

Rockaway Borough Board of Education 2021 ANNUAL ORGANIZATIONAL MEETING MINUTES

Wednesday, January 6, 2021, 6:30 PM

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

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

Via Computer: <https://us02web.zoom.us/j/85027999172?pwd=aC9qRUg2ZjVtNVdOdmx6bUI2WEYvOT09>

Computer Meeting ID (if needed): **850 2799 9172**/Passcode: **L14m2r**

Via Telephone: 929-205-6099 US, Meeting ID: **850 2799 9172**, Passcode: **861481**

1. **Call to Order**

The meeting was called to order at 6:33 pm, by Mr. William Stepka, School Business Administrator/Board Secretary, serving as Temporary Chairman of the Board.

2. **Public Notice Announcement and Flag Salute**

Mr. Stepka read the following notice to those attending via ZOOM: "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 advertised in The Citizen newspaper on Wednesday January 15, 2020 @ 5:00 am, posted on our website and at town hall. Official Board actions will be taken at this meeting."

The Pledge of Allegiance was then held . . .

3. **Purpose of Meeting**

The purpose of this meeting is to organize the Board for its 2021 term and to act on any other business before it as previously advertised to the public.

4. **Certified Results of November 2020 General Election**

Voter turnout was 78% of all registered voters - an all-time record!

Two - Three Year Terms as a Member of the Board of Education up for election:

Petition Candidate: Mrs. Linda McGovern (incumbent): 2,391 votes

Petition Candidate: Mr. Jeffery Tobias (incumbent): 2,229 votes

Write-In Candidates: 91 votes for various other names.

(Mrs. McGovern arrives now at 6:55 pm.)

5. **New Board Members' Oath of Office**

Mr. Stepka then administered the oath of office to the certified winners of the election:

Mrs. Linda McGovern & Mr. Jeffery Tobias

They then took their seats on the Board for their 2nd - 3 (three) year terms.

6. **First Roll Call for the 2021 Rockaway Borough Board of Education:**

Board Member:	Present	Term Ends
Mrs. Linda McGovern	Aye	December 31, 2023
Mrs. Alexis Piombino	Aye	December 31, 2021
Mrs. Christa Smith	Aye	December 31, 2022
Mr. Jeffrey Tobias	Aye	December 31, 2023
Mrs. Karen Walter	Aye	December 31, 2021

& Mrs. Phyllis Alpaugh, Superintendent & Mr. William Stepka, BA/Bd. Sec. were also present along with seven (7) members of the public and staff via ZOOM.

7. **Nominations for President & Vice President**

- A. Mr. Stepka entertained nominations for the position of **President** for the Rockaway Borough Board of Education for the 2021 term.

Mr. Stepka opened the floor for nominations:

Nominee #1: Mrs. Christa Smith	
Nominated By: Mrs. Linda McGovern	Seconded By: Mrs. Karen Walter

Hearing no other nominations, Mr. Stepka closed the floor.

Nominee #1: Mrs. Christa Smith			
Roll Call Vote:	<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>
Mrs. Linda McGovern	Aye	-	-
Mrs. Alexis Piombino	Aye	-	-
Mrs. Christa Smith	Aye	-	-
Mr. Jeffrey Tobias	Aye	-	-
Mrs. Karen Walter	Aye	-	-

Mrs. Christa Smith was **unanimously** elected **President** of the Board for 2021.

- B. Mr. Stepka then entertained nominations for the position of **Vice-President** for the Rockaway Borough Board of Education for the 2021 term.

Mr. Stepka opened the floor for nominations:

Nominee #1: Mrs. Karen Walter	
Nominated By: Mr. Jeffery Tobias	Seconded By: Mrs. Christa Smith

Hearing no other nominations, Mr. Stepka closed the floor.

Nominee #1: Mrs. Karen Walter			
Roll Call Vote:	<u>Ayes</u>	<u>Nays</u>	<u>Abstentions</u>
Mrs. Linda McGovern	Aye	-	-
Mrs. Alexis Piombino	Aye	-	-
Mrs. Christa Smith	Aye	-	-
Mr. Jeffrey Tobias	Aye	-	-
Mrs. Karen Walter	Aye	-	-

Mrs. Karen Walter was **unanimously** elected **Vice President** of the Board for 2021.

- C. Mr. Stepka lead a brief review/discussion of the New Jersey School Boards Association Code of Ethics for School Board Members & Annual Mandated Training Requirements:

- Governance I: New Board Members – New Board Member Orientation Conference
- Governance II: 1st Term, 2nd full year of service – Finance
- Governance III: 1st Term, 3rd full year of service – Student Achievement
- Governance IV: Re-elected/Reappointed Board Members in the first year of any succeeding term – Legal Update

**** The New Board President then presided over the remainder of the meeting****

8. Representative/Liaison Appointments

A. The President asked for volunteers to be Representative/Liaison Appointments for 2021:

<u>Organization</u>	<u>Rep/Liaison</u>
New Jersey School Boards Association:	Mrs. Smith
Morris County Education Services Commission Assembly:	Mrs. Piombino
Morris County School Boards Association:	Mrs. Walter
Rockaway Borough Home and School Association:	Mrs. Smith
Rockaway Borough Education Foundation:	Mrs. McGovern
Rockaway Borough Council:	Mr. Tobias
Rockaway Borough Recreation Committee:	Mrs. McGovern

9. Consent Agenda: Reauthorizations for the Continued Operation of the School District

- A. Be it resolved to adopt the New Jersey School Boards Association Code of Ethics for School Board Members pursuant to NJSA 18A:12-24.1, and
1. that a copy of the code has been received and discussed,
 2. that policies and procedures regarding training of members has been adopted,
 3. that each member acknowledges receipt of the Code of Ethics and has become familiar with them.
 4. and that each member signs and returns the "Acknowledgement of Receipt" form to the Board Secretary.
- B. Be it resolved to adopt the Parliamentary Procedures of Robert's Rules of Order as the operating guide for Board of Education meetings.
- C. Be it resolved to accept and approve the adoption of the existing Board Policy Manual, with its current Policies and Regulations, All Curriculums, textbooks, job descriptions, and other rules and regulations consistent with Board practice in effect as of December 2020, for the continuation of school operations for the calendar year of 2021, and that changes, corrections or additions thereto may be determined by subsequent Board actions.

- D. Be it resolved to establish the following Board Meeting Schedule for the period of January 1, 2021 to the 2022 Annual Organizational Meeting (Please note that official Board actions may be taken any time after 7:30 pm, if necessary) (Typically held in the cafeteria of TJ School OR by virtual ZOOM, if and when necessary.):

<u>Meeting Dates</u> (Weather/Backup Dates in Parentheses)	<u>Sessions</u>	<u>Times</u>
January 26, Tue (Jan 27, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
February 23, Tue (Feb 24, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
March 16, Tue (Mar 17, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
April 20, Tue (Apr 21, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
2021-22 Budget Hearing & Adoption May 4, Tue (May 5, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
June 29, Tue (June 30, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
July 20, Tue (July 21, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
August 31, Tue (Sept 1, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
September 28, Tue (Sept 29, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
October 19, Tue (Oct 20, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
November 16, Tue (Nov 17, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
December 14, Tue (Dec 15, Wed)	Executive Session Workshop Regular Meeting	6:30 pm 7:30 pm 8:00 pm
January 5, 2022, Wed (Jan 6, Thurs)	Annual Board Organizational Mtg. & Any Other Business	6:30 pm

- E. Be it resolved to name The Citizen (weekly) and The Daily Record (daily) as the district's official newspapers (and the Star-Ledger as an alternate) to be used for the advertisement of meetings and legal ads and all other necessary public notifications for 2021.
- F. Be it resolved to accept and approve the President, Superintendent, and School Business Administrator/Board Secretary as duly authorized signatories for all official Board documents, payrolls, warrants, contracts, etc., for 2021, with the Vice-President authorized to sign in the absence of the President.
- G. Be it resolved to formally adopt the NJ Department of Education's Chart of Accounts in accordance with the Generally Accepted Accounting Procedures (GAAP) as promulgated by the Government Accounting Standards Board (GASB).
- H. Be it resolved to approve Mrs. Phyllis Alpaugh, Superintendent (CEO), and Mr. William Stepka, School Business Administrator(CFO)/Board Secretary, to continue the daily management and administration of the Rockaway Borough Public School District, a legal public entity, and its School District Budget for the 20-21 school year, on behalf of the Rockaway Borough Board of Education.
- I. Be it resolved that the following agencies be named as the legal depositories for funds and short term investments of the Rockaway Borough Board of Education.
- Santander Bank
 - Columbia Bank
 - New Jersey Cash Management Fund
 - NJ Asset & Rebate Management Fund
- J. Be it resolved to appoint Mr. William Stepka, School Business Administrator/Board Secretary, as the Qualified Purchasing Agent for the district, as he has completed the mandatory training and is in possession of a valid State of NJ issued QPA Certificate, according to the rules and regulations of P.L. 1999 c.440; and the Qualified Purchasing Agent is authorized to award contracts up to the bid threshold of \$44,000 and establish the quote threshold at \$6,600 as governed by the State of New Jersey pursuant to NJSA 18A:18A, et. seq.
- K. Be it resolved, in accordance with Policy 6700 – Investments, to authorize the School Business Administrator to invest idle, unencumbered funds, during the school year, to maximize interest yields for the district.
- L. Be it resolved to authorize the Business Administrator and Superintendent of Schools to approve budgetary transfers between Board Meetings in accordance with Board Policy #6470 – Budget Transfers, with subsequent Board approval.
- M. Be it resolved to authorize 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.
- N. Be it resolved, in accordance with NJSA 18A:11-12, in such pre-budget year, that the Maximum Travel Expenditure amount be established at \$50,000.
- O. Be it resolved, in accordance with the School District Accountability Regulations (NJAC 6A 23A-1, et seq.), as the only duly district personnel authorized to contact/communicate with our General Counsel's Legal Firm (Board Attorney) as Mrs. Phyllis Alpaugh, Superintendent, Mr. William Stepka, Business Administrator, and the Board President.

P. Be it resolved to authorize the purchase of goods and services from approved New Jersey State Contract Vendors, if offered when needed.

Q. Be it resolved to approve the following appointments from January 1, 2021 to January 5, 2022:

<u>Phyllis Alpaugh:</u>	<u>Superintendent of Schools (Chief School Administrator: CSA)</u>
<u>Phyllis Alpaugh:</u>	<u>Title I Coordinator and Federal Grants Administrator</u>
<u>William Stepka:</u>	<u>Secretary of the Board of Education,</u>
<u>William Stepka:</u>	<u>Registered School Business Administrator (RSBA),</u>
<u>William Stepka:</u>	<u>Qualified Purchasing Agent (QPA),</u>
<u>William Stepka:</u>	<u>Public Agency Compliance Officer for Goods/Services (EEO/AA),</u>
<u>William Stepka:</u>	<u>Affirmative Action Officer/Coordinator,</u>
<u>William Stepka:</u>	<u>Custodian of Record for All District Documents (OPRA),</u>
<u>William Stepka:</u>	<u>ADA Coordinator/Title IX Coordinator,</u>
<u>William Stepka:</u>	<u>Health & Safety Designee</u>
<u>Melissa Nestor:</u>	<u>Treasurer of School Monies</u>
<u>David Waxman:</u>	<u>School Safety Specialist,</u>
<u>David Waxman:</u>	<u>School Chemical Hygiene Officer (TJ Lab)</u>
<u>Jaime Argenziano:</u>	<u>District Test, Student Data & PD/Mentoring Coordinator</u>
<u>Milissa Dachisen:</u>	<u>District 504 Coordinator, DCP&P Liaison, Homeless Liaison,</u>
<u>Milissa Dachisen:</u>	<u>District Anti-Bullying/HIB Coordinator</u>
<u>Michael Klein:</u>	<u>Certified Educational Facilities Manager (CEFM),</u>
<u>Michael Klein:</u>	<u>AHERA Manager & Designated Person</u>
<u>Michael Klein:</u>	<u>Right to Know Officer, Indoor Air Quality Designee,</u>
<u>Michael Klein:</u>	<u>IPM Coordinator, NJ DEP Designee</u>
<u>Michael Klein:</u>	<u>Hazardous Waste Manager</u>
<u>Alexa Centanni:</u>	<u>Anti-Bullying/HIB/504 Specialist for TJ (LOA rep: Jacqueline Gurgone)</u>
<u>Susan Tully:</u>	<u>Anti-Bullying/HIB/504 Spec. for Lincoln (LOA Rep: Katelyn DeSantis)</u>

R. Be it resolved to approve the following professional service appointments from January 1, 2021 to January 5, 2022, at dollar amounts not to exceed (NTE). These individuals/firms have been selected based on their professional experience and prior performance for the Board in accordance with NJSA 4-11 et. seq.:

- **General Legal/Construction Counsel of Record and the Chief District Negotiator:**
Sciarrillo, Cornell, Merlino McKeever & Osborne, LLC, of Westfield, NJ. NTE \$100,000
- **Special Counsel for Special Education and other Matters as Assigned:**
Scarinci & Hollenbeck, LLC, of Lyndhurst, NJ. NTE \$25,000
- **Auditor of Record:**
Ferraioli, Wielkotz, Cerullo & Cuva, PA, of Rockaway, NJ. NTE \$25,000
- **Architect of Record:**
Parette Somjen Architects LLC, of Rockaway, NJ. NTE \$900,000
- **Financial Advisor of Record:**
NW Financial Group of Hoboken, NJ. NTE \$30,000
- **Continuing Disclosure Agent of Record for Bond Proceeds:**
Phoenix Advisors, LLC of Bordentown, NJ. NTE \$2,000
- **School Physician of Record:**
Dr. Jean-Paul Bonnet, Skylands Medical Group, of Jefferson, NJ. NTE \$10,000
- **Property & Casualty Insurance Agent/Broker of Record & Risk Mgt Advisor:**
Balken Risk Management Services, of Flemington, NJ. NTE \$45,000
- **Employee Health Benefit Broker of Record:**
Brown & Brown Benefit Advisors, of Roseland, NJ. NTE \$45,000
- **Private Investigator:**
Jeffrey A. Oster Private Investigators, of Mine Hill, NJ. NTE \$2,000

- S. Be it resolved, based upon the recommendations of the Superintendent and Business Administrator, to approve, accept and adopt the following Rockaway Borough Board of Education Plans:
- Integrated Pest Management Plan
 - Mold Management Plan
 - Lead Based Paint Response Plan (Under six square feet)
 - TJ Chemical Hygiene Plan (TJ Lab)
 - Food Service Bio-Security Management Plan

- T. Be it resolved to approve the following student professional service appointments from January 1, 2021 to January 5, 2022, at dollar amounts not to exceed (NTE). These firms/individuals have been selected based on their professional experience and prior performance for the Board in accordance with NJSA 4-11 et. seq.:

Professional Service Awarded	Firm/Company/Consultant Name	Not to Exceed \$
Public and Non-Public School Svs: Student Special Ed. Aides, State Grants Mgt & Student Educational, Social, & Psychological Evaluations, 192/193 & IDEA non-public school services:		
	Educational Services Commission of Morris County, Morris Plains, NJ,	NTE \$175,000
Student Behavioral Services	Hand-Over-Hand, LLC, Morris Plains, NJ	NTE \$2,000
Student Services Bilingual Evaluations	Hillmar, LLC, North Caldwell, NJ	NTE \$10,000
Student Pediatric Therapy Services	Jump Ahead Pediatrics, Little Falls, NJ	NTE \$10,000
Student Behavioral Therapy Services	Michelle Lawton, Lake Hopatcong, NJ	NTE \$90,000
Student Behavioral Therapy Services	Colleen Lonergan, Ledgewood, NJ	NTE \$24,000
Student Physical Therapy Services	Elissa Rael, Lake Hopatcong, NJ	NTE \$60,000
Student OT/PT & Speech Therapy Svs	J&B Therapy, LLC, Augusta, NJ	NTE \$60,000
Student OT ESY Services	PG Chambers School, of Cedar Knolls, NJ	NTE \$20,000

- U. Be it resolved to approve the continuation of the following evaluation models: for the certificated instructional staff: The Danielson Framework Evaluation Model, for the principals: The New Jersey Principal Evaluation for Professional Learning Instrument (NJPEPL).

- V. Be it resolved to approve the following 403(b) and 457(b) Tax Shelter Annuities providers for employees to voluntarily enroll in at no cost to the Board:

<u>403 (b)</u>	<u>457 (b)</u>
Equitable (AXA)	Equitable (AXA)
Lincoln National Investment Planning, Inc.	Lincoln National Investment Planning, Inc.
Lincoln National Life Insurance Co.	
National Life Co.	
AIG/Valic	
Metropolitan Life (Met Life)	
Steffens & Steffens, LLC.	

- W. Be it resolved to approve PenServ Plan Services, Inc. as the Third Party Administrator for all 403(b) and 457(b) Retirement Plans available to Rockaway Borough Board of Education Employees. There will be no charge to the district or to the employees for this service.

- X. Be it resolved to authorize the Business Administrator/Board Secretary to replenish the petty cash account, when/if necessary, up to \$400 per replenishment and no single expenditure shall exceed \$25.00 without prior written approval by the Board Secretary.

Be it resolved to approve **all** recommended resolutions as listed in one motion:

Motion By: Mrs. Piombino		Seconded By: Mrs. Walter		
Roll Call Vote:	Aye	Nay	Abstain	Absent
Mrs. Linda McGovern	Aye	-	-	-
Mrs. Alexis Piombino	Aye	-	-	-
Mrs. Christa Smith	Aye	-	-	-
Mr. Jeffrey Tobias	Aye	-	-	-
Mrs. Karen Walter	Aye	-	-	-

Mr. Stepka declared that all resolutions were unanimously approved.

10. Other Business Before the Board:

- A. Be it resolved, based upon the recommendations of the Supt & BA, to increase the minimum hourly rate to \$12.00, in accordance with State law, if need be, for any and all personnel positions that are not covered by any collective bargaining agreements, effective January 1, 2021 to December 31, 2021. These positions include substitute teachers, aides, secretaries, van drivers & aides, custodians, and summer custodial helpers and technology helpers. There will be no change if the existing hourly rate already exceeds the state minimum.
- B. Be it resolved, based upon the recommendations of the Supt, to approve a Leave of Absence request, for a pregnancy related disability, for Mrs. Elizabeth Hickman, Kindergarten Teacher at Lincoln School, effective on or about March 29, 2021 through to February 6, 2022, which will entail any and all leave provisions included in the collective bargaining agreement and any applicable State & Federal personal & family leave laws. It is Mrs. Hickman’s intent to return to her active, in-person teaching duties on February 7, 2022.
- C. Be it resolved, based upon the recommendation of the Supt, to approve a Temporary Unpaid Leave of Absence request for Mrs. Patricia Fitzgerald, School Van Driver for the district, effective January 4, 2021 until further notice.
- D. Be it resolved, based upon the recommendation of the Supt, to approve of and accept the resignation letter from Mrs. Jerelyn Hurley, ESL Teacher at Lincoln School, for the purpose of retirement, effective June 30, 2021, with sincere appreciation and thanks for her 25 total years of service to the students of Rockaway Borough and wish her well in retirement.
- E. Be it resolved, based upon the recommendation of the Supt, to approve of and accept the resignation letter from Mrs. Sharon Izzo, Third Grade Teacher at Lincoln School, for the purpose of retirement, effective June 30, 2021, with sincere appreciation and thanks for her 25 years of service to the students of Rockaway Borough and wish her well in retirement.
- F. Be it resolved, based upon the recommendation of the Supt, to approve the employment of Ms. Alyssa Lawton as a substitute teacher for the 2020-21 school year at a daily rate of \$100 for the first 10 days and then \$105 per day thereafter. She has already cleared the Office of Student Protection review background check as required by P.L. 1986 C.116 & Sexual Misconduct/Child Abuse disclosures as required by P.L. 2018 C.5 and can begin work immediately.
- G. Be it resolved, based upon the recommendation of the Supt, to renew and approve the Shared Services Contract Agreement for a Class III Security Officer for the 2020-21 school year with the Rockaway Borough Town Council, retroactive to September 1, 2020 to June 30, 2021.

H. Be it resolved, to regretfully approve of and accept the resignation letter from Mrs. Phyllis Alpaugh, Superintendent of Schools, for the purpose of retirement, effective June 30, 2021. It is with sincere appreciation that we thank Mrs. Alpaugh for her 29 years of service as a Teacher, Principal, and Superintendent to the students, district, and community of Rockaway Borough and wish her well in retirement.

Mrs. Smith congratulated all the people who just announced their retirement, a sentiment echoed by the rest of the Board.

I. Be it resolved to enter into a professional services agreement & contract with New Jersey School Boards Association, of Trenton, NJ, to assist the Board in conducting a "Superintendent's Search", in the amount of \$4,000.

Move and Vote on all "Other Business " Agenda Recommended Resolutions in One Motion:

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

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

*Mr. Tobias added "regretfully" to his "Yea" for resolution H.

11. Public Comment

There was none at this time.

12. Next Regularly Scheduled Meeting

Tuesday, January 26, 2021, 6:30 pm in the TJ Cafeteria or ZOOM.

13. Executive Session: 7:18pm

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing a contract negotiation matter pertaining the NJ School Boards Supt Search, the nature of which will be made public when the need for confidentiality no longer exists.

THE BOARD ANTICIPATES TO BE IN EXECUTIVE SESSION FOR APPROXIMATELY 45 MINUTES. BOARD ACTION WILL NOT BE TAKEN AFTER THIS SESSION CONCLUDES.

Moved By: Mrs. McGovern Seconded By: Mrs. Piombino Voice Vote: All Ayes

Motion to Adjourn Exec Session: 9:15pm

Moved By: Mrs. McGovern Seconded By: Mrs. Piombino Voice Vote: All Ayes

14. Motion to Adjourn the Meeting: 9:15pm

There being no other business before the Board, the meeting is hereby adjourned.

Moved By: Mrs. McGovern Seconded By: Mrs. Piombino Voice Vote: All Ayes

Respectfully submitted,

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