

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Board Meeting Room
February 26, 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 February 26, 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. **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. January 02, 2018 – Re-organization meeting
- b. January 22, 2018 – Executive Session
- c. January 22, 2018 – Regular meeting

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Motion to approve 7a – 7c:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> S. Francis	<input type="checkbox"/> W. Gallagher	<input type="checkbox"/> E. Jacobus
<input type="checkbox"/> A. McLean	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> C. Trumpore	

8. ACKNOWLEDGMENTS/CORRESPONDENCE

a. JOSEPH ROSS

WHEREAS, Joseph has dedicated himself to the Hopatcong Borough School District for 14 years as an English Teacher and Drama Club advisor; 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 Joseph 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 Joseph in recognition of exemplary service to our school district.

b. The following students were chosen as **Hopatcong High School's *Students of the Month*** for their outstanding performance in **January, 2018**:

Breanna Maurer, Senior	Scholastics (Algebra 2 Concepts CP)
Maxwell Schuman, Senior	Scholastics (Algebra 2 Concepts)
Lily Christiana, Sophomore	Specialty Area (Art 2)
Kaitlyn Donnelly, Junior	Specialty Area (TV/Video Productions)

c. The following students were chosen as **Hopatcong High School's *Scholar Athletes of the Month*** for their outstanding performance in **January, 2018**:

Gianna Santiago, Senior	Athletics (Girls Basketball)
Benjamin Bibeault, Junior	Athletics (Boys Basketball)

d. Congratulations to **Eagle Scout and High School Senior Justin McCarthy** who was interviewed by Reporter Christie Duffy of PIX11 News and the NJ Herald regarding the observatory he built on the High School Grounds to help complete the requirements to earn the rank of Eagle Scout in the Boy Scouts of America.

e. Congratulations to Hopatcong musicians **Heather Sutton (senior) and Alyssa Alvarez (freshman)** who auditioned for and were accepted into the Region 1 (North Jersey) Honors Choir on Saturday, January 6, which was held at Paramus High School. 900 students competed from Bergen, Essex, Hudson, Morris, Passaic, Sussex and Warren Counties. The 200 students selected participated in two high school choirs which rehearsed and performed a concert on Saturday, January 27 at Bloomfield High School. Heather plays flute in most of the high school bands, and is the flute section leader in

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marching band. She is a member of the after school choir as well as a member of the Tri-M Honors Music Society, Chapter #7212. Alyssa plays saxophone in every high school musical ensemble, and is the president of the after school choir.

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

All in favor_____

9. **SUPERINTENDENT'S REPORT AND HIB REPORT**

- a. Superintendent's Report – **Mr. Paul Saxton**
- b. Presentations – **F.I.T. (Freshmen in Transition) Mary Ellen Fata, School Social Worker Madison Maniquis, Daniella Mendez, Shawn Gesregan, Paige Gianfrancesco**