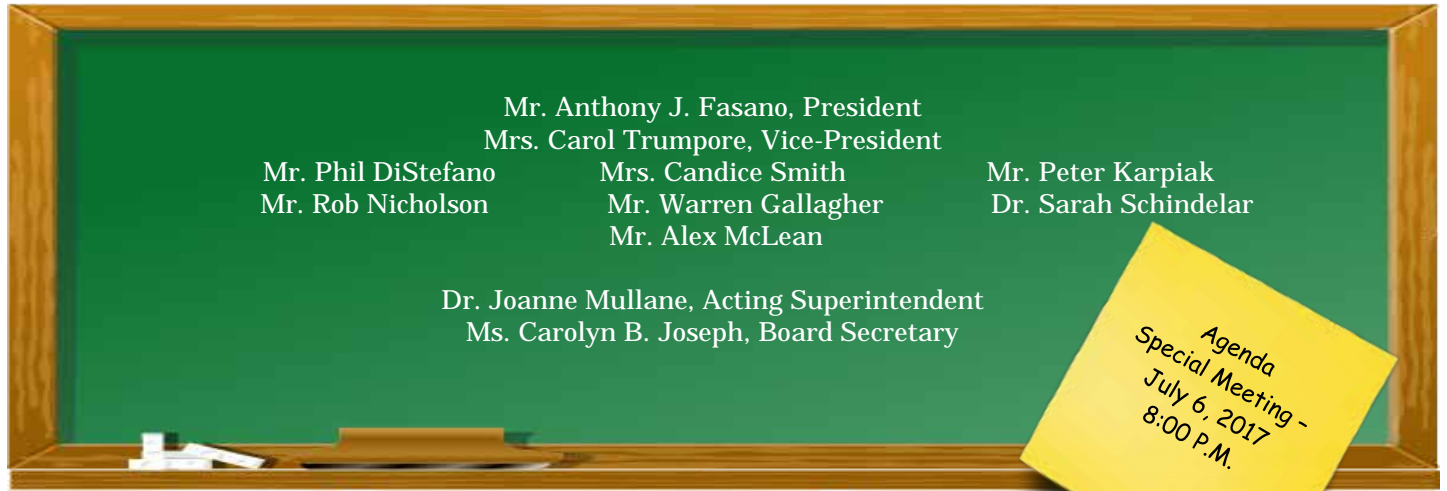


HOPATCONG BOARD OF EDUCATION



Mr. Anthony J. Fasano, President
Mrs. Carol Trumpore, Vice-President

Mr. Phil DiStefano
Mr. Rob Nicholson

Mrs. Candice Smith
Mr. Warren Gallagher
Mr. Alex McLean

Mr. Peter Karpiak
Dr. Sarah Schindelar

Dr. Joanne Mullane, Acting Superintendent
Ms. Carolyn B. Joseph, Board Secretary

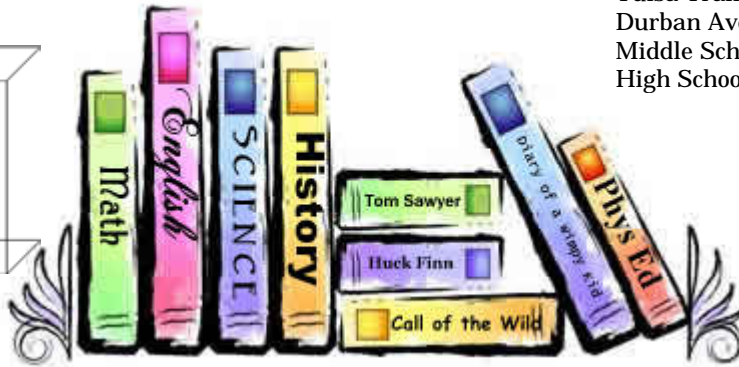
Agenda
Special Meeting -
July 6, 2017
8:00 P.M.

New Jersey School Board Association Delegate – Anthony Fasano
Sussex County Ed. Services Commission – Anthony Fasano
Liaisons to Borough Council – Sarah Schindelar, Carol Trumpore, Warren Gallagher
School Wide Alliance Team – Candice Smith
Sussex County Regional Cooperative Liaison – Carol Trumpore
Municipal Alliance – Philip DiStefano, Robert Nicholson (alternate)

School and Parent Organization Liaisons:
Hudson Maxim – Rob Nicholson, Sarah Schindelar
Tulsa Trail – Candice Smith
Durban Avenue – Warren Gallagher
Middle School – Candice Smith
High School – Robert Nicholson

COMMUNITY RELATIONS

Warren Gallagher*
Candice Smith
Rob Nicholson
Anthony Fasano



PERSONNEL

Peter Karpiak*
Candice Smith
Sarah Schindelar
Carol Trumpore

CURRICULUM/TECHNOLOGY/SPECIAL EDUCATION

Candice Smith*
Philip DiStefano Carol Trumpore
Warren Gallagher

FINANCE/FACILITIES/TRANSPORTATION

Carol Trumpore*
Sarah Schindelar
Warren Gallagher
Alex McLean

NEGOTIATIONS

Rob Nicholson*
Peter Karpiak
Sarah Schindelar
Anthony Fasano

POLICY/LEGISLATION

Philip DiStefano*
Rob Nicholson
Alex McLean
Anthony Fasano

* Chairperson

Visit us at www.hopatcongschools.org

BYLAW GUIDE

BYLAWS
0167/page 1 of 3
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

0167/page 2 of 3

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
0167/page 3 of 3
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
SPECIAL MEETING - PERSONNEL
July 6, 2017**

1. OPENING STATEMENT

In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, the Hopatcong Board of Education hereby announces that the New Jersey Herald has been notified by email that this Board of Education will conduct a Special Meeting for Personnel Matters and that formal action may be taken. This meeting will be held in the Board Meeting room at the Administrative Office of the Board of Education, 2 Windsor Avenue, Hopatcong, N. J. Executive Session will begin at 6:30 p.m. and the public portion will commence at approximately 8:00 p.m.

2. CALL TO ORDER _____ p.m.

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

_____ Candice Smith	_____ Warren Gallagher	_____ Anthony Fasano
_____ Peter Karpiak	_____ Dr. Sarah Schindelar	
_____ Robert Nicholson	_____ Alex McClean	_____ Dr. Joanne Mullane
_____ Philip DiStefano	_____ Carol Trumport	_____ Carolyn Joseph

5. EXECUTIVE SESSION

A motion will be made that the Hopatcong Board of Education will enter into Executive Session to discuss administrative personnel matters 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.

Motion to Enter into Executive Session by _____ seconded by _____ at _____ p.m.
All in favor _____

Motion to Return to Public Session by _____ seconded by _____ at _____ p.m.
All in favor _____

6. PUBLIC COMMENT

7. **PERSONNEL**

Approval of the following Personnel item 7a, as recommended by the Acting Superintendent of Schools and the Personnel Committee of the Board:

- a. Approval of the employment of the following paraprofessionals in the Hopatcong School District, effective September 1, 2017:

Cara Acquavella	Judy Grillo	Mikel Murray
Mary Aufiero	Tracey Grochulski	Gina Nadrowski
Candace Baldwin	Karin Guard	Patricia Nelson
Barbara Bombardieri	Anna Hancock	Brunilda Pantoja
Ann Byron	Gretchen Hardman	Lorie Prior
Elizabeth Christiano	Carmela Harrison	Lana Robertson
Yesenia Colina	Cheryl Hemmerich	Mary Rowe
Barbara Cooper	Florence Hillyard	Carolyn Segura
Margaret Cooper	Dolores Kennedy	Robbyn Sickles
Rosary Cramer	Nicole Kowal	Connie Smith
Joan Cutchis	Marissa Kressman	Gail Smith
Josephine Cuttone	Lien Lai	Laurie Solberg
Patricia Duckles	Catherine Lees	Victoria Taesler
Christina Egbert	Judith Maitland	Patricia Terminello
Paula Engber	Cecira Mannion	Deborah Titus
Melissa Esposito	Lynn Masterson	Judith Ann Tobin
Doloretta Ferrante	Linette Mccaul	Robin Vaughan
Melissa Ferrer	Nancy McCormack	Marilyn Volpe
Susan Filak	Rosemarie McMullen	Karen Walsh
Melissa Forrester	Alison Miller	Theresa Weber
Jennifer Gates	Bonnie Miller-Coover	Karen White
Theresa Giordano	Kimberly Mott	Michelle Zammito
Nicole Grieco	Kirk Mueller	

Motion to approve Personnel 7a:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> W. Gallagher	<input type="checkbox"/> P. Karpiak	<input type="checkbox"/> R. Nicholson
<input type="checkbox"/> A. McLean	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> C. Trumppore	

8. **PUBLIC COMMENT**

9. **BOARD MEMBER COMMENTS**

10. ADJOURNMENT

Motion to adjourn by _____ seconded by _____ at _____ p.m.
All in favor _____