

**ROCKAWAY BOROUGH BOARD OF EDUCATION  
ROCKAWAY, NEW JERSEY  
THOMAS JEFFERSON SCHOOL  
REGULAR PUBLIC MEETING  
October 13, 2009**

**I. Call to Order and Flag Salute**

The meeting was called to order at 6:01 p.m. by Board President, Eileen Haynes.

**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:** Laura Lugo, Debra McNally, Tim Rogers, Vice President, Ruben Fuentes and Board President, Eileen Haynes.

**Board Members Absent:** Ruben Fuentes

**Administration Present:** Thomas Jefferson School Interim Assistant Principal, Teresa Rehman, Thomas Jefferson School Principal, Dr. Patrick Tierney, Lincoln School Principal, Phyllis Alpaugh, Superintendent of Schools, Emil. J. Suarez and Business Administrator/Board Secretary, Joseph P. Hurley Jr.

**Ruben Fuentes arrived at 6:47.**

**IV. NJQSAC**

Mr. Suarez and the NJQSAC Committee Chairs discussed their DPR (District Performance Review). The committees reported on the following DPRs:

1. Personnel
2. Governance
3. Fiscal Management
4. Instruction and Program
5. Operations

**V. Comments from the Public**

None.

**VI. Discussion Items**

1. Board Member Code of Ethics – Mr. Suarez distributed and discussed the board member Code of Ethics.
2. Action Plans for District Goals – Mr. Suarez told the Board that he will have them ready for the October 20 Board Meeting.
3. School Nurse and Guidance Counselor Job Descriptions – Mr. Suarez discussed the job descriptions.
4. Personnel Tracking and Accounting Software – Mr. Hurley informed the Board that in order to be compliant with 6A:23A-6.8, and get points in NJQSAC, the Board must have a personnel tracking and accounting software package up and running by 12/31/09. Mr. Hurley informed the Board the accounting system he currently uses,

CDK, has such a program and it costs over \$20,000. Mr. Hurley added that he spoke to CDK and they agreed to allow us to pay it over two years, making a \$10,010 payment this year and next.

5. Mentor Stipend Payment Procedure – Dr. Tierney distributed and discussed the procedure with the Board.
6. Curriculum Review– Dr. Tierney discussed the process and reviewed the outcome of the meeting with Ms. Lugo, Ms. McNally and himself.
7. H1N1 Update – Dr. Tierney updated the Board.
8. Facilities/Maintenance:
  - a. Fire Doors – Mr. Hurley informed the Board he spoke with Kellen Chapin about the project. Mr. Chapin said that if the Board waits until February 2010 to go out to bid, they may be able get State Funding, which would allow them to install more fire doors. The Board liked the idea of waiting.
  - b. Paint in Lincoln – Ms. McNally said that when she was in the Lincoln School and noticed peeling paint. Ms. McNally asked if it will be repainted and if there is any chance of there being lead paint. Mr. Hurley said the rooms are painted over the summer. Mr. Hurley also said that he does have the environmental company do random sampling, the last test being done when the fire doors were installed. Those tests came back negative for lead.
  - c. Lincoln Road Construction – Mr. Haynes asked is the town is going to clean up debris on the playground near the corner of Keller Ave. and Central Ave. Mr. Hurley said he will call the town and find out about the clean-up.
10. Facilities Committee – The new name for the committee is “Facilities Solutions”. They will meet 11/12/09 at 6:30pm in the Thomas Jefferson School Library.
11. Policies – Mr. Suarez distributed and discussed the following policies with the Board:
  - 1620 Administrative Employment Contracts
  - 3151 Assessment of Pay
  - 6423 Expenditures for non-Employees Activities, Meals and Refreshments
  - 6470 Payment of Claims
  - 6471 School District Travel
  - 6510 Payroll Authorization
  - 6830 Audit and Comprehensive Financial Report
  - 6832 Conditions of Receiving State Aid
  - 7410.01 Facilites Maintenance, Repair Scheduling (Regulation)
  - 9120 Public Relations Program

## **VII. Thank You**

Ms. Haynes thanked Emil Suarez the 11 years of hard work and dedication that he gave to the Rockaway Borough School District.

## **VIII. Recommendations**

1. Recommend approval of the September 2009 Board Secretary and Treasurer’s Reports.
2. Recommend approval of the September 2009 Cafeteria Checking Account and Checking Account Reconciliation Report.

3. Recommend approval of the minutes from September 1, 8, 15 and 22, 2009 Board of Education meetings.
4. Recommend approval of the Rockaway Borough Emergency Management.
5. Recommend approval of the School Nursing Plan for the 2009 – 2010 school year.
6. Recommend approval of the Comprehensive Maintenance Plan.
7. Recommend approval of a Child Study Team request for Creative Learning Studios to provide Occupational Therapy Services effective 10/14/09 through the end of the 2009/2010 school year for the following students attending out of district school at an hourly rate \$140.00 per hour:

<b>Student #</b>	<b>Frequency Duration</b>
07	1 X week 30 minutes
112	1 X week 30 minutes

8. Recommend approval of a Child Study Team request for Maryann Kudlacik-Kawiecki as a substitute aide for student #43 effective 9/28/09 through 10/9/09 for six hours per day and from 10/13 /09 through 10/23/09 for three hours per day at an hourly rate of \$14.00 per hour.
9. Recommend approval of a Child Study Team request for ESC Transportation to add an aide on bus for student #7 retroactive to 9/17/09 through the end of the 2009/2010 school year. Rate to be determined.
10. Recommend approval of a Child Study Team request for an additional two hour of ABA per week for student #86 (1 hour ABA/1hour consult).
11. Recommend approval of Darlene Kotteles as a Home Instruction Teacher to replace Sue Milite for student #204 for 5 hours per week.

## **IX. Resolutions**

1. Be it resolved by the Rockaway Borough Board of Education to hereby appoint Dr. Patrick Tierney as the Rockaway Borough School District Superintendent of Schools effective 12:00 am (mid-night) on October 17, 2009 through June 30, 2014, under the terms and conditions of the contract approved by the Morris County Acting Executive Superintendent of Schools on September 30, 2009.

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

2. Be it resolved by the Rockaway Borough Board of Education to extend Kim Stockstill's approval as the Acting Secretary to the Superintendent through December 31, 2009.

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

3. Be it resolved by the Rockaway Borough Board of Education to extend the approval of Sandy Patamia to provide an additional three hours per day as an Office Assistant through December 31, 2009.

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

4. Be it resolved by the Rockaway Borough Board of Education to approve the District Curriculum and Textbook Replacement Plan.

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

5. Be it resolved by the Rockaway Borough Board of Education to approve the District Organizational Chart.

6. Be it resolved by the Rockaway Borough Board of Education to appoint Laura Newman as the District Liaison to the Division of Youth and Family Services.

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

7. Be it resolved by the Rockaway Borough Board of Education to approve the attached Travel Expenditure/Professional Day requests.

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

8. Be it resolved by the Rockaway Borough Board of Education to approve the attached list of field trips requests for the 2009-2010 school year.

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

9. Be it resolved by the Rockaway Borough Board of Education to approve the following curricula:

Language Arts Literacy, Math, Social Studies, Science, World Language/Spanish, Physical Education and Health, Computers, ESL, Guidance, Preschool, Fine & Performing Arts, Library Media and Gifted and Talented.

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

10. Be it resolved by the Rockaway Borough Board of Education to approve the Intervention and Referral Teams roles and responsibilities.(attached)

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

11. Be it resolved by the Rockaway Borough Board of Education to approve the following revised Job Descriptions:

School Guidance Counselor  
School Nurse

The motion was approved in a unanimous roll call vote. (Lugo/Fuentes)

12. Be it resolved by the Rockaway Borough Board of Education to approve the following policies for a second reading:

<b>Policy #</b>	<b>Title</b>
1220	Employment of Chief School Administrator
3159	Teaching Staff Member School District Reporting Responsibilities (revision)
8760	Pupil Accident Insurance (revision)
2631	NJSAC

The motion was approved in a unanimous roll call vote. (Lugo/Fuentes)

13. Be it resolved by the Rockaway Borough Board of Education to abolish the following policies:

<b>Policy #</b>	<b>Title</b>
0147	Board Member Travel Expense
0147A	Board Member Travel Expense
0147.1	Board Member Compensation and Expenses
0147.1A	Board Member Compensation and Expenses

The motion was approved in a unanimous roll call vote. (Lugo/McNally)

14. Be it resolved by the Rockaway Borough Board of Education that the following signatories be approved for the accounts listed below for the 2009-2010 school year:

Account Name	Bank	Account Number	Signatures
Lincoln School Student Activity Account	Sovereign	1431078689	A School Principal and the Board Secretary or Superintendent of Schools
Thomas Jefferson Student Activity Account	Sovereign	1431055956	A School Principal and the Board Secretary or Superintendent of Schools
Washington DC Account	Sovereign	1431092576	Board Secretary or Superintendent of Schools and a Principal
Willow Tree Account	Sovereign	1431094269	Board Secretary or Superintendent of Schools and a Principal

The motion was approved in a unanimous roll call vote. (Lugo/Fuentes)

## **X. Information**

1. Principal's Report – Ms. Alpaugh and Ms. Rehman discussed the month's events that took place in their school.
2. RBEA Teacher for a Day Program – December 8.

3. NJASK will be presented at the October 20 Meeting.
4. Violence and Vandalism Report will be presented at the October 20 Meeting.
5. October 12 In-service update
6. SGO Officers and Members will be attending the October 20 Meeting.

**VIII. Comments from the Public**

Carol Coulther asked if the heat was repaired in the Thomas Jefferson School. Mr. Tierney said it was.

Mr. Suarez congratulated Mr. Tierney on his a Superintendent of Schools.

**IX. Closed Session**

"The next topic on the agenda relates to litigation, 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 litigation, 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.

The motion was approved at 8:39pm in a unanimous roll call vote. (McNally/Rogers)

**X. Open Session**

A motion was approved to return to open session at 8:49p.m.

The motion was approved in a unanimous roll call vote. (Fuentes/Lugo)

Ms. Haynes pointed out that a lot of people have kids in the school and Board Members must be cognizant of their role and watch what they say in public.

**XI. Adjourn**

There being no further business before the Board, a motion was approved at 8:54 p.m. to adjourn for the evening. (Lugo/McNally)

Respectfully submitted,

Joseph P. Hurley Jr.  
Business Administrator/Board Secretary