

**Rockaway Borough Board of Education**  
**Reorganization Meeting Agenda**  
Thomas Jefferson School Cafeteria  
Rockaway, NJ  
January 5, 2016 - 8:00 PM

**I. Call to Order and Flag Salute**

The meeting is called to order by Yvonne Hellwig, School Business Administrator/Board Secretary, serving as Temporary Chairperson.

**II. Oath of Office and Acceptance of Resignation**

Ms. Hellwig administers the oath of office to Mrs. Sarah Concannon

Be it resolved by the Rockaway Borough Board of Education to accept the resignation of Coleen Grow as a district substitute teacher effective January 5, 2016.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

Ms. Hellwig administers the oath of office to Mrs. Colleen Grow

**III. Notice of Announcement:**

In accordance with the Open Public Meeting Act, The Rockaway Borough Board of Education has provided adequate notice of this meeting to be posted and published by having the time, date and place thereof advertised in the Daily Record and The Citizen.

**IV. Purpose**

This meeting has been called for the purpose of organizing the Rockaway Borough Board of Education meetings for 2016 and to carry out any business brought before it.

**V. Roll Call**

Board Members Present:  
Board Member Absent:  
Administration Present:

**VI. Results of Election:**

For (2) three year membership terms on the Board of Education:

<b>Candidate</b>	<b>Poll Votes</b>	<b>Write-in Votes</b>	<b>Absentee Votes</b>	<b>Total Votes</b>
Colleen Grow	405	0	0	405
Sarah Concannon	340	0	0	340
Jeffrey Tobias	319	0	0	319

**VII. Nominations for President:**

Nominee:

Nomination by:

Seconded by:

*Roll call vote*

**\*At this point, the meeting is turned over to the Board President\***

VIII. President continues with organizational meeting

A. Nomination for Vice President:

Nominee:

Nomination by:

Seconded by:

*Roll call vote*

B. Committee and Representative Appointments by President for 2016.

<b><u>Committee</u></b>	<b><u>Chairperson</u></b>	<b><u>Co-Chairperson</u></b>
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Building & Grounds:

Public Relations:

Personnel:

Insurance:

Curriculum:

Policy:

<b><u>Representatives to Organizations</u></b>	<b><u>Representative</u></b>
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New Jersey School Boards Association:

New Jersey School Boards Legislation:

New Jersey School Boards Negotiations:

New Jersey School Boards Policy:

Morris County Education Services Commission Assembly:

Morris County School Boards Association:

Rockaway Borough Home and School Association:

Rockaway Borough Education Foundation:

Rockaway Borough Council:

Rockaway Borough Recreation Committee:

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

C. Organizational Resolutions

1. Be it resolved by the Rockaway Borough Board of Education to acknowledge receipt of The New Jersey Code of Ethics for School Board Members.

Each Member must sign the acknowledgment of receipt and return it to Yvonne Hellwig, School Business Administrator.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

2. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments from January 1, 2016 to December 31, 2016:

Mark Schwarz                      Superintendent of Schools

Yvonne Hellwig                      Business Administrator/Board Secretary  
ADA Coordinator/Title IX Coordinator  
Affirmative Action Officer/Coordinator  
Custodian of Record

Melissa Nestor                      Treasurer of School Monies

Phyllis Alpaugh                      504 Coordinator, DCP&P Liaison, Homeless Liaison, Anti-Bullying Coordinator

Jaime Argenziano      PARCC Coordinator, District Testing Coordinator

Christopher Kelly      Asbestos Management and PEOSA, Right to Know Officer,  
Indoor Air Quality Designee, IPM Coordinator, NJ Dept of EPA  
Designee

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

3. Be it resolved by the Rockaway Borough Board of Education to approve the following appointments from January 1, 2016 to December 31, 2016. These firms have been selected based on their professional experience and prior performance for the board of education.

- Vincent Montanino of the firm of VM Associates, Inc., Mt. Arlington, New Jersey, as School Auditor
- David Sgalia, Henry O. Baker Inc. of Dover, New Jersey as the District Insurance Agent
- Kellen Chapin, Chapin Architectural Services of Netcong, New Jersey as the district Architect
- Dr. Jean-Paul Bonnet, Skylands Medical, School Physician
- Anthony P. Sciarillo of Sciarillo, Cor. as the district Negotiator.
- Mark Wenczel of the firm Gaccione, Pomaco & Malanga, in Belleville, NJ as General Counsel.
- Nathanya Simon of the firm Schwartz Simon Edelstein and Celso LLC, Whippany, NJ as Special Education Counsel
- Jeffrey Oster of Jeffrey A. Oster Private Investigators, Mine Hill, NJ, as District Private Investigator

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

4. Be it resolved by the Rockaway Borough Board of Education to appoint Yvonne Hellwig School Business Administrator, as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c.440; and the Purchasing Agent is authorized to award contracts up to the bid threshold of \$40,000.00 and establish the quote threshold at \$6,000.00 or the amount designated by the State of New Jersey pursuant to NJSA 18A:18A-3.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

5. Be it resolved by the Rockaway Borough Board of Education 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.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

6. Be it resolved by the Rockaway Borough Board of Education to authorize the Business Administrator/Board Secretary to maintain and replenish the impress petty cash account during the fiscal year and not exceeding a single expenditure of \$100.00 without prior approval by the Board Secretary.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

7. Be it resolved by the Rockaway Borough Board of Education to approve the following 403(b) and 457(b) Tax Shelter Annuities providers:

**403 (b)**

The Equitable – Equi-Vest  
Lincoln National  
Metropolitan Life  
Lincoln Investments

**457 (b)**

Metropolitan Life  
The Equitable – Equi-Vest  
Lincoln Investments

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

8. Be it resolved by the Rockaway Borough Board of Education to authorize the Superintendent to approve budgetary transfers between Board Meetings in accordance with Board Policy #6470 – Budget Transfers.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

9. Be it resolved by the Rockaway Borough Board of Education to authorize the purchase items from New Jersey State Contract Vendors.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

10. Be it resolved by the Rockaway Borough Board of Education to accept and approve the adoption of the existing Policy Manual, Curriculum, textbooks, and other rules and regulations consistent with Board practice in effect, for the continuation of school operations for the year 2016, and that changes, corrections or additions thereto may be determined by subsequent Board actions.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

11. Be it resolved by the Rockaway Borough Board of Education that the following agencies be named as legal depositories for funds of the Rockaway Borough Board of Education.

Santander Bank  
New Jersey Cash Management Fund

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

12. Be it resolved by the Rockaway Borough Board of Education to accept and approve the President, Vice-President, Superintendent, Business Administrator/Board Secretary, and Treasurer of School Monies as authorized signatories for all official documents, payrolls, warrants, contracts, etc., for 2016.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

13. Be it resolved by the Rockaway Borough Board of Education to accept and approve the continuation of the 2015-2016 school year budget.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

14. Be it resolved by the Rockaway Borough Board of Education adopt Robert’s Rules of Order as its official parliamentary procedure.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

15. Be it resolved by the Rockaway Borough Board of Education to establish the following schedule of meetings for the period of January 1, 2016 to June 30, 2016. Be it further resolved that the Board Secretary/Business Administrator be authorized to publish the schedule of meetings in the Daily Record and The Citizen.

Work Session Meetings	Regular Meetings
January 5, 2016	January 19, 2016
February 2, 2016	February 16, 2016
March 1, 2016	March 15, 2016
April 5, 2016	April 19, 2016
May 3, 2016	May 17, 2016
June 7, 2016	June 14, 2016

All meetings will be held at 8:00 p.m. in the Thomas Jefferson School Cafeteria, 95 East Main Street, Rockaway, New Jersey, unless otherwise advertised.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_

- IX. Comments from the Public
- X. The Board of Education will now begin its Work Session Agenda