruction for a General Education Students for
P2481	Reasons Other than a Temporary or Chronic Health Conditions
P3125	Employment of Teaching Staff Members
P3144.12	Certification of Tenure Charges - Inefficiency
P3218	Substance Abuse
P3221	Evaluation of Teachers
P3240	Professional Development for Teachers and School Leaders
P4125	Employment of Support Staff Members
P5120	Assignment of Pupils
P5200	Attendance

P5300	Automated External Defibrillators
P5308	Student Health Records
P5310	Health Services
P5512	Harassment, Intimidation, and Bullying
P5533	Pupil Smoking
P5600	Pupil Discipline - Code of Conduct
P5610	Suspension
P5611	Removal of Students for Firearms Offense
P6470	Payment of Claims
P6480	Purchase of Food Supplies
P7434	Smoking In School Buildings and School Grounds
P8462	Reporting Potential Missing or Abused Children
P8505	Wellness Policy - Nutrient Standards for Meals and Other Foods
P8630	Bus Driver - Bus Aide Responsibility
P9270	Home Schooling and Equivalent Education Outside the Schools

XIII. CURRICULUM

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

Motion by: S. Concannon Seconded by: E. Haynes

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

XIV. PERSONNEL

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

Motion by: E. Haynes Seconded by: S. Concannon

1. Be it resolved by the Rockaway Borough Board of Education to approve the attached Staff Assignment List for the 2016-2017 school year.
2. Be it resolved by the Rockaway Borough Board of Education to approve Ken Contreras as a summer computer technician at the rate of \$9.00 per hour. Mr. Contreras will be employed for no more than 5.5 hours per day/5 days per week from June 16, 2016 through August 30, 2016 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 summer computer technician at the rate of \$9.50 per hour. Ms. Garcia will be employed for no more than 5.5 hours per day/5 days per week from June 16, 2016 through August 30, 2016 pending receipt of criminal history review background check.

4. Be it resolved by the Rockaway Borough Board of Education to approve Kyle Joseph Gaeb as a summer custodian at a rate of \$9.25 per hour. Mr. Gaeb will be employed for no more than 7.5 hours per day/5 days per week from June 8, 2016 through August 30, 2016.
5. Be it resolved by the Rockaway Borough Board of Education to approve Matt Toohey as a summer custodian at a rate of \$9.25 per hour. Mr. Toohey will be employed for no more than 7.5 hours per day/5 days per week from June 8, 2016 through August 30, 2016.
6. Be it resolved by the Rockaway Borough Board of Education to approve Christopher Caraballo as a summer custodian at a rate of \$9.00 per hour. Mr. Caraballo will be employed for no more than 7.5 hours per day/5 days per week from June 16, 2016 through August 30, 2016 pending receipt of criminal history review background check.

XV. Old Business

None

XVI. New Business

None

XVII. Comments from the Public

Ms. Erika Sinclair and Mr. Michael Iapicca spoke

XVIII. 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.

Motion by: T. Rogers Seconded by: E. Haynes

XIX. Motion to Adjourn

Motion by: S. Concannon Seconded by: T. Rogers

Adjourned: 8:47pm

Yvonne Hellwig
School Business Administrator

