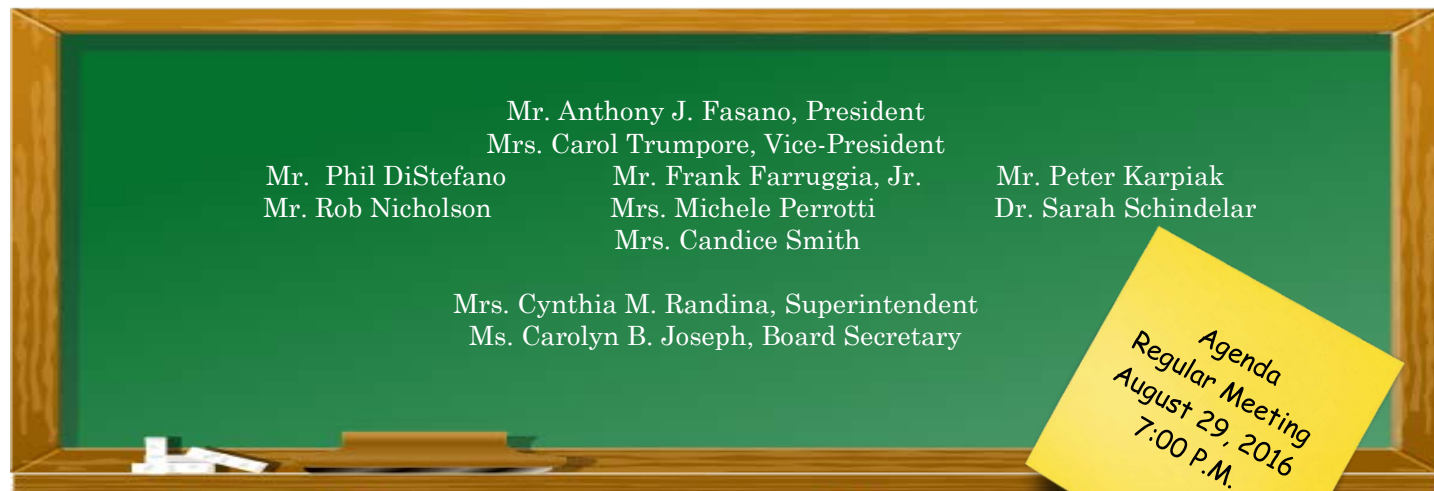


HOPATCONG BOARD OF EDUCATION



Mr. Anthony J. Fasano, President

Mrs. Carol Trumppore, Vice-President

Mr. Phil DiStefano

Mr. Rob Nicholson

Mr. Frank Farruggia, Jr.

Mrs. Michele Perrotti

Mrs. Candice Smith

Mr. Peter Karpiak

Dr. Sarah Schindelar

Mrs. Cynthia M. Randina, Superintendent

Ms. Carolyn B. Joseph, Board Secretary

Agenda
Regular Meeting
August 29, 2016
7:00 P.M.

New Jersey School Boards Association Delegate – Anthony Fasano

Sussex County Ed. Services Commission – Robert Nicholson

Liaisons to Borough Council – Sarah Schindelar, Michele Perrotti, Rob Nicholson

(Community Relations Committee)

School Wide Alliance Team – TBD

Sussex County Regional Cooperative – Frank Farruggia

School and Parent Organization Liaisons:

Hudson Maxim – Dr. Sarah Schindelar

Tulsa Trail – Frank Farruggia, Jr.

Durban Avenue – Candice Smith

Middle School – Michele Perrotti

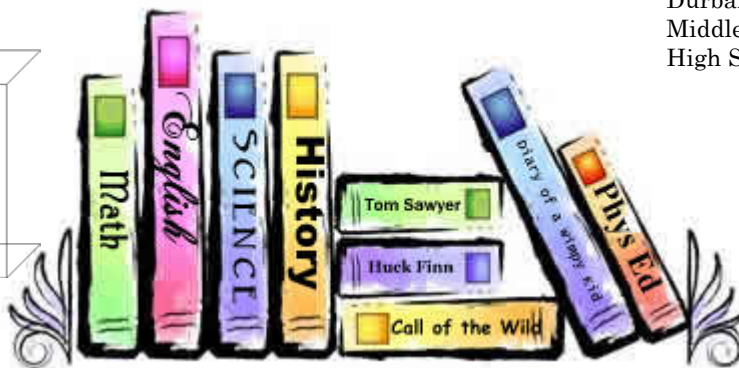
High School – Robert Nicholson

COMMUNITY RELATIONS

Dr. Sarah Schindelar

Rob Nicholson

Michele Perrotti



PERSONNEL

Peter Karpiak

Candice Smith

Rob Nicholson

CURRICULUM/TECHNOLOGY/SPECIAL

EDUCATION

Candice Smith

Rob Nicholson

Peter Karpiak

FINANCE/FACILITIES/TRANSPORTATION

Phil DiStefano

Frank Farruggia

Dr. Sarah Schindelar

NEGOTIATIONS

Rob Nicholson

Peter Karpiak

Michele Perrotti

POLICY/LEGISLATION

Carol Trumppore

Candice Smith

Frank Farruggia

BYLAW GUIDE

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Public Participation in Board Meetings
Jun 92
Jun 12
Mar 16

[See POLICY ALERT Nos. 181, 197 and 208]

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district. The Board president is responsible for orderly and dignified conduct of all meetings. He or she is the spokesperson for the Board.

Public participation shall be governed by the following rules:

1. All persons wishing to participate in a public Board meeting shall sign in with the Board Secretary prior to commencement of the meeting. When all participants are heard, the Board President shall close the public comment session. No further comments will be heard.
2. A participant must be recognized by the presiding officer and must preface comments at the podium or microphone if provided by an announcement of his/her name, place of residence, and group affiliation, if applicable.
3. Each statement made by a participant shall be limited to three minutes' duration. Each public comment portion of the meeting should be limited to thirty minutes.



BYLAW GUIDE

BYLAWS

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Public Participation in Board Meetings

4. No participant may speak more than once during either public comment session;
5. All statements, questions, or inquiries shall be directed to the presiding officer; and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member; no participant may address or question Board members or the administration individually. The President shall listen to the comments, as long as they are in alignment with our district policies and they have previously followed the chain of command, if applicable. There shall be no dialogue with the public during the public portion of the meeting. After comments are heard, the portion is closed and no further comments are heard. Anyone reading long documents or attacking any Board member or school official shall be ruled out of order by the President. The public shall maintain a respectful decorum towards all present at all times.
6. As per Board Policy No. 9130 Public Complaints and Grievances, any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the building principal; a complaint about instructional or resource materials should be addressed to the Superintendent after discussion with the building principal. Only those matters which cannot be resolved at the school level should then be brought to the attention of the Superintendent of Schools who will investigate the concern, or assign a staff member to do so.
7. As per Board Policy No. 0142 Board Member Qualifications, Prohibited Acts and Code of Ethics, the Board members will refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution. The Board President will cease all public comments that do not adhere to Board Policy No. 9130; and refer the person making such comments to the Superintendent of Schools.



BYLAW GUIDE

BYLAWS
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Public Participation in Board Meetings

8. The presiding officer may:
- a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
 - b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
 - c. Request any person to leave the meeting when that person does not observe reasonable decorum;
 - d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
 - e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
 - f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

N.J.S.A. 2C:33-8
N.J.S.A. 10:4-12

Adopted:

Revised: 2016 – *April 11, 2016*



Code of Ethics

According to New Jersey statute, a school board member shall abide by the following Code of Ethics:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

CHAIN OF COMMAND

All members of the Board of Education and employees of the Hopatcong School District are directed to observe faithfully the chain of communications established by the district organizational plan. A problem should be identified and its resolution attempted at the level most immediate to the problem's origin.

The Board expressly disapproves of any attempt to expedite the resolution of a problem by disregard of the organizational plan and the appropriate processes. A staff member's persistent disregard for the established management organization of this district in violation of this policy will be considered an act of insubordination subject to discipline.

PUBLIC COMPLAINTS AND GRIEVANCES

The Superintendent shall establish procedures for the hearing of requests and complaints regarding district personnel, the educational program, instructional and resource materials, and the operation of the school district. Procedures will be governed by the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.

DISCUSSION OF PERSONNEL

Under New Jersey's Open Public Meetings Act, Boards of Education are confined to discuss personnel issues in closed session.

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

August 29, 2016

7:00 p.m.

1. **CALL TO ORDER**

Time: _____pm

2. **FLAG SALUTE**

3. **OPENING STATEMENT**

In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, this public body, the Hopatcong Board of Education hereby announces that The New Jersey Herald has been notified by mail that this Board of Education Regular meeting will take place in the Board Meeting room at the Administration Office of the Board of Education, Hopatcong, NJ, at 7:00 p.m. August 29, 2016.

