

# HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

March 20, 2017

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. March 20, 2017.

4. **ROLL CALL**

__ Philip DiStefano	__ Anthony Fasano	__ Warren Gallagher
__ Peter Karpiak	__ Alex McLean	__ Robert Nicholson
__ Candice Smith	__ Dr. Sarah Schindelar	__ Carol Trumpore
__ 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

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**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. February 6, 2017 – Executive Session
- b. February 6, 2017 – Special Meeting - Personnel
- c. February 22, 2017 – Executive Session
- d. February 22, 2017 – Regular meeting

**Motion to approve 7a – 7d:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

__ P. DiStefano	__ A. Fasano	__ W. Gallagher	__ P. Karpiak	__ R. Nicholson
__ A. McLean	__ S. Schindelar	__ C. Smith	__ C. Trumpore	

**8. ACKNOWLEDGMENTS/CORRESPONDENCE**

- a. The following students were chosen as **Hopatcong High School’s Students of the Month** for their outstanding performance in **February 2017**:

<b>Brooke Taylor, Sophomore</b>	Scholastics (Website Design)
<b>Christopher Kaminski, Senior</b>	Scholastics (Video Game Design)
<b>Megan Coolican, Senior</b>	Scholastics (Visual Storytelling)
<b>Emilie Sabura, Sophomore</b>	Specialty Area (Culinary Arts 2)

- b. The following students were chosen as **Hopatcong High School’s Scholar Athletes of the Month** for their outstanding performance in **February 2017**:

<b>Anthony Mastroeni, Junior</b>	Athletics (Wrestling)
<b>Kelly Nelson, Freshman</b>	Athletics (Cheerleading)

**9. SUPERINTENDENT’S REPORT AND HIB REPORT**

- a. Superintendent’s Report - **Cynthia M. Randina**
- b. A second reading and approval of the Superintendent’s HIB Report for February, 2017 as presented to the Board at the Regular Meeting on February 22, 2017. Approval of the HIB report for March, 2017 for first reading and review.

**Motion to approve Superintendent’s HIB report 9b:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

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				Roll Call Vote
__ P. DiStefano	__ A. Fasano	__ W. Gallagher	__ P. Karpiak	__ R. Nicholson
__ A. McLean	__ S. Schindelar	__ C. Smith	__ C. Trumpore	

**10. PUBLIC COMMENT – AGENDA ITEMS ONLY**

**11. FINANCE**

Approval of the following finance items, **11a-11m**, as recommended by the Superintendent of Schools and the Finance Committee of the Board:

**a. 2017/2018 Preliminary Budget Submission**

Approval of the following resolution for submission of the tentative 2017/2018 school budget to the County Superintendent:

“**WHEREAS**, the Superintendent has presented to the Finance Committee and other members of the Hopatcong Board of Education, a recommended 2017/2018 School District Budget in the total amount of \$ 37,774,453, as follows; and  
**WHEREAS**, the Board approves a Local Tax Levy of \$23,903,473;  
**WHEREAS**, the Board approves the use of the emergency reserve in the amount of \$50,000 for a security system at the High School;  
**THEREFORE, BE IT RESOLVED** the Hopatcong school District preliminary 2017/2018 budget for submission to the County Office is approved as follows on the Meeting Agenda of March 20, 2017.”

<u>General Fund</u>	<u>Budget</u>	<u>Local Tax Levy</u>
		<b>\$23,903,473</b>
Fund 10 – Charter School Tuition.....	\$540,059	
Fund 11 – General Operating Fund.....	\$36,542,780	
Fund 12 – Debt Services Assessment.....	<u>\$1,114</u>	
	<b>\$37,083,953</b>	
<u>Special Revenue Fund</u>		
Fund 20 – Federal/State Grants.....	\$690,500	\$0
<u>Debt Service - .....</u>	<u>\$0</u>	<u>\$0</u>
<b>Total Budget</b>	<b>\$37,774,453</b>	<b>\$23,903,473</b>

**b. Approval of bills for the General Fund and Special Revenue (Grants) account , February 22, 2017 through March 20, 2017, in the following amount:**

General Fund and Special Revenue (Grants) account	- \$1,113,199.69
Cafeteria account	- \$54,197.93

**c. Approval of the March 20<sup>th</sup>, 2017 Regular bills for the Sussex County Regional Cooperative Operating account, in the amount of: \$ 20,142.91(for normal recurring items: cell phones, vehicle leases, office supplies, vehicle parts & repairs, etc.).**

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- d. Approval of the April 5<sup>th</sup>, 2017 Bus Contractor Bills List in the amount of \$ 2,895,756.07 (for Bus Contractor Payment of services rendered in February & March, 2017 – checks to be distributed on April 13, 2017).
- e. Approval of the Transfer Report for the month of January, 2017.
- f. Approval of the Board Secretary’s Report for the month of January 2017.
- g. Approval of the Treasurer’s Report for the month of January 2017.
- h. 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).

