

# Rockaway Borough Board of Education

## REGULAR MEETING MINUTES

**Tuesday, January 26, 2021: 6:30 PM**

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

Due to the Governor's COVID-19 Health Declaration still in effect, we **ZOOMed ONLY**:

**Via Computer:** <https://us02web.zoom.us/j/88330437374?pwd=K2N2RHhMb245MXVvU3RoY3hnSmFqZz09>

Computer Meeting ID (if needed): 883 3043 7374 /Passcode: G4hSHC

**Via Telephone:** 929-205-6099 US, Meeting ID: 883 3043 7374, Passcode: 058180

### **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 meeting was called to order at 6:31 p.m., by Mrs. Christa Smith, Board President, by reading the following announcement:*

"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 location advertised in The Citizen Newspaper (weekly) on Thursday, January 21<sup>st</sup>, 2021 at approximately 5:00 am, posted on our website and also at town hall. Official Board actions will be taken at this meeting."

## **2. Board Member Roll Call:**

### ***Mrs. Linda McGovern - Present***

Elected 2020 Board Member to 2<sup>nd</sup> Term (Full 3-year term runs to Dec. 31, 2023)

### ***Mrs. Alexis Piombino - Present***

Elected 2018 Board Member to 1<sup>st</sup> Term (Full 3-year term runs to Dec. 31, 2021)

### ***Mrs. Christa Smith, President - Present***

Elected 2019 Board Member to 7<sup>th</sup> Term (Full 3-year term runs to Dec. 31, 2022)

### ***Mr. Jeffrey Tobias - Present***

Elected 2020 Board Member to 2<sup>nd</sup> Term (Full 3-year term runs to Dec. 31, 2023)

### ***Mrs. Karen Walter, VP - Present***

Elected 2018 Board Member to 1<sup>st</sup> Term (Full 3-year term runs to Dec. 31, 2021)

### ***Mrs. Phyllis Alpaugh, Superintendent - Present***

Appointed 2017 Chief School Administrator & Non-Voting Board Member (CSA/Supt)

### ***Mr. William Stepka, SBA/Bd. Sec. - Present***

Appointed 2017 School District Business Administrator (BA) & Secretary of the Board

Mr. Stepka Declares: All Present

***The Pledge of Allegiance was then held . . .***

**3. Motion to Enter into Executive Session: 6:32pm**

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing Personnel matters pertaining to certificated teaching staff members' mid-year summary/status; the nature of which will be made public only when the need for confidentiality no longer exists.

***Moved by: Mrs. Piombino    Seconded by: Mrs. Walter    Voice Vote: All Ayes***

**Motion to Adjourn Exec Session:**

***Moved by: Mr. Tobias    Seconded by: Mrs. McGovern    Voice Vote: All Ayes***

**4. The Workshop Session Begins at 7:31pm along with 63 ZOOM participants****A. Student Government Organization and Oath of Office Ceremony**

Mr. Stepka swore in the SGO Officers for the school year.

**B. Spotlight on RAMS****1. Presentation of Governor's Educator of the Year Awards**

The Rockaway Borough Board of Education recognized the following district educators and staff members, Ms. Dachisen and Mr. Waxman introduced their individual staff.

Brianna Jozwiak, Lincoln School Teacher Nominee for GEOY Award  
 Lisbeth Schnurman, Lincoln School Educational Support Award Recipient  
 Heather Doering, Lincoln School Teacher Nominee Honorable Mention  
 Cecilia Isenberg, Thomas Jefferson Teacher Nominee for GEOY Award  
 Linda Savercool, Thomas Jefferson Educational Support Award Recipient  
 Laurie McGill, Thomas Jefferson Teacher Nominee Honorable Mention  
 Kristin Scimeca, Thomas Jefferson Teacher Nominee Honorable Mention  
 Samantha Selikoff, Thomas Jefferson Teacher Nominee Honorable Mention

**C. Principals' & Supervisors' Reports:    Submitted & Reported by:**

- |  |                 |
|--|-----------------|
| 1. Lincoln Principal's Report:                   | Ms. Dachisen    |
| 2. Thomas Jefferson Principal's Report:          | Mr. Waxman      |
| 3. Curriculum & Instruction Supervisor's Report: | Mrs. Argenziano |
| 4. Building & Grounds Supervisor's Report:       | Mr. Klein       |
| 5. Technology Supervisor's Report:               | Mr. Reyes       |