4. **ROLL CALL**

__ Philip DiStefano	__ Frank Farruggia	__ Anthony Fasano
__ Peter Karpiak	__ Robert Nicholson	__ Michele Perrotti
__ Candice Smith	__ Dr. Sarah Schindelar	__ Carol Trumppore
__ Cynthia Randina	__ Carolyn B. Joseph	# of Public _____ Quorum YES NO

5. **EXECUTIVE SESSION**

A motion will be made that the Hopatcong Board of Education will enter Executive Session to discuss personnel and attorney/client privilege, which are exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, Open Public Meetings Act. Any discussions held by the Board which need not remain confidential will be made public when appropriate. Minutes of the Executive Session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at 7:00 p.m.

Motion to Return to Public Session

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____pm

6. **RECONVENE**

Motion to Reconvene

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____pm

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

August 29, 2016

7:00 p.m.

7. APPROVAL OF MINUTES

Approval of the minutes of the following meetings, as reported by the Board Secretary and reviewed by the Board President and members of the Board:

- a. August 01, 2016 - Executive Session (July 25th meeting rescheduled)
- b. August 01, 2016 - Regular Meeting (July 25th meeting rescheduled)

Motion to approve 7a - 7b:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

__ P. DiStefano	__ F. Farruggia	__ A. Fasano	__ P. Karpiak	__ R. Nicholson
__ M. Perrotti	__ S. Schindelar	__ C. Smith	__ C. Trumpore	

8. ACKNOWLEDGMENTS/CORRESPONDENCE

- a. Acknowledgement of Family Appreciation Night to take place on September 30, 2016, sponsored by the PRIDE grant.
- b. Acknowledgement of Kelly Maegerlein for attending the National Student Leadership Conference on psychology and neuroscience at Harvard Medical School.

9. SUPERINTENDENT'S REPORT AND HIB REPORT

- a. Superintendent's Report
- b. Presentation of New District Logo and Tagline- Mr. Rischawy
- c. Presentation of Camp Innovate reports – Dr. Mullane
- d. Presentation of New Photography Course Workbook – Mr. Segale

10. COMMITTEE REPORTS

- a. Curriculum, Technology, Special Education – **Chairperson, Candice Smith**
- b. Community Relations – **Chairperson, Sarah Schindelar**
- c. Finance, Facilities, Transportation - **Chairperson, Phil DiStefano**
- d. Policy and Legislation – **Chairperson, Carol Trumpore**
- e. Negotiations – **Chairperson, Rob Nicholson**
- f. Personnel – **Chairperson, Peter Karpiak**
- g. HEPTO Liaison –

All in favor _____

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

August 29, 2016

7:00 p.m.

11. PUBLIC COMMENT – AGENDA ITEMS ONLY

12. FINANCE

Approval of the following finance items, **12a-12k** as recommended by the Superintendent of Schools and the Finance Committee of the Board:

- a. Approval of bills for the General Fund and Special Revenue (Grants) account , August 01,2016 through August 29, 2016, in the following amount:

General Fund and Special Revenue (Grants) account - \$2,103,656.57

- b. Approval of bills for the Sussex County Regional Cooperative Operating account for July 01, 2016 through August 28, 2016, in the amount of \$2,060,960.50.

- c. Approval of the Transfer Report for the month of June 2016.

- d. Approval of the Board Secretary's Report for the month of June 2016.

- e. Approval of the Treasurer's Report for the month of June 2016.

- f. Approval of the certification by the Board Secretary pursuant to N.J.A.C. that no budgetary line item has been overexpended in the 2015-16 budget in violation of N.J.A.C. 6:202.12(a).

- g. Approval of bill for the Cafeteria Fund for the month of June 2016, in the amount of \$13,443.85.

- h. Approval for Renewing Membership in the Morris County Cooperative Pricing Council

AUTHORIZING EXECUTION OF AN AGREEMENT WITH THE MORRIS COUNTY COOPERATIVE PRICING COUNCIL TO RENEW MEMBERSHIP THEREIN FOR THE PERIOD OF OCTOBER 1, 2016 THROUGH SEPTEMBER 30, 2021

WHEREAS, the Morris County Cooperative Pricing Council ("MCCPC") was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

WHEREAS, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

WHEREAS, Hopatcong Borough School District desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

August 29, 2016

7:00 p.m.

