

**ROCKAWAY BOROUGH BOARD OF EDUCATION  
ROCKAWAY, NEW JERSEY  
THOMAS JEFFERSON SCHOOL  
REGULAR PUBLIC MEETING  
March 22, 2012**

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

The meeting was called to order at 7:31 p.m. by Board President, Tim Rogers.

**II. Notice of Announcement**

In accordance with the Open Public Meetings Act, the Rockaway Borough Board of Education has provided adequate written notice of the time, date and place of this meeting to the Daily Record and The Citizen.

**III. Roll Call**

**Board Members Present:** Eileen Haynes, Laura Lugo, Vice-President Debbie McNally and Board President, Tim Rogers

**Board Members Absent:** Christa Smith

**Administration Present:** Lincoln School Principal, Phyllis Alpaugh, Superintendent of Schools, Patrick Tierney and Business Administrator/Board Secretary, Joseph P. Hurley, Jr.

**IV. High Honor Roll Presentations**

Mr. Rogers and Dr. Tierney distributed the High Honor Roll Certificates to the students.

**V. Superintendent's Report**

1. Enrollment Report – Dr. Tierney reported that there are currently 673 students in district.
2. Legislative Updates – Dr. Tierney discussed S1779 and S1789.
3. Letter to the Commissioner of Education – Dr. Tierney informed the Board that he sent a copy of the letter requesting reimbursements for unfunded mandates to Acting Commissioner Cerf.
4. Kindergarten Registration –Language Survey – Dr. Tierney informed the Board that there were about 47 registrants and of that figure, a large portion spoke a language other than English at home.
5. Commissioner's Convocation – Dr. Tierney discussed the plan which included a restructuring of NJ Department of Education.
6. Keller Ave Concerns – Police Chief Sheer Recommendations – Dr. Tierney informed the Board that Police Chief Sheer recommended sending Ms. Rattay and Ms. Garis for crossing guard training and moving the crosswalk down the street further away from Central Avenue.
7. Budget Presentation – Dr. Tierney presented the proposed 2012-2013 School Budget to all those present.

**VI. Comments from the Public**

None.

**VII Approval of Minutes**

Motion to approve the minutes from the February 9, 2012 and February 29, 2012 Rockaway Borough Board of Education meeting.

The motion was approved in a unanimous roll call vote. (Haynes/McNally)

**VIII. Approval of Budget Transfers**

Motion to approve the attached list of budget transfers.

The motion was approved in a unanimous roll call vote. (McNally/Lugo)

**IX. Approval of the Certification of Major Account and Line Item Status**

Motion to approve the Certification of Major Account and Line Item Status.

The motion was approved in a unanimous roll call vote. (Lugo/Haynes)

**X. Approval of the Manifest of Bills**

Motion to approve the manifest of bills from the Finance Committee as follows:

March \$729,104.18

The regular register is on file in the Office of the School Business Administrator/Board Secretary.

The motion was approved in a unanimous roll call vote. (McNally/Haynes)

**XI. COMMITTEE REPORTS**

**A. Finance**

Be it resolved by the Rockaway Borough Board of Education to approve Finance Items # 1-9

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The motion was approved in a unanimous roll call vote. (McNally/Haynes)

1. Be it resolved by the Rockaway Borough Board of Education to approve a Child Study request to increase in OT services for student # 07 from 1 x per week to 2 x per week as per reevaluation IEP from March 5, 2012 through the remainder of the 2011 – 2012 school year. Services to be provided by Dawn Odell at a provider rate of \$80.00.
2. Be it resolved by the Rockaway Borough Board of Education to approve the Board Secretary and Treasurer's Reports for January and February 2012.
3. Be it resolved by the Rockaway Borough Board of Education to approve the Cafeteria Checking Account and Cafeteria Reconciliation Reports for February 2012.
4. Be it resolved by the Rockaway Borough Board of Education to approve the attached professional development request.

5. Be it resolved by the Rockaway Borough Board of Education to enter into an agreement with Horizon Blue Cross Blue Shield of New Jersey to provide Application for Establishment of a Cafeteria Plan under Section 125 of the internal Revenue Code. The plan will start April 1, 2012 and end August 31, 2012. The administration cost will be \$6.00 person participating per month, with a minimum fee of \$25.00 per month.
6. Be it resolved by the Rockaway Borough Board of Education to open business checking account number XXX-XXX-3224 to establish a Flexible Spending Account. This account will require the signature of the Superintendent of Schools or the Business Administrator as well as the Treasurer.
7. Be it resolved by the Rockaway Borough Board of Education to approve a Safety Assessment provided by St. Clare's Hospital for student #61 at a cost of \$46.30.
8. Be it resolved by the Rockaway Borough Board of Education to enter into a contract with Stewart Business Solutions, a Xerox Company, for the purpose of lease purchasing four (4) Xerox copy machines at a monthly cost of \$2,342.77. This contract will begin April 2012 and end April 2016 (48 months).
9. Be it resolved by the Rockaway Borough Board of Education to approve the 2012-2013 school district budget for submission to the voters as follows:

General Fund	\$ 7,827,261
Capital Reserve Withdrawal	\$ 170,000
Special Revenue Fund	\$ 468,268
Debt Service Fund	\$ <u>0</u>
Total Budget	\$ 8,465,529

BE IT FURTHER RESOLVED, that the Rockaway Borough Board of Education approves the appropriation of \$101,058 from surplus, to help offset the tax increase;

BE IT FURTHER RESOLVED, that there should be raised for the General Fund \$7,160,316 and Debt Service \$0 for the ensuing School Year (2012-2013); and

WHEREAS, the district has a taxing authority which is composed of \$50,096 for health benefits adjustment, \$0 for enrollment adjustment, \$48 PERS Deferment, and \$0 banked levy from previous budgets are available to the district for the school budget for 2012-2013 in addition to the 2% cap increase over the prior year which totals \$50,144 resulting in a maximum district tax levy available of \$7,179,164.

WHEREAS, The Board has approved that there should be raised for the General Fund a tax levy of \$7,160,316.00 for the ensuing School Year (2012-2013).

BE IT RESOLVED, that the Rockaway Borough School District Board of Education, in the County of Morris, New Jersey approves that the unused taxing authority of \$0 be banked for potential use in the subsequent three fiscal years.

BE IT RESOLVED, that the Rockaway Borough School District, in the County of Morris, New Jersey approves the withdrawal of \$170,000 from the Capital Reserve to provide funding for the following project:

Replacement of the classroom doors at and roof repairs at the Lincoln School at an estimated cost of \$170,000.

BE IT RESOLVED, that the Rockaway Borough School District, in the County of Morris, New Jersey approves the following capital projects for the 2012-2013 school year:

Classroom Doors

Legal Services	\$5,000	
Architectural	\$5,000	
Other Purchased and Professional Services		\$10,000
Construction Services	\$70,000	

Roof Repair

Legal Services	\$5,000	
Architectural	\$5,000	
Other Purchased and Professional Services		\$0.00
Construction Services	\$70,000	

WHEREAS, school district policy and N.J.A.C. 6A:23A-7.3(a) provides that the board of education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expenses reimbursement for the 2012-2013 school year; and

WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2011-2012 school year was \$26,000; and

WHEREAS, travel and expense reimbursement has reached a total amount of \$520.78 as of February 27, 2012;

BE IT RESOLVED, that the Rockaway Borough School District, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2012-2013 school year at the sum of \$26,000; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

WHEREAS, N.J.A.C. 6A:23A:5.2 (a) mandates boards to establish annually prior to budget preparation, for public relations and each type of professional service a maximum level of spending for the ensuing school year; and

WHEREAS, the tentative budget includes the following appropriations

Legal Services	\$10,000
Auditing Services	\$17,500
Architectural Services	\$10,000
Negotiator	\$10,896
Strauss Esmay	\$3,935
Election	\$2,500
Other Administrative Services	\$1,200
Repair Services	\$60,163
Extraordinary Services	\$416,361

Nonpublic Services	\$11,882	
Professional Development	\$56,880	
Transportation	\$194,651	and

WHEREAS, the Administration needs to notice the board if there arises a need to exceed said maximums. Upon which the Board may adopt a dollar increase in the maximum amount through formal board action; and

WHEREAS, the Board and Administration wishes the minimize the amount of paperwork involved in this area;

BE IT RESOLVED, that the Rockaway Borough School District, in the County of Morris, New Jersey establishes maximums for professional services in the areas listed above at a level of 120% of the amounts listed for the 2012-2013 school year.

## **B. Curriculum**

Be it resolved by the Rockaway Borough Board of Education to approve Curriculum item # 1.

Item #2 was tabled.

The motion was approved in a unanimous roll call vote. (Haynes/McNally)

1. Be it resolved by the Rockaway Borough Board of Education to approve the attached field trip requests.
2. Be it resolved by the Rockaway Borough Board of Education to approve the Math K-2 Curriculum.

## **C. Personnel**

The Board asked if the students are required participate in the homework assistance program. Dr. Tierney responded.

Dr. Tierney informed the Board that Mihaela Tuluca will be Ms. Revis' maternity leave replacement. She did a very good job while covering to Ms. Parry.

Ms. McNally asked if many resumes were received for instructional position. Dr. Tierney said no.

Be it resolved by the Rockaway Borough Board of Education to approve Personnel items # 1-7.

The motion was approved in a unanimous roll call vote. (Lugo/Haynes)

1. Be it resolved by the Rockaway Borough Board of Education to approve Morgan Abrams to do a field observation/teacher assistant with Alise McGeehan beginning September 1, 2012 through December 1, 2012.
2. Be it resolved by the Rockaway Borough Board of Education to approve the following staff members as homework assistance instructors at a session rate of

\$26.70 from March 27, 2012 through May 24, 2012. There will be a total of 36 sessions:

Cynthia O'Brien

Monica Koerner

Sally Snelson

Jennifer Matschke

3. Be it resolved by the Rockaway Borough Board of Education to hire Mihaela Tuluca as a Maternity Leave teacher for the 2<sup>nd</sup> grade retroactively beginning Wednesday, March 21, 2012 for the remainder of the 2011 – 2012 school year on step MA Step 1 of the teacher's salary guide at a pro-rates salary of \$48,150.
4. Be it resolved by the Rockaway Borough Board of Education to hire Russ Greuter as a personal/instructional aide for the remainder of the 2011 – 2012 school year at an hourly rate of \$14.32 for 5 days per week 6 hours per day.
5. Be it resolved by the Rockaway Borough Board of Education to hire Elizabeth Hartwig as a personal aide for the remainder of the 2011 – 2012 school year at an hourly rate of \$14.00 for 4 hours per day 5 days per week beginning Monday, March 26, 2012.
6. Be it resolved by the Rockaway Borough Board of Education to approve Julie McBride for an additional one hour per day at a rate of \$10.23 as a play ground aide beginning Monday, March 26, 2012.
7. Be it resolved by the Rockaway Borough Board of Education to approve a maternity leave for Mrs. Jennifer Fassnacht starting September 1, 2012. Mrs. Fassnacht will begin utilizing her accumulated sick days until the birth of her child. Mrs. Fassnacht will then use 20 of her accumulated sick day before starting her 12 weeks of FMLA. Mrs. Fassnacht intends to remain on maternity leave until February 1, 2013.

#### **D. Policy**

Be it resolved by the Rockaway Borough Board of Education to approve Policy items # 1-3.

The motion was approved in a unanimous roll call vote. (Haynes/McNally)

1. Be it resolved by the Rockaway Borough Board of Education to approve the attached 2012 – 2013 school calendar.
2. Be it resolved by the Rockaway Borough Board of Education to accept the Superintendent's Harassment, Intimidation and Bullying report dated March 22, 2012 for incident numbers TJ 32.
3. Be it resolved by the Rockaway Borough Board of Education to approve policy #4123 Probationary Period for a final reading.

#### **XII. Old Business**

Dr. Tierney informed that Board that he and Mr. Hurley will meet with Kellen Chapin and a representative from General Recreation to discuss the installation of the playground at the Lincoln School.

**XIII. New Business**

Mr. Rogers stated that he felt this year's school play was very well done.

**XIV. Comments from the Public**

Tom, a district representative for alcoholics anonymous gave a presentation.

**XV. Executive Session**

The next topic on the agenda relates to negotiations, which constitutes an exception to the Open Public Meetings Act. Therefore the Board is permitted to have a private discussion and I will entertain a motion in that regard:

I move that the Board enter into executive session for the purpose of discussing negotiations, the nature of which will be made public when the need for confidentiality no longer exists. At the conclusion of this discussion, the Board may reconvene in public session and action may be taken.

The motion was approved in a unanimous roll call vote at 8:57pm. (Haynes/McNally)

**XVI. Motion to Return to Open Session**

A motion was approved to return to open session at 9:24 p.m. (Haynes/Lugo)

**XVII. Adjournment**

There being no further business before the Board, a motion was approved at 9:25 p.m. to adjourn for the evening. (Haynes/Lugo)

Respectfully submitted,

Joseph P. Hurley Jr.  
Business Administrator/Board Secretary

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**I. Motion to Enter Closed Session**

The next topic on the agenda relates to negotiations, which constitutes an exception to the Open Public Meetings Act. Therefore the Board is permitted to have a private discussion and I will entertain a motion in that regard:

I move that the Board enter into executive session for the purpose of discussing negotiations, the nature of which will be made public when the need for confidentiality no longer exists. At the conclusion of this discussion, the Board may reconvene in public session and action may be taken.

The motion was approved in a unanimous roll call vote at 8:57pm. (Haynes/McNally)

**II. Discussion**

Dr. Tierney and Mr. Hurley discussed out sourcing custodial services.

**III. Motion to Return to Open Session**

A motion was approved to return to open session at 9:24 p.m. (Haynes/Lugo)

Respectfully submitted,

Joseph P. Hurley Jr.  
Business Administrator/Board Secretary