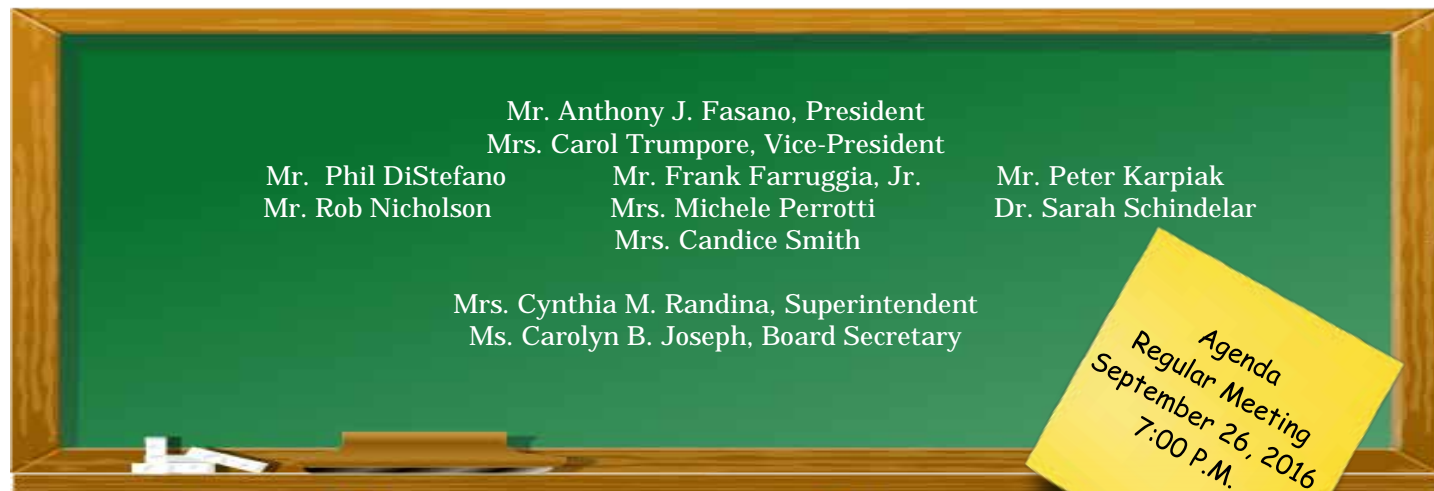


HOPATCONG BOARD OF EDUCATION



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

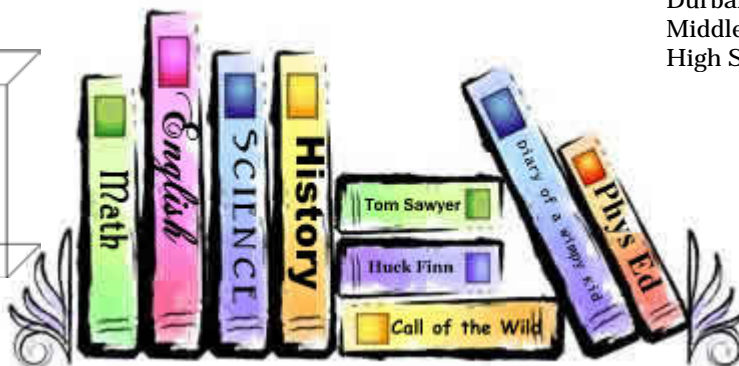
Agenda
Regular Meeting
September 26, 2016
7:00 P.M.

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

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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

September 26, 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. September 26, 2016.

