

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
January 22, 2018 – 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 January 22, 2018.

4. ROLL CALL

__ Philip DiStefano	__ Anthony Fasano	__ Scott Francis
__ Warren Gallagher	__ Erin Jacobus	__ Alex McLean
__ Dr. Sarah Schindelar	__ Candice Smith	__ Carol Trumpore
__ Paul Saxton	__ 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.

6. RECONVENE

Motion to Reconvene

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____pm

7. SCHOOL BOARD RECOGNITION

WHEREAS, the New Jersey State Board of Education which adopts the administrative code to implement state education law, has established rigorous standards through its promulgation of the

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New Jersey Student Learning Standards, which set the expectations of academic achievement for nearly 1.4 million public schoolchildren; and

WHEREAS, New Jersey’s locally elected and appointed boards of education play a vital role in ensuring that their local school districts meet state standards and adhere to all code provisions, with the goal of providing an outstanding education to prepare all student for college and the workplace and to enable them to compete in a global economy; and

WHEREAS, New Jersey’s 5,000 non-partisan local board of education members and charter school trustees are public servants who dedicate their time, without pay or benefit, to the oversight of school district operations, sound financial practices, comprehensive policies, curriculum, staffing, and the well-being and academic achievement of all students in the district; and

WHEREAS, the efforts of local boards of education, in conjunction with state education officials and local educators, have built a foundation of success that has led to New Jersey’s status as a leader in student achievement, as evidenced by the National Assessment of Educational Progress scores; and

WHEREAS, the National School Boards Association and the New Jersey School Boards Association have declared January 2018 to be School Board Recognition Month; now, therefore, be it

RESOLVED, that the New Jersey State Board of Education recognizes the contributions of our state’s local boards of education to the academic success of its public school students and expresses its sincere appreciation to local board of education members for their continued focus on the achievement of children throughout New Jersey; and be it further

RESOLVED, that the New Jersey State Board of Education encourages qualified New Jersey citizens to consider serving as members of their local school boards.

8. 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. December 6, 2017 – Special meeting - Executive Session
- b. December 18, 2017 – Executive Session
- c. December 18, 2017 – Regular meeting
- d. December 20, 2017 – Special meeting - Executive Session
- e. December 20, 2017 – Special meeting

Motion to approve 8a – 8e:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

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				Roll Call Vote
P. DiStefano	A. Fasano	S. Francis	W. Gallagher	E. Jacobus
A. McLean	S. Schindelar	C. Smith	C. Trumpore	

9. ACKNOWLEDGMENTS/CORRESPONDENCE

a. Robbyn Sickles

WHEREAS, Robbyn has dedicated herself to the Hopatcong Borough School District for 18 years as a Paraprofessional; displaying an unselfish commitment to our children; exemplifying the ideals of professionalism and the standard of excellence, an

WHEREAS, the Hopatcong Borough School District Board of Education, together with its citizens, wishes to acknowledge exemplary service that Robbyn has provided our children,

NOW, THEREFORE, BE IT RESOLVED THAT the Hopatcong Borough School District Board of Education does hereby extend its appreciation and gratitude to Robbyn in recognition of exemplary service to our school district.

b. Nancy Barnard

WHEREAS, Nancy has dedicated herself to the Hopatcong Borough School District for 28 years as a Special Education Teacher; displaying an unselfish commitment to our children; exemplifying the ideals of professionalism and the standard of excellence, and

WHEREAS, the Hopatcong Borough School District Board of Education, together with its citizens, wishes to acknowledge exemplary service that Nancy has provided our children,

NOW, THEREFORE, BE IT RESOLVED THAT the Hopatcong Borough School District Board of Education does hereby extend its appreciation and gratitude to Nancy in recognition of exemplary service to our school district.

c. The following students were chosen as **Hopatcong High School's *Students of the Month*** for their outstanding performance in **December, 2017**:

Tori Burghoffer, Senior	Scholastics (AP Biology)
Abigail McDonough, Senior	Scholastics (Forensic Science CP)
Timothy Forst, Junior	Scholastics (AP Physics 1)
Christie Appel, Senior	Specialty Area (Wood Sculpture)

d. The following students were chosen as **Hopatcong High School's *Scholar Athletes of the Month*** for their outstanding performance in **December, 2017**:

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Ralph Cutler, Freshman
Blake Corbett, Junior

Athletics (Bowling)
Athletics (Ice Hockey)

All in favor

10. SUPERINTENDENT’S REPORT AND HIB REPORT

- a. Superintendent’s Report – **Mr. Paul Saxton**
- b. Presentations –
 - 1) **Hopatcong Warriors**
- 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 December, 2017 as presented to the Board at the December meeting on December 18, 2017. Approval of the HIB report for January, 2018 for first reading and review.

Motion to approve Superintendent’s HIB report 10d:

Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

P. DiStefano	A. Fasano	S. Francis	W. Gallagher	E. Jacobus
A. McLean	S. Schindelar	C. Smith	C. Trumpore	

11. COMMITTEE REPORTS

- a. Curriculum, Technology, Special Education – **Chairperson, Candice Smith**
- b. Community Relations – **Chairperson, Warren Gallagher III**

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- c. Finance, Facilities, Transportation - **Chairperson, Alex McLean**
- d. Policy and Legislation – **Chairperson, Phil DiStefano**
- e. Negotiations – **Chairperson, Sarah Schindelar**
- f. Personnel – **Chairperson, Carol Trumpore**
- g. High School HHSPTSO – **Karen Solimando, President**
- h. Middle School MSPTO- **Melissa Forrester, President**
- i. Elementary HEPTO – **Jennifer Colgan**

12. PUBLIC COMMENT – AGENDA ITEMS ONLY

13. FINANCE

Approval of the following finance items, **13a-13k**, 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, and Cafeteria account, December 18, 2017, through January 22, 2018 in the following amounts:

General Fund and Special Revenue (Grants) account	-	\$1,375,769.79
Cafeteria account		\$ 99,070.00

- b. Approval of Regular bills for December 18, 2017, through January 22, 2018 for the SCRT Cooperative Operating Account in the amount of \$18,137.27
- c. Approval of Bus Contractor bills for January 15, 2018 for the SCRT Cooperative Operating Account, in the amount of \$3,387,620.76 and approval of Bus Contractor bills for February 15, 2018, in the amount of \$3,346,858.65.
- 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 designation of Carolyn B. Joseph, Interim Business Administrator/Board Secretary, as the Public Agency Compliance Officer (P.A.C.O).
- h. Approval of the Amended and Restated License Agreement with the Hopatcong Warriors from January 22, 2018 and terminating on the five (5) year anniversary of the Effective Date ("Initial Expiration Date") January 22, 2023.
- i. Approval of the acceptance of three donations made in the amount of \$1,000 each from Mr. and Mrs. David Carpenter to the High School classes of Mrs. Julie Wilson, Mrs. Michele Culcasi and Mrs. Sharon Haggerty.

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- j. Approval by the Board for the transfer of funds from Capital Reserve to General Fund in the amount of \$6,250 for the payment of architect fees on the High School boiler replacement project.
- k. Approval for authorization to initiate a Request for Proposal for an architectural firm to include educational planner to assist in the Hopatcong Borough School District's Long Range Facilities Plan.

Motion to approve Finance 13a-13k:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote				
P. DiStefano	A. Fasano	S. Francis	W. Gallagher	E. Jacobus
A. McLean	S. Schindelar	C. Smith	C. Trumppore	

14. PERSONNEL

Approval of the following personnel items **14a-14q**, as recommended by the Superintendent of Schools and the Personnel Committee of the Board:

- a. Approval of the employment contract for the position of Facilities Manager for **Matthew Geary** for the remainder of the 2017-2018 school year.
11-000-261-100-01-
- b. Approval of the employment of **Neil Piro** on a per diem basis at a daily rate of \$167.21, effective January 2, 2018 until such time that the Facilities Manager begins employment.
11-000-261-100-01-
- c. Acceptance of the resignation, with regret, of **Nancy Barnard** from her position as Special Education Teacher at Hudson Maxim School, for the purpose of retirement, effective July 1, 2018.
11-213-100-101-01-
- d. Acceptance of the resignation, with regret, of **Robbyn Sickles**, from her position as Paraprofessional in the Hopatcong School District, effective January 13, 2018.
11-110-100-106-01
- e. Approval of the employment of **Amie Robertson**, 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 23, 2018.
11-110-100-106-01

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- f. Approval of the employment of **Ashlee Campbell** as a full time Custodian at a salary of \$38,438 based upon the 2017/2018 Salary Guide Step 1, based upon Step 1, with \$400 salary increase for Black Seal License, when attained, effective February 1, 2018.

11-000-263-100-01

- g. Approval of the employment of **Leonard Chase** as a part time Custodian at a salary of \$19,219 based upon the 2017/2018 Salary Guide Step 1, based upon Step 1, with \$200 salary increase for Black Seal License, when attained, effective February 1, 2018.

11-000-263-100-01

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

Detention \$20.00 per hour	Homework Club \$28.00 per hour
Craig Vallaro	Maureen Gallone
	Alana Benninger
	Craig Vallaro

11-401-100-100-01-02

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

N a m e	Po s i t i o n						
Ric h a r d A n d e r s	Gam es Club 0.5 (pror ated for 5 mont hs)						

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o n							
Ri c h a r d A n d e r s o n		Gam es Club 1.0 (pror ated for 5 mont hs)					
J a m e s M c K o w e n		Gam es Club 0.5 (pror ated for 5 mont hs)					
J a m e s M c K o w e n		Gam es Club 1.0 (pror ated for 5 mont hs)					
E d r i c D e b o s		Art Club (pror ated for 5 mont hs)					

11-401-100-100-01-02

- j. Approval of the following staff members for District Athletic Event coverage for the 2017-2018 school year.

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Gary Andolena	Mike Juskus	Mike Moschella
Donna Annett	Lisa Kenny	Ken Olsen
Dave Campagna	Mike Landshof	Craig Vallaro
Heather DelBagno	Kathy LaRosa	Katarina Visha
Hank Fattorusso	Anna Marrazzo	Marilyn Volpe
Brook Ganguzza	Stephanie Martinez	Kathy Ward
Melissa Gordon-Sant	Jim McDonald	Julie Wilson
Todd Jensen	Elena Melekos	Stacy Yanko
Brittney Juskus	Doug Merkler	

11-401-100-100-01-02

- k. Approval of payment of the District Athletic Event staff as listed by position.
- l. Approval of **Pamela Brennan** as High School ELA Portfolio teacher at a rate of \$35.00 per hour, for 3 hours of instructional time and 5 hours of preparation time per week, for a total of 8 hours per week, effective February 1, 2018 to May 15, 2018.

11-401-100-100-01-02

- m. Approval of **Douglas Merkler** as High School Math Portfolio teacher at a rate of \$35.00 per hour, for 3 hours of instructional time and 5 hours of preparation time per week, for a total of 8 hours per week, effective February 1, 2018 to May 15, 2018.

11-401-100-100-01-02

- n. Approval of the employment of the following **Day Plus Co-Coordinators** for the remainder of the 2017/2018 school year, effective January 2, 2018.

Name	Nature of Action	Position	Rate
Jodi Callaghan	Resign	Instructor	\$11.25/hr
Tracey Talmadge	Appoint	Coordinator	\$10,000/yr
Kathy Schwab	Resign	Coordinator	\$10,000/yr
Kathy Ward	Adjust	Coordinator	\$10,000/yr

- o. Approval of the **Assistant to Facilities Manager** job description.
- p. Approval for the following Education students to conduct a field experience in the Hopatcong School District during the 2017-2018 school year:

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N i c h o l a s F a l k h a m	S p r i n g 2 0 1 8	W i l l i a m P a t e r s o n U n i v e r s i t y			Mr . C a n z o n e
S o p h i e K o h l e r	S p r i n g 2 0 1 8	C a l d w e l l U n i v			Mr s. K e n n e d y M r s. M a n i s a
E m i l y	S p r i n	R a m a p			Mr s. S p a n o

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W i s n e s k i	g 2 0 1 8	o C o l l e g e			
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q. Approval of substitute teachers, paraprofessionals, custodians and van drivers.

Motion to approve Personnel 14a-14q:
(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote				
P. DiStefano	A. Fasano	S. Francis	W. Gallagher	E. Jacobus
A. McLean	S. Schindelar	C. Smith	C. Trumpore	

15. STUDENTS & SERVICES

Approval of the following Students and Services items, **15a-15c** as recommended by the Superintendent of Schools and the Curriculum/Technology/Special Education Committee of the Board:

- a. Approval from Sussex County Department of Education for Group Size Wavier for Hudson Maxim PSD - D. Monro P.M. Class.
- b. Approval for educational instruction services for **Student no. 11616** for up to 10 hours per week beginning December 4, 2017. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour.
- c. Approval of the field trip requests, as required by the New Jersey Department of Education.

Motion to approve Students and Services 15a – 15c:
(ACTION) Motion by _____, seconded by _____

DISCUSSION

Roll Call Vote				
P. DiStefano	A. Fasano	S. Francis	W. Gallagher	E. Jacobus
A. McLean	S. Schindelar	C. Smith	C. Trumpore	

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16. CURRICULUM – NONE

17. 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 \$3,759.95
(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote				
P. DiStefano	A. Fasano	S. Francis	W. Gallagher	E. Jacobus
A. McLean	S. Schindelar	C. Smith	C. Trumppore	

18. 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 5330.04	Administering an Opioid Antidote (New, Suggested)
P 7424	Bed Bugs (New, Suggested)

<u>Regulation #</u>	<u>Title</u>
R 7424	Bed Bugs (New, Suggested)

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**:

NONE

Motion to approve Policy & Legislation 18a:

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(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote				
P. DiStefano	A. Fasano	S. Francis	W. Gallagher	E. Jacobus
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 **acceptance** of student transportation **quotations** for Special Education Routes for the 2017-18 school year as listed on Exhibit A.
- b. 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.
- c. 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.
- d. 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.
- e. The Superintendent recommends the **acceptance** of student transportation bids submitted on November 28, 2017 for Special Education Routes for the 2017-18 School Year as listed on Exhibit A.
- f. The Superintendent recommends the **rejection** of student transportation bids due to non-compliance issues or route terminations submitted on November 28, 2017 for Special Education Routes for the 2017-18 School as listed on Exhibit A.
- g. The Superintendent recommends the **award** of student transportation contracts to the lowest responsible and responsive bus contractor company bidders for the November 28, 2017 Special Education Routes for the 2017-18 School Year as listed on Exhibit A.
- h. The Superintendent recommends, based upon the advice and consent of the Director of Transportation of the SCRTC, to **approve** a \$5,000 pro-rated stipend for Margaret Byrnes due to

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newly assigned job duties responsibilities for the 2017-2018 school year effective January 1, 2018.

- i. The Superintendent recommends, based upon the advice and consent of the Director of Transportation of the SCRTC, to **approve** the resignation with regrets of Lisa Dolan from her position as School Bus Aide effective January 1, 2018.

Motion to approve 19a-19i:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

				Roll Call Vote
P. DiStefano	A. Fasano	S. Francis	W. Gallagher	E. Jacobus
A. McLean	S. Schindelar	C. Smith	C. Trumpore	

20. PUBLIC COMMENT – GENERAL DISCUSSION

21. BOARD OF EDUCATION - MEMBER COMMENTS

- a. Rescheduling of February 20th Board meeting to February 26, 2018.

22. ADJOURNMENT

Motion to adjourn:

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm