

Rockaway Borough Board of Education
Rockaway, New Jersey
REGULAR MEETING MINUTES
Thomas Jefferson School Cafeteria
Tuesday, October 17, 2017
7:00 PM - Executive (Closed) Session
7:30 PM Public Session

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 Student Learning Standards.

- I. Called to Order and Flag Salute by President Smith at 7:00 PM

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.

II. Roll Call

| Board Member | Present | Absent |
|----------------------|----------------|---------------|
| Mrs. Sarah Concannon | x | |
| Mrs. Colleen Grow | x | |
| Mrs. Eileen Haynes | 7:40pm | |
| Mr. Tim Rogers | x | |
| Mrs. Christa Smith | x | |

- III. Motion to enter Executive Session: 7:00 pm

The next topic on the agenda relates to a negotiations 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 negotiations 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: Christa Smith | | Seconded By: Sarah Concannon | | |
|--------------------------|---------|------------------------------|---------|--|
| Board Member | Yes | No | Abstain | |
| Mrs. Sarah Concannon | x | | | |
| Mrs. Colleen Grow | x | | | |
| Mrs. Eileen Haynes | 7:40 PM | | | |
| Mr. Tim Rogers | x | | | |
| Mrs. Christa Smith | x | | | |

IV. Motion to reconvene Public Session: 7:30 pm.

| Motion By: Christa Smith | | Seconded By: Eileen Haynes | | |
|--------------------------|-----|----------------------------|---------|--|
| Board Member | Yes | No | Abstain | |
| Mrs. Sarah Concannon | x | | | |
| Mrs. Colleen Grow | x | | | |
| Mrs. Eileen Haynes | x | | | |
| Mr. Tim Rogers | x | | | |
| Mrs. Christa Smith | x | | | |

V. Comments from the public (related to agenda items only; see RBBOE Policy 0167)

There were none at this time.

Spotlight on RAMS - Murder Mystery Presentation-presentation and introduction given by Jamie Argenziano and Mrs. O'Brien. Each of the three students discussed their roles and what lessons were derived from the character role.

VI. Superintendent Topics

- A. Principals' Reports-International Peace Day was held on September 21, 2017 and was a great success. Our Back to School Night was held on September 26th and the O'Brien Murder Mystery Night Program was held at Thomas Jefferson Middle School on September 27, 2017. There was a summer reading celebration at Lincoln on September 28, 2017 and the SGO Pep Rally was held on September 29, 2017. There is a school safety meeting scheduled for October 11th and the Fire Truck visit is also scheduled for October 17, 2017.
- B. Curriculum Report-We had our in service day on Monday, October 8, 2017. The staff was able to work through the computer issues and all went well.
- C. Technology Report-The virus was caused by a trojan that was downloaded to a computer on our network. Once the entire was shut down IT was able to clean computers and return them back to service. There are still 2 servers having issues and IT is working with engineers to correct and have back in normal operation. Mr Reyes is looking into upgrading our servers to Windows Server 2016 R2.

- D. Facilities Report-The Lincoln Elementary School, was without water for approximately 30 minutes due to a pipe break on the 2nd floor boys bathroom. The railing in back playground was repaired by our staff and not contracted out. We received quotes in the amount of \$2,000.00, however our staff was able to do this job at an approximate cost of \$700.00. The air compressor in the boiler room was repaired by our staff. The new stage pads were installed in the Thomas Jefferson gymnasium. There are floor tiles coming up from the surface at the 4th Grade Wing. This repair was done by our staff with our newly purchased jack hammer, new leveling concrete was spread, new tile adhesive and VCT tile was installed. A new water filtration system will be installed on the kitchen faucet to allow for lead free and reduced sediment in the drinking water. QSAC Annual checklist has been completed for Lincoln. AHERA Audit has concluded and all deficiencies have been resolved. The recycling dumpster is located in the rear of Thomas Jefferson near the trash dumpster.
- E. Special Reports
 - a. PARCC Results Report
 - b. QSAC SOA
- F. Special/ Upcoming Events
 - Parent/Teacher conferences for the week of November 20th.

