

**REGULAR MEETING
ROCKAWAY TOWNSHIP BOARD OF EDUCATION
May 21, 2014**

The Rockaway Township Board of Education held a regular meeting on Wednesday, May 21, 2014, at 6:04 PM at the Copeland Middle School, Lake Shore Drive, Rockaway, New Jersey.

The following members of the Board of Education were present: Mrs. Chabala, Mrs. Chirico, Mrs. Maluszcak, Mr. Press, Mrs. Salny and Dr. Kurland. Mr. Giarratano was absent.

Motion by Mr. Press, seconded by Mrs. Chirico to waive pledge salute, public announcement and public notice until the meeting is reopened.

Public announcement was read regarding the "Open Public Meeting Act." No Board Member objected to the conduct of the meeting as advertised.

Motion made by Mrs. Salny, seconded by Mr. Press to adopt the following resolution:

RESOLVED, that in accordance with the "Open Public Meetings Act" the Rockaway Township Board of Education will meet in closed session to discuss matters involving personnel, Student and Administrative issues, the content of said discussions will be disclosed to the public at such time and extent as is required by law.

All present voting yes, motion carried.

The Board met in closed session at 6:05 PM.

Motion made by Mrs. Chabala, seconded by Mr. Press that the closed session meeting stand adjourned at 7:34 PM Roll Call Vote, all present voting yes, motion so carried.

The Public Meeting reconvened at 7:35 PM. Present were 17 visitors and no members of the press.

Dr. Kurland reopened the regular business meeting of the Board with the Pledge of Allegiance.

Motion by Mrs. Salny, seconded by Mr. Press to open the public session of the meeting.

Show of hands on above, all present voting yes, motion so carried.

There was no Public comment this evening.

Motion by Mrs. Salny, seconded by Mrs. Maluszcak to close the public session of the meeting.

Show of hands on above, all present voting yes, motion so carried.

COMMUNICATIONS

The following correspondence was received for the Board since the last regular meeting:

BettyLou DeCroke	Re: Full-day Kindergarten
Sarah MacDonald	Re: Healthier Choices
Chelsea Campbell	Re: Job Opening
James Dunckley	Re: Meeting Notes
David Bishop	Re: Negotiation Item

APPROVE MINUTES

Motion made by Mrs. Chabala, seconded by Mr. Press to approve the minutes of May 7 and May 8, 2014.

Roll Call Vote on above, all present voting yes, motion so carried.

Correspondence

Minutes

The following information was presented by the Superintendent in her report:

Dr. Grefe reported there was one new HIB investigation #76 unconfirmed.

Supt Report

Dr. Grefe announced that tomorrow night May 22 at 7:00 PM there will be a meeting to develop the Mission Statement.

Informational Items:

- Nurses' Report – April
- Instructional Council Minutes – April
- Monthly Field Trip Report – April

The following was presented by the Business Administrator in her report:

Mrs. Palmiere had no report this evening.

Special Education Committee

The Committee expects the procedure manual to be online for the new school year. SEPAC Members were invited to June 5 meeting at 6:00 PM.

Sp Ed Committee**The following actions were taken during the Regular Meeting of the Board:****Personnel****The Superintendent of Schools recommends actions on the following certificated personnel:**

Motion made by Mrs. Salny, seconded by Mr. Press to approve the following personnel recommendations.

1. Employment**Employment**

Approve the employment of the following individual to conduct summer evaluations for the 2014 Summer Child Study Team. Child Study Team members (School Psychologists, School Social Workers, Learning Disabilities Teacher Consultants) will receive \$220.00 per evaluation. Occupational Therapists, Physical Therapists, and Speech/Language Specialists will receive \$176.00 per evaluation. Attendance at Identification Meetings (planning evaluation meetings) and Eligibility Conferences/IEP Meetings (counted as one meeting when held back to back on the same day) will be paid at the rate of \$90.00 for the first meeting attended on any given day and \$30.00 for any subsequent meetings on the same day.

Kathleen Lawrence
Joleen Partington
Tracey Webb

Learning Disabilities Teacher Consultant
Speech Language Specialist
Speech Language Specialist

Explanation: Staff needed to conduct summer evaluations.

Approve the employment of Adriana Czuba, as a Home Instructor, on an "as needed" basis, for the 2013-2014 school year. The rate of pay is \$44.00 per hour.

Approve the employment of Rosemary Heath, as a Home Instructor, on an "as needed" basis, for the 2013-2014 school year. The rate of pay is \$44.00 per hour.

Explanation: Instructional staff necessary to provide Home Instruction, where needed.

2. Employment/2014 Summer School Program**Employ Summer**

Approve the employment of the instructors and the courses for the 2014 Summer School Program, as per the attached list.

3. **Leaves of Absence**

Approve a leave of absence for Catherine Briggs, a full-time Grade 3 Teacher, at the Katharine D. Malone School, with pay, effective June 16, 2014 through June 25, 2014, the leave will continue, without pay, under the New Jersey Twelve Week Family Leave Act, effective September 2, 2014 through November 21, 2014. (Mrs. Briggs is expected to return to work on November 24, 2014).

Approve a leave of absence for Marirose O'Donnell, a full-time Grade 1 Teacher, at the Catherine A. Dwyer School, with pay, effective September 2, 2014 through October 24, 2014, the leave will continue, without pay, under the New Jersey Twelve Week Family Leave Act, effective October 27, 2014 through January 30, 2015, the leave will continue, without pay, effective February 2, 2015 through June 30, 2015. (Mrs. O'Donnell is expected to return to work on September 1, 2015).

4. **Reassignment**

Approve the reassignment of Christina DeSarno, a full-time Speech Language Specialist at the Dennis B. O'Brien School to a full-time Speech Language Specialist at the Katharine D. Malone School, effective September 1, 2014 through June 30, 2015. (Mrs. DeSarno is replacing Mrs. Gerber-Weshnak).

5. **Reemployment**

Approve the reemployment of the Teaching Staff for the 2014-2015 school year, as per the attached list.

6. **Resignation**

Approve the resignation, due to retirement, of Dr. Margaret McCluskey, Principal of the Stony Brook School, effective August 1, 2014.

7. **Salary Adjustments**

Approve the salary adjustment for the certificated staff indicated below, effective September 1, 2014 through June 30, 2015:

	<u>From</u>	<u>To</u>
Marcia LeWand	\$59,405.00 (BA Step 10)	\$60,030.00 (BA+15 Step 10)
Rebecca Mears	\$67,895.00 (MA+15 Step 13)	\$68,520.00 (MA+30 Step 13)
Katherine Rasmussen	\$65,980.00 (MA+30 Step 11)	\$66,605.00 (MA+45 Step 11)

8. **The Superintendent of Schools recommends actions on the following non-certificated personnel:****Employment**

Approve the employment of Daniel Tidridge, as a Bus Washer/Fueler, on an "as needed" basis, for the Transportation Department, effective July 1, 2014 through September 1, 2014. The rate of pay is \$19.10 per hour.

Explanation: Mr. Tidridge is temporarily replacing Mr. Stevens who is out on Worker's Compensation.

Leaves of Absence

Approve a leave of absence for John Allison, a full-time Floating Custodian, for the district, with pay, effective May 9, 2014 through May 16, 2014. (Mr. Allison is expected to return to work on May 19, 2014).

Approve a leave of absence for Samuel Kong, a full-time Maintenance Worker, for the district, with pay, effective May 15, 2014 through May 28, 2014. (Mr. Kong is expected to return to work on May 29, 2014).

Approve a leave of absence for Linda Szollosy, a Bus Driver, for the Transportation Department, with pay, effective June 16, 2014 through June 25, 2014. (Mrs. Szollosy is expected to return to work on August 1, 2014).

Miscellaneous

Approve the Memorandum of Agreement PERC Docket No. CO-2012-284.

Resignations

Approve the resignation of Kirsten Bodner, a part-time Staff Assistant, at 17.50 hours per week, in the afternoon session, for the Kindergarten class, at the Catherine A. Dwyer School, effective July 1, 2014.