**D. Student High Honor Roll Recognition**

1. Mr. Waxman, along with Mrs. Alpaugh, recognized the students.

**E. Superintendent's Report - Mrs. Alpaugh, Supt.**

1. Legislative Report: Covid update: 23 cases.
2. Upcoming Events: School Boards Recognition month as noted below.
3. Special Reports: Presentation & Acceptance of the **Student Safety Data System Report (SSDS)** for the period of July 1, 2020–December 31, 2020.

***Moved by: Mrs. Piombino    Seconded by: Mrs. Walter    Voice Vote: All Ayes***

**F. Board of Education Members Recognition Month**

**WHEREAS**, the New Jersey State Board of Education, which adopts the administrative code to implement state education law, has established rigorous standards through its promulgation of the New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public schoolchildren; and

**WHEREAS**, New Jersey's locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to all code provisions, with the goal of providing an outstanding education to prepare all students for college and the workplace and to enable them to compete in a global economy; and

**WHEREAS**, New Jersey's 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, sound financial practices, comprehensive policies, curriculum, staffing, and the well-being and academic achievement of all students in the district; and

**WHEREAS**, the efforts of local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey's status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

**WHEREAS**, the National School Boards Association and the New Jersey School Boards Association have declared January 2021 to be School Board Recognition Month; now, therefore, be it

**RESOLVED**, that the New Jersey State Board of Education recognizes the contributions of our state's local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and be it further

**RESOLVED**, that the New Jersey State Board of Education encourages qualified New Jersey citizens to consider serving as members on their local school boards.

**Moved by: Mr. Stepka    Seconded by: Mrs. Smith    Voice Vote: All Ayes**

**G. District Business Admin./Board Secretary's Report - Mr. Stepka, BA**

1. Board Correspondence: Received(R)/Sent(S) since our last meeting:
  - A. R: County of Morris: "Study for East Main Street Bridge" Feb 3, 2021 6-8p ZOOM.
  - B. R: Rockaway Boro Fire Prevention Bureau: Order to Correct TJ Violations.
2. Financial Status Update:
  - A. 2019-20 Audit Status Update: Completed; will be presented at Feb 23 meeting.
  - B. 2020-21 Current Budget Status Update: Spending is within budget parameters.
  - C. 2021-22 Budget Compilation Update: Still assessing wants, needs & obligations.

**H. Referendum Report #17 - Mr. Stepka, BA**

1. School Roofs: 100% complete. (All roofs except TJ 4th grade wing; not needed)
2. Lincoln Interior Improvements I: 100% complete. (new ceilings, floor tiles & lites)
3. Lincoln Addition: Roof trusses & interior walls going up; project on schedule end 8/1/21.
4. Lincoln Fire Escape: Scheduled for replacement summer of 2021.
5. Lincoln Interior Improv II & Restroom Reno: Bid opening held Jan 12, 2021. Actual work will be done in the summer of 2021.
6. Lincoln & TJ HVAC Replacement/Upgrades: Bid opening held Jan 12, 2021. Actual work to be done in the summer of 2021.
7. Referendum Discussion/Decision Item(s):
  - A. Wording & Placement of Lincoln Addition Interior Bronze Plaque was discussed.

**I. Board Member Discussion Items for the Good of the Order (if any)**

1. CSA Search verbal update: Advertisement has been placed on NJ School Boards, NJASA & NJASBO websites with an application deadline of Monday, March 1, 2021 and there will be a community survey sent out via constant contact.

**J. The Board then reviewed Agenda Items Recommended for Approval**

## The Regular Monthly Business Meeting Began Now.

### 5. Public Comment No. 1: Agenda Items ONLY

A. There was none at this time.

### 6. Enrollment Report:

Grade Level & School	Students June 30, 2020	Students Dec 31, 2020	Diff	Sections (Classes)	Average Class Size
Preschool - Lincoln	26	18	-8	2	9
Kindergarten - Lincoln	63	50	-13	3	17
Grade 1 - Lincoln	58	67	+9	3	22
Grade 2 - Lincoln	45	59	+14	3	20
Grade 3 - Lincoln	62	44	-18	3	15
<b><u>Total Lincoln School:</u></b>	<b><u>254</u></b>	<b><u>238</u></b>	<b><u>-16</u></b>	<b><u>14</u></b>	<b><u>16.6</u></b>
Grade 4 - TJ	53	60	+7	3	20
Grade 5 - TJ	53	50	-3	3	17
Grade 6 - TJ	51	53	+2	3	18
Grade 7 - TJ	74	54	-20	3	18
Grade 8 - TJ	69	70	+1	3	23
<b><u>Total Thomas Jefferson:</u></b>	<b><u>300</u></b>	<b><u>287</u></b>	<b><u>-13</u></b>	<b><u>15</u></b>	<b><u>19.2</u></b>
Special Ed Out-of-District:	3	2	-1	-	-
<b><u>Resident Students:</u></b>	<b><u>557</u></b>	<b><u>527</u></b>	<b><u>-30</u></b>	<b><u>29</u></b>	<b><u>17.9</u></b>
Charter/Choice Schs Out:	5	2	-3	-	-
Spec. Ed Tuition Incoming:	3	3	0	-	-
<b>Total Students:</b>	<b>565</b>	<b>532</b>	<b>-33</b>	<b>-</b>	<b>-</b>

### 7. 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:

1. December 15, 2020 Regular & Executive Session
2. January 6, 2021 Organization/Other Business & Executive Session
3. January 19, 2021 Special Mtg: Executive Session Only (CSA Search - No action was taken.)

**8. Finance**

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

- 1. Bills & Claims List: December 16 to January 26: \$983,154.89

B. Be it resolved, based upon the recommendation of the BA, to approve and accept the Budgetary Transfers Report for the month of November.

C. Be it resolved, based upon the recommendation of the BA, to approve and accept the Board Secretary’s Financial Report for the month of November.

*I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of November 30, 2020, no budgetary line item has been over-expended in violation of NJAC 6:23-2.11(a). William Stepka, RSBA- Business Administrator/Board Secretary*

D. Be it resolved, based upon the recommendation of the BA, to approve and accept the Treasurer of School Monies Financial Report for the month of November.

E. Be it resolved, based upon the recommendations of the Supt & BA, to establish and approve the following incoming student tuition rates for the 2021-22 school year for other districts’ students to attend our school programs - rates will not increase from 20-21, it is also expressly understood by all parties that transportation and all its associated costs will be provided by the sending district or parent. (ESY= Extended School Year, or Summer School.)

<u>Grade Level/Program</u>	<u>21-22</u>
ESY 5 Week Reg Preschool (4dys/wk 2.5 hrs/day)	\$2,795
ESY 5 Week RR/LLD Program (5dys/wk 3.5hrs/day)	\$4,857
ESY 6 Week PALS/MD Program (5dys/wk 3.5hrs/day)	\$8,937
ESY Resident Preschool Program (Parent Paid)	\$3,600
ESY One to One Aide	\$2,953
ESY One to One Shared Aide	\$1,477
10 Mo. Resident Preschool Program (Parent Paid)	\$3,600
10 Mo. Preschool Disabled F/T (PALS) Program	\$42,728
10 Mo. Learn/Lang. Disabled Program	\$31,219
10 Mo. Multiple Disabled Program	\$33,227
10 Mo. One to One Aide	\$18,452
10 Mo. One to One Shared Aide	\$9,227
10 Mo. Kindergarten Full Day Program	\$13,974
10 Mo. Regular Grades 1 - 5	\$13,837
10 Mo. Regular Grades 6 - 8	\$13,864

**9. Referendum**

A. Be it resolved, based upon the recommendations of the BA & Architect, to approve the following “Progress Payments” to the following contractors for work completed for the Referendum Projects, a copy of which is on file in the Business Administrator’s Office:

- 1. FCI Construction, Lin Int Imp I Pay Ap#: 4 Final \$75,470.99 (\$ Remaining: \$-0-)
- 2. APS Construction, Lin Add/FireEsc Pay Ap#: 7 Dec \$135,679.04 (\$Remaining: \$1,763,644)

B. Be it resolved, based upon the recommendations of the BA & Architect, to approve the following “Change Orders” as described:

- 1. FCI/Falak Inc. (Lin Int Imp) Change Order #1: Justifications
 

COR-01: Furnish & Install ceramic mosaic floor tile in lieu of BBT in B1,4,5,6,&7	\$7,584.00
COR-02: Labor Expenses for asbestos abatement to meet 8/3 date	<u>\$53,460.00</u>
CO #1 Net Change:	\$61,044.00
Original General Allowance:	<u>\$50,000.00</u>
Remaining General Allowance:	(\$11,044.00)

- 2. FCI/Falak Inc. (Lin Int Imp) Change Order #2 & Final: Justifications  
COR-04: Negotiated Settlement (\$32,180.89)  
CO #2 Net Change: (\$32,180.89)  
Final Total Contract: \$1,171,044
  
- 3. APS Contracting, Inc. (Lin Add/Fire Esc) Change Order #3: Justifications  
COR-08: Masonry & grout inspection \$390.00  
COR-09: Soil & Steel reinforcing inspection \$1,555.00  
CO #3 Net Change: \$1,945.00  
Original General Allowance: \$250,000.00  
Remaining General Allowance: \$215,463.05
  
- 4. APS Contracting, Inc. (Lin Add/Fire Esc) Change Order #4: Justifications  
COR-10: PA amplifier upgrades to existing system \$1,820.00  
COR-11: Concrete inspection on 10/31 \$465.00  
COR-12: Soil & Steel inspection on 7/31 \$2,518.00  
COR-13: Window security film credit (\$3,624.00)  
CO #4 Net Change: \$1,179.00  
Previous Remaining General Allowance: \$215,463.05  
Current Remaining General Allowance: \$214,284.05

C. Be it resolved, based upon the recommendations of the Superintendent, BA, Construction Counsel & Architect, to approve the following resolution concerning the Lincoln Interior Improvement Project II bid solicitation process results:

**WHEREAS**, a recommendation was made by the Superintendent of Schools to the **Rockaway Borough Board of Education (“Board”)** to seek a contract for Interior Improvements Project, at the Lincoln Elementary School, Phase 2 (hereinafter “Project”); and

**WHEREAS**, the Project was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

**WHEREAS**, on Tuesday, January 12, 2021, the Board received the following bids from potential bidders in accordance with N.J.S.A. 18A:18A-1, et seq.; and

Bidder	Base Bid
Academy Construction, Inc.	\$477,000
APS Contracting, Inc.	\$518,000
Billy Contracting & Restoration, Inc.	\$521,000
Northeastern Interior Services LLC	\$571,000
Daskal LLC	\$572,000
Brahma Construction Corp.	\$578,000
GL Group Inc.	\$618,000
Walkkill Group, Inc.	\$623,000
B&B Contracting Group LLC	\$677,000
Premier Building & Construction Management	\$696,145
Salazar & Associates Inc.	\$778,900
SMAC Corp.	\$837,000

**WHEREAS**, the lowest bid for the Project was submitted by Academy Construction, Inc., whose bid has been reviewed and deemed compliant with the bid specifications and New Jersey Public Contracts Law, N.J.S.A. 18A:18A-1 et seq.; and

**NOW, THEREFORE:**

**BE IT RESOLVED**, that the Board hereby awards the Project to Academy Construction, Inc. at an amount of \$477,000.

- D. Be it resolved, based upon the recommendations of the Superintendent, BA, Construction Counsel & Architect, to approve the following resolution concerning the HVAC Upgrades at Lincoln & TJ Schools bid solicitation process results:

**WHEREAS**, a recommendation was made by the Superintendent of Schools to the **Rockaway Borough Board of Education ("Board")** to seek a contract for HVAC Upgrades Project, at the Lincoln Elementary School and Thomas Jefferson Middle School (hereinafter "Project"); and

**WHEREAS**, the Project was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

**WHEREAS**, on Tuesday, January 12, 2021, the Board received the following bids from potential bidders in accordance with N.J.S.A. 18A:18A-1, et seq.; and

Bidder	Base Bid
Kappa Construction Corp.	\$2,957,000
H&S Construction & Mechanical	\$2,964,000
EACM Corp.	\$2,977,000
Avco Construction Inc.	\$3,358,000

**WHEREAS**, the lowest bid for the Project was submitted by Kappa Construction Corp., whose bid has been reviewed and deemed compliant with the bid specifications and New Jersey Public Contracts Law, N.J.S.A. 18A:18A-1 et seq.; and

**NOW, THEREFORE:**

**BE IT RESOLVED**, that the Board hereby awards the Project to Kappa Construction Corp. at an amount of \$2,957,000.

**10. Personnel**

- A. Be it resolved, based upon the recommendation of the Supt, to approve the attached list of Staff Member **Professional Development Workshops & Travel Expenditure Requests** that have been deemed related to and within the scope of the employee’s current job responsibilities and will enhance the efficient delivery of student instruction and/or furthers the efficient operation of the school district. Reimbursements listed are in accordance with guidelines established by the Dept. of Treasury, BOE Policy, and in accordance with NJAC 6A:23B-1.1.
- B. Be it resolved, based upon the recommendation of the Superintendent, to approve Mrs. Christine Savini as a “Buddy” for Mr. James Kadus at a prorated rate of \$165.00 for the remainder of the 2020-21 school year.
- C. Be it resolved that based upon the recommendation of the Superintendent, to approve a Temporary Unpaid Leave of Absence request for Mrs. Janice Santoro, Lincoln School Cafeteria aide, effective January 19, 2021 until further notice, based upon quarantining protocols.
- D. Be is resolved, based upon the recommendation of the Superintendent, to approve a horizontal salary guide movement request from Mr. Michael Onischuk, Physical Education teacher at Thomas Jefferson School, for the successful attainment of advanced graduate credits, from the MA Guide (Step 12 \$60,540), to the MA+30 Guide (Step 12 - \$62,640), effective February 1, 2021.
- E. Be it resolved, based on the recommendation of the Superintendent, to approve the following Extracurricular advisors for the 2020-21 school year, which will be a virtual production.

Director of Musical/Dramatic Productions	Helen Love
Asst. Director of Musical/Dramatic Productions	Jennifer Barbosa

- F. Be it resolved, based on the recommendation of the Superintendent, to approve a one-time, non-pensionable payroll payment of \$500 each, to the school nurses: Mrs. Denise Jacobus of Lincoln School and Mrs. Linda Savercool of TJ, for contract tracing duties during the COVID-19 pandemic.

**11. Curriculum & Instruction/Students**

- A. Be it resolved, based upon the recommendation of the Supt, to approve 175 hours of observation time for Yari Rivera as part of her Clinical Practice I Internship with 3rd grade teacher Allynn Szotak. Ms. Rivera is a student at the College of St. Elizabeth.

**12. Building & Grounds/Technology**

- A. Be it resolved, based upon the recommendation of the BA & Supt, to approve the award of a purchase order to New Era Technology, of Islandia, NY to furnish, install & configure our domain servers & upgrade with additional memory, for \$7,238.80 (includes 30 hours of labor) by utilizing national coop contract: NASPOValuePoint Contract - EMC #87720. This is necessary due to unforeseen circumstances found while completing the server upgrade project started this past summer and will now be complete once this work finished.

**13. Policy**

A. Be it resolved to approve the ***Second Reading & Adoption*** of the following new and/or updated Board Policies and Regulations:

P	5516	Use of Electronic Communication and Recording Devices (ECDR)	Mandated Revised
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**14. Consent Agenda**

A. Move and Vote on all Agenda Resolutions & Recommendations in One Motion:

<u>Roll Call Vote:</u>	<u>Moved &amp; Seconded By:</u>	<u>Yeas</u>	<u>Nays</u>	<u>Abstentions</u>	<u>Absent</u>
Mrs. McGovern:	Moved	Yea	-	-	-
Mrs. Piombino:	Seconded	Yea	-	-	-
Mr. Tobias:	-	Yea	-	-	-
Mrs. Walter:	-	Yea	-	-	-
Mrs. Smith:	-	Yea	-	-	-
		5	0	0	0

Mr. Stepka declares all Resolutions & Recommendations are hereby unanimously carried.

**15. Old Business**

A. Mrs. Alpaugh provided a “Lego Trials” update, as it is now on hold due to COVID.

**16. New Business**

A. There was none at this time.

**17. Public Comment No. 2 (Agenda & Non-Agenda Items to be Heard)**

A. There was none at this time.

**18. Next Regularly Scheduled Meeting:**

A. **Tuesday, February 23, 2021:** Executive Session (closed to the Public) will begin at 6:30pm. The Workshop (in Public) will begin at approximately 7:30pm and will be immediately followed by the Regular Meeting. The meeting will most likely be held via ZOOM only unless otherwise notified, due to the Governor’s continuing COVID-19 health declaration.

**19. Motion to Adjourn the Meeting:**

There being no further business before the Board, the meeting was hereby adjourned at 8:35 pm.

***Moved by: Mrs. Walter      Seconded by: Mrs. Piombino      Voice Vote: All Ayes***  
Respectfully submitted,

Mr. William Stepka, RSBA  
Secretary of the Board of Education/  
School District Business Administrator

**Professional Development/Travel Expenditure Approval Requests:**

STAFF MEMBER	WORKSHOP TITLE/DEST	DATES	FEES/MILEAGE	JUSTIFICATION FOR THE TRIP
Jennifer Marsh Susanne Lonergan	Reading Recovery, Virtual	3/19/21 4/23/21 5/21/21	\$0	On-going Professional Development in adherence with Reading Recovery Guidelines.
Nicole McCarter	Highly Targeted interventions for Students Struggling with Reading Virtual	3/29/21	\$279	My WIN program would benefit from integrating the best current targeted reading interventions.

For Easy Reference:

**Facilities Renovation Referendum II: History/Schedule****A. Ref Milestones:**

- 1) **October 2, 2018:** Referendum I Fails overwhelmingly with 3 separate questions totaling \$19M.
- 2) **Sept 24, 2019:** Referendum II Passes 1Q at \$12.5M: YES: 649 NO: 442, Approved by 207 votes.
- 3) **Oct/Nov/Dec 2019:**
  - a) "Arch/Admin Team" formed: Supt, BA, Sup of B&G, B&G Asst, and Architects, and will meet at least monthly throughout the entire schedule, and more if/as needed. All Board members are ad-hoc members and invited to attend as desired, with no more than two (2) attending at any one time. The Board also reserves the ongoing right to request all participants involved in the referendum to attend night Board meetings, when deemed necessary and appropriate by the Board and/or the Supt & BA.
  - b) BA & Financial Advisors consult to establish optimum time & method to market bonds.
  - c) Architect to conduct school field site surveys, soil borings, test pits, utility mark outs, and related work to confirm details of projects to be undertaken.
  - d) Board approves the services of the Construction Attorney, at an hourly rate, to be utilized as needed.
  - e) Board approves "Reimbursement Resolution" to pay for upcoming "soft costs" before Bonds are sold.
- 4) **Dec/Jan/Feb 2020:**
  - a) Architect, in conjunction with A-Team, to prepare the bid specifications.
  - b) Final review of Architect's Bid Documents/Packets conducted by Board's Construction Attorney & BA. Applied to and received Local Finance Board approval for issuance of school district debt (Jan 8)
  - c) BA to advertise the bids "on the street" for at least 10 calendar days.
  - d) Roof Bids Advertised Fri, Jan 10, 2020.
  - e) Lavs & TJ Vestibule Bids Advertised Fri, Jan 17, 2020.
  - f) Contractor Walk thru meetings; Wed, Jan 22, 2 & 3 pm for Roof & Lav/Vestibule Bids.
  - g) BA formally received, publicly opened, and read aloud all bid prices by each contractor who submitted bids on Thursday, February 13, Open Roof Bids (11a) & Lav/Vestibule Bids (11:30a).
  - h) Bond Sale took place on Wednesday, February 19, 2020; all bonds sold within hours.
  - i) BA informed the Department of Education of debt service payments required for the 2020-21 school year and beyond to secure state funding dollars as previously agreed to. Debt service payments begin approximately 6 months after closing on the sale and will continue for 20 years, to be paid to MCIA on November 1 and May 1 of every year going forward for 20 years.
  - j) Board awarded Roofing & Lavs/Vestibule Contracts at Feb 25<sup>th</sup> meeting.
  - k) BA secures "builders' risk" insurance policy for Board for Roof & Lava Vestibule Contracts.
  - l) Lincoln Heating System & Unit Vent (HVAC) Project moved to summer of 2021.
- 5) **March/April 2020:**
  - a) Bond Sale Closed on March 11, 2020. District received \$12,480,000 in cash (full amount approved by voters, all bond closing costs paid by "premium" paid for bonds by investors - approx \$175K).
  - b) BA to transfer idle funds into allowable investment programs to maximize interest yield.
  - c) Lincoln New Addition/Fire Escape Bid advertised Friday, March 20.
  - d) Lincoln New Addition/Fire Escape Pre-Bid Meeting with contractors: Wednesday, April 1 @ 3:30pm.
- 6) **April/May 2020:**
  - a) Lincoln Interior Improv. & Asbestos Abatement Bid Advertisement: Friday, April 24.
  - b) Lincoln Interior Improv. & Asbestos Abatement Pre-Bid Meeting: Tue, April 28 @ 3:30pm.

- c) Lincoln Addition/Fire Escape Bid Opening: Wed, April 29 @ 11am, Board Office.
  - d) Lincoln HVAC Asbestos Abatement Bid Opening: Tue, May 19 @ 11am, Board Office.
- 7) **May/June 2020:**
- a) Award contract for Lincoln New Addition/Fire Escape: Wed, May 6 BOE Meeting.
  - b) Award contract for Lincoln Interior Improvements/Asbestos Abatement: Tue, June 2 Special BOE Meeting.
- 8) **Summer of 2020:**
- a) Projects to be undertaken:
    - i) Lincoln School: Asbestos abatement for unit vents, gym ceiling replacement, new roof, new classroom floor tiles & ceiling tiles & cafeteria ceiling repair & abatement, and new interior LED lighting, plaster repair.
    - ii) Lincoln Addition: Move trailer, begin construction of 3 classroom additions with a new main office (to be cordoned off and will continue throughout the 20-21 school year).
    - iii) Thomas Jefferson: Renovate existing restrooms for boys, girls and staff, install new security vestibule in the main entrance, replace selected roofs.
- 9) **Winter 2020/Spring 2021:**
- a) Lincoln Interior Improvements II: Advertisement for Bids: December 11, 2020, Bid opening: Jan 12, 2021, Bid Award Jan 26, 2021. Work to begin after the last day of school in June of 2021, work to be completed August 21, 2021.
  - b) HVAC Upgrades: Lincoln & T.J. Advertisement for Bids: December 11, 2020, Bid opening: Jan 12, 2021, Bid Award Jan 26, 2021. Work began after the last day of school in June of 2021. Demo & installation completed by August 31, 2021 and fully functioning by October 15, 2021.
  - c) BA to increase "Builders Risk" insurance plan coverage as driven by awarded contract costs.
- 10) **Summer of 2021:**
- a) Projects to be undertaken:
    - i) Lincoln Interior Improvements II: restroom renovations, electrical panel upgrade, IT closet moved, stairwell plaster repair.
    - ii) Lincoln Addition: August 1, 2021 Completion of 3 new classroom additions including new main office and security vestibule; furnish & occupy during the month of August to be ready for the 1st day of school & final removal of trailers after 14 years!
    - iii) Lincoln & Thomas Jefferson HVAC Upgrades: IT Closet moved, demo, remove & install new boilers, pumps, piping (removal of asbestos as needed), classroom unit ventilators, electrical panel upgrade, cafeteria & gym rooftop unit ventilator replacement, copper piping replacement, and asbestos tile removal & install new VCT.
- 11) **August 31, 2021:**
- a) Physical completion of ALL Projects and then, during the fall, the Architect completes "punch list items" and contractors are issued final payments. 9/1/21: Lincoln Addition Opening Ceremonies!
  - b) Fall of 2021: final projects punch lists completed and final contractor payments by 11/15/21.

-----**END OF REFERENDUM HISTORY/SCHEDULE**-----