

Rockaway Borough Board of Education

REGULAR MEETING AGENDA

Thomas Jefferson School Cafeteria
95 East Main Street, Rockaway, NJ 07866

Tuesday, August 28, 2018

Regular Public Monthly Meeting: 7:30 PM

Executive Session (Private): 6:30 PM

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ROCKAWAY BOROUGH SCHOOLS' 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.

1. Call To Order

The public portion of the meeting will be called to order at approximately 7:30 p.m., by Mrs. Christa Smith, Board President, by reading the following announcement to those present:

“In accordance with the Open Public Meeting Act, The Rockaway Borough Board of Education has provided adequate notice of this meeting to the public by having the time, date and place thereof advertised in the Daily Record and The Citizen newspapers, posted our district website, and posted in other public places.”

2. Roll Call

Mrs. Sarah Concannon, Mrs. Colleen Grow, Mrs. Linda McGovern,
Mr. Jeffrey Tobias and Mrs. Christa Smith, Board President.
Mrs. Phyllis Alpaugh, Superintendent of Schools, and
Mr. William Stepka, School Business Administrator/Board Secretary

Now please join us for the Pledge of Allegiance . . .

3. Referendum Public Hearing/Input Session #7

The Administration will provide a brief update regarding the Building & Renovation Projects Referendum to be held on Tuesday, October 2, 2018.

Referendum Questions:

#1 ONE New boilers and other infrastructure improvements for both schools.

#2 TWO Lincoln School – 3 new classroom & new main office addition.

#3 THREE TJ – New Gymnasium.

NOTE: Question #1 ***must pass*** in order for #2 and/or #3 to be approved.

4. Comments from the Public on Agenda Items Only

5. Superintendent’s Report

- A. Principals’ Reports
- B. Curriculum Report
- C. Technology Report
- D. Facilities Report
- E. Special Reports/Legislative Update
 - School Safety Data System (SSDS) January 1-June 30, 2018
 - Preschool Education Expansion Aid (PEEA)
- F. Upcoming Events

6. Committee Reports

- A. Education Committee
- B. Human Resources Committee
- C. Operations Committee

7. Business Administrator/Board Secretary’s Report

- A. Correspondence Received Since Our Last Meeting:
 - 1. 8/1/18 NJDOE Schools Development Authority: confirmation of our confirmation of the PEC eligibility letters for all 4 building referendum projects, PEC now becomes FEC.
 - 2. 8/13/18 NJDOE Morris County Supt.: Authorization for payment of Superintendent Merit Goals for the 2017-18 school year.
 - 3. 8/10/18: Rockaway Borough PD: A big “thank you” for the loan of tables and chairs for the 35th National Night Out at Fireman’s Field on 8/7.
- B. Highlights of Consent Agenda

8. Consent Agenda: (* Minutes, Finance, B&G, Policy, Curriculum, and Personnel)

- A. *Be it resolved*, by the Rockaway Borough Board of Education to make all items, listed below, designated with an asterisk (*) be part of the consent agenda and be approved:

Moved By:		Seconded By:	
Board Member Roll Call Vote:	Aye	Nay	Abstain
Mrs. Sarah Concannon			
Mrs. Colleen Grow			
Mrs. Linda McGovern			
Mr. Jeffrey Tobias			
Mrs. Christa Smith			

9. *Meeting Minutes

- A. **Be it resolved*, based upon the recommendation of the Business Administrator/Board Secretary, that the following Meeting Minutes be approved and accepted:

July 12, 2018:

Executive Session I

Regular Meeting & Ref Public Input #5

Executive Session II

July 24, 2018

Special & Executive Session

10. *Finance

- A. **Be it resolved*, based upon the recommendation of the Business Administrator and Finance Committee, to approve the manifest of Payrolls and Bills & Claims List, which is on file in the Business Administrator's Office:

Bills & Claims List 7/1-8/28/18: \$448,364.01

- B. **Be it resolved*, based upon the recommendation of the Business Administrator, to approve and accept the Budgetary Transfer Report for the month of June 2018.
- C. **Be it resolved*, based upon the recommendation of the Business Administrator, to accept and approve the Board Secretary's Financial Report for the month of June 2018.

I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of June 30, 2018, no budgetary line item has been over-expended in violation of NJAC 6:23-2.11(a).

William Stepka, RSBA-School Business Admin/Board Secretary.

- D. **Be it resolved*, based upon the recommendation of the Business Administrator, to accept and approve the Treasurer of School Monies Financial Report for the month of June 2018.
- E. **Be it resolved*, based upon the recommendation of the Business Administrator, to engage the professional accounting services of Ferraioli, Wielkotz, Cerullo & Cuva, P.A., of Pompton Lakes, NJ to conduct the state mandated annual fiscal audit of the 2017-18 budget year, at a cost of \$18,350, as per their contract dated August 16, 2018.

11. *Buildings & Grounds

- A. **Be it resolved*, based upon the recommendation of the Business Administrator, to approve the purchase of a 36 inch Vulcan Range, from BFA - Food Service Equipment & Supplies, Inc., of Boonton, NJ, in the amount of \$6,321.9, for the TJ Cafeteria, from surplus cafeteria funds (no cost to the taxpayers) to replace aging and outdated equipment which has reached the end of its useful life.

Other quote rec'd: MAP International of Newark, NJ: \$6,533.48

- B. **Be it resolved*, based upon the recommendation of the Business Administrator, to renew the contract with “School Dude,” of Cary, NC, for the electronic work order software system, as required by Title 6A - NJ Administrative Code, for the 2018-19 school year, at a cost of \$2,485.
- C. **Be it resolved*, based upon the recommendation of the Business Administrator and Operations Committee, to approve the purchase of a “Airless Line Striper”, from Grainger, of Northbrook, IL, in the amount of \$1,907.12, based upon their quote dated August 6, 2018.
- D. **Be it resolved*, based upon the recommendation of the Business Administrator, to award a contract to Accu Scan, Inc., of Edgewater Park, NJ, utilizing NJ State Approved Co-op Bid Number #65MCESCCPS RFP# ESCNJ 16/17-48 (Bid term 7/1/17-6/30/20), to sort, compile, label, and submit 6 separate requests for destruction of outdated files to the NJ Government Records Council, and label all remaining files that indicate future destruction dates, for all the district files located at the White House Administration building, at a cost of \$3,410, excluding shredding costs (we will handle separately), as per their proposal dated August 21, 2018. Other Quote rec'd: Access NJ; \$7,180.70
- E. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the “Application for Change of Use of Educational Space” application to the State DOE for the reconfigured use of the Computer Lab in the Lincoln Elementary school to Office & Small Group Instruction (SGI) beginning for the 2018-19 school year and beyond.
- F. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the “Application for Dual Use of Educational Space” application to the State DOE for the reconfigured use of the Library/Media Center at Thomas Jefferson to include space for OT/PT/Speech instruction beginning for the 2018-19 school year and beyond.

12. *Policy

- A. **Be it resolved*, based on the recommendation of the Superintendent, to approve **Milissa Dachisen** as the District **Anti-Bullying Coordinator** for the 2018-19 school year.
- B. **Be it resolved*, based on the recommendation of the Superintendent, to approve **Alexa Barbone** as the **Anti Bullying Specialist at Thomas Jefferson School** for the 2018-19 school year.
- C. **Be it resolved*, based on the recommendation of the Superintendent, to approve **Susan Tully** as the **Anti Bullying Specialist at Lincoln Elementary School** for the 2018-19 school year.

- D. **Be it resolved*, based on the recommendation of the Superintendent, to approve **Jamie Argenziano** as the **District Mentoring Coordinator** for the 2018-19 school year.
- E. **Be it resolved*, based on the recommendation of the Superintendent, to approve **the Lincoln School Code of Conduct** for the 2018-19 school year.
- F. **Be it resolved*, based on the recommendation of the Superintendent, to approve **the Thomas Jefferson School Code of Conduct** for the 2018-19 school year.
- G. **Be it resolved*, based on the recommendation of the Superintendent, to approve **the District Professional Development Plan** for the 2018-19 school year.
- H. **Be it resolved*, based on the recommendation of the Superintendent, to approve **the District Mentoring Plan** for the 2018-19 school year.
- I. **Be it resolved*, to suspend Bylaw 0131 “Bylaws & Policies” provision which requires two reading of policies/regulations and to immediately **read and adopt** the following updated and/or new policies and regulations:

(due to the “Pass the Trash” law and new HIB requirements)

	Code	Policy/Regulation Title	Reason for Adoption
P	1613	Disclosure and Review of Applicant’s Employment History	New
R	1613	Disclosure and Review of Applicant’s Employment History	Revised
P	5512	Harassment, Intimidation and Bullying (HIB)	Revised (Mandated for 9/1/18)
R	5512	Harassment, Intimidation and Bullying Investigation Procedure	Abolished

13. *Curriculum

- A. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the Child Study Team request for J&B Therapy to provide up to ten (10) physical therapy evaluations and up to five (5) occupational therapy evaluations, at a cost of \$405.00 each evaluation, during the 2018-2019 school year.
- B. **Be it resolved*, based upon the recommendation of the Superintendent, to renew the contract with Blackboard Connect, of Indianapolis, IN, for hosting the district website, in the amount of \$2,438.11, for the 2018-19 school year.
- C. **Be it resolved*, based upon the recommendation of the Superintendent, to renew the contract with Nessy Learning, LLC, of Midland, TX, for the Nessy Reading, Spelling, and Dyslexia Quest software packages, in the amount of \$3,780.00 for the 2018-19 school year.
- D. **Be it resolved*, based upon the recommendation of the Superintendent, to renew the contract with Teaching Strategies, LLC, of Bethesda, MD, to provide 32 Preschool Online Assessment Portfolios and Archives, for \$384.00 for the 2018-19 school year.
- E. **Be it resolved*, based upon the recommendation of the Superintendent, to approve an out-of-district tuition contract for Student #276 to attend P.G. Chambers School in Cedar Knolls, NJ, a state approved private school for students with disabilities, at a tentative tuition per diem rate of \$386.36 for 180 school days (annual: \$69,544.80), effective September 10, 2018 to June 30, 2019.
- F. **Be it resolved*, based on the recommendation of the Superintendent, to approve and re-confirm the use of the following observation rubric and evaluation systems for the 2018-19 school year as follows:
Principals and Supervisors: NJ Principal Evaluation for Professional Learning Process and Observation Instrument (NJPEPL)
Certified Staff Members: Charlotte Danielson Model
- G. **Be it resolved*, based upon the recommendation of the Superintendent, to approve a renewal of the services contract with Saint Clare's Behavioral Health Services, of Denville, NJ, for "Student Safety Assessments" as needed, for the 2018-19 school year, at a discounted rate of \$222 per evaluation (normal cost is \$460), if and only if the parent does not have medical insurance. If the parent does have health insurance, St. Clare's will "balance bill" the district for any cost not covered by the parent's medical insurance company.

- H. **Be it resolved*, based upon the recommendation of the Superintendent, to adopt the following updated and aligned Rockaway Borough Board of Education Curricula:

District Technology/Coding 4-8 Curriculum	2014 New Jersey Student Learning Standards for Technology 2014 21 st Century Life and Careers
District Technology/Coding K-3 Curriculum	2014 New Jersey Student Learning Standards for Technology 2014 21 st Century Life and Careers
District Instrumental Music 4-8 Curriculum	2014 New Jersey Student Learning Standards for Visual and Performing Arts
District Algebra Curriculum	2016 New Jersey Student Learning Standards for Math
District Math/Math Plus 6 Curriculum	2016 New Jersey Student Learning Standards for Math
District Library/Media K-5 Curriculum	2018 AASL Standards Framework for Learners 2016 New Jersey Student Learning Standards for Math 2016 New Jersey Student Learning Standards for Language Arts
District Gifted and Talented K-8 Curriculum	2018 AASL Standards Framework for Learners 2014 21 st Century Life and Careers 2016 New Jersey Student Learning Standards for Math 2016 New Jersey Student Learning Standards for Language Arts

- I. **Be it resolved*, based upon the recommendation of the Superintendent, to approve a contract with Delta Education, Inc., of Nashua, NH, to provide FOSS Kit Teacher Tool Kits for kindergarten, first, second, and third grade teachers at Lincoln School, for \$4,698.14 as per their quote dated August 22, 2018.
- J. **Be it resolved*, based upon the recommendation of the Superintendent, to approve a contract Pear Deck, Inc., of Iowa City, IA, for a district wide license to provide Pear Deck Student Instructional Software that will function with G Suite (Google), in the amount of \$2,400.00, as per their quote dated August 21, 2018.

***Personnel**

- A. **Be it resolved*, based upon the recommendation of the Superintendent, to regretfully accept the resignations of the following staff members:

Cassandra Brodhecker	District Gifted and Talented Teacher	Effective 7/19/18
Melanie Byrne	Thomas Jefferson 7th-8th Grade Science Teacher	Effective 7/24/18
Kelly Carmona	Lincoln School Paraprofessional	Effective 7/26/18
Katelyn Dillon	Lincoln School Paraprofessional	Effective 8/23/18

- B. **Be it resolved*, based upon the recommendation of the Superintendent, to employ **Kristen Scimeca**, as a Middle School Special Education Teacher, effective August 28, 2018 to June 30, 2019, at an annual salary rate of \$48,260.00 (Guide BA/Step-1), pending the outcome of negotiations, Criminal History background check required by P.L. 1986 c.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.
- C. **Be it resolved*, based upon the recommendation of the Superintendent, to employ **Samantha Selikoff**, as a Thomas Jefferson Technology Teacher, effective on or about October 5, 2018 to June 30, 2019, at an annual salary rate of \$53,260.00 (Guide BA+30/Step 10) (to be pro-rated from actual start date), pending the outcome of negotiations, Criminal History background check required by P.L. 1986 c.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.
- D. *Be it resolved*, based upon the recommendation of the Superintendent, to employ **Lauren Stein**, as a District Gifted and Talented Teacher, effective August 28, 2018 to June 30, 2019, at an annual salary rate of \$53,260.00 (Guide MA/Step-5), pending the outcome of negotiations, Criminal History background check required by P.L. 1986 c.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.
- E. **Be it resolved*, based upon the recommendation of the Superintendent, to employ **Elizabeth Morales-Junco**, as a 7th/8th Grade Science Teacher, effective on or about October 16, 2018 to June 30, 2019, at an annual salary rate of \$70,225.00 (Guide MA+30/Step-16A)(salary to be pro-rated from actual start date), pending the outcome of negotiations, Criminal History background check required by P.L. 1986 c.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.

- F. **Be it resolved*, based upon the written confirmation of the Morris County Interim Superintendent, to authorize the Business Administrator to disperse payment to the Superintendent of Schools Mrs. Phyllis Alpaugh, for successful attainment of the following merit goals for the 2017-18 school year, for the total non-pensionable gross amount of \$13,447.90:

<p>Quantitative #1 Begin a Twitter account as the Superintendent to improve district communications with the community. Establish the account and accumulate at least 50 followers in year one and produce at least 50 tweets.</p>	<p>Percentage 3.3% Dollar Value \$3,840.59 Completed</p>
<p>Quantitative #2 In addition to regularly scheduled observations, the Superintendent will complete at least one Walkthrough observation for each district teaching/professional staff member.</p>	<p>Percentage 3.3% Dollar Value \$3,840.59 Completed</p>
<p>Qualitative #1 To support the district's new principals, the Superintendent will set up individualized meetings at least once a month with each principal. These meetings will include pertinent topics in accordance with both the school and district calendars as well as discussions specifically discussed by one or both parties. These meetings will be held in addition to regularly scheduled admin and cabinet meetings.</p>	<p>Percentage 2.5% Dollar Value \$2,883.36 Completed</p>
<p>Qualitative #2 Complete an audit and re-organization of the personnel files within the Central Office to assure continuity and consistency in regards to all hiring practices and pertinent paperwork.</p>	<p>Percentage 2.5% Dollar Value \$2,883.36 Completed</p>

- G. **Be it resolved*, based upon the recommendation of the Superintendent, to approve **Nora Amato** as a summer painter at a rate of \$15.00 per hour. Ms. Amato will be employed for no more than 4 hours per day/5 days a week from July 24, 2018 through August 31, 2018.
- H. **Be it resolved*, based upon the recommendation of the Superintendent, to set the rate of pay for soccer officials at \$60 per game, for the 2018-19 school year.
- I. **Be it resolved*, based upon the recommendation of the Superintendent, to approve **Melody Wolfe** as a cafeteria aide, effective on or about August 28, 2018 through June 30, 2019, at an hourly rate of \$10.00. Contingent upon successful clearance of the Criminal History background check required by P.L. 1986 c.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.

- J. **Be it resolved*, based upon the recommendation of the Superintendent, to approve, **Celina Carpentiere** as a cafeteria aide, effective on or about August 28, 2018 through June 30, 2019, at an hourly rate of \$10.00. Contingent upon successful clearance of the Criminal History background check required by P.L. 1986 c. 116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.

- K. **Be it resolved*, based upon the recommendation of the Superintendent, to approve **Kerri Anne Iapicca** as a Floating Substitute for the district, not to exceed four (4) days per school week, at a rate of \$100.00 per day, effective September 1, 2018 through June 30, 2019.

- L. **Be it resolved*, based upon the recommendation of the Superintendent, to approve **Erika Donker** as a Floating Substitute for the district, not to exceed four (4) days a per school week, at a rate of \$100.00 per day effective, September 1, 2018 through June 30, 2019.

- M. **Be it resolved*, based upon the recommendation of the Superintendent, to approve **Dawn Iadarola** as a Floating Substitute for the district, not to exceed four (4) days a school week, at a rate of \$100.00 per day, effective September 1, 2018 through June 30, 2019.

- N. **Be it resolved*, based upon the recommendation of the Superintendent, to approve **Kelly Carmona** as a Floating Substitute for the district, not to exceed four (4) days a week at a rate of \$100.00 per day effective on or about September 1, 2018 through June 30, 2019. Contingent upon successful clearance of the Criminal History background check required by P.L. 1986 c. 116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5.

- O. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the following **bus aides** for the 2018-2019 school year.

Karen Fitzgerald	Debra Garris
Jean Giouvanos	Nicole Macera
Julie McBride	Marcy Rattay

- P. **Be it resolved*, based upon the recommendation of the Superintendent, to approve **Donald Danford, Sarah Kamyar, Kelly Carmona, Erika Donker and Dawn Iadarola** as new substitute teachers for the 2018-2019 school year at a rate of \$90.00 per day for the first ten days and \$95.00 per day thereafter.

- Q. **Be it resolved*, based upon the recommendation of the Superintendent, to approve the following current **substitute teachers** for the 2018-2019 school year at a rate of \$90.00 per day for the first 10 days and \$95.00 per day thereafter:

Joseph Aragona	Eric Beck	Christine DeMicco	Stacy Fremeth	Danielle Isenberg	Taylor Isenberg
Carolyn Johnson	John Kieswetter	Richard Koval	Robert Longo	Ashley Lovenberg	Onelio Marrero
Sally Mastras	Susan Milite	Joanne Morena	Gina Marie Nappi	Alex Nestor	Jessica Patton
Melyssa Pickett	MaryBeth Ramsay	Marianne Seif	Matthew Toohey	Theresa Weldon	Krista Zygmunt

- R. **Be it resolved*, based upon the recommendation of the Superintendent, to correct the salary for **Laurie McGill** from the July 17th meeting to reflect \$49,060 and not the original amount listed as \$49,560 (typo), the guide/step of BA-5 is still correct.
- S. **Be it resolved*, based upon the recommendation of the Superintendent, to approve Mihaela Tuluca as a mentor for **Brianna Jozwiak**, at a rate of \$550.00, for the 2018-19 school year. Ms. Jozwiak is responsible for payment.
- T. **Be it resolved*, based upon the recommendation of the Superintendent, to approve Mrs. Nicole McCarter as a “Buddy” for **Lauren Stein**, at a rate of \$275.00, for the 2018-19 school year.
- U. **Be it resolved*, based upon the recommendation of the Superintendent, to approve Mrs. Jeri Hurley as a “Buddy” for **Helena Holmes**, at a rate of \$275.00, for the 2018-19 school year.
- V. **Be it resolved*, based upon the recommendation of the Superintendent, to re-approve the \$30 monthly reimbursement of excess cell phone data usage for **Mr. Michael Klein**, Building & Grounds Supervisor, for the 2018-19 school year, or until such time as a new employment contract is signed.
- W. **Be it resolved*, by the Rockaway Borough Board of Education, to approve the Merit Goals for **Mrs. Phyllis Alpaugh**, Superintendent of Schools, for the 2018-19 school year. (Upon approval, goals will be available for review in the Business Office.)

- X. **Be it resolved*, based upon the recommendation of the Superintendent, to approve an employment contract and salaries* for the following personnel for the 2018-19 school year, which reflects their positions being restored to full-time (100%) status (instead of 4/5ths time - 80% - in previous years), with accompanying health benefits:

Ms. Nicole Di Lizia	BA-4*	\$49,060*
Ms. Cecilia Isenberg	BA-6*	\$49,560*
Ms. Marianne Kopetz	BA-21*	\$79,925*
Ms. Helen Love	MA-18*	\$74,025*

(*pending outcome of negotiations with the RBEA for a new CBA.)

14. General Comments from the Public (Agenda & Non-Agenda Items):

As per RBBOE Policy 0167, public participation shall be governed by the following rules:

- A. *A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;*
- B. *In the event it appears the public comment portion of the meeting may exceed 45 minutes, the presiding officer may limit each statement made by a participant to not less than three minutes' duration;*
- C. *No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;*
- D. *All statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member; The presiding officer may:
Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
Request any person to leave the meeting when that person does not observe reasonable decorum;
Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.
District staff members may make a statement, except when the issue(s) or question(s) to be inquired about is subject to remediation by an existing alternate method and/or the administrative chain of command has been previously utilized. Meaning, staff members should contact their Principal, Business Administrator, or the Superintendent before bringing routine administrative/management questions/matters before the Board.
Please be respectful of the Board, Administration, Staff, Students, and all other Audience Members in attendance. Thank you.*

15. Old Business

16. New Business

- A) Presentation: Mr. Douglass Crouse; Student Homework Perspective.
- B) Discussion: Reschedule Oct 16th BOE Meeting to Oct 30th.

17. Next Regular Meeting

Tuesday, September 18, 2018; Executive/Closed Session at 6:30 pm with the Regular Public Meeting to begin at approximately 7:30 pm.

