

# HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

December 19, 2016

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. December 19, 2016.

4. **ROLL CALL**

__Philip DiStefano	__Frank Farruggia	__Anthony Fasano
__Peter Karpiak	__Robert Nicholson	__Michele Perrotti
__Candice Smith	__Dr. Sarah Schindelar	__Carol Trumpore
__Cynthia Randina	__Carolyn B. Joseph	# of Public _____ Quorum <b>YES NO</b>

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

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**7. PRESENTATION**

- a. Synopsis of Audit for the Year Ended June 30, 2016 -  
by Mr. Ralph Piccone, Lerch, Vinci & Higgins, LLP

**8. 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. October 19, 2016 - Executive Session
- b. October 19, 2016 - Regular Meeting
- c. November 16, 2016 – Special Meeting, Board Goals
- d. November 28, 2016 – Executive Session
- e. November 28, 2016 – Regular Meeting

**Motion to approve 8a-8e:**  
(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	

**9. ACKNOWLEDGMENTS/CORRESPONDENCE**

- a. The following students were chosen as **Hopatcong High School's *Students of the Month*** for their outstanding performance in **November 2016**:

<b>Olivia Mastroeni, Freshman</b>	Scholastics (Global English 1 CP)
<b>Daniel Anastasia, Junior</b>	Scholastics (English 3)
<b>Marissa Fattorusso, Freshman</b>	Scholastics (Global English 1 Honors)
<b>Angel Holmes, Senior</b>	Scholastics (English 4 AP)
<b>Brooke Taylor, Sophomore</b>	Specialty Area (Concert Band)

- b. **Revised list of Durban Avenue Honor Roll Students** for the first marking period.

- c. The following students were chosen as **Hopatcong High School's *Scholar Athletes of the Month*** for their outstanding performance in **November 2016**:

<b>Madison Garret, Junior</b>	Athletics (Cheerleading)
<b>Anthony Mastroeni, Junior</b>	Athletics (Football)

- d. Special thanks to our **Michael Juskus**, who was asked by Mayor Sylvia Petillo of Hopatcong to make 300 wooden snowmen for the community to decorate and display at "Snowman Park," by the Borough Hall.

**9. ACKNOWLEDGMENTS/CORRESPONDENCE (continued)**

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- e. **The Hopatcong Student Council** held a very successful blood drive on November 17, 2016. Many thanks to **Jim MacDonald** and **Joanne Carr** for organizing the blood drive and for the students, staff and community members who donated.
- f. **The Hopatcong High School Honor Society's** annual food drive collected 30 turkeys and made 35 baskets. This annual food drive would not be possible without the continued hard work and dedication of our **NHS advisor, Lisa Kenny** and the students of the National Honor Society.
- g. Congratulations to the **High School Drama program** and their production of **"Little Women,"** which was presented to the community on December 8, 9, 10, 11. The play, with the direction of Mr. Joseph Ross and the technical guidance of Mr. Mike Batche was a resounding success!

All in favor \_\_\_\_\_

**10. SUPERINTENDENT'S REPORT AND HIB REPORT**

- a. Superintendent's Report - **Cynthia M. Randina**
- b. Presentation – **Institute for Holocaust and Genocide Studies at Raritan Valley Community College** –Staff: **Ken Doolittle, Jason Mulvihill, Dave Campagna** Students: **Jillian Ammiano, Jack Certo, Jack Hadowanetz, Kevonnah Hayes, Bradley Jarrett, Olivia Mastroeni, Leeann Olson, Charlotte Whritenour**
- c. Presentation of each school's activities:
  - 1) High School –Liaisons: **Michael Umholtz, Dontese Cocchio, Kelly Maegerlein, Sierra Simon**
  - 2) Middle School – Liaisons: **Alex McLean, Shannon O'Sullivan**
  - 3) Durban Avenue- **Tracey Hensz, Principal**
  - 4) Tulsa Trail – **Brian Byrne, Principal**
  - 5) Hudson Maxim – **Katherine McFadden, Principal**
- d. A second reading and approval of the Superintendent's HIB Report for November, 2016 as presented to the Board at the Regular Meeting on November 28, 2016. Approval of the HIB report for December, 2016 for first reading and review.

**Motion to approve Superintendent's HIB report 10d:**

(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	

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## 11. 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 Trumppore**
- e. Negotiations – **Chairperson, Rob Nicholson**
- f. Personnel – **Chairperson, Peter Karpiak**
- g. High School HHSPTSO – **Karen Solimando, President**
- h. Middle School PTO – **Kelly Csengeto, President**
- i. Elementary PTO – **Jennifer Caban**

All in favor \_\_\_\_\_

## 12. PUBLIC COMMENT – AGENDA ITEMS ONLY

## 13. FINANCE

Approval of the following finance items, **13a-13k**, 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 , November 29, 2016 through December 19, 2016, in the following amount:

General Fund and Special Revenue (Grants) account - \$757,401.37

Cafeteria account - \$47,363.01

- b. Approval of bills for the Sussex County Regional Cooperative Operating account for November 29, 2016 through December 19, 2016, in the amount of : \$2,877,400.35
- c. Approval of the Transfer Report for the month of October 2016.
- d. Approval of the Board Secretary's Report for the month of October 2016.
- e. Approval of the Treasurer's Report for the month of October 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 of the acceptance of the 2017 TIArtsComp grant award of \$100,000.
- h. Approval to add SEMI – FY14 Cost Settlement of \$27,383 to the 2016-17 Budget.

## 13. FINANCE (continued)

- i. Acceptance of the Comprehensive Annual Financial Report (CAFR) for the fiscal year

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ending June 30, 2016 and the Auditors' Management Report as recommended by the Administration and as reviewed by the Finance Committee.

- j. Acceptance of the proposal by Lerch, Vinci & Higgins, and LLP for a quarterly review of the status of the implementation of the corrective action plan related to the recommendations from the June 30, 2016 audit.

Fees for the services will be based on standard hourly billing rates for 2016/2017:

Partners	\$140 - \$170 per hour
Managers	\$110 - \$130 per hour
Senior Accountants/Supervisors	\$ 85 - \$105 per hour
Staff Accountants	\$ 75 - \$ 80 per hour
Other Personnel	\$ 45 per hour

- k. Approval of the following **Corrective Action Plan** in response to the Fiscal Audit findings for the period July 1, 2015 to June 30, 2016 as recommended by the Administration and as reviewed by the Finance Committee:

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13k.

**NEW JERSEY DEPARTMENT OF EDUCATION**  
**CORRECTIVE ACTION PLAN**

NAME OF SCHOOL DISTRICT Hopatcong BOE COUNTY Sussex  
 TYPE OF AUDIT Comprehensive Annual Financial Report (CAFR)  
 DATE OF BOARD MEETING 12/19/2016  
 CONTACT PERSON Carolyn B. Joseph/Interim SBA  
 TELEPHONE NUMBER (973) 770-8844

Completion Recommendation	Corrective	Method of Implementation	Person	Date of Implementation
	Action Approved By the Board		Responsible For Implementation	
<b><u>II. FINANCIAL PLANNING, ACCOUNTING AND REPORTING</u></b>				
1.	All purchase orders contain a receipt of good/services Certification prior to payment.*	Checking all purchase orders to ensure all necessary documents attached.	SBA	9/30/16
2. 10/31/16	Internal controls over travel and expense reimbursements be reviewed and enhanced to ensure a travel maximum is properly approved by Board resolution and post travel reports are obtained and attached to a reimbursement request. *	Procedure made no reimbursement until post-conference paperwork received.	SBA	

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Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
3.	Year end closing procedures be reviewed and enhanced to ensure open purchase orders are complete and properly classified as accounts payable or encumbrances.	Carefully review all purchases orders for the receipts of goods/services verses not in receipt of them	SBA	6/25/17
4.	The monthly and year to date 10% transfer reports be prepared and remitted to the Executive County Superintendent, and specific approval be sought for transfers exceeding the maximum allowable amount.	Review the monthly report provide by Systems 3000 for 10% accounts	SBA	9/30/16

Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
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### III. SCHOOL PURCHASING PROGRAM

1.	Bids and/or quotations be obtained whenever a purchase exceeds the limit set forth by the Public School Contracts Law.*	Mechanism in Systems 3000 has been set to warn when the bid threshold is approaching/ review vendors for their status	SBA	9/30/16
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Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
2.	Business Registration and Political Contribution Disclosure forms be on file when required.*	Before a requisition is approved a BRC must be on file or given at time of request.	SBA	9/30/16
3.	All contracts/purchases in excess 9/30/16 of the bid threshold made under cooperative purchasing contracts be approved by Board resolution.	Review that all purchase orders will have printed on them the state/cooperative number and attached their backup to this purchase.	SBA/Facilities Supv.	
4.	All bid documents be available 9/30/16 for audit.	All bid documents will be kept in a separate file.	SBA/ Facilities Supv.	
5.	All professional service contracts 12/1/16 be advertised when awarded.	Upon Board approval of professional services an ad will be placed.	SBA	
6.	State contract and cooperative agreements vendor files be maintained, supporting and documenting information related to the applicable cooperative	Separate files will be maintained for state and cooperative agreements	SBA	12/1/16



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purchases and state contracts  
utilized by the District.

Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
7.	Notification be provided to the Office 12/15/16 of State Comptroller of all contracts awarded by the District for Sussex Regional Cooperative Transportation Services which exceed \$2 million in accordance with N.J.S.A.52:15C-10.	Clarification was made and there is a review of all contracts exceeding \$2 million	SBA/SRCT Director	

Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
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**VI. STUDENT BODY ACTIVITIES**

1.	Proper supporting documents for all student activity receipts and disbursements be maintained and available for audit.*	Review of all considered transactions will have the backup attached before a check is written.	Principals/SBA	12/30/16
2.	Pre-numbered receipts should be utilized for all accounts and include	Purchasing of pre-numbered receipt book and review that cash and	Principals/SBA	12/30/16



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**13. FINANCE (continued)**

**Motion to approve Finance 13a-13k:**

(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. Trimpore	

**14. PERSONNEL**

Approval of the following personnel items **14a – 14**, as recommended by the Superintendent of Schools and the Personnel Committee of the Board:

- a. Approval of **substitute teachers, aides, custodians and van driver lists.**

**Motion to approve Personnel 14a-14:**

(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. Trimpore	

**15. STUDENTS & SERVICES**

- a. Approval for educational instruction services for **Student No. 13585**, a ninth grade student under medical supervision at St. Clare’s Hospital. Tutoring services are arranged through St. Clare’s at the rate of \$55.00 per hours for a maximum of five hours per week. The effective date is December 5, 2016.
- b. Approval for home instruction for **Student No. 10635**, an eleventh grade student under the care of Dr. Michael P Gentile, MD. Five hours per week of tutoring services will be provided by High School teachers at the Board approved rate of \$35.00 per hour. The effective date is December 5, 2016.
- c. Approval for three months of home instruction for **Student No. 413098**, a first grade student under the care of Dr. Efrem Greenfield, MD. Tutoring will be provided by a Hopatcong Borough Schools teacher at the Board approved rate of \$35.00 per hour for five hours of instruction per week. The effective date is December 12, 2016.
- d. Approval of the request by the parent of **Student No. 11253**, currently a 9<sup>th</sup> grade High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.

**15. STUDENTS & SERVICES (continued)**

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- e. Approval of the request by the parent of **Student No. 11279**, currently a ninth grade Lenape Valley High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
  - f. Approval of the request by the parent of **Student No. 11471**, currently an eighth grade Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
  - g. Approval of the request by the parent of **Student No. 11494**, currently an eighth grade Byram Intermediate School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
  - h. Approval of the request by the parent of **Student No. 12091**, currently a Sussex County Charter School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
  - i. Approval of the request by the parent of **Student No. 11328**, currently a ninth grade Sussex Tech School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Roxbury High School, Succassunna, New Jersey for September 2017, if accepted into their program.
  - j. Approval of the request by the parent of **Student No. 11888**, currently an eighth grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
  - k. Approval of the request by the parent of **Student No. 11563**, currently an eighth grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
  - l. Approval of the request by the parent of **Student No. 12310**, currently a ninth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
  - m. Approval of the request by the parent of **Student No. 11865**, currently an eighth grade Sussex County Charter School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
  - n. Approval of the request by the parent of **Student No. 11589**, currently an eighth grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict
15. **STUDENTS & SERVICES (15n. continued)**  
Public School Choice Program at the Lenape Valley Regional School District, Stanhope,

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New Jersey for September 2017, if accepted into their program.

- o.** Approval of the request by the parent of **Student No. 11475**, currently an eighth grade Sussex County Charter School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
- p.** Approval of the request by the parent of **Student No. 13288**, currently an eighth grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2017, if accepted into their program.
- q.** Approval of the attached field trip requests, as required by the New Jersey Department of Education.

**Motion to approve Students and Services 15a- 15q:**  
(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. Trimpore	

**16. CURRICULUM**

Approval of the following items, **16a**, as recommended by the Superintendent of Schools and the Curriculum Committee of the Board:

- a.** Approval of the following new course descriptions for 2017/18 school year:
  - 1) Introduction to Computer Science (CP)
  - 2) Rock, Rap and Poetry
  - 3) Literature and Film
  - 4) History of Lake Hopatcong
  - 5) Earth & Space Science

**Motion to approve Curriculum 16a:**  
(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. Trimpore	

**17. 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

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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

<b>Roll Call Vote</b>				
__ P. DiStefano	__ F. Farruggia	__ A. Fasano	__ P. Karpiak	__ R. Nicholson
__ M. Perrotti	__ S. Schindelar	__ C. Smith	__ C. Trimpore	

## 18. 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**:

<b><u>Policy#</u></b>	<b><u>Title</u></b>
P 8454	Management of Pediculosis (New) (Rec)

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**:

<b><u>Policy#</u></b>	<b><u>Title</u></b>
P 5750	Equal Educational Opportunity (Rev) (M)

**Motion to approve Policies and Regulations 18a - 18b:**  
(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

<b>Roll Call Vote</b>				
__ P. DiStefano	__ F. Farruggia	__ A. Fasano	__ P. Karpiak	__ R. Nicholson
__ M. Perrotti	__ S. Schindelar	__ C. Smith	__ C. Trimpore	

## 19. SUSSEX COUNTY REGIONAL COOPERATIVE

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

a. The Superintendent recommends approval of the acceptance of quotations for the 2016-17

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- school year.
- b. The Superintendent recommends approval of the award of quoted routes to the lowest company quotes for the 2016-17 school year.
  - c. The Superintendent recommends approval of the acceptance of school related activities/trip quotations for the 2016-17 school year.
  - d. The Superintendent recommends the award of school related activities/trip quotations to the lowest company quotes for the 2016-17 school year.
  - e. The Superintendent recommends approval of corrections to a quotation and bid as listed for the 2016-17 school year.

**Motion to approve items 19a-19e:**

(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	

**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