

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

May 25, 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. May 25, 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. April 5, 2017 – Executive Session, Special Meeting - Personnel
- b. April 24, 2017 – Executive Session
- c. April 24, 2017 – Public Hearing/Annual Appointments and Approvals

Motion to approve 7a – 7c:

(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 **April, 2017**:

Benjamin Bibeault, Sophomore	Scholastics (Physical Education/Athletic Training)
Rebecca Traits, Senior	Scholastics (Physical Education)
Nicole Rodick, Senior	Specialty Area (Theatre)
Charlotte Whritenour, Freshman	Specialty Area (Concert Band)

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

Brandon Olmstead, Senior	Athletics (Baseball)
Kayla O’Brien, Sophomore	Athletics (Softball)

- c. **Kayleen Pepe and Kristen Shetty** of Tulsa Trail School and **Skylar Sandage** of Durban Avenue School had artwork selected to be displayed at the Eighth Annual Professional Development School Art Exhibit at William Paterson University on May 10, 2017.

- d. The following Durban Avenue School 5th grade students for their winning posters entered in the 2017 Sussex County SCD Conservation Poster contest “Healthy Soils Are Full of Life:”

Jayla Elias – 1st Place (forwarded to the New Jersey Assoc. of Conservation District for judging of state winners to be announced on or about May 1, 2017)

Blake Brown – 2nd Place

Ryan Coats – 3rd Place

Samantha VanBeekum – Honorable Mention

Madison Danley – Honorable Mention

Janie Henderson – Honorable Mention

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9. SUPERINTENDENT’S REPORT AND HIB REPORT

- a. Superintendent’s Report – **Dr. Joanne Mullane**

- b. 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**

- c. A second reading and approval of the Superintendent’s HIB Report for April, 2017 as presented to the Board at the Public Hearing/Annual Appointments and Approvals meeting on April 24, 2017. Approval of the HIB report for May, 2017 for first reading and review.

Motion to approve Superintendent’s HIB report 9c:

(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	

10. COMMITTEE REPORTS

- a. Curriculum, Technology, Special Education – **Chairperson, Candice Smith**
- b. Community Relations – **Chairperson, Warren Gallagher III**
- c. Finance, Facilities, Transportation - **Chairperson, Carol Trumpore**
- d. Policy and Legislation – **Chairperson, Phil DiStefano**
- 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**

Motion to accept Committee reports 10a-10i:

(ACTION)Motion by _____, seconded by _____

All in favor _____

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11. PUBLIC COMMENT – AGENDA ITEMS ONLY

12. FINANCE

Approval of the following finance items, **12a-12q**, 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 , April 24, 2017 through May 25, 2017, in the following amount:

General Fund and Special Revenue (Grants) account - \$1,594,811.76

Cafeteria account - \$106,373.47

- b. The Superintendent recommends the *approval* of the April 25th to May 25th Regular Bills for the SCRT Cooperative Operating Account, in the amount of \$28,668.12.
- c. The Superintendent recommends the *approval* of the June 7th Bus Contractor Bills for the SCRT Cooperative Operating Account, in the amount of \$2,951,564.96.
- d. Approval of the Transfer Report for the month of March 2017.
- e. Approval of the Board Secretary's Report for the month of March 2017.
- f. Approval of the Treasurer's Report for the month of March 2017.
- g. 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).
- h. Approval of a renewed contract with **Maschio's Food Services, Inc.** for the 2017/2018 school year. The School Food Authority shall pay Maschio's an annual management fee in the amount of \$25,500.00. Maschio's guarantees a no cost or breakeven food service operation, including the management fee.
- i. Approval of the following **school lunch prices for the 2017/2018 school year**, with no price changes from the 2016/2017 school year:

School	Student Paid	Student Reduced	Adult	Milk
Hudson Maxim	\$2.75	\$0.40	\$4.25	\$0.40
Tulsa Trail	\$2.75	\$0.40	\$4.25	\$0.40
Durban Ave.	\$2.75	\$0.40	\$4.25	\$0.40
Middle School	\$3.00	\$0.40	\$4.25	\$0.40
High School	\$3.25	\$0.40	\$4.25	\$0.40

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j. Approval of the tax levy payment schedule for the 2017/2018 school year:

YEAR	MONTH	GEN FUND PAYMENTS
2017-2018	July 2017	\$2,012,282.00
	August 2017	\$2,012,282.00
	September 2017	\$2,012,282.00
	October 2017	\$2,012,282.00
	November 2017	\$2,012,282.00
	December 2017	\$2,012,282.00
	Sub Total	\$12,073,692.00
Equal Amounts	January 2018	\$2,012,282.00
	February 2018	\$2,012,282.00
	March 2018	\$2,012,282.00
	April 2018	\$2,012,282.00
	May 2018	\$2,012,282.00
	June 2018	\$2,012,282.00
	Sub Total	\$12,073,692.00
Total		\$24,147,384.00

k. Approval to accept a \$1,000 donation from Mr. and Mrs. Gregory Pellingier for the Gregory Pellingier Memorial Scholarship Fund.

l. Approval to accept the donation of a Lowry Legacy organ (original value at \$30,000 approximately 13 years ago) from Ms. Kathy Millian which will be utilized by the Music Department at the High School.

m. Approval to award the following bids, pending attorney review:

1. Loudspeaker Paging System and Emergency Notification Solution

E. Comm Technologies Inc. Fairfield, NJ..... \$56,490
(no other bidder)

2. ERC 60 MIL-EPDM Wind Vented Roof System with 25 year Warranty

Kraft Roofing, Vernon, N.J..... \$285,650
(second bidder - Multi Roof Maintenance, LLC. \$311,250)

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- n. Approval to award Industrial Appraisal Company to update appraisal records for 2016-17 school year in the amount of \$690.
- o. Approval to move monies from the Capital Reserve Account for additional capital projects for the 2016-17 costs in the amount of \$14,070 (MS generator \$1,150 and HS boiler asbestos removal \$12,920.)
- p. Approval of the following companies to grade and sod the HS Athletic Field during the 2016-17 school year:
 - Northeast Wholesale, New Hampton, N.Y. to sod the field.....\$25,194
 - Lakeside Construction, Hopatcong, N.J. to grade the field..... max \$31,150

Note: Quotations were obtained by other vendors. Work to be commenced after Graduations.
- q. Approval of the agreement from Zufall Health Center, Dover, N.J., to supply dental services for our students.

Motion to approve Finance 12a-12q:

(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. PERSONNEL

Approval of the following personnel items **13a-13g**, as recommended by the Superintendent of Schools and the Personnel Committee of the Board:

- a. Approval of the request of **Traci Duffy** for an extension of her Federal Medical Leave of Absence from her position as a Special Education Teacher to also include the period of June 1, 2017 to June 21, 2017.
- b. Approval of the request of **Nancy Pascarella** for a Federal Medical Leave of Absence from her position as a Hudson Maxim School Nurse during the period of May 23, 2017 to October 31, 2017.
- c. Approval of the employment of **Tara Santa** as Facilities Secretary in the Hopatcong School District at a salary of \$33,787, Step 1 of the salary guide, effective June 9, 2017.
- d. Approval of **Melanie Rowbotham** as Blended Learning Grant Position “Media Designer” at a rate of \$28.00 per hour for a total of 20 hours, or \$560 total, effective 5/26/2017.

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- e. Approval of the following 2017 Summer/Seasonal employees in the Facilities Department:

<u>Last Name</u>	<u>First Name</u>	<u>Pay</u>
Aiello	Josh	\$11.00
Andolena	Gary	\$11.00
Baum	James	\$8.44
Blomquist	Logan	\$8.44
Boglioli	Matthew	\$11.00
Caballero	Alexander	\$8.44
Calo	Matthew	\$11.00
Cohn	Thomas (TJ)	\$8.44
Crouch	Devon	\$8.44
Dowd	Jack	\$11.00
Furman	Chris	\$11.00
Gonzalez	Anthony	\$8.44
Grant	Emily	\$11.00
Hangley	Grace	\$11.00
Hensz	Jake	\$11.00
McGuire	Liam	\$8.44
Neigel	Andrew	\$11.00
Neumann	Andrew	\$11.00
Ortiz	Barbara	\$11.00
Pabin	Samantha	\$11.00
Pastor	Nicholas	\$8.44
Raff	Kara	\$11.00
Raquet	Mark	\$11.00
Rodriguez	Ryan	\$8.44
Rowe	Mary	\$11.00
Sant	Tyler	\$11.00
Vallero	Susan	\$11.00
Wehrenberg	Karl	\$8.44

- f. 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
Becky Scanlon	Spring 2017	Marist College	Observation 20 hours	Durban Avenue	Mrs. Moschella/Mrs. McConnell

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

Motion to approve Personnel 13a-13g:

(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. STUDENTS & SERVICES

Approval of the following Students and Services items, **14a – 14g**, as recommended by the Superintendent of Schools and the Curriculum/Technology/Special Education Committee of the Board:

- a.** Approval for educational instruction services for **Student No. 11279** for up to 5 hours per week beginning May 3, 2017. Instruction will be provided by St. Clare’s Hospital at a rate of \$55.00 per hour.
- b.** Approval for educational instruction services for **Student No. 11702** for up to 5 hours per week beginning April 28, 2017. Instruction will be provided by St. Clare’s Hospital at a rate of \$55.00 per hour.
- c.** Approval for home instruction services for **Student No. 11309** for up to 10 hours per week beginning April 24, 2017. It is anticipated this will be through June 21, 2017. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour.
- d.** Approval for educational instruction services for **Student No. 409619** for up to 5 hours per week beginning April 24, 2017. Instruction will be provided by Brookfield Schools at the rate of \$35.00 per hour.
- e.** Approval for educational instruction services for **Student No. 11702** for up to 5 hours per week beginning May 12, 2017. Instruction will be provided by Silver gate Prep at a rate of \$45.00 per hour.
- f.** Approval to submit a group size waiver application to the Sussex County Department of Education for the High School Earth and Forces In Class Resource class which currently has 10 students. According to N.J.A.C. 6A: 14-4.6 (m), class size is not to exceed 10 students therefore we request a group size waiver as per N.J.A.C. 6A: 14-4.9 for the remainder of the school year.
- g.** Approval of the field trip requests, as required by the New Jersey Department of Education.

Motion to approve Students and Services 14a – 14g:

(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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15. CURRICULUM

Approval of the following item, **15a**, as recommended by the Superintendent of Schools and the Curriculum/Technology/Special Education Committee of the Board:

a. Approval of the 2016-2017 NJ QSAC District Improvement Plan

Approval of the 2017/2018 NJQSAC District Improvement Plan and authorization of its submission to the New Jersey Department of Education.

Motion to approve Curriculum 15a:

(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	

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	__ A. Fasano	__ W. Gallagher	__ P. Karpiak	__ R. Nicholson
__ A. McLean	__ 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**:

Bylaw #
0000.02

Title
Introduction – Bylaws, Policies & Regulations (M) (Revised)

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- 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 2464	<i>Gifted and Talented Students (M)</i> (Revised)
P 2622	<i>Student Assessment (M)</i> (Revised)

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

(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	

18. CALENDAR

Approval of the following item **18a**, at the recommendation of the Superintendent:

- a. Approval of the revised 180 day School Calendar for the 2016/2017 school year.

Motion to approve calendar 18a:

(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	

19. RESOLUTIONS

Approval of the resolution **19a**, at the recommendation of the Superintendent:

- a. Approval of the resolution approving that the Hopatcong Borough School District will not require **Lakeland-Andover School** to apply for and receive funding from the New Jersey Child Nutrition Program nor charge for a reduced and/or paid meal for any classified students from Hopatcong School District in accordance with NJAC 6:A23-4(a) iii during the 2017-2018 school year.

Motion to approve Resolution 19a:

(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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20. SCHOOL BUS EMERGENCY EVACUATION DRILLS

- a. Approval of the School Bus Emergency Evacuation Drill Report, as required by New Jersey Administrative code, N.J.A.C. 6A:27-11.2.

Motion to approve item 20a:

(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. Trumppore	

21. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **21a-21i**, 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 2017-18 school year as listed on Exhibit A: Wharton Borough Board of Education
- 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.
- 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 *approval* of a School Related Activity Jointure with Sussex Technical school as listed on Exhibit A.
- g. The Superintendent recommends the approval of the award of a transportation contract for non-public schools for the 2016-17 school year as listed on Exhibit A.
- h. The Superintendent recommends the *approval* of School Bus Contractor “Transfer Agreements” for the Multi-Contract Numbers as listed on Exhibit A. (This is due to the bus company either merging divisions or changing their DBA –doing business as- name.)

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- i. The Superintendent recommends the employment of Mrs. Melissa A. Martucci, of Hackettstown NJ, as a Substitute School Bus Aide, as needed, at the hourly rate of \$10.00, effective on or about May 25, 2017, pending completion of all necessary paperwork.

Motion to approve items 21a – 21i:

(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	

22. PUBLIC COMMENT – GENERAL DISCUSSION

23. BOARD OF EDUCATION - MEMBER COMMENTS

24. ADJOURNMENT

Motion to adjourn:

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm