

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
December 18, 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. on December 18, 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

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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. September 21, 2017 – Executive Session - had been tabled 11/27/17
- b. October 16, 2017 -Executive Session
- c. October 16, 2017 -Special meeting
- d. October 30, 2017 – Executive Session – had been tabled 11/27/17
- e. November 13, 2017 – Special meeting
- f. November 16, 2017 – Executive Session
- g. November 16, 2017 – Special meeting
- h. November 27, 2017 – Executive Session
- i. November 27, 2017 – Regular meeting
- j. November 29, 2017 – Executive Session
- k. November 29, 2017 – Regular meeting

Motion to approve 7a – 7k:

(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	

1)

8. ACKNOWLEDGMENTS/CORRESPONDENCE

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

Anthony Christiana, Senior	Scholastics (English 4 AP)
Hayley Vater Velez, Senior	Scholastics (English 4 AP)
Jennifer Coulman, Sophomore	Scholastics (English 3 Honors)
Sierra Ostman, Sophomore	Scholastics (English 2 CP)
Gabriela Galloza, Senior	Specialty Area (Instrumental Music)

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

Jessica Thompson, Senior	Athletics (Cheerleading)
Anthony Mastroeni, Senior	Athletics (Football)

- c. Please join us in congratulating the following teachers and educational support staff members who have been named 2017-18 Governor’s Teacher and Educational Services Professional Recipients of the year:

Hudson Maxim School	Hopatcong Middle School
Dana DeMetro	Edric Debos
Lisa Schuffenhauer	Karen Carroll

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Tulsa Trail School

Kelly Pappas

Pat Pietrzak

Durban Avenue School

Ruth DeSalvia

Susan Walko

Hopatcong High School

Michael Landshof

Jaime Walker

- d. On December 7, 8 and 10 (12/9 cancelled due to weather) the High School Drama Club presented “**Aladdin and the Wonderful Lamp**” with “**The Little Match Girl.**” The cast and crew, under the direction of Joseph Ross and Mike Batche, did a fabulous job and created memorable evenings for the Hopatcong community.

All in favor

9. SUPERINTENDENT’S REPORT AND HIB REPORT

- a. Superintendent’s Report – **Dr. Joanne Mullane**
- b. Presentations –
- 1) **Public Consulting Group, Inc. (PCG)** – Operational Efficiency Audit – Kathy Brooks
 - 2) **Lerch, Vinci & Higgins, LLP – Mr. Ralph Picone** – Synopsis of Audit for year ended June 30, 2016.
- c. 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**
- d. A second reading and approval of the Superintendent’s HIB Report for November, 2017 as presented to the Board at the November meeting on November 27, 2017. Approval of the HIB report for December, 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	

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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**

All in favor

11. PUBLIC COMMENT – AGENDA ITEMS ONLY

12. FINANCE

Approval of the following finance items, **12a-12i**, 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, November 27, 2017 through December 18, 2017, in the following amount:

General Fund and Special Revenue (Grants) account	-	\$561,517.04
Cafeteria account		\$ 66,128.09
- b. Approval of Regular bills for November 27, to December 18, 2017 for the SCRT Cooperative Operating Account in the amount of ~~\$78,596.99~~.
- c. Approval of Bus Contractor bills for January 15, 2017 for the SCRT Cooperative Operating Account, in the amount of ~~\$3,289,052.07~~.
- d. Approval of the Transfer Report for the month of October 2017.
- e. Approval of the Board Secretary's Report for the month of October 2017.
- f. Approval of the Treasurer's Report for the month of October 2017.
- g. Approval of the change in agreement regarding the lease between VMH Properties, LLC for 12 parking spaces at 434 River Styx Road for \$6,500 for 10 months from a two year lease to a three year lease expiring on June 30, 2020.
- h. Acceptance of the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2017 and the Auditors' Management Report as recommended by the Administration and as reviewed by the Finance Committee.
- i. Approval of the following Corrective Action Plan in response to the Fiscal Audit findings for the period July 1, 2016 to June 30, 2017 as recommended by the Administration and as reviewed by the Finance Committee:

NEW JERSEY DEPARTMENT OF EDUCATION
CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT Hopatcong Borough COUNTY Sussex
 TYPE OF AUDIT Comprehensive Annual Financial Report (CAFR)
 DATE OF BOARD MEETING 12/18/2017
 CONTACT PERSON Carolyn B. Joseph/Interim SBA
 TELEPHONE NUMBER (973) 770-8844

Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
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II. FINANCIAL PLANNING, ACCOUNTING AND REPORTING

- | | | | | |
|---|--|--|---------------|---------|
| 1. Continued efforts be made to ensure all expenses are charged to the proper budget account in accordance with the Uniform Minimum Chart of Accounts for New Jersey Public Schools | | Review carefully all account codes | SBA | 7/1/17 |
| 2. Internal controls over financial reported be reviewed and enhanced to ensure cash balances reflected on the monthly Board Secretary and Treasurers' Report are in agreement. | | Treasurer will review and discrepancies with the SBA | Treasurer/SBA | 1/1/18 |
| 3. Expenditures should not be incurred until budget transfers that require approval of the Executive County Superintendent receive such approval. | | Efforts will be made to reduce certain costs | SBA | 6/30/18 |
| 4. The Payroll Agency account be reconciled on a monthly basis. | | Asst. to SBA will reconcile | SBA | 11/1/17 |
| 5. The Treasurer's Report should contain all Board accounts, as required and the various bank reconciliations contain only valid reconciling items. | | All bank accounts required will be added to the Treasurer's Report | Treasurer | 1/1/18 |
| 6. A payroll deduction ledger be implemented to account for the District's withholdings. | | A ledger will be created | SBA | 1/1/18 |
| 7. The checks issued by the District contain three signatures as required by NJSA 18A:19-1. | | A new format for payroll signatures will be created | SBA | 1/1/18 |

Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
<u>III. SCHOOL PURCHASING PROGRAM</u>				
1.	Bids and/or quotations be obtained whenever a purchase exceeds the limit set forth by the Public School Contracts Law.*	Change in Systems 3000 for every department to be approved by bid threshold is approaching/ review vendors for their status	Administrators/ SBA	11/1/17 *
2.	Political Contribution Disclosure forms be on file when required.	More diligence to obtain form	Administrators/SBA	9/30/17*
3.	All contracts/purchases in excess 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. Technology Dept.	11/30/17*
4.	State contract and cooperative agreements vendor files be maintained, supporting and documenting information related to the applicable cooperative purchases and state contracts utilized by the District.	Separate files will be maintained for state and cooperative agreements	SBA	1/1/18*

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

1.	Proper supporting documentation 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/Athletic Director/SBA	1/1/18*
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2.	Prenumbered receipts should be utilized for all accounts and include the proper composition of the deposit (checks vs. cash).	Purchasing of pre-numbered receipt book and review that cash and checks are properly recorded for deposit.	Principals/Athletic Director/SBA	1/1/18*
3.	Expenses should only be for student activity or athletic related expenses.	End of each month copy of checks written forwarded to SBA	Principals/Athletic Director/SBA	1/1/18 *
4.	All checks should contain at least two authorization signatures.	Review that all checks will have two authorized signatures.	Principals/SBA	1/1/18*
5.	Outstanding checks should be reviewed and cleared of record.	Review of all outstanding checks to decide on their status.	Principals/Athletic Director/SBA	1/1/18*
6.	Bank reconciliations contain only valid reconciling items.	Review each month that a reconciling Item is not a transfer.	Principals/Athletic Director/SBA	1/1/18*
7.	Scholarships awarded should have sufficient funds available and should not be processed through the HS Student Activity Account.	All scholarship accounts will be reviewed for availability of money	HS Principal/SBA	7/1/17
8.	Checks issued from the HS account be issued in sequential order.	A change to accounting program	HS Principal/Athletic Director/SBA	1/1/18
9.	Efforts be made to limit the reimbursements paid to individuals.	Restrictions will be placed on consistent individual purchases	HS Principal/Athletic Director/SBA	1/1/18

*Prior Year Audit Recommendations

Acting Chief School Administrator

Date

Interim Business Administrator/Board Secretary

Date

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Motion to approve Finance 12a-12i:

(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-13i**, as recommended by the Superintendent of Schools and the Personnel Committee of the Board:

- a. Approval of the request of **Kristine Mendyk** for an extension of her Maternity Leave of Absence from her position as an Academic Skills Teacher to January 16, 2018.
- b. Approval of the employment of **Emily Kramer** as Payroll/Benefits Coordinator in the Hopatcong School District, at an annual salary of \$69,000, prorated, effective January 2, 2018.
- c. Approval of the following 2017-2018 Advisors for the Hopatcong High School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Jason Mulvihill	Appoint	Fall Weight Room	-	-	\$1,100.00	9/1/2017	11/30/2017
Gary Andolena	Appoint	Winter Weight Room	-	-	\$1,100.00	12/1/2017	2/28/2018
Brook Ganguzza	Appoint	Spring Weight Room	-	-	\$1,100.00	3/1/2018	5/31/2018

11-401-100-100-01-02

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

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Sue Hill	Appoint	Gay Straight Alliance	E	1	\$368.00	1/1/2018	6/30/2018

11-401-100-100-01-02

- e. Approval of the following teachers to perform curriculum work:

Subject	New Course or Update	Estimated Hours	Provider	Total cost to the district
Grade 2 Writer’s Workshop	New	20	Melanie Rowbotham	\$560
Grade 3 Writer’s Workshop	New	20	Melanie Rowbotham	\$560

11-000-221-102-01-01

- f. Approval of the following as Volunteer Basketball Coaches for the 2017-2018 season, pending criminal history background reviews: **Bob Lamken** and **Delvon Arrington**.

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- g. Approval of the request of **Kristine Mendyk** for a sabbatical leave of absence for the 2018-2019 school year to complete a 30 credit, 18 month curriculum provided by the NJ-Excel (Expedited Certification for Educational leaders), as per the HEA Collective Bargaining Agreement.
- h. Approval of the revised **Payroll/Benefits Coordinator** job description.
- i. Approval of **substitute teachers, paraprofessionals, custodians and van drivers.**

Motion to approve Personnel 13a-13i:

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

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

14. STUDENTS & SERVICES

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

- a. Approval for a change of placement for an out of district student who has been placed at YCS Fort Lee Educational Center, **Student No. 412021**. The tuition for the 2017/2018 school year is approximately \$40,620.81.
- b. Approval for an Out of District placement for a tenth grade Hopatcong High School **Student ID No. 14030** at Lakeland Andover School. The tuition for the 2017/2018 school year is approximately \$39,060.00
- c. Approval for educational instruction services for **Student No. 11702** for up to 5 hours per week beginning November 15, 2017. Instruction will be provided by Brookfield Schools/Summit Oaks Program at a rate of \$35.00 per hour.
- d. Approval of the field trip requests, as required by the New Jersey Department of Education.

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

(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote

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

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15. CURRICULUM

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

- a. Approval of the MOA between the Hopatcong Borough Schools and the Hopatcong Police Department in accordance with N.J.A.C. 6A:16-6.2(b)13 through 14 as provided by the NJ Attorney General and NJ Commissioner of Education.
- b. Approval of the following new courses at HHS upon the request of the STEAM/Redesign Team for the 2018-2019 course catalog:
 - AP Computer Science (Full Year)
 - Music Production (Semester)
 - Personal Training I & II (Full Year)

Motion to approve Curriculum 15a & 15b:

(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 \$2,003.83

(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**:

NONE

- 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**:

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Policy #
P 7100
P 7130

Title
Long-Range Facilities Planning (M) (Rev)
School Closing (Rec) (Rev)

Regulation #
R 7100

Title
Long-Range Facilities Planning (M) (Rev)

18. RESOLUTION

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

- a. **BE IT RESOLVED** that the Hopatcong Board of Education accepts the operational efficiency audit conducted by Public Consulting Group, Inc. (PCG) and let it,
- BE FURTHER RESOLVED** that the Hopatcong Board of Education directs the Superintendent of Schools to review the operational efficiency audit conducted by Public Consulting Group, Inc. (PCG) and to design and implement an action plan as the Superintendent of Schools sees best fit.

Motion to approve Resolution 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. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a-19i**, 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
- 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.

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- 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 for the 2017-18 School Year as listed on Exhibit A: **None**
- g. The Superintendent recommends the **award** of a Parental Contract for the 2017-18 school year as listed on Exhibit A: **None**
- 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.

Motion to approve 19a-19i:

(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