**i. SAIF Resolution:**

Approval of the following Resolution for appointment of the School Alliance Fund Commissioner:

**BE IT RESOLVED**, by the School Board of Hopatcong, County of Sussex, State of New Jersey, that it hereby appoints Carolyn B. Joseph, Interim Business Administrator as the School Alliance Insurance Fund Commissioner.

and,

**BE IT FURTHER RESOLVED** that copies of this Resolution be forwarded to the following:

- 1. Carolyn B. Joseph
- 2. School Alliance Insurance Fund

**j. Special Education Medicaid Initiative (SEMI) Waiver/Corrective Action Plan**

Approval of the Special Education Medicaid Initiative (SEMI) Waiver/Corrective Action Plan for the 2016/2017 school year.

**k. Travel and Related Expenses Maximum**

Approval for the Chief School Administrator to approve and authorize all travel and related expenses for employees and Board Members in accordance with Board Policy No. 6423, up to a maximum of \$75,000 for the 2017/2018 school year.

l. Approval to accept \$100 donation from Morris County USBC (Women’s Bowling).

m. Approval for Anthony Gianforcaro, Architect, to provide the necessary completed building approvals and permits to the Borough of Hopatcong for the Eagle Scout project, at no charge.

**Motion to approve Finance 11a-11m:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

__ P. DiStefano	__ A. Fasano	__ W. Gallagher	__ P. Karpiak	__ R. Nicholson
__ A. McLean	__ S. Schindelar	__ C. Smith	__ C. Trumpore	

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**12. PERSONNEL**

Approval of the following personnel items **11a-I**, as recommended by the Superintendent of Schools and the Personnel Committee of the Board:

- a. Approval of the resignation, with regret, of **Gerald Andrewlavage**, from his position as a Learning Disabilities Teacher Consultant at Hudson Maxim School, for the purpose of retirement, at an annual salary of \$88,285, effective July 1, 2017. Mr. Andrewlavage has served the district for 16 years.
- b. Approval of the resignation, with regret, of **Marianne Bastedo**, from her position as a Paraprofessional in the Hopatcong School District, for the purpose of retirement, at an annual salary of \$16,037, effective July 1, 2017. Ms. Bastedo has served the district for 17 years.
- c. Approval of the resignation, with regret, of **Kathleen Kane**, from her position as District Treasurer of School Monies, at an annual salary of \$10,000, effective March 21, 2017.
- d. Approval of the appointment of **William Stepka** as District Treasurer of School Monies at a prorated salary of \$10,000, effective March 21, 2017 through June 30, 2017.
- e. Approval of the request of **Jaclyn DiBrienza-Cikovic** for a Maternity Leave of Absence from her position as a School Psychologist of 33 Sick Days during the period of March 28, 2017 to May 19, 2017, followed by New Jersey Family Leave of Absence/Federal Leave of Absence for the period of May 20, 2017 to October 1, 2017.
- f. Approval of an internship of **Andrea DiRenzo**, working with the Northern Region Educational Services Commission, in the Business Office for a period of six months, effective April 1, 2017 through September 30, 2017.

**g.** Approval of the following 2016-2017 Coaches for the Hopatcong High School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Toby Richards	Adjust	Head Bowling Coach	B	4	\$5,034	11/1/2016	6/30/17

**h.** Approval of the following 2016-2017 Advisors for the Hopatcong Middle School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Craig Vallaro	Resign	Intramural Volleyball	C	2	\$606	3/27/17	6/30/17
Donald Dippel	Appoint	Intramural Volleyball	C	4	\$953	3/27/17	6/30/17

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- i. Approval of the employment of **Dana DeMetro and Melanie Rowbotham** as Instructors for the Title I Family Math Program at the Hudson Maxim School for four, two hour sessions during May 2017 at the salary of \$300.00 each.
- j. Approval for the following Education students to conduct a field experience in the Hopatcong School District during the 2016-2017 school year:

Student Name	Semester	University	Experience	School	Cooperating Staff Member
Amber Livas	Spring 2017	County College of Morris	Observation 20 Hours	Hudson Maxim	Mrs. Blazier
Danielle Dolce	Spring 2017	Felician Univ.	Field Placement	Durban Ave.	Mrs. Kontozoglus

- k. Approval of the employment of the following **Day Plus** employees for the 2016/2017 school year:

Name	Nature of Action	Position	Rate
Michael Sickles	Resignation	Instructor	\$11.25/hr
Elizabeth Tresca	Appoint	Substitute	\$11.00/hr
Amber Livas	Appoint	Instructor	\$11.25/hr

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

**Motion to approve Personnel 12a-12l:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

___ P. DiStefano	___ A. Fasano	___ W. Gallagher	___ P. Karpiak	___ R. Nicholson
___ A. McLean	___ S. Schindelar	___ C. Smith	___ C. Trumpore	

### 13. STUDENTS & SERVICES

- a. Approval for educational instruction services for **Student No. 11552**, a seventh grade student, under medical supervision at High Focus Center, Parsippany, NJ. Tutoring services are arranged through Professional Education Services, Inc. at the rate of \$35 per hour for a maximum of ten hours per week. The effective date was February 8, 2017.
- b. Approval for educational instruction services for **Student No. 11314**, a ninth grade student, under medical supervision at University Medical Center of Princeton, NJ. Tutoring services are arranged through the University Medical Center of Princeton at the rate of \$65 per hour for a maximum of ten hours per week. The effective date was February 28, 2017.

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- c. Approval for the out of district placement for **Student No. 411219**, an eleventh grade student who has been placed by CMO-Social Services at Bonnie Brae, Liberty Corner, NJ residential facility. Hopatcong school district is responsible for the educational component only. The average length of stay for residents is 12-24 months. The effective start date was March 7, 2017. The tuition for approximately 68 days is \$25,160.
- d. Approval of the attached field trip requests, as required by the New Jersey Department of Education.

**Motion to approve Students and Services 13a – 13d:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

___ P. DiStefano	___ A. Fasano	___ W. Gallagher	___ P. Karpiak	___ R. Nicholson
___ A. McLean	___ S. Schindelar	___ C. Smith	___ C. Trumpore	

**14. CURRICULUM**

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

- a. Approval of the 2016 Elementary and Secondary Education Act (ESEA) Accountability Plan.

**Motion to approve Curriculum 14a:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

___ P. DiStefano	___ A. Fasano	___ W. Gallagher	___ P. Karpiak	___ R. Nicholson
___ A. McLean	___ S. Schindelar	___ C. Smith	___ C. Trumpore	

**15. 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

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				Roll Call Vote
__ P. DiStefano	__ A. Fasano	__ W. Gallagher	__ P. Karpiak	__ R. Nicholson
__ A. McLean	__ S. Schindelar	__ C. Smith	__ C. Trumpore	

## 16. 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 2460	<i>Special Education (M)</i> (Revised)
P 2467	<i>Surrogate Parents and Foster Parents (M)</i> (Revised)
P 5350	<i>Student Suicide Prevention</i> (Revised)
P 5460	<i>High School Graduation (M)</i> (Revised)

<u>Regulation#</u>	<u>Title</u>
R 2460	<i>Special Education (M)</i> (Revised)
R 2460.1	<i>Special Education - Location, Identification, and Referral (M)</i> (Revised)
R 2460.8	<i>Special Education - Free and Appropriate Public Education (M)</i> (Revised)
R 2460.9	<i>Special Education - Transition From Early Intervention Programs to Preschool Programs (M)</i> (Revised)
R 2460.15	<i>Special Education - In-Service Training Needs for Professional and Paraprofessional Staff (M)</i> (New)
R 2460.16	<i>Special Education - Instructional Material to Blind or Print-Disabled Students (M)</i> (Re-adopted)

- 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 0155	<i>Board Committees Policy (B1)</i> (Revised)
P 1510	<i>Americans with Disabilities Act (M)</i> (Revised)
P 2415.30	<i>Title I - Educational Stability for Children in Foster Care (M)</i> (New)
P 2418	<i>Section 504 of the Rehabilitation Act of 1973 -- Students (M)</i> (New)
P 5116	<i>Education of Homeless Children</i> (Revised)



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<u>Regulation#</u>	<u>Title</u>
R 1510	<i>Americans with Disabilities Act (M)</i> (Revised)
R 2418	<i>Section 504 of the Rehabilitation Act of 1973 -- Students (M)</i> (New)
R 5116	<i>Education of Homeless Children</i> (Revised)
R 8330	<i>Student Records (M)</i> (Revised)

**Motion to approve Policies and Regulations 16a - 16b:**  
(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

<b>Roll Call Vote</b>			
__ P. DiStefano	__ A. Fasano	__ W. Gallagher	__ P. Karpiak
__ A. McLean	__ S. Schindelar	__ C. Smith	__ R. Nicholson

**17. CALENDAR**

Approval of the following item **17a**, at the recommendation of the Superintendent:

- a. Approval of the 180 day School Calendar for the 2017/2018 school year.

