

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
November, 27 2017 – 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 and Daily Record have 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. November 27, 2017.

4. **ROLL CALL**

__ Philip DiStefano	__Anthony Fasano	__Warren Gallagher
__Peter Karpiak	__Alex McLean	__Robert Nicholson
__Candice Smith	__Dr. Sarah Schindelar	__Carol Trumpore
__Dr. Joanne Mullane	__Carolyn B. Joseph	Board Atty:_____

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
November, 27 2017 – 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. September 21, 2017 – Executive Session
- b. September 21, 2017 – Special Meeting
- c. October 30, 2017 – Executive Session
- d. October 30, 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 **October, 2017**:

Maiah Zaky, Freshman	Scholastics (Spanish 2)
Harrison Hadowanetz, Sophomore	Scholastics (Spanish 2)
Marissa Fattorusso, Sophomore	Scholastics (French 1)
Timothy Forst, Junior	Scholastics (Spanish 3 H)
Fernando Leyva, Sophomore	Specialty Area (Theatre Arts)
Skylar Dingman, Senior	Specialty Area (Theatre Arts)

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

Kaitlyn McManus, Senior	Athletics (Tennis)
Patrick Dugan, Senior	Athletics (Cross Country)

- c. This year’s “What’s Your Anti-Drug?” contest had over 600 entries from 26 schools in Sussex County. We are proud to announce that both **Olivia Sachse and Caroline Eckardt** of Hopatcong Middle School both submitted entries that were chosen as winners!

- d. **The Hudson Maxim School** was awarded a **\$5,000 Young Audiences Early Childhood Arts Education Scholarship** for the 2017/2018 school year. **Tanya Pagano and Tracie Wieczorek** applied for the grant which will be used to pay the Teaching Artists from Young Audiences.

- e. **Hopatcong High School, Middle School and Durban Avenue Honor Roll Students** for the first marking period.

All in favor _____

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
November, 27 2017 – 7:00 p.m.

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: **Anthony Christiana, Anthony Mastroeni, Rachel Esteves, Jessica Alvarez**
 - 2) Middle School – **Emil Binotto, Principal**
 - 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 October, 2017 as presented to the Board at the October meeting on October 30, 2017. Approval of the HIB report for November, 2017 for first reading and review.

Motion to approve Superintendent’s HIB report 9c:

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 MSPTO- **Kelly Csengeto, President**
- i. Elementary HEPTO – **Patty George, Coordinator**

Motion to accept Committee reports 10a-10i:

(ACTION) Motion by _____, seconded by _____ All in favor _____

11. PUBLIC COMMENT – AGENDA ITEMS ONLY

12. FINANCE

Approval of the following finance items, **12a-12f**, 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) accounts, October 30, 2017 through November 27, 2017, in the following amount:

General Fund and Special Revenue (Grants) account - \$1,175,563.62
Cafeteria account \$ 77,869.44

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
November, 27 2017 – 7:00 p.m.

- b. Approval of Regular bills for October 30, to November 27, 2017 for the SCRT Cooperative Operating Account in the amount of \$78,596.99.
- c. Approval of Bus Contractor bills for December 15, 2017 for the SCRT Cooperative Operating Account, in the amount of \$3,289,052.07.
- d. Approval of the acceptance of a donation by the estate of Julie Matte, which was presented to the High School photography program:

\$289 Manfrotto Tripod 3046	\$600 DV Multirig
\$156 Davis & Sanford Tripod 7518B	\$350 Carbon fiber hand rig rail system
\$99 Manfrotto Monopod 538B	\$99 Media Composer 5203 shuttle keyboard
\$475 Steddie pod	\$29 Lens cleaning kit
\$295 Torch Bolt LED	\$39 Sensor cleaning kit
\$99 Extruded Slider	\$49 Beholder MC1 Battery Charger
\$98 2 Manfrotto QR plates	\$49 Sakkar 75-200
\$400 Panasonic DVX100B	\$39 Sakkar Fisheye adapter
\$105 3 Sand Bags	\$69 Pentax MV SLR
\$50 Vizio 19" tv	\$99 1 roll Gaff Tape
\$100 Toshiba 30" tv	\$360 3 ND Filter Kits
\$200 2 Commlite autofocus adapters	
\$240 2 Hoya ND 6 stop filters	
	<u>TOTAL \$4,401</u>

- e. Approval of a change order to the Loudspeaker Paging System and Emergency Notification Solution project that was approved on June 26, 2017 with E. Comm Technologies Inc. Due to the recommendation of our technology department, a second piece of equipment was purchased to replace equipment previously installed prior to the bid. The cost of the second piece of equipment was \$475.
- f. Approval of the **Comprehensive Maintenance Plan**, which includes **Form M-1**, the **Annual Required Maintenance Budget Amount Worksheet** and **Detailed Actual Expenditures by Year by Building Worksheet**, and authorization to submit as per N.J.A.C. 6:24. The district's required maintenance activities are reasonable to keep all school facilities open and safe for use and to keep system warranties valid.

Motion to approve Finance 12a-12f:

(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	

13. PERSONNEL

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

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
November, 27 2017 – 7:00 p.m.

- a. Approval of the resignation of **Neil Piro**, from his position as Facilities Supervisor in the Hopatcong School District, effective January 2, 2018.
11-000-261-100-01
- b. Approval of the resignation of **Peter Pereillo**, from his position as a Custodian in the Hopatcong School District, effective December 1, 2017.
11-000-262-100-01
- c. Approval of the resignation of **Melissa Esposito**, from her position as a Paraprofessional in the Hopatcong School District, effective November 6, 2017.
11-110-100-106-01
- d. Approval of the resignation of **Deborah Titus**, from her position as a Paraprofessional in the Hopatcong School District, effective December 23, 2017.
11-204-100-106-01
- e. Approval of the employment of **Scott Smith** as a full time Custodian at a salary of \$38,838 based upon the 2017/2018 Salary Guide Step 1, effective December 4, 2017.
11-000-263-100-01
- f. Approval of the employment of **Ashley Campbell** as a part time Custodian at a salary of \$19,419 based upon the 2017/2018 Salary Guide Step 1, effective December 4, 2017.
11-000-263-100-01
- g. Approval of the employment of **Kelly Beach** as a Paraprofessional in the Hopatcong School district at a rate of \$11.00 per hour, plus \$1.00 differential for toileting if applicable, effective January 2, 2018.
11-204-100-106-0
- h. Approval of the request of **Jamie Douglas** for a Maternity Leave of Absence from her position as Elementary Teacher of 40 Sick Days during the period of March 1, 2018 to May 4, 2018.
11-120-100-101-01
- i. Approval of the request of **Catherine Lees** for an unpaid Leave of Absence from her position as a Paraprofessional during the period of October 16, 2017 to October 30, 2017.
11-110-100-106-01
- j. Approval of the following Spring 2017-2018 Athletic Coaches for the Hopatcong High School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Toby Richards	Appoint	Head Golf Coach	B	4	\$5,034.00	12/1/2017	6/30/2018

11-402-100-100-01

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
November, 27 2017 – 7:00 p.m.

k. Approval of the following 2017-2018 Advisors for the Hopatcong Middle School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Richard Anderson	Adjust	STEAM Innovators Club 0.5 (prorated for 3 months)	D	2	\$176.50	9/1/2017	11/30/2017
Richard Anderson	Appoint	STEAM Innovators 1.0 (prorated for 7 months)	D	2	\$822.50	12/1/2017	6/30/2018
James McKowen	Adjust	STEAM Innovators Club 0.5 (prorated for 3 months)	D	2	\$176.50	9/1/2017	11/30/2017
James McKowen	Appoint	STEAM Innovators 1.0 (prorated for 7 months)	D	2	\$822.50	12/1/2017	6/30/2018
Joanne Canizaro	Appoint	Student Council (prorated for 7 months)	E	1	\$430.00	12/1/2017	6/30/2018

11-401-100-100-01-02

l. Approval of the following 2017-2018 Advisors for the Hopatcong High School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Linda Ellicott	Appoint	Gay Straight Alliance Advisor (prorated for 7 months)	E	1	\$432.00	12/1/2017	6/30/2018

11-401-100-100-01-02

m. Approval of the following for the Extra Duty/Extra Pay position for the 2017-2018 school year at the Hopatcong Middle School, on an as needed basis:

Homework Club
\$28.00 per hour
Yanet Guevarra

11-401-100-100-01-02

n. Approval of the following teachers to perform curriculum work:

Subject	New Course or Update	Estimated Hours	Provider	Total cost to the district
Algebra I Grade 8	Update	20	Richard Anderson	\$560

11-000-221-102-01-01

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
November, 27 2017 – 7:00 p.m.

- o. Approval of **substitute teachers, paraprofessionals, custodians and van drivers.**

Motion to approve Personnel 13a-13o:

(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-14f** 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. 11702** for up to 5 hours per week beginning October 23, 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. 412021** for up to 10 hours per week beginning October 19, 2017. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour.
- c. Approval for educational instruction services for **Student No. 412021** for up to 5 hours per week beginning October 23, 2017. Instruction will be provided by St. Clare’s Hospital at a rate of \$55.00 per hour.
- d. Approval for educational instruction services for **Student No. 13549** for up to 5 hours per week beginning November 6, 2017. Instruction will be provided by St. Clare’s at a rate of \$55.00 per hour.
- e. Approval for home instruction services for **Student No. 14008** for 2 hours a day for five days beginning November 16, 2017. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour.
- f. Approval of the field trip requests, as required by the New Jersey Department of Education.

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

(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. CURRICULUM

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

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
November, 27 2017 – 7:00 p.m.

- a. Curriculum writing approval for Algebra I (Grade 8) update for a total of 20 hours.
- b. Approval to submit a group size waiver to the Sussex County Department of Education for an 8th grade pull-out resource center program language arts class.
- c. Approval to submit a group size waiver to the Sussex County Department of Education for a 7th grade in-class resource center program social studies class.
- d. Approval to submit a group size waiver to the Sussex County Department of Education for the 7th grade in-class resource center program science class.

Motion to approve Curriculum 15a – 15d:

(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 in the amount of \$3,803.69

(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 - NONE

18. RESOLUTION

Approval of the following Resolutions, **18a – 18b**, at the recommendation of the Superintendent:

- a. **Cost Reimbursement for Food Service Management Services works best for the Hopatcong Borough School District:**

WHEREAS, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

November, 27 2017 – 7:00 p.m.

change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

WHEREAS, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a “Cost Reimbursement Basis” to a “Fixed Price Basis” for contract awards, and

WHEREAS, the Hopatcong Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

WHEREAS, the Hopatcong Board of Education credits the current “Cost Reimbursement” procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

WHEREAS, the Hopatcong Board of Education declares that the “Fixed Price” procurement method would dramatically reduce the school district’s ability to change or alter its food service operations without the need to rebid for food service management services, and

WHEREAS, the Hopatcong Board of Education further declares that the “Fixed Price” procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

WHEREAS, the Hopatcong Board of Education further declares that the “Fixed Price” procurement method may limit the number of competitive proposals received by boards of education, and

WHEREAS, the Hopatcong Board of Education rejects the Department of Agriculture’s underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

WHEREAS, the Hopatcong Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either “Cost Reimbursement” or “Fixed Price” as the basis for contract awards.

NOW THEREFORE BE IT RESOLVED, that the Hopatcong Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement” procurement model; or in the alternative, a “Fixed Price” procurement method, and

BE IT FURTHER RESOLVED, that copies of this resolution shall be forwarded to:

New Jersey Association of School Business Officials

New Jersey Secretary of Agriculture (369 S. Warren St. Trenton, NJ 08608)

Local Legislators

NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
November, 27 2017 – 7:00 p.m.

- b. Approval of the **Nursing Services Plans for the 2017/2018 School Year**, as required by NJQSAC, and assignment plan for certified nurses assigned to the school respectively during those hours when school is in session to complete duties outlined in N.J.A.A. 6A:16-2.1 (e) 1, as follows:

Certified Nurse	School
Lillian MacRae	High School
Barbara Beere	Middle School
Pamela Cavallo	Durban Ave.
Angela Meyer-Pflug	Tulsa Trail School
Jacqueline Henderson	Hudson Maxim School

Motion to approve Resolution 18a -18b:

(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. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a-19j**, 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: None at this time.
- b. The Superintendent recommends the **acceptance** of student transportation **quotations** for Special Education Routes for the 2017-18 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 and responsive bus contractor companies for the 2017-18 school year as listed on Exhibit A.
- d. The Superintendent recommends the **acceptance** of student transportation quotations for Athletic/Class/Field Trips for the 2017-18 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 and responsive bus contractor companies for the 2017-18 school year as listed on Exhibit A.
- f. The Superintendent recommends the **approval** of Joint Transportation Agreement with High Point Regional High School District for the 2017-18 School Year as listed on Exhibit A.
- g. The Superintendent recommends the **award** of a Parental Contract for the 2017-18 school year as listed on Exhibit A.

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room

November, 27 2017 – 7:00 p.m.

- h. The Superintendent recommends the **approval** of corrections to previously approved bids/quotes and/or contract numbers as listed on Exhibit A. (All quotes/bids were responsive and compliant in accordance with the specifications however; the corrections are necessary due to minor clerical/typographical errors to correct the board minutes for county approval of the contracts.)
- i. The Superintendent recommends the approval of **renewal** of 2016-17 transportation contracts at the CPI increase of .03% (3/10th of a percent) for the 2017-18 school year as listed on Exhibit A.
- j. The Superintendent recommends, based upon the advice and consent of the Director of Transportation of the Coop ,the **approval** of Kathy Schwab as Business Services Coordinator at a prorated annual salary \$92,500 effective January 1, 2018. This appointment is a replacement for William Stepka at an annual salary of \$107,520.

Motion to approve 19a-19j:

(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	

20. PUBLIC COMMENT – GENERAL DISCUSSION

21. BOARD OF EDUCATION - MEMBER COMMENTS

22. ADJOURNMENT

Motion to adjourn:

(ACTION)Motion by _____, seconded by _____

All in favor _____ Time: _____ pm