Leaves

Reassignment

Reemployment

Resignation

Salary
Adjustments

Employment

Leaves

PERC MOA

Resignations

Approve the resignation of Oylema Lewis, a part-time Staff Assistant, at 17.50 hours per week, in the afternoon session, for the Preschool Disabled Class, at the Dennis B. O'Brien School, effective May 19, 2014.

Revised Leave of Absence

Approve the revised leave of absence for James DelGreco, a part-time Staff Assistant, at 17.50 hours per week, per the student's IEP, in Grade 2, at the Dennis B. O'Brien School, without pay, effective January 2, 2014 through May 5, 2014. (Mr. DelGreco is expected to return to work on May 6, 2014).

Salary Adjustments

Approve a salary adjustment for Luis Contreras, a full-time Custodian, at the Katharine D. Malone School, effective May 1, 2014 through June 30, 2014. The annual salary is as follows:

Base Salary-Night Custodian (10)	\$37,950.00
Boiler License Stipend	1,250.00
Night Differential Stipend	800.00
 Total Prorated Salary	 \$40,000.00

Approve a salary adjustment for Luis Contreras, a full-time Custodian, at the Katharine D. Malone School, effective July 1, 2014 through June 30, 2015. The annual salary is as follows:

Base Salary-Night Custodian (11)	\$39,010.00
Boiler License Stipend	1,250.00
Night Differential Stipend	800.00
 Total Prorated Salary	 \$41,060.00

Explanation: Boiler Operator License Stipend of \$1,250.00 is reinstated as we have received the Boiler Operator License renewal.

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

Administration

Motion made by Mrs. Chabala, seconded by Mrs. Maluszczyk to approve the following administrative recommendations.

1. PETTY CASH FUND

Authorize re-establishment of the Petty Cash Fund for each school, the Transportation Department and the Board Office, for up to the limit of \$250.00 for the 2014-2015 school year.

2. OFFICIAL NEWSPAPERS

Designate the Daily Record and Star Ledger as the official newspapers of the Rockaway Township Board of Education for the 2014-2015 school year.

3. BOARD PLANNING DOCUMENTS

Reaffirm adoption of the following Board Plans for the 2014-2015 school year:

Comprehensive Equity Plan

As per the New Jersey Department of Education a Comprehensive Equity Plan (CEP) is to be submitted for the 2013-2014 year. The Rockaway Township Comprehensive Equity Plan was submitted within the identified timeframe to the Morris County Superintendent of Schools and the Office of Specialized Populations. The CEP was based upon a needs' assessment conducted by the members of the Committee. The District Affirmative Action Officers completed a mid-year review of the CEP and no revisions/modifications were identified.

Revised Leave

**Salary
Adjustments**

Petty Cash

**Official
Newspapers**

**Bd Planning
Documents**

Emergency Management Plan

The Emergency Management Plan is a guide for the district and/or schools to provide for the safety and well being of students and staff when confronted with emergency situations both man-made and environmental. It was developed by a District Committee in consultation with the Rockaway Township Police Department, according to State guidelines, and is monitored and updated on a regular basis.

Three-Year Technology Plan

As per the New Jersey Department of Education, a Technology Plan was submitted for the 2013-2016 years. The Rockaway Township Technology Plan was submitted within the identified timeframe to the Morris County Superintendent of Schools. The Technology Plan was developed by a District Committee according to State guidelines, and is monitored and updated on a regular basis.

4. **APPOINTMENT OF TREASURER**

Authorize appointment of Lisa Palmieri as Treasurer for the Rockaway Township Board of Education for the 2014-2015 school year, as authorized under Title 18A:17-31.

Treasurer5. **APPOINTMENT OF LEGAL COUNSEL**

Appoint the firm of Schwartz Simon Edelstein & Celso, LLP as official legal counsel for the Rockaway Township Board of Education for the 2014-2015 school year.

Legal Counsel6. **APPOINTMENT OF SCHOOL PHYSICIAN**

Authorize appointment of Vanguard Medical Group as School Physician for the 2014-2015 school year, as authorized under Title 18A:40-1.

School Physician7. **APPOINTMENT OF ARCHITECTS OF RECORD**

Appoint the firm of Parette Somjen Architects as Architect of Record, on an as needed basis, for the Rockaway Township Board of Education for the 2014-2015 year.

Architect8. **COMPLIANCE OFFICERS**

Authorize appointment of the following individuals for the 2014-2015 school year:

Compliance Officers

Public Agency Compliance Officer (PACO)
Purchasing Agent
Custodian of School Records
Affirmative Action Officer
Homeless Liaison
Chemical Hygiene Officer
ADA Officers

Business Administrator
Business Administrator
Business Administrator
Mr. F. Scott Allshouse
Regina M. Swierc
Ms. Janet Moran
Ms. Cherylyn Paredes and
Supervisor of Facilities &
Safety Management
Ms. Marie Onorevole
Supervisor of Facilities &
Safety Management

Superintendent's Alternate for the Library Board of Trustees
AHERA Coordinator

Right to Know Officer/Hazardous Communication Coordinator
Integrated Pest Management Coordinator
Indoor Air Quality Designated Person
Safety and Health Coordinator
Environmental Coordinator/NJADP
Recycling Coordinator
PEOSH Coordinator
New Jersey Well Water & Septic Coordinator

“
“
“
“
“
“
“
“

9. Authorize the Rockaway Township Board of Education to procure goods and services from the New Jersey State Department of the Treasury – Purchase/Property Division (state contract purchases) for the 2014-2015 school year.

Purchasing

10. Authorize the Rockaway Township Board of Education to continue to participate in the Educational Cooperative Pricing System 26-EDCPS (Glen Rock Board of Education “Lead Agency”) for the 2014-2015 school year.

11. **Resolved**, that pursuant to the provision of N.J.S.A. 18A:18A-11 the Rockaway Township Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the “Lead Agency” (Morris County Cooperative Pricing Council) for the purchase of work, materials, supplies and services expiring on June 30, 2015; and be it further

Resolved, that the Lead Agency, Morris County Cooperative Pricing Council, System Identifier # 6-MOCCP when entering into contracts on behalf of the Rockaway Township Board of Education shall be responsible for complying with the provisions of the Local Public Contract Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and be it further

Resolved, that in accordance with N.J.S.A. 18A:18A-1 et seq. and N.J.A.C. 5:34-7.1 et seq the Rockaway Township Board of Education authorizes purchases and services.

12. **Resolved**, that Pursuant to the provisions of N.J.S.A. 18A:8A-11 the Rockaway Township Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the “Lead Agency,” Middlesex Regional Educational Services Commission, System Identifier # 65MCESCCPS for the purchase of work, materials, supplies and services expiring on June 30, 2015 and be it further

Resolved, that the Lead Agency (Middlesex Regional Educational Services Commission) entering into contracts on behalf of the Rockaway Township Board of Education shall be responsible for complying with the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-1.1 et seq.) and all other provisions of the revised statutes of the State of New Jersey; and be it further

Resolved, that in accordance with N.J.S.A. 18A:18A-1 et seq. and N.J.A.C. 5:34-7.1 et seq the Rockaway Township Board of Education authorizes purchases and services.

13. Authorize the Superintendent of Schools and/or her designee to make monthly line item transfers prior to monthly Board approval for the 2014-2015 school year.

Be It Further Authorized, the Superintendent of Schools and/or her designee are authorized to approve payment of bills and sign warrants (checks) between board meetings.

14. **Be It Resolved** the Rockaway Township Board of Education authorize the awards of contracts up to the bid threshold as set by the New Jersey Department of Education and New Jersey Department of Community Affairs as per 18A:18A-1 et seq. and set the quote threshold as per 18A:18A-1 et seq. for the 2014-2015 school year.

15. **Be It Resolved** the Rockaway Township Board of Education reaffirms the travel limitations in accordance with Board Policy 6471 for the 2014-2015 school year.

16. **Be It Resolved** the Rockaway Township Board of Education reaffirms the Morville Agency, a division of Bollinger insurance, as Insurance Broker of Record for the 2014-2015 school year.

17. **Be It Resolved** the Rockaway Township Board of Education appoints RHM as Health Insurance Broker of Record for the 2014-2015 school year.

18. **Be It Resolved** the Rockaway Township Board of Education reaffirms the New Jersey Department of Education Chart of Accounts, as promulgated by statute for the 2014-2015 school year.

19. Reaffirm approval of the Tax Shelter Annuity companies, plans and representatives, for the 2014-2015 school year.

20. Reaffirm approval of Field Trip locations and Bus Stops, for the 2014-2015 school year.

21. Reaffirm the Use of Facilities Schedule of Fees, as per Policy R7510 for the 2014-2015 school year.

22. Approve the 2014-2015 Schedule of Taxes, as per the attached.

23. Authorize the Rockaway Township Board of Education to continue to participate in the Morris County Improvement Authority Lease Program for the 2014-2015 school year.

Purchasing

Transfers

Bid Threshold

Travel

Morville Agency

RHM

Chart of Accounts

Field Trips & Bus Stops

Facilities Use Fee

MCIA Lease Program

24. **Resolved**, that the Rockaway Township Board of Education approve the use of facsimile signatures for the Board President, Board Secretary, and Treasurer of School Monies for ensuing term of the board on warrants, paychecks, and contracts, for the 2014-2015 school year.

Fax Signatures

25. Approve the renewal of the following policies for the 2014-2015 school year with the New Jersey Schools Insurance Group (NJSIG):

NJSIG Policies

School Leaders Errors and Omissions Liability Insurance
Premises Pollution Liability
Sexual Abuse Supplemental Liability

26. Authorize a joint transportation agreement with Educational Services Commission of Morris County to transport Rockaway Township students for the 2014-2015 school year.

Explanation: Provide special education transportation to resident students who attend out of district special education schools.

27. **WHEREAS**, the State of New Jersey has issued unfunded mandates requiring a greatly expanded teacher evaluation system, curriculum that is based upon the Common Core Content Standards and PARCC assessment technology;

State Mandate Resolution

WHEREAS, the Rockaway Township Board of Education of Morris County, NJ has spent and will be spending upwards of \$1,000,000 for these mandates with more to be spent annually; and

WHEREAS, the State Mandate, State pay amendment to the New Jersey Constitution was approved by voters in November, 1995;

NOW, THEREFORE, BE IT RESOLVED that we ask the New Jersey Commissioner of Education, David Hespe, to reimburse us, the Rockaway Township Board of Education, and all other New Jersey Boards of Education, for these new mandates and furthermore, fully fund them in the future.

BE IT FURTHER RESOLVED, that we request our legislative delegation to introduce legislation requiring that the State of New Jersey fully fund these mandates and further request a response from them to this resolution.

RESOLVED, that we ask New Jersey Governor Chris Christie, State Senate President Stephen Sweeney and State Assembly Speaker Vincent Prieto to take steps to fully fund these mandates.

RESOLVED, that we direct our Board of Education Secretary, Mrs. Donnamarie Palmiere, to send letters To the New Jersey Commissioner of Education, our State Senators, our Governor as well as State Senate President and Assembly Speaker, stating this request along with copies of this resolution.

Explanation: Request to the State of New Jersey for full compensation of unfunded mandates.

28. Approve the district Vision Statement:

Vision Statement

Rockaway Township Schools...opening minds, opening worlds so that every child's potential becomes a reality and where challenges become opportunities for personal success!

29. Authorize a one-to-one aide for Student #419 at Montgomery Academy from May 9, 2014 to June 25, 2014, at a fee of \$5,425.00 (\$155 per diem).

Sp Ed Aide

No Public discussion.

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

Finance

Motion made by Mrs. Chabala, seconded by Mr. Press to approve the following finance recommendations.

1. **Be It Resolved** in accordance with Board Policy 6471 the Rockaway Township Board of Education approves the attached travel expenses as they promote the delivery of instruction, critical to the instructional needs of the district and/or further the efficient operations of the district (see attached).

Travel

Be It Further Resolved, that the travel is educationally necessary and fiscally prudent and is directly related to, and within, the scope of the current responsibilities for district employees and the district's Professional Development Plan.

Explanation: As per statute, boards of education are required to establish a maximum budget for travel and subsistence, the Board may not exceed this maximum.

2. **Be It Resolved** that the Rockaway Township Board of Education approves the Report of the Secretary and Report of Appropriations, and Report of the Treasurer, for the period ending April 30, 2014 and

Bd Secy Report

Be It Further Resolved that this Budget does not include any unapproved appropriations or moneys.

Be It Resolved that the Rockaway Township Board of Education acknowledges that Donnamarie Palmiere, Board Secretary, certifies the following statement:

Pursuant to NJAC 6A:23-2.11(c)(3) and (4), I, Donnamarie Palmiere, Board Secretary, certify that no budgetary line items accounts are over appropriated nor over expended for the period ending April 30, 2014.

Authorize the April account transfers as submitted.

Transfers

Authorize payment of the May bills, as approved by the Finance Committee.

Authorize payment of the May Cafeteria bills, as approved by the Finance Committee.

Bills

Authorize payment of the May Student Activity bills, as approved by the Finance Committee.

Authorize payment of the May Summer Enrichment bills, as approved by the Finance Committee.

Explanation: Statute requires that the Board of Education approve all bills paid by the district. The list includes payment for salaries, purchased services, supplies, and equipment.

3. Authorize the purchase of three (3) Thomas Minotour 16-Passenger School Buses and Three (3) Thomas HDX-RE 54-Passenger School Buses through the District's Cooperative Pricing Agreement with the Middlesex Regional Education Services Commission (Lead Agency System Identifier #65MCESCCPS).

Bus Purchases

Explanation: Buses will be financed through the Morris County Improvement Authority, County Guaranteed Leasing Program.

4. Authorize the School Business Administrator/Board Secretary to execute any and all agreements related to the participation in the Morris County Improvement Authority 2014 County Guaranteed Leasing Program including, but limited to, lease agreements with the MCIA and/or TD Bank their agent.

Bus Leases

Explanation: Finance school buses at a lower interest rate than commercially available.

No Public discussion.

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

Policy

Motion made by Mrs. Chabala, seconded by Mrs. Maluszcak to approve the following policy recommendations.

1. Approve the first reading of the following policies:

Policy 0141	Board Member Number and Term
Policy 3125	Employment of Teaching Staff Members
Policy 2361	Acceptable Use of Computer Networks/Computers and Resources
Policy 3321	Acceptable Use of Computer Network(s) Computers and Resources by Teaching Staff Members
Policy 4321	Acceptable Use of Computer Network(s) Computers and Resources by Support Staff Members

Motion by Mrs. Chabala, seconded by Mr. Press to open for Public for comments.

Mr. Dunkely asked if students can email other students.

Motion by Mrs Chabala, seconded by Mr. Press to close Public session.

Roll Call Vote on all above recommendations, all present voting yes, motion so carried.

Old Business

Mrs. Chabala reported from the Planning Board that Pondview will open within three years.

New Business

Mrs. Salny was at the concert last night and is concerned about what happens when music students get to High School?

No Public Comment.

Motion made by Mrs. Maluszcak, seconded by Mrs. Salny that the meeting stand adjourned at 8:15 PM and return to Executive Session for personnel issues.

Roll Call Vote, all present voting yes, motion so carried.

Motion made by Mr. Chabala, seconded by Mrs. Chirico that the closed session meeting stand adjourned at 10:28 PM.

Roll Call Vote, all present voting yes, motion so carried.

Respectfully submitted,



DONNAMARIE PALMIERE
Board Secretary

Policies 1st Reading

Public Discussion

Old Business

New Business

Adjourn to Ex Session

Adjournment