**Motion to approve calendar 17a:**  
(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

<b>Roll Call Vote</b>			
__ P. DiStefano	__ A. Fasano	__ W. Gallagher	__ P. Karpiak
__ A. McLean	__ S. Schindelar	__ C. Smith	__ R. Nicholson

**18. SUSSEX COUNTY REGIONAL COOPERATIVE**

Approval of the following items, **18a-18o**, at the recommendation of the Superintendent:

- a. The Superintendent recommends the *approval* of the following district(s) as a new member(s) of the Transportation Cooperative for the 2016-17 school year as listed on Exhibit A:  
Passaic Board of Education and Morris Hills Regional High School District
- b. The Superintendent recommends the *acceptance* of student transportation quotations for Special Education Routes for the 2016-17 school year as listed on Exhibit A.
- c. The Superintendent recommends the *award* of student transportation contracts for quoted Special Education Routes to the lowest responsible bus contractor companies for the 2016-17 school year as listed on Exhibit A.
- d. The Superintendent recommends the *acceptance* of student transportation quotations for Athletic/Class/Field Trips for the 2016-17 school year as listed on Exhibit A.

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- e. The Superintendent recommends the *award* of student transportation contracts for quoted Athletic/Class/Field Trips to the lowest responsible bus contractor companies for the 2016-17 school year as listed on Exhibit A.
- f. The Superintendent recommends the *acceptance* of student transportation bids submitted for Special Education Routes for the 2016-17 school year as listed on Exhibit A.
- g. The Superintendent recommends the *rejection* of non-compliant student transportation bids submitted for Special Education Routes for the 2016-17 school year as listed on Exhibit A.
- h. The Superintendent recommends the *award* of student transportation contracts to the lowest responsible and compliant bus contractor company bidders for Special Education Routes for the 2016-17 school year as listed on Exhibit A.
- i. The Superintendent recommends the *approval* of a Parental Transportation Contact for the remainder of the 2016-17 school year as listed on Exhibit A.
- j. The Superintendent recommends the *approval* of renewal for the 2016-17 school year for Route E-175 as listed on Exhibit A.
- k. The Superintendent recommends the *approval* of the following Member School Districts for the 2017-18 School Year as listed on Exhibit A.
- l. The Superintendent recommends the *approval* of Coordinated Transportation Agreements between the Sussex County Regional Transportation Cooperative and the following local entities as the Lead Agency for such purposes for the 2017-18 School Year (approval of an actual contract & dollar amount will be put forth to the Board at the time when/if services are needed):
  - 1) Essex Regional Education Educational Services Commission (Essex ESC)
  - 2) Educational Services Commission of Morris County (Morris ESC)
  - 3) Warren County Special Services School District
- m. The Superintendent recommends the *approval* of a “Student Transportation Contract Transfer Agreement” for all Transportation Contracts in the name of the Contractor “Williams School” to “Sydney Transportation” effective March 20, 2017, due to the contractor changing their business name.

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- n. The Superintendent recommends the *approval* of the employment of Mr. Enrico (Hank) Fattorusso as a substitute school bus/van driver, as needed, at the hourly rate of \$15, effective February 2, 2017 to June 30, 2017. Mr. Fattorusso is currently employed by the HBOE and has previously cleared a criminal history background check and completed all required district paperwork.
- o. The Superintendent recommends the *approval* of the employment of Ms. Michelle Urban as a substitute school bus/van driver/aide, as needed, at the hourly rate of \$15.00, effective February 23, 2017 to June 30, 2017, contingent upon completion of required district paperwork and successful approval of the state mandated criminal history background check.

**Motion to approve items 18a-18o:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
DISCUSSION

**Roll Call Vote**

__ P. DiStefano	__ A. Fasano	__ W. Gallagher	__ P. Karpiak	__ R. Nicholson
__ A. McLean	__ S. Schindelar	__ C. Smith	__ C. Trimpore	

**19. BOARD OF EDUCATION - MEMBER COMMENTS**

**20. ADJOURNMENT**

**Motion to adjourn:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

All in favor \_\_\_\_\_ Time: \_\_\_\_\_ pm