Agency, to **renew** its membership in the MCCPC for the period of October 1, 2016 through September 30, 2021.

BE IT RESOLVED, by the, Hopatcong Borough School District, County of Sussex, State of New Jersey as follows:

1. Carolyn B. Joseph of the Hopatcong Borough School District hereby authorize the execution of an Agreement with the Morris County Cooperative Pricing Council by the Township of Randolph as Lead Agency dated October 1, 2016, pursuant to N.J.S.A. 40A:11-11(5). Said Agreement is for renewal of membership in the MCCPC for a five (5) year period from October 1, 2016, through September 30, 2021.
 2. The Business Administrator is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
 3. This Resolution shall take effect immediately upon final passage according to law.
 4. All appropriate Hopatcong Borough School District officials are authorized and directed to perform all required acts to affect the purpose of this Resolution.
- i. Approval of the resolution to continue in the School Alliance Insurance Fund for a period of three (3) years, effective July 1, 2016, with membership expiration July 1, 2019 at 12:01 a.m.
- j. Approval of the Blended Learning Year 2 Grant Project in the amount of \$75,000.00.
- k. Approval of the following Out of District Special Education students:

STDT #	SCHOOL	Location	Annual Tuit.	E/S	Total Amt.
24511	Bancroft	Private	\$67,502.04	\$0.00	\$67,502.04
13566	Calais School	Private	\$70,557.84	\$0.00	\$70,557.84
11327	DCCF/Celebrate the Children	Private	\$78,124.00	\$27,000.00	\$105,124.00
13700	DCCF/Celebrate the Children	Private	\$75,874.00	\$0.00	\$75,874.00
411931	DCCF/Celebrate the Children	Private	\$78,124.00	\$27,000.00	\$105,124.00
11837	Glenview Academy	Private	\$68,361.48	\$36,039.96	\$104,401.44
411976	Inclusive Learning –Stanhope	Private	\$59,071.00	\$0.00	\$59,071.00
11617	Lakeland Andover	Private	\$26,550.00	\$0.00	\$26,550.00
411922	Lakeland Andover	Private	\$53,100.00	\$0.00	\$53,100.00
11942	Midland School	Private	\$65,843.04	\$0.00	\$65,843.04
408519	Montgomery	Private	\$58,860.00	\$0.00	\$58,860.00

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

August 29, 2016

7:00 p.m.

STDT #	SCHOOL	Location	Annual Tuit.	E/S	Total Amt.
160545	Montgomery	Private	\$58,860.00	\$0.00	\$58,860.00
406919	Montgomery	Private	\$65,400.00	\$0.00	\$65,400.00
11933	Montgomery	Private	\$58,860.00	\$0.00	\$58,860.00
411965	New Beginnings	Private	\$67,409.64	\$36,039.96	\$103,449.60
12591	Roxbury Township Schools/Eisenhower M.S.	Public	\$51,334.60	\$0.00	\$51,334.60
13575	Roxbury Township Schools/High School	Public	\$25,040.00	\$0.00	\$25,040.00
10643	Roxbury Township Schools/High School	Public	\$32,712.00	\$0.00	\$32,712.00
11977	SCESC -Northern Hills Academy	Public	\$57,310.00	\$0.00	\$57,310.00
555540	SCESC -Northern Hills Academy	Public	\$57,310.00	\$15,447.80	\$72,757.80
412021	SCESC -Northern Hills Academy	Public	\$57,310.00	\$0.00	\$57,310.00
11953	Shepard Schools	Private	\$61,835.70	\$0.00	\$61,835.70
13492	Shepard Schools	Private	\$61,835.70	\$0.00	\$61,835.70
409619	Shepard High School	Private	\$59,001.00	\$0.00	\$59,001.00
10644	WCSSSD (Hackettstown HS)	Public	\$43,730.00	\$0.00	\$43,730.00
411922	Willowglen Academy Newton	Private	\$8,163.90	\$0.00	\$8,163.90
11207	Willowglen Academy Newton	Private	\$57,147.24	\$0.00	\$57,147.24
11626	Windsor Learning Enter/Windsor School	Private	\$70,719.00	\$0.00	\$70,719.00
409419	Windsor Preparatory High School	Private	\$62,496.36	\$0.00	\$62,496.36
			\$1,658,442.54	\$141,527.72	\$1,799,970.26

Motion to approve Finance 12a-12k:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> F. Farruggia	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> P. Karpiak	<input type="checkbox"/> R. Nicholson
<input type="checkbox"/> M. Perrotti	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> C. Trumpore	

13. PERSONNEL

14. STUDENTS & SERVICES - none

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

August 29, 2016

7:00 p.m.

