

Rockaway Borough Board of Education
2024 ORGANIZATIONAL MEETING AGENDA
Thursday, January 4, 2024, 6:30 PM

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

1. Call to Order

The meeting will be called to order at approximately 6:30 pm, by Mr. William Stepka, Board Secretary & School Business Administrator, serving as Temporary Chair of the Board.

2. Public Notice Announcement and Flag Salute

"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 on January 11, 2023; posted on our website and at town hall. Official action will be taken."

"Now, please join us for the Pledge of Allegiance to the United States . . ."

3. Purpose of Meeting

The purpose of this meeting is to organize the Board for its 2024 term and to act on any other business before it as previously advertised to the public.

4. Certified Results of November 2023 General Election

Two - Three Year Term as a Member of the Board of Education:

Petition Candidate: Mr. Edward Graf 735 Votes = ELECTED

Petition Candidate: Ms. Jennifer Dahl 767 Votes = ELECTED

Write-In Candidates: 21 votes for other various names.

5. New Board Members' Oath of Office

Mr. Stepka will administer the Oath of Office to the certified winners of the election:

Mr. Edward Graf and Ms. Jennifer Dahl

They will then take his seat on the Board.

6. Interviews for the Vacant Board Member Seat

A. Interview the five applicants/candidates in public session:

Applications in order received: Christopher Zusi, Faride Hernandez, Leah Rueda, Jeffrey Tobias, and Anthony Iannone.

B. Executive Session: To deliberate candidates.

Enter: Moved, Seconded, voice vote

Exit: Moved, Seconded, voice vote

C. Candidate Selection: First Candidate to receive a majority vote is appointed.

_____ moved to recommend _____ Roll Call Vote:

_____ moved to recommend _____ Roll Call Vote: (if necessary)

D. Mr. Stepka issues the Oath of Office to the appointed candidate and the new board member takes their seat on the board.

7. First Roll Call for the 2024 Rockaway Borough Board of Education:

Board Member:	Present	Term Ends
		December 31, 2024
Mrs. Karen Walter		December 31, 2024
Mr. Brian Rivieccio		December 31, 2025
Mr. Edward Graf		December 31, 2026
Ms. Jennifer Dahl		December 31, 2026
Mr. Anthony Grieco, Supt		Non-Voting Executive
Mr. William Stepka, BA		Non-Voting Executive

8. Nominations for President & VP

- A.** Mr. Stepka will now entertain nominations for the position of **President** for the Rockaway Borough Board of Education for the 2024 term:

Nominee #1:	
Nominated By:	No 2 nd required

Nominee #2: (If necessary)	
Nominated By:	No 2 nd required

Nominee #1:			
Roll Call Vote:	Aye	Nay	Abstain

Nominee #2: (If necessary)			
Roll Call Vote:	Aye	Nay	Abstain

_____ has been elected **President** of the Board for 2024.

- B.** Mr. Stepka will now entertain nominations for the position of **Vice-President** for the Rockaway Borough Board of Education for the 2024 term:

Nominee #1:	
Nominated By:	No 2 nd required

Nominee #2: (If necessary)	
Nominated By:	No 2 nd required

Nominee #1:			
Roll Call Vote:	Aye	Nay	Abstain

Nominee #2: (If necessary)			
Roll Call Vote:	Aye	Nay	Abstain

_____ has been elected **Vice President** of the Board for 2024.

- C.** Mr. Stepka will 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 – Orientation
- 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 will now preside over the remainder of the meeting***

9. Committee Appointments (May be completed now, or at a later date.)

(Maximum of 2 Board members on each, please feel free to volunteer for any you're interested in.)

1. Policy/Curriculum/Special Education:
2. Safety/Security:
3. Athletic/Activities:
4. Finance/Facilities:
5. Technology:
6. Negotiations (Ad Hoc):

10. Representative/Liaison Appointments

A. President to make Representative/Liaison Appointments for 2024 now (or at a later date):

(Board Members: Please feel free to volunteer for any organization you're interested in.)

<u>Organization</u>	<u>Rep/Liaison</u>	<u>Alternate</u>
New Jersey School Boards Association:		
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:		

11. 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 the training of members have 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 2023, for the continuation of school operations for the calendar year of 2024, 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, 2024, to the 2025 Annual Organizational Meeting:

<u>Meeting Dates</u> (Weather/Backup Dates in Parentheses)	<u>Type</u>	<u>Times</u>
Jan 23, Tue (Jan 24, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
February 27, Tue (Feb 28, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
March 19, Tue (Mar 20, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
April 16, Tue (Apr 17, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
2024-25 Budget Hearing & Adoption May 9, Thur (May 10, Fri)	Executive Session Regular Meeting	6:30 pm 7:30 pm
June 25, Tue (June 26, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
July 23, Tue (July 24, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
August 27, Tue (Aug 28, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
September 24, Tue (Sept 25, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
October 16, Wed (Oct 17, Thur)	Executive Session Regular Meeting	6:30 pm 7:30 pm
November 12, Tue (Nov 13, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
December 10, Tue (Dec 11, Wed)	Executive Session Regular Meeting	6:30 pm 7:30 pm
January 7, 2025, Tue (Jan 8, Wed)	Annual Board Organizational Mtg. & Any Other Business	6:30 pm

- E. Be it resolved to name The Citizen (weekly) as the district's official newspaper, with the The Daily Record and Star-Ledger (both dailies) as alternates, to be used for the advertisement of meetings and legal ads and all other necessary public notifications for 2024.
- 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 2024, 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 Federal Government Accounting Standards Board (GASB).
- H. Be it resolved to authorize Mr. Anthony Grieco, Superintendent, and Mr. William Stepka, School Business Administrator/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 2024 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 district personnel duly authorized to contact/communicate with our General Counsel's Legal Firm (Board Attorney) as Mr. Anthony Grieco, 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 and state, county local Cooperatives if offered & when needed.
- Q. Be it resolved to approve the following appointments from January 1, 2024, to January 7, 2025:
- | | |
|------------------------|--|
| <u>Anthony Grieco:</u> | <u>Superintendent of Schools (Chief School Administrator: CSA)</u> |
| <u>Anthony Grieco:</u> | <u>Title I Coordinator and Federal Grants Administrator</u> |
| <u>Anthony Grieco:</u> | <u>Homeless Liaison</u> |
| <u>Anthony Grieco:</u> | <u>Charter School Liaison</u> |
| <u>Anthony Grieco:</u> | <u>Educational Stability Liaison (DCP&P)</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>William Stepka:</u>	<u>Treasurer of School Monies</u>
<u>Anthony Grieco:</u>	<u>School Safety Specialist</u>
<u>Leon Samuels:</u>	<u>School Chemical Hygiene Officer (TJ Lab)</u>
<u>Jaime Argenziano:</u>	<u>District Test, Student Data & PD/Mentoring Coordinator</u>
<u>Jennifer Skiomial:</u>	<u>District 504 Coordinator</u>
<u>Jennifer Skiomial:</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>Bryanna Dennison:</u>	<u>Anti-Bullying/HIB/504 Specialist for TJ</u>
<u>Brianna Luongo:</u>	<u>Anti-Bullying/HIB/504 Spec. for Lincoln</u>

R. Be it resolved to approve the following professional service appointments from January 1, 2024, to January 7, 2025, 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:**
Cornell, Merlino, McKeever & Osborne, LLC, of Westfield, NJ. NTE \$75,000
- **Special Counsel for Special Education and other Matters as Assigned:**
Scarinci & Hollenbeck, LLC, of Lyndhurst, NJ. NTE \$15,000
- **Auditor of Record:**
Wielkots & Company, of Rockaway, NJ. NTE \$30,000
- **Architect of Record:**
Parette Somjen Architects, of Rockaway, NJ. NTE \$20,000.
- **Financial Advisor of Record:**
NW Financial Group of Hoboken, NJ. NTE \$2,000
- **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 Benefits Broker of Record:**
Brown & Brown Benefit Advisors, of Roseland, NJ. NTE \$20,000
- **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, 2024, to January 7, 2025, 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.:

<u>Professional Service Awarded</u>	<u>Firm/Company/Consultant Name</u>	<u>Not to Exceed \$</u>
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 Services Bilingual Evaluations	Hillmar, LLC, North Caldwell, NJ	NTE \$10,000
Student Pediatric Therapy Services	Jump Ahead Pediatrics, Little Falls, NJ	NTE \$100,000
Student Behavioral Therapy Services	Colleen Lonergan, Ledgewood, NJ	NTE \$74,000
Student Physical Therapy Services	Elissa Rael, Lake Hopatcong, NJ	NTE \$60,000
Student OT Services	PG Chambers School, of Cedar Knolls, NJ	NTE \$60,000

- 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:

403 (b)

Equitable (AXA)
Lincoln National Investment Planning, Inc.
Lincoln National Life Insurance Co.
National Life Co.
AIG/Valic
Metropolitan Life (Met Life)
Steffens & Steffens, LLC.

457 (b)

Equitable (AXA)
Lincoln National Investment Planning, Inc.

- 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, if & when necessary, up to \$400 per replenishment and no single expenditure shall exceed \$25.00 without prior written approval by the Board Secretary.

- Y. Be it resolved, based upon the recommendations of the Supt & BA, to increase the minimum hourly rate to \$15.13, in accordance with NJ State law, if need be, for any and all personnel positions that are not covered by any collective bargaining agreements, effective January 1, 2024, to December 31, 2024.

- Z. Be it resolved to approve the following Substitute daily/hourly rates for the following positions, effective January 1, 2024:

- 1) "Floating" Sub Teacher: \$125 daily rate while guaranteeing to work a minimum of 3 days/school week.
- 2) Regular Sub Teacher: \$115 daily rate.
- 3) Substitute Nurse: \$250 per day/\$34.48 per hour.
- 4) Substitute Paraprofessional (Aide): \$15.13 per hour minimum.
- 5) Substitute Secretary: \$15.13 per hour minimum.
- 6) Substitute Custodian: \$15.13 per hour minimum.
- 7) Substitute Bus/Van Driver: \$18.00 per hour minimum.
- 8) Substitute Bus/Van Aide: \$15.13 per hour min. (If an existing para (aide) works, s/he shall be paid their regular hourly rate.)
- 9) Summer Custodian/Technology Helpers: \$15.13 per hour minimum.
- 10) Sport Officials' Rates (Game Referees) Per Game:
Soccer, Baseball & Softball: \$65(2)/\$97.50 (if 1), Basketball: \$70(2)/\$105 (if 1).

Consent Agenda:

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

Roll Call Vote:	Moved & Seconded By:	Yeas	Nays	Abstentions	Absent
Mr. Edward Graf					
Mr. Brian Riveccio					
Ms. Jennifer Dahl					
Mrs. Karen Walter					

Mr. Stepka declares all Resolutions & Recommendations are hereby _____.

12. Other Business Before the Board:

- A.** Be it resolved to approve the Board of Education **Meeting Minutes** from December 12, 2023 for the Regular, Executive Session I and Executive Session II meetings. (Ms. Dahl & new Board member to abstain.)
- B.** Be it resolved to approve the **student field trip** requests listed at the end of this agenda.
- C.** Be it resolved to approve the **professional development** requests listed at the end of this agenda.
- D.** Be it resolved, based upon the recommendation of the Superintendent, to approve **Lindsay Ohlssen** as a Lunchroom aide at Thomas Jefferson School, at an hourly rate of \$15.13, not to exceed 3.5 hours per day, effective on or about January 8, 2024 through June 30, 2024, pending Criminal History background check required by P.L. 1986 c.116 and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018 c.5.
- E.** Be it resolved, based upon the recommendation of the Superintendent, to approve **Kenneth Marsh** as a substitute lunch aide at Lincoln School, on an as needed basis, at an hourly rate of \$15.13. Mr. Marsh has already successfully completed all background checks.

Move and Vote on all Other Business Resolutions & Recommendations in One Motion:

Roll Call Vote:	Moved & Seconded By:	Yeas	Nays	Abstentions	Absent
Mr. Edward Graf					
Mr. Brian Riveccio					
Ms. Jennifer Dahl					
Mrs. Karen Walter					

Mr. Stepka declares all Resolutions & Recommendations are hereby _____.

13. Public Comment

Please be respectful of the Board, Administration, Staff, Students, and all other Audience Members in attendance.

Public participation shall be governed by Policy #0167.

14. Next Regularly Scheduled Meeting:

Tuesday, January 23 @ 7:30 pm in the TJ Cafeteria.

15. Executive Session (If Deemed Necessary)

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing _____ matters pertaining to _____, the nature of which will be made public when the need for confidentiality no longer exists.

THE BOARD ANTICIPATES BEING IN THE EXECUTIVE SESSION FOR APPROXIMATELY 30 MINUTES.

BOARD ACTION WILL or WILL NOT BE TAKEN AFTER THIS SESSION CONCLUDES.

Motion to Enter Exec Session: *Moved by:* *Seconded by:* *Voice Vote:*
Motion to Adjourn Exec Session: *Moved by:* *Seconded by:* *Voice Vote:*

16. Motion to Adjourn the Meeting

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

Moved By:* *Seconded By:* *Voice Vote:

Professional Development/Travel Expenditure Requests:

<i>Staff Member</i>	<i>Workshop Title/Dest.</i>	<i>Dates</i>	<i>Reg & Fees</i>	<i>Justification for the Trip</i>
Samantha Selikoff	CS Standards State Conference/ Montclair State University	1/11/24	Free	I was asked to present at the CS Standards State Conference and share about programs as well as curriculum at Thomas Jefferson School.
Samantha Selikoff	Root Workshop/ Montclair State University	3/11/24	Free (Montclair State will also reimburse us for a sub teacher that day.)	The district was given 6 Root Robots and I would like to gain additional ways to implement them in the CID curriculum.

Student Field Trip Requests:

<i>GRADE</i>	<i>TEACHERS</i>	<i>DATE</i>	<i>TIME: DEPART/ RETURN</i>	<i>DESTINATION</i>	<i># of Pupils</i>	<i># OF ADULTS</i>	<i>COST PP</i>	<i>JUSTIFICATION FOR TRIP</i>
MD	Selikoff Zangara Smith	2/28/24	10:30 / 3:00	Intrepid Museum/ NYC	10	13	Free	Intrepid offers a special education friendly field trip that focuses on photography which we have been working on in class.
Kindergarten	Conway Schwarz Lawton	5/9/24	9:00 / 2:00	Turtle Back Zoo/ West Orange, NJ	66	9	\$24	The students will be provided an enriching recreational experience that fosters excellence in wildlife education and wildlife conservation, so that they are inspired to understand, appreciate, and protect the fragile interdependence of all living things.