VII. Committee Reports

- G. Education Committee
- H. Human Resources Committee
- I. Operations Committee

VIII. Consent Agenda

Be it resolved by the Rockaway Borough Board of Education to make all items designated with an asterisk (*) part of a consent agenda and approved. Consent Agenda passed 5-0

| Motion By:Christa Smith | | Seconded By:Eileen Haynes | | |
|-------------------------|-----|---------------------------|---------|--------|
| Board Member | Yes | No | Abstain | Absent |
| Mrs. Sarah Concannon | x | | | |
| Mrs. Colleen Grow | x | | | |
| Mrs. Eileen Haynes | x | | | |
| Mr. Tim Rogers | x | | | |
| Mrs. Christa Smith | x | | | |

a. Meeting Minutes

1. *Be it resolved by the Rockaway Borough Board of Education to approve the minutes from the September 19, 2017 Board Meeting.

b. Finance

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 attached list of budget transfers.
3. *Be it resolved by the Rockaway Borough Board of Education to approve the Board Secretary and Treasurer's Reports for August 2017.
4. *Be it resolved by the Rockaway Borough Board of Education to approve the Major Account and Line Item Status, pursuant to N.J.A.C. 6A:23A16.10.
5. *Be it resolved by the Rockaway Borough Board of Education to approve the manifest of bills from the Finance Committee as follows:

September 20, 2017 - October 17, 2017 \$543,054.55

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

6. *Be it resolved by the Rockaway Borough Board of Education to approve the New Jersey School Insurance Group Safety Grant in the amount of \$2,500.00, which will be used for additional security cameras.
7. *Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request for Hillmar, LLC to conduct a bi-lingual social evaluation for student # 260 as needed for further evaluation, at the cost of \$500.00.
8. *Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request for Hillmar, LLC to conduct a bi-lingual social evaluation for student #32 as needed for further evaluation, at the cost of \$500.00.
9. *Be it resolved by the Rockaway Borough Board of Education to approve a Child Study Team request for student #190 to attend Sage Day School October 16, 2017 - June 15, 2018 at the rate of \$323.50 per day; based upon annual tuition of \$58,230.00.

c. Policy

1. *Be it resolved by the Rockaway Borough Board of Education to accept the Superintendent's Harassment, Intimidation and Bullying report dated October 17, 2017 for incident numbers TJ 2017-18-01 through TJ 2017-18-02.
2. *Be it resolved by the Rockaway Borough Board of Education to approve the first reading of the following policies and regulations:

| | Code | Policy/Regulation Title | Reason for Adoption |
|---|-------------|--|----------------------------|
| P | 1240 | Evaluation of the Superintendent | Revised |
| R | 1240 | Evaluation of the Superintendent | Revised |
| P | 1511 | Board of Education Website Accessibility | New |
| P | 3126 | District Mentoring Program | Revised |
| R | 3126 | District Mentoring Program | Revised |
| P | 3240 | Professional Development for Teachers and School Leaders | Revised |
| R | 3240 | Professional Development for Teachers and School Leaders | Revised |
| P | 5610 | Suspension | Revised |
| R | 5610 | Suspension | Revised |
| P | 5620 | Expulsion | Revised |
| P | 7424 | Bed Bugs | New |
| R | 7424 | Bed Bugs | New |
| P | 7461 | District Sustainability Policy | New |
| P | 8505 | Local Wellness Policy/Nutrient Standards for Meals and other Foods | Revised |

3. *Be it resolved by the Rockaway Borough Board of Education to approve and certify the attached Statement of Assurance (SOA) for the areas of *Instruction & Program, Fiscal Management, Governance, Operations and Personnel* as accurate; pursuant to N.J.A.C. 6A:30-3.1(e) in regard to the New Jersey Quality Single Accountability Continuum for the 2017-18 school year.
4. *Be it resolved by the Rockaway Borough Board of Education to approve the Clinical Practice Internship of Laura Marchelitis for the fall semester. Ms. Marchelitis is currently a student at the College of St. Elizabeth and will serve her internship at Thomas Jefferson School under the supervision of Mr. Leahy and Mrs. Forte.
5. *Be it resolved by the Rockaway Borough Board of Education to establish the Staff Recognition Committee to honor and recognize former staff and students.
6. *Be it resolved by the Rockaway Borough Board of Education to approve the proposed Dean of Students position for Thomas Jefferson School. This position will be a part time stipended position funded this year by Title IV monies made available through the ESSA Grant.

7. * Be it resolved by the Rockaway Borough Board of Education to approve the proposed 8th Grade Class Advisor position to assist with both fundraising and planning of major class projects, trips and programs.