15. CURRICULUM

Approval of the following items, **15a – 15c**, as recommended by the Superintendent of Schools and the Curriculum Committee of the Board:

- a. Approval of the request of Mrs. Tammy Miller, Director of Special Services, to apply for a group size waiver with the Sussex County Department of Education. The waiver is for one section of US History I at the Hopatcong High School.
- b. Approval of new course curriculums and curriculum revisions for the following as recommended by the Curriculum Committee:
 - Middle School Music
 - Journalism
 - Creative Writing
- c. Approval of the request to create two new clubs at the Durban Avenue School as recommended by the Curriculum Committee:
 - Safety Patrol
 - School Newspaper

Motion to approve Curriculum 15a-15c:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> F. Farruggia	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> P. Karpiak	<input type="checkbox"/> R. Nicholson
<input type="checkbox"/> M. Perrotti	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> C. Trumpore	

16. TRAVEL

Resolved, that the Hopatcong Board of Education approve travel costs as related in this resolution, which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of the Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1. seq.

Motion to approve Travel:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> F. Farruggia	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> P. Karpiak	<input type="checkbox"/> R. Nicholson
<input type="checkbox"/> M. Perrotti	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> C. Trumpore	

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

August 29, 2016

7:00 p.m.

17. POLICIES & REGULATIONS

- a. Approval of modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for **FIRST READING**:

<u>Policy#</u>	<u>Title</u>
P 3111	Creating Positions (Rev) (Rec)
P 3124	Employment Contract (Rev) (Rec)
P 3240	Professional Development for Teachers and School Leaders (M) (Rev)

<u>Regulation#</u>	<u>Title</u>
R 3240	Professional Development for Teachers and School Leaders (M) (Rev)

- b. Approval of modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for **SECOND READING**:

<u>Policy#</u>	<u>Title</u>
P 1220	Employment of Chief School Administrator (M) (Rev)
P 3125	Employment of Teaching Staff Members (M) (Rev)
P 3141	Resignation (Rev) (Rec)
P 3144	Certification of Tenure Charges (Rev) (Rec)
P 5350	Student Suicide Prevention (Rev) (Rec)
P 9541	Student Teachers/Interns (Rev) (Rec)
P 5460	High School Graduation (M) (Rev)

<u>Regulation#</u>	<u>Title</u>
R 3144	Certification of Tenure Charges (Rev) (Rec)
R 5330	Administration of Medication (M) (Rev)
R 5350	Student Suicide (Rev) (Rec)

Motion to approve Policies and Regulations 17a – 17b:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

__ P. DiStefano	__ F. Farruggia	__ A. Fasano	__ P. Karpiak	__ R. Nicholson
__ M. Perrotti	__ S. Schindelar	__ C. Smith	__ C. Trumppore	

18. RESOLUTIONS - none

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

August 29, 2016

7:00 p.m.

19. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a–19i**, at the recommendation of the Superintendent:

- a. Acceptance of renewal routes for the 2016-17 school year be approved.
- b. Acceptance of ESY quotations for the 2016-17 school year be approved.
- c. Acceptance of trip quotations for the 2016-17 school year be approved.
- d. Acceptance of new member School Districts for the 2016-17 school year be approved.
- e. Acceptance of new routes for the 2016-17 school year be approved.
- f. Acceptance of ESY addendum for the 2016-17 school year be approved.
- g. Approval of the acceptance of the resignation of Bryan Reilly effective July 19, 2016.
- h. Approval of the acceptance of the resignation of Janine Byrnes, effective August 16, 2016.
- i. Approval of the employment of **Karen M Huff** as Bookkeeper at a salary of \$35,000, effective August 30, 2016.

Motion to approve items 19a-19i:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> F. Farruggia	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> P. Karpiak	<input type="checkbox"/> R. Nicholson
<input type="checkbox"/> M. Perrotti	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> C. Trumfore	

20. PUBLIC COMMENT - GENERAL DISCUSSION

21. BOARD OF EDUCATION - MEMBER COMMENTS

22. ADJOURNMENT

Motion adjourn:

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm