

Rockaway Borough Board of Education

REGULAR MEETING MINUTES

Tuesday, March 16, 2021: 7:30 PM

**Thomas Jefferson Cafeteria, 95 East Main Street, Rockaway &
& Via ZOOM: <https://us02web.zoom.us/j/88377852079?pwd=bkJ5TFVEbkZKRittNjJxcHRtQ05D>**

ROCKAWAY BOROUGH SCHOOLS' MISSION STATEMENT:

The mission of the Rockaway Borough School District, a caring and diverse community, is to propel the success of each student by creating an environment that fosters self-confidence and encourages creativity through quality instruction and educational opportunities aligned with the New Jersey Student Learning Standards.

Executive Session I: 6:34-7:27 pm (Closed to the Public)

Be it Resolved, that the Board enter into Executive Session (Private) for the purpose of discussing exempt matters pertaining to: 1) the CSA Search (personnel), 2) negotiation issues pertaining to an inter-local shared service agreement for the CST Team (negotiations) and 3) negotiation issues pertaining to the teachers' association (negotiations); the natures of which will be made public only when the need for confidentiality no longer exists.

Motion to Enter Exec Session: **Moved by: Mrs. Walter/Seconded by: Mr. Tobias/Voice Vote: All Ayes**

Motion to Adjourn Exec Session: **Moved by: Mrs. McGovern/Seconded by: Mrs. Piombino/Voice Vote: All Ayes**

1. Public Call to Order

The public meeting was called to order at 7:36 p.m., by Mrs. Christa Smith, Board President, by reading the following announcement:

"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 (weekly) on Thursday, January 21st, 2021 at approximately 5:00 am, posted on our website and also at town hall. Official Board actions will be taken at this meeting."

2. Board Member Roll Call:

Mrs. Linda McGovern - Present

Elected 2020 Board Member to 2nd Term (Full 3-year term runs to Dec. 31, 2023)

Mrs. Alexis Piombino - Present

Elected 2018 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2021)

Mrs. Christa Smith, President – Absent w Notice

Elected 2019 Board Member to 7th Term (Full 3-year term runs to Dec. 31, 2022)

Mr. Jeffrey Tobias - Present

Elected 2020 Board Member to 2nd Term (Full 3-year term runs to Dec. 31, 2023)

Mrs. Karen Walter, VP - Present

Elected 2018 Board Member to 1st Term (Full 3-year term runs to Dec. 31, 2021)

Mrs. Phyllis Alpaugh, Superintendent - Present

Appointed 2017 Chief School Administrator & Non-Voting Board Member (CSA/Supt)

Mr. William Stepka, SBA/Board Secretary - Present

Appointed 2017 School District Business Administrator (BA) & Secretary of the Board

Mr. Stepka Declared a **Board Quorum** Present

There were 4 district principals/supervisors, with 2 parents physically present along with up to 22 participants on the ZOOM link.

The Pledge of Allegiance was then held . . .

3. Workshop & Regular Sessions Start Now

A. Principals' & Supervisors' Reports: Submitted & Presented by:

- | | |
|--|--------------------|
| 1. Lincoln Principal's Report: | Ms. Dachisen |
| 2. Thomas Jefferson Principal's Report: | Mr. Waxman |
| 3. Curriculum & Instruction Supervisor's Report: | Mrs. Argenziano |
| 4. Building & Grounds Supervisor's Report: | Mr. Klein |
| 5. Technology Supervisor's Report: | Mr. Reyes (absent) |

B. Presentation: "Every Day Counts!"

1. Attendance Action Team: Principals Dachisen & Waxman presented on issues & solutions with student attendance, logging-on, and communications.

C. Superintendent's Report - Mrs. Alpaugh, Supt.

1. Legislative Report: ESSER II Federal Funds/State Testing/COVID Update
2. Upcoming Events: Bring back more students,
Orton/Gillingham Reading Training for Teachers.
3. Special Reports: Mrs. Alpaugh announced the passing of our former long-time Social Studies Teacher; Mr. John Wojtaszek.

D. District Business Admin./Board Secretary's Report - Mr. Stepka, BA

1. Board Correspondence: Received(R)/Sent(S) since our last meeting:
A. R: Co. of Morris; EMain St Bridge Development Study
2. Financial Status Update:
A. Mr. Stepka gave the 2020-21 Current Budget Status Update.
B. Mr. Stepka then gave the 2021-22 Tentative Budget Update.

E. Referendum Report #18 - Mr. Stepka, BA

1. School Roofs: 100% complete. (All roofs except TJ 4th grade wing; not needed)
2. Lincoln Interior Improvements I: 100% complete. (new ceilings, floor tiles & lites)
3. Lincoln Addition: Roof trusses & interior walls going up; project on schedule end 8/1/21.
4. Lincoln Fire Escape: Scheduled for replacement summer of 2021.
5. Lincoln Interior Improv II & Restroom Reno: Awarded to Academy Construction 1/26/21. Kick-off meeting held Feb 18. Actual work to be done in the summer of 2021.
6. Lincoln & TJ HVAC Replacement/Upgrades: Awarded to Kappa Const. 1/26/21. Kick-off meeting held Feb 18. Actual work to be done in the summer of 2021.
7. Referendum Discussion/Decision Item(s):
A. Wording & Placement of Lincoln Addition Interior Bronze Plaque – All approved as presented.

F. Board Member Discussion Items for the Good of the Order

1. CSA Search verbal update: 38 Candidates applies, interviewing 8.
2. Sage/Thrive Alliance Group Proposal: PT Certified Clinician & 3 Staff Member Certifications for 21-22 SY was discussed.

G. The Board then Reviewed Agenda Items Recommended for Approval

The Regular Monthly Business Meeting.

4. Public Comment No. 1: Agenda Items ONLY

- A. Parents gave their varied comments regarding the possibility of bringing back more students for in-person instruction after the Spring break.

5. Enrollment Report:

Grade Level & School	Students June 30, 2020	Students Feb 28, 2021	Diff	Sections (Classes)	Average Class Size
Preschool - Lincoln	26	18	-8	2	9
Kindergarten - Lincoln	63	50	-13	3	17
Grade 1 - Lincoln	58	66	+8	3	22
Grade 2 - Lincoln	45	59	+14	3	20
Grade 3 - Lincoln	62	44	-18	3	15
<u>Total Lincoln School:</u>	<u>254</u>	<u>237</u>	<u>-17</u>	<u>14</u>	<u>16.6</u>
Grade 4 - TJ	53	61	+8	3	20
Grade 5 - TJ	53	50	-3	3	17
Grade 6 - TJ	51	54	+3	3	18
Grade 7 - TJ	74	54	-20	3	18
Grade 8 - TJ	69	69	0	3	23
<u>Total Thomas Jefferson:</u>	<u>300</u>	<u>288</u>	<u>-12</u>	<u>15</u>	<u>19.2</u>
Special Ed Out-of-District:	3	2	-1	-	-
<u>Resident Students:</u>	<u>557</u>	<u>527</u>	<u>-30</u>	<u>29</u>	<u>18.1</u>
Charter/Choice Schs Out:	5	2	-3	-	-
Spec. Ed Tuition Incoming:	3	3	0	-	-
Total Students:	565	532	-33	-	-

6. Meeting Minutes

- A. Be it resolved, based upon the recommendation of the Business Administrator/Board Secretary, that the following Meeting Minutes be approved and accepted:
1. February 23, 2021 Regular & Executive Sessions
 2. March 6, 11, & 12, 2021 Special & Executive Sessions Only for Supt Search Reasons, no action was taken.

7. Finance

- A. Be it resolved, based upon the recommendation of the BA, to approve the manifest of Payrolls and Bills & Claims List, which is on file in the Business Administrator's Office:

1. Bills & Claims List: February 24 to March 16: \$323,984.19

- B. Be it resolved, based upon the recommendation of the BA, to approve and accept the Budgetary Transfers Report for the month of January.

- C. Be it resolved, based upon the recommendation of the BA, to approve and accept the Board Secretary's Financial Report for the month of January.

I hereby certify, pursuant to NJAC 6A:23A2.3(e), that as of January 31, 2021, no budgetary line item has been over-expended in violation of NJAC 6:23-2.11(a). William Stepka, RSBA- Business Administrator/Board Secretary

- D. Be it resolved, based upon the recommendation of the BA, to approve and accept the Treasurer of School Monies Financial Report for the month of January.

- E. Be it resolved, based upon the recommendations of the Supt & BA, to approve and adopt the Tentative 2021-22 School District Budget using the 2021-2022 state aid figures and to authorize the BA/Secretary of the Board of Education to submit it to the Executive County Superintendent for review and approval in the following amounts:

	General Fund	Special Revenues	Debt Service	Totals
2021-22 Total Expenditures:	\$11,324,401	\$682,756	\$961,550	\$12,968,707
Less Anticipated Revenues:	\$2,440,109	\$682,756	\$473,925	\$3,596,790
Taxes to Be Raised:	\$8,884,292	-0-	\$487,625	\$9,371,917

And to advertise said tentative budget in The Citizen Newspaper in accordance with the form recommended by the New Jersey Department of Education and according to law;

And a public hearing on the budget for the 2021-22 school year will be held at the Thomas Jefferson Cafeteria (or via ZOOM if COVID restrictions are still in place) on Tuesday, May 4, 2021 beginning at 7:30pm.

And be it further resolved, that the Board of Education include in the budget a Capital Reserve withdrawal in the amount of \$510,000 for the following projects/equipment:

1. Lincoln: Repave Play Blacktop & Parking lots: \$45,000
2. Lincoln: Replace & Upgrade the ADA chair-lift: \$50,000
3. Lincoln: New Electric Back-Up Natural Gas Generator: \$47,500
4. TJ: Repave Rear Parking Lots and Driveways: \$85,000
5. TJ: Expand/Repave Front Driveway Circle/Drop-Off Lane: \$60,000
6. TJ: Replace 4th Grade Wing Rear Double Exit Doors: \$20,000
7. TJ: Replace & Upgrade Front Sign to Electronic/LED: \$30,000
8. TJ: New Electricity Bac-Up Natural Gas Generator: \$47,500
9. District: Replace & Upgrade all Internet Switches: \$125,000

The total cost of these projects is \$510,000 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

- F.** Be it resolved, based upon the recommendation of the BA, to adopt the following resolution pertaining to the Maximum Travel Dollar Limit:

(Pursuant to NJAC 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in NJAC 6A-7.1 et seq.)

Be it resolved that the Rockaway Borough Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$20,000 for the 2021-22 school year. The maximum travel expenditure amount for the current school year is \$20,000, of which, \$-0- dollars has been spent and \$-0- dollars is encumbered to date.

- G.** Be it resolved, based upon the recommendation of the BA, to adopt the following resolution pertaining to the Travel & Related Expense Reimbursement:

The Board of Education recognizes school staff & Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

And, NJAC 6A:23A subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

And, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year,

And travel & related expenses not in compliance with NJAC 6A:23A Subchapter 7 but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement forms;

Be it resolved, the Board of Education approves all travel not in compliance with NJAC 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement forms; and

Be it further resolved, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with NJAC 6A:23A: Subchapter 7, to a maximum expenditure of \$20,000 for all staff & Board members for the 2021-22 school year.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

- H.** Be it resolved, based upon the recommendation of the BA, to renew the shared service agreement with the Rockaway Township Board of Education for "Fleet Maintenance" services (to maintain/repair as needed and to conduct the required 90-day school vehicle inspections), at an hourly rate of \$72.50 for the 21-22 school year.
- I.** Be it resolved, based upon the recommendation of the BA, to renew our joint transportation agreement with the Rockaway Township Board of Education for "Athletic & Field Trips," as needed, at an hourly rate of \$70.00 for the 21-22 school year.
- J.** Be it resolved, based upon the recommendations of the Supt & BA, to authorize the BA to effectuate the termination of the employee health/prescription benefit plans held directly with Horizon BCBSNJ effective 11:59.59 PM on June 30, 2021.

- K. Be it resolved, based upon the recommendations of the Supt & BA, to approve the following resolution to “Authorize Participation Under the SEHBP” and to authorize the BA to execute the necessary paperwork to enroll this group effective 12 midnight on July 1, 2021:

Be it resolved:

that the Rockaway Borough Board of Education hereby elects to participate in the Health Program provided by the New Jersey State Health Benefits Act of the State of New Jersey and to authorize coverage for all the eligible employees and their eligible dependents thereunder in accordance with the statute and regulations adopted by the School Employees’ Health Benefit Commission (SEHBPlan), and also

that eligible employees will not have a “stand alone” prescription program and understand that the prescription drug coverage will be provided based on the medical plan chosen by the subscriber (employee), and also

that the Board will be maintaining the independent Horizon Dental Option Plan (DOP) and Dental Choice HDC Plan K (HDCK) as dental coverage offerings, and also

that the Board elects 30 hours per week as the minimum requirement for full-time health benefit eligibility in accordance with NJAC 17:9-4.6, and also

the Board hereby appoints Mr. William Stepka, SBA/Bd. Sec. to act as Certifying Officer for the administration of this program and

That this resolution shall take effect immediately and coverage shall be effective as of July 1, 2021.

- L. Be it resolved, based upon the recommendation of the BA, to approve the amended participation in the NJ School Boards Association’s Alliance for Cooperative Electricity Services (ACES)/Cooperative Pricing System agreement to include: + E-Rate Consulting and Process Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, if applicable.

- M. Be it resolved, based upon the recommendation of the Supt, to approve a special education Tuition Contract, for student #257, with Garden Academy, an approved private school for students with disabilities in the county of Morris, effective March 17, 2021 to June 30, 2021 at a daily rate of \$599 (based on \$125,790 annually) for 58 instructional days, for a grand total of \$34,742. Transportation to be quoted/bid through Morris County ESC & Sussex Transportation Cooperative.

8. Referendum

- A. Be it resolved, based upon the recommendations of the BA & Architect, to approve the following “Progress Payments” to the following contractors for work completed for the Referendum Projects, a copy of which is on file in the Business Administrator’s Office:

1. APS Construction, Lin Add/FireEsc Pay Ap#:9 Feb \$75,891.20 (\$Remaining: \$1,638,263)

9. Personnel

- A. Be it resolved, based upon the recommendation of the Supt, to approve the attached list of Staff Member **Professional Development Workshops & Travel Expenditure Requests** that have been deemed related to and within the scope of the employee’s current job responsibilities and will enhance the efficient delivery of student instruction and/or furthers the efficient operation of the school district. Reimbursements listed are in accordance with guidelines established by the Dept. of Treasury, BOE Policy, and in accordance with NJAC 6A:23B-1.1. if any. Listed at the end of this agenda.

- B. Be it resolved, based upon the recommendation of the Superintendent, to approve a medical leave of absence request for **Wendy Chandler**, district Accounts Payable Coordinator/Assistant to the Business Administrator, effective March 24, 2021 through on or about May 10, 2021. She will utilize a combination of banked sick, personal, vacation days and days without pay.
- C. Be it resolved, based upon the recommendation of the Superintendent, to regretfully approve the resignation of **Katelyn DeSantis** as a School counselor, leave replacement at Lincoln Elementary School. Her last day of employment will be on or about April 23, 2021.
- D. Be it resolved, based upon the recommendation of the Superintendent, to approve **James Kadus** as Maternity Leave Replacement Kindergarten Teacher at Lincoln School beginning on or about March 29, 2021 through on or about June 30, 2021. Mr. Kadus will be paid based on Guide-Step BA-1 at an annual salary of \$51,675, (to be prorated from start date) for the remainder of the 20/21 school year. The required Criminal History background check required by P.L. 1986 c.116, and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5, have already been completed.
- E. Be it resolved, based upon the recommendation of the Superintendent, to approve **James Kadus** continuing his position as Maternity Leave Replacement Kindergarten Teacher at Lincoln School beginning on or about September 1, 2021 through on or about February 7, 2022. Mr. Kadus will be paid based on Guide-Step BA-1 with the annual salary for the 21/22 school year TBD based upon completion of contract negotiations. The required Criminal History background check required by P.L. 1986 c.116, and Sexual Misconduct/Child Abuse Disclosure required by P.L. 2018, c.5, have already been completed.
- F. Be it resolved, based upon the recommendation of the Superintendent, to approve **Brianna Luongo** as Maternity Leave Replacement Guidance Counselor at Lincoln School beginning on or about April 12, 2021 through June 30, 2021. Ms. Luongo will be paid based on Guide-Step MA-1 at an annual salary of \$55,875.00, (to be pro-rated from start date, 4/5ths - 80% time), 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.
- G. Be it resolved, based on the recommendation of the Superintendent, to approve the following Extracurricular advisors for the 2020-21 school year: Michael Onischuk for Boys Baseball & Robert Longo for Girls' Softball.

10. Curriculum & Instruction/Students

- A. Be it resolved, based upon the recommendation of the Superintendent, to approve the attached list of Student Field Trip requests (if any). Listed at the end of this agenda.
- B. Be it resolved, based upon the recommendation of the Superintendent, to approve the Extra-Curricular Established Proposal submitted by Samantha Selikoff regarding the initiation of a **Talking Sports Club** for middle school students. As per district policy, the teacher will not be compensated for the initial year of the program, but upon review of the Superintendent, it may be recommended to establish the program for the following year, following a successful implementation.

11. Building & Grounds/Technology

- A. There is nothing to present at this time.

12. Policy

A. Be it resolved to approve the ***Second Reading & Adoption*** of the following new and/or updated Board Policies and Regulations:

P	0145	Board Member Resignation and Removal--Bylaw	Mandated
P	0164.6	Remote Public Board Meeting During a Declared Emergency—Bylaw	Mandated/New
R	1642	Earned Sick Leave Law	Mandated
P	1643	Family Leave	Mandated/New
P	2415	Every Student Succeeds Act	Mandated
P	2415.01	Academic Standards, Academic Assessments and Accountability	Abolished
P	2415.02	Title I-Fiscal Responsibilities	Mandated
P	2415.03	Highly Qualified Teachers	Abolished
P	2415.05	Student Surveys, Analysis and /or Evaluations	Mandated
P	2415.20	Every Student Succeeds Acts Complaints	Mandated
R	2415.20	Every Student Succeeds Acts Complaints	Mandated
P	3431.1	Family Leave	Abolished
P	3431.3	New Jersey Leave Insurance	Abolished
P	4125	Employment of Support Staff Members	Abolished
P	4431.1	Family Leave	Mandated/Abolished
P	4431.3	New Jersey Leave Insurance	Abolished
P	5530.01	Administration of Medical Cannabis	Mandated
R	5530.01	Administration of Medical Cannabis	Mandated
P	6360	Political Contributions	Mandated
P	7425	Lead Testing of Water in Schools	Mandated
R	7425	Lead Testing of Water in Schools	Mandated/New
P	7430	School Safety	Mandated/Abolished
R	7430	School Safety	Mandated/Abolished
P	8330	Student Records	Mandated/Revised
P	9713	Recruitment by Special Interest Groups	Mandated/Revised

13. Consent Agenda**A. Move and Vote on all Agenda Resolutions & Recommendations 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:	Moved	Yea	-	-	-
Mrs. Piombino:	Seconded	Yea	-	-	-
Mr. Tobias:	-	Yea	-	-	-
Mrs. Walter:	-	Yea	-	-	-
Mrs. Smith:	-	-	-	-	Absent

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Mr. Stepka declared all Resolutions & Recommendations were hereby carried.

14. Old Business

A. There is none at this time.

15. New Business

A. Be it resolved to hold 2 Special Board meetings, with no action to be taken, to conduct interviews (in private Executive Session) for the position of Superintendent of Schools on Thursday, March 18 beginning at 6:00 pm and Monday, March 22 beginning at 6:30 pm, both to be held in the Library of Thomas Jefferson Middle School, and direct the Board Secretary to notify the public of such.

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

B. A question was asked about when the current school year calendar might be revised due to using only 2, instead of all 5 allotted, snow days. Mrs. Alpaugh stated that could happen at the April meeting.

16. Public Comment No. 2 (Agenda & Non-Agenda Items to be Heard)

A. Mrs. Michelle Source, parent, thanked all teachers, staff member, administration and the Board for their hard work in teaching the students.

17. Next Regularly Scheduled Meeting:

A. **Tuesday, April 20, 2021:** Executive Session (closed to the Public) will begin at 6:30pm. The Workshop (in Public) will begin at approximately 7:30pm and will be immediately followed by the Regular Meeting. The meeting could be held in Thomas Jefferson School and/or via ZOOM, due to the Governor's continuing COVID-19 health emergency declaration, if still in effect.

18. Motion to Adjourn the Meeting: 8:36 pm

There being no further business before the Board, the meeting is hereby adjourned at 8:36 pm.

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

Professional Development/Travel Expenditure Approval Requests:

STAFF MEMBER	WORKSHOP TITLE/DEST	DATES	FEES/MILEAGE	JUSTIFICATION FOR THE TRIP
Christine Savini	Dyslexia: Best strategies for students who struggle to successfully read, write and spell	3/24/21	\$279.00	Will be useful to help my students who have or may have dyslexia achieve greater success in reading, writing and spelling.
Milissa Dachisen	Legal One Webinar: What's New in School Law	4/15/21	\$40.00	Most recent school law developments affecting New Jersey public schools will be discussed which impact school district operations.
Milissa Dachisen	Legal One Webinar: Hot Issues in School Law	4/30/21	\$125.00	This is required as part of my PDP

Student Field Trip Approval Request:

GRADE	TEACHERS	DATE	TIME: DEPART/ RETURN	DESTINATION	# OF STUDENTS	# OF ADULTS	COST	REASON FOR TRIP
None	At this time.							

For Easy Reference:

Facilities Renovation Referendum II: History/Schedule**A. Ref Milestones:**

- 1) **October 2, 2018:** Referendum I Fails overwhelmingly with 3 separate questions totaling \$19M.
- 2) **Sept 24, 2019:** Referendum II Passes 1Q at \$12.5M: YES: 649 NO: 442, Approved by 207 votes.
- 3) **Oct/Nov/Dec 2019:**
 - a) "Arch/Admin Team" formed: Supt, BA, Sup of B&G, B&G Asst, and Architects, and will meet at least monthly throughout the entire schedule, and more if/as needed. All Board members are ad-hoc members and invited to attend as desired, with no more than two (2) attending at any one time. The Board also reserves the ongoing right to request all participants involved in the referendum to attend night Board meetings, when deemed necessary and appropriate by the Board and/or the Supt & BA.
 - b) BA & Financial Advisors consult to establish optimum time & method to market bonds.
 - c) Architect to conduct school field site surveys, soil borings, test pits, utility mark outs, and related work to confirm details of projects to be undertaken.
 - d) Board approves the services of the Construction Attorney, at an hourly rate, to be utilized as needed.
 - e) Board approves "Reimbursement Resolution" to pay for upcoming "soft costs" before Bonds are sold.

4) Dec/Jan/Feb 2020:

- a) Architect, in conjunction with A-Team, to prepare the bid specifications.
- b) Final review of Architect's Bid Documents/Packets conducted by Board's Construction Attorney & BA. Applied to and received Local Finance Board approval for issuance of school district debt (Jan 8)
- c) BA to advertise the bids "on the street" for at least 10 calendar days.
- d) Roof Bids Advertised Fri, Jan 10, 2020.
- e) Lavs & TJ Vestibule Bids Advertised Fri, Jan 17, 2020.
- f) Contractor Walk thru meetings; Wed, Jan 22, 2 & 3 pm for Roof & Lav/Vestibule Bids.
- g) BA formally received, publicly opened, and read aloud all bid prices by each contractor who submitted bids on Thursday, February 13, Open Roof Bids (11a) & Lav/Vestibule Bids (11:30a).
- h) Bond Sale took place on Wednesday, February 19, 2020; all bonds sold within hours.
- i) BA informed the Department of Education of debt service payments required for the 2020-21 school year and beyond to secure state funding dollars as previously agreed to. Debt service payments begin approximately 6 months after closing on the sale and will continue for 20 years, to be paid to MCIA on November 1 and May 1 of every year going forward for 20 years.
- j) Board awarded Roofing & Lavs/Vestibule Contracts at Feb 25th meeting.
- k) BA secures "builders' risk" insurance policy for Board for Roof & Lava Vestibule Contracts.
- l) Lincoln Heating System & Unit Vent (HVAC) Project moved to summer of 2021.

5) March/April 2020:

- a) Bond Sale Closed on March 11, 2020. District received \$12,480,000 in cash (full amount approved by voters, all bond closing costs paid by "premium" paid for bonds by investors - approx \$175K).
- b) BA to transfer idle funds into allowable investment programs to maximize interest yield.
- c) Lincoln New Addition/Fire Escape Bid advertised Friday, March 20.
- d) Lincoln New Addition/Fire Escape Pre-Bid Meeting with contractors: Wednesday, April 1 @ 3:30pm.

6) April/May 2020:

- a) Lincoln Interior Improv. & Asbestos Abatement Bid Advertisement: Friday, April 24.
- b) Lincoln Interior Improv. & Asbestos Abatement Pre-Bid Meeting: Tue, April 28 @ 3:30pm.
- c) Lincoln Addition/Fire Escape Bid Opening: Wed, April 29 @ 11am, Board Office.
- d) Lincoln HVAC Asbestos Abatement Bid Opening: Tue, May 19 @ 11am, Board Office.

7) May/June 2020:

- a) Award contract for Lincoln New Addition/Fire Escape: Wed, May 6 BOE Meeting.
- b) Award contract for Lincoln Interior Improvements/Asbestos Abatement: Tue, June 2 Special BOE Meeting.

8) Summer of 2020:

- a) Projects to be undertaken:
 - i) Lincoln School: Asbestos abatement for unit vents, gym ceiling replacement, new roof, new classroom floor tiles & ceiling tiles & cafeteria ceiling repair & abatement, and new interior LED lighting, plaster repair.
 - ii) Lincoln Addition: Move trailer, begin construction of 3 classroom additions with a new main office (to be cordoned off and will continue throughout the 20-21 school year).
 - iii) Thomas Jefferson: Renovate existing restrooms for boys, girls and staff, install new security vestibule in the main entrance, replace selected roofs.

9) Winter 2020/Spring 2021:

- a) Lincoln Interior Improvements II: Advertisement for Bids: December 11, 2020, Bid opening: Jan 12, 2021, Bid Award Jan 26, 2021. Work to begin after the last day of school in June of 2021, work to be completed August 21, 2021.
- b) HVAC Upgrades: Lincoln & TJ. Advertisement for Bids: December 11, 2020, Bid opening: Jan 12, 2021, Bid Award Jan 26, 2021. Work began after the last day of school in June of 2021. Demo & installation completed by August 31, 2021 and fully functioning by October 15, 2021.
- c) BA to increase "Builders Risk" insurance plan coverage as driven by awarded contract costs.

10) Summer of 2021:

- a) Projects to be undertaken:
 - i) Lincoln Interior Improvements II: restroom renovations, electrical panel upgrade, IT closet moved, stairwell plaster repair.
 - ii) Lincoln Addition: August 1, 2021 Completion of 3 new classroom additions including new main office and security vestibule; furnish & occupy during the month of August to be ready for the 1st day of school & final removal of trailers after 14 years!

- iii) Lincoln & Thomas Jefferson HVAC Upgrades: IT Closet moved, demo, remove & install new boilers, pumps, piping (removal of asbestos as needed), classroom unit ventilators, electrical panel upgrade, cafeteria & gym rooftop unit ventilator replacement, copper piping replacement, and asbestos tile removal & install new VCT.

11) August 31, 2021:

- a) Physical completion of ALL Projects and then, during the fall, the Architect completes “punch list items” and contractors are issued final payments. 9/1/21: Lincoln Addition Opening Ceremonies!
- b) Fall of 2021: final projects punch lists completed and final contractor payments by 11/15/21.

-----**END OF REFERENDUM HISTORY/SCHEDULE**-----
AND MINUTES