4. **ROLL CALL**

<input type="checkbox"/> Philip DiStefano	<input type="checkbox"/> Frank Farruggia	<input type="checkbox"/> Anthony Fasano
<input type="checkbox"/> Peter Karpiak	<input type="checkbox"/> Robert Nicholson	<input type="checkbox"/> Michele Perrotti
<input type="checkbox"/> Candice Smith	<input type="checkbox"/> Dr. Sarah Schindelar	<input type="checkbox"/> Carol Trumppore
<input type="checkbox"/> Cynthia Randina	<input type="checkbox"/> 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

September 26, 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 29, 2016 - Executive Session
- b. August 29, 2016 - Regular Meeting
- c. August 31, 2016 – Executive Session (Board Goals)
- d. August 31, 2016 – Special Meeting (Board Goals)

Motion to approve 7a – 7d:

(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. **The Hopatcong Board of Education Safety Committee and Facilities staff** for the district's successful completion of all requirements to qualify for the 2015/2016 Tier #1 Safety Incentive Program Award from The School Alliance Insurance Fund, Safety & Education Advisory Committee. By successfully completing the Tier #1 requirements, Hopatcong Board of Education was credited \$4,000 towards the 2016/2017 assessment.
- b. Congratulations to **Kelly Maegerlein**, HHS senior, for being recognized as a Commended Student in the 2017 National Merit Scholarship Program. Commended Students placed among the top five percent of more than 1.6 million students who entered the 2017 competition by taking the 2015 Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT).
- c. Congratulations to the following teachers from Durban Avenue School for receiving the **NJEA Frederick L. Hipp Foundation for Excellence in Education** award for the project *Kids Community... Where Students Learn and Grow*.

Kristine Mendyk
Carolyn Moschella
Allyson McConnell

- d. The following students were chosen as **Hopatcong High School's Students of the Month** for their outstanding performances in **September 2016**.

Tyler Turnage, Freshman	Scholastics – Global World History Honors
Siera Simon, Senior	Scholastics – Psychology AP
Kai Crimando, Junior	Specialty Area – Wood Sculpture 2
Jillian Onstad, Senior	Specialty Area – Creative Cooking & Baking
Melissa Insignalia-Herr, Senior	Specialty Area – Child Development

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

September 26, 2016

7:00 p.m.

9. SUPERINTENDENT'S REPORT AND HIB REPORT

- a. Superintendent's Report.
- b. Presentation of each school's activities:
 - 1) High School –
Liaisons – Michael Umholtz, Dontese Cocchio, Kelly Maegerlein, Sierra Simon
 - 2) Middle School – Liaisons –
 - 3) Durban Avenue –
 - 4) Tulsa Trail –
 - 5) Hudson Maxim -
- c. A first reading of the Superintendent's HIB Report for September 2016 was not required as there were no HIB reports for this month.

All in favor _____

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 _____

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 30, 2016 through September 26, 2016, in the following amount:

General Fund and Special Revenue (Grants) account	-	\$1,109,158.61
Cafeteria account	-	\$1.035.00

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

September 26, 2016

7:00 p.m.

12. FINANCE (continued)

- b. Approval of bills for the Sussex County Regional Cooperative Operating account for August 30, 2016 through September 26, 2016, in the amount of :
- c. Approval of the Transfer Report for the month of July 2016.
- d. Approval of the Board Secretary's Report for the month of July 2016.
- e. Approval of the Treasurer's Report for the month of July 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 2016-2017 budget in violation of N.J.A.C. 6:202.12(a).
- g. Approval to apply for the "Title I Arts Integration Pilot Program" Grant in the amount of \$100,000.00. The Arts Integration Grant is a federally-funded pilot program designed to explore and investigate how arts education can be applied as a strategy to assist Title I students in meeting New Jersey's academic achievement standards as well as bolster school improvement efforts.
- h. Approval of additional funds not to exceed \$1,000.00 to be allocated for Family Appreciation Night, the district-wide event scheduled for September 30th.
- i. **BE IT RESOLVED**, that the Hopatcong Board of Education approves the Memorandum of Agreement between it and the Hopatcong Education Association for the Custodians, Maintenance employees and Paraprofessionals covering the period from July 1, 2014 through June 30, 2019; and

BE IT FURTHER RESOLVED, that the Board President and Board Secretary are authorized to execute the contract document when placed in a form satisfactory to the Board and Board Counsel.

Motion to approve Finance 12a-12i:

(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	

13. PERSONNEL

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

September 26, 2016

7:00 p.m.

14. STUDENTS & SERVICES

- a. Approval for an out of district placement for Student No. 13763, a seventh grade student. The student is attending Windsor Learning Center, Pompton Lakes, NJ effective September 6, 2016. The tuition is \$54,900.00.
- b. Approval for homebound instruction for Student No. 411946, a tenth grade student under the care of a physician requesting home instruction until approximately October 31, 2016. Instruction will be five hours per week at the Board approved rate of \$35.00 per hour.
- c. Approval of the attached field trip requests, as required by the New Jersey Department of Education.

Motion to approve Students and Services 14a-14c:

(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	

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 following curriculum revisions as requested by the Curriculum Committee in the following subject areas:
 - Cooking and Baking
 - Web Design
 - US history
 - Transition Prep.
 - Updated Mathematics Curriculum K – 8
 - Advanced Math 6
 - Advanced Math 7
 - Grade 8 Algebra
 - HS Algebra 1
 - Geometry
 - Algebra 2
 - HS Earth Science
 - HS Applications of Algebra and Geometry
 - Physics
 - Physics Honors
 - Updated Language Arts Curriculum 1-8
- b. Approval to create a High School Chorus Club Program and the Tri-M Music Honor Society as recommended by the Curriculum Committee.

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

September 26, 2016

7:00 p.m.

15. CURRICULUM (continued)

- c. Approval of the use of the Stronge + teacher and administrator evaluation systems as approved by the New Jersey Department of Education and recommended by the curriculum committee. The Stronge and Associates model is a state approved teacher evaluation system that has been utilized consistently in the district since its formal adoption in 2013.

Motion to approve Curriculum 15a-15c:

(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	

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

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

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 3126	District Mentoring Program (Rev) (Rec)
P 1530	Equal Employment Opportunities (Rev) (M)
P 2200	Curriculum Content (Rev) (M)
P 2610	Educational Program Evaluation (Rev) (M)
P 2622	Student Assessment (Rev) (M)

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

September 26, 2016

7:00 p.m.

17. POLICIES & REGULATIONS (continued)

<u>Regulation#</u>	<u>Title</u>
R 3126	District Mentoring Program (Rev) (M)
R 1530	Equal Employment Opportunity Complaint Procedure (Rev) (M)
R 2200	Curriculum Content (Rev) (M)

- 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 3111	Creating Positions (Rev) (M)
P 3124	Employment Contract (Rev) (M)
P 3240	Professional Development for Teachers and School Leaders (Rev) (M)

<u>Regulation#</u>	<u>Title</u>
R 3240	Professional Development for Teachers and School Leaders (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. Trumpore	

18. RESOLUTIONS –

- a. Approval of the adoption of the following Board Goals established August 31, 2016:
1. The Hopatcong Board will provide all the necessary resources and supports to optimize ongoing academic student achievement, for all students in compliance with all State mandates. Progress reports will be provided quarterly by the superintendent.
 2. The Hopatcong Board will develop an internal facilities and asset management plan. The plan will be aligned with the Budget and Long Range Facilities Plans, to ensure a safe and secure learning environment for all students and staff.
 3. The Hopatcong Board will work collaboratively and cohesively for the benefit of all our students and community to support the district's educational programs by providing appropriate technological resources.
 4. The Hopatcong Board will ensure complete financial responsibility and transparency through budgetary planning, projecting, funding, and reporting as allowed by law.
 5. The Hopatcong Board will work collaboratively and cohesively to strengthen and build positive relationships with recognized community and municipal organizations.

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

September 26, 2016

7:00 p.m.

18. RESOLUTIONS (continued)

Motion to approve Board Goals 18a:

(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	

19. SUSSEX COUNTY REGIONAL COOPERATIVE

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

- a. Approval of the employment of **Theresa Gould** as Bus Aide at a salary of \$10.00 per hour, for seven (7) hours per day, effective September 6, 2016.
- b. Approval of the employment of William Stepka as Business Services Coordinator, effective September 23, 2016 at a prorated annual salary of \$35,000.
- c. Approval of the job description for Business Services Coordinator.

Motion to approve items 19a-19:

(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	

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