d. Curriculum

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

e. Personnel

1. *Be is resolved by the Rockaway Borough Board of Education to approve **Mr. William Stepka** as Business Administrator/Board Secretary, effective on or about November 20, 2017, at a prorated salary of \$115,000, pending the outcome of the criminal history review.
2. *Be it resolved by the Rockaway Borough Board of Education to approve **Dorothea Yobs** as a mentor buddy to Elizabeth Blake at a rate of \$275.00 for the 2017-18 school year.
3. *Be it resolved by the Rockaway Borough Board of Education to accept, with regret, the resignation of **Diane Miller** effective November 1, 2017, for the purpose of retirement.
4. *Be it resolved by the Rockaway Borough Board of Education to approve **Miguel Plaza** as a playground/cafeteria aide for no more than 17.5 hours weekly at a rate of \$10.27 per hour..
5. *Be it resolved by the Rockaway Borough Board of Education to approve **Saadia Khan** as a personal/instructional aide at Thomas Jefferson School at a rate of \$14.00 per hour, for not more than 5.75 hours per day, 5 days per week, effective on or about October 16, 2017, for the 2017-18 school year. Pending results of Criminal Background Check and Medical Clearance; Rockaway Borough Public Schools Policy #4160.
6. *Be it resolved by the Rockaway Borough Board of Education to approve **Dana Vissers** as a personal/instructional aide at Thomas Jefferson School at a rate of \$14.00 per hour, for not more than 5.75 hours per day, 5 days per week, effective on or about October 16, 2017, for the 2017-18 school year. Pending results of Criminal Background Check and Medical Clearance; Rockaway Borough Public Schools Policy #4160

| Motion By:Christa Smith | | Seconded By:Eileen Haynes | | |
|-------------------------|-----|---------------------------|---------|--------|
| Board Member | Yes | No | Abstain | Absent |
| Mrs. Sarah Concannon | x | | | |
| Mrs. Colleen Grow | x | | | |
| Mrs. Eileen Haynes | x | | | |
| Mr. Tim Rogers | x | | | |
| Mrs. Christa Smith | x | | | |

IX. General Comments from the Public

There was none at this time.

X. Old Business

There was none at this time.

XI. New Business

Mr. Stepka, our new Business Administrator/Board Secretary, addressed the Board and public present. He gave a brief overview of his resume and education and stated that he looked forward to joining the district in November.

- ADDENDUM -

Be it resolved by the Rockaway Borough Board of Education to approve the following addendum items: I-V

| Motion By: Christa Smith | | Seconded By: Eileen Haynes | | |
|--------------------------|-----|----------------------------|---------|--|
| Board Member | Yes | No | Abstain | |
| Mrs. Sarah Concannon | x | | | |
| Mrs. Colleen Grow | x | | | |
| Mrs. Eileen Haynes | x | | | |
| Mr. Tim Rogers | x | | | |
| Mrs. Christa Smith | x | | | |

I. **Finance**

1. Be it resolved by the Rockaway Borough Board of Education to approve Ackerman Institute for the Family to provide full day professional development on September 6, 2017. This service will be performed at a cost of \$1,650.00 and will be charged to acct# 20-231-200-320-000-000.

II. **Policy**

1. Be it resolved by the Rockaway Borough Board of Education to approve **Ethan Foskey** and **Aashka Patel** as Technology Interns for the 2017-2018 school year. Both interns are students at Morris County School of Technology and will work under the supervision of Mr. Shaun Reyes.

III. **Personnel**

1. Be it resolved by the Rockaway Borough Board of Education to approve Merit Goals for **Phyllis Alpaugh** for the 2017-2018 school year. (Available for review in the Business Office.)
2. Be it resolved by the Rockaway Borough Board of Education to approve **Christine Savini** as the Special Education teacher at Lincoln School beginning on or about November 1, 2017 through June 30, 2018. Mrs. Savini will be placed on step BA-2 of the RBEA Teacher's Salary Guide at an annual salary of \$48,560.00, prorated.

3. Be it resolved by the Rockaway Borough Board of Education to approve the following teachers as advisors for the Title I Before/After School Homework Help Class at a rate of \$41.85 per session.

| | |
|-------------------|-------------------|
| Cindy O'Brien | Cheryl Hennessy |
| Monica Fleming | Jenna Schreck |
| Janet Dobbs | Daniele Ferrone |
| Courtney Hartnett | Aileen Schumacher |
| Heather Moriano | Maryann Medore |
| Dorothea Yobs | |

- IV. **Board Secretary Pro Tempore:** Be it resolved by the Rockaway Borough Board of Education to appoint **Phyllis Alpaugh** as Board Secretary in the absence of Board Secretary Richard Matthews, for the period of October 24, 2017 through November 20, 2017, if necessary.

- V. Be it resolved by the Rockaway Borough Board of Education to approve the following Professional Development request:

| NAME | WORKSHOP TITLE & DESTINATION | DATES | FEES | PURPOSE OF THE TRIP |
|--|--|----------|----------------------------------|--|
| Phyllis Alpaugh Milissa Dachisen Dave Waxman | Stronge Evaluation Training/ West Morris Central High School Chester, NJ | 10/16/17 | \$155.00 \$155.00 \$155.00 | Provide training on principal evaluation tools for both principals and superintendent. |

Motion to Adjourn

| Motion By:Christa Smith | | Seconded By:Eileen Haynes | | |
|-------------------------|-----|---------------------------|---------|--------|
| Board Member | Yes | No | Abstain | Absent |
| Mrs. Sarah Concannon | x | | | |
| Mrs. Colleen Grow | x | | | |
| Mrs. Eileen Haynes | x | | | |
| Mr. Tim Rogers | x | | | |
| Mrs. Christa Smith | x | | | |

There being no further business before the Board, the meeting was adjourned at 8:40 pm.

Respectfully submitted,

Richard Matthews L/S

Richard Matthews
Business Admin/Board Secretary

ROCKAWAY BOROUGH PUBLIC SCHOOLS
Professional Development/Travel Expenditure Approval Request

THE FOLLOWING TRAVEL EXPENSES WERE APPROVED BY THE ROCKAWAY BOROUGH BD OF ED ON October 17, 2017

| NAME | WORKSHOP TITLE & DESTINATION | DATES | FEES | PURPOSE OF THE TRIP |
|--------------------|---|--|--|---|
| Milissa Dachisen | Reading Recovery Informational Session, Flemington Raritan School District Flemington, NJ | 11/2/17 | \$0 | Reading Recovery is a program utilized at Lincoln School. The program will provide the opportunity to gain more knowledge about the program. |
| Michael Klein | NJADP Colts Neck, NJ | 10/26/17 01/25/18 03/22/18 | \$0 | Monthly meeting to provide professional support services to designated persons regarding environmental issues affecting boards of education and their committees. |
| Michael Klein | NJSBGA Hampton, NJ | 10/18/17 11/22/17 12/20/17 1/24/18 2/28/18 3/28/18 4/25/18 5/23/18 6/27/18 | \$0 | Monthly meeting to provide support for Certified Educational Facilities Managers to discuss all of the latest codes and safety requirements in order to keep students and staff safe. |
| Nancy Beiermeister | Frontline/Aesop West Nyack, NY | 11/1/17 11/2/17 | \$695.00 Mileage: \$27.28 each trip | Training for the Absence Management software system in order to optimize use of the program. |
| Phyllis Alpaugh | Superintendent's Academy Ewing, NJ | 11/16/17 12/11/17 1/10/18 2/21/18 3/20/18 4/18/18 | \$1,750.00 Mileage: \$39.68 each trip | Required training of new superintendents to obtain standard certification. |
| Timothy Yobs | NAETI Ocean, NJ | 10/11/17 10/12/17 | \$295.00 | Asbestos Operations and Maintenance Procedures Training. |
| Michael Klein | NAETI Ocean, NJ | 10/12/17 | \$250.00 | Asbestos Regulations and Control Training. |

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

APPROVED AT THE October 17, 2017 BOARD OF EDUCATION MEETING

| Grade | Teacher | Date | Departure/ Return | Students/ Adults | Destination | Cost | Reason |
|-------------|--------------------------------|----------|--|---------------------|--|---------|--|
| 1 | Parent Orr Yobs | 10/27/17 | 10:15am/10:45am 10:45am/11:15am 12:30pm/1:00pm | 59/7 | Rockaway Borough Library | \$0 | To further enrich our students love of reading and introduce them to their local community helpers. |
| 4 | Blackadar Fowler Rich | 5/22/18 | 9:00am/2:30pm | 58/12 | Sterling Hills Mining Museum Ogdensburg | \$12.00 | To enhance our Science Unit on rocks and minerals. |
| 8 | O'Brien Ferrone DeFelice | 10/31/17 | 9:00am/1:30pm | 78/7 | Pax Amicus Theatre Budd Lake | \$16.00 | To see a live performance of literature read in class as per NJSLs. |
| 7/8 | Kopetz | 10/30/17 | 8:45am/2:00pm | 23/1 | Morris Hills H.S. | \$0 | A day for middle school students to learn from the choral programs at area High Schools. |
| 4-6 band | Love | 11/17/17 | 8:30am/12:00pm | 50/4 | NJ Symphony Sparta | \$12.50 | Beginner and Junior Band students will have the opportunity to hear a live instrumental music concert with an educational approach to hearing the music. |
| APE/ MD | Onischuk | 10/24/17 | 10:00am/12:00pm | 4/5 | Rockaway Lanes | \$0 | Rewards for in-class exercise incentive program and to explore physical activities outside the regular PE setting. |

THE FOLLOWING TRAVEL EXPENSES WERE APPROVED BY THE ROCKAWAY BOROUGH BD OF ED ON
October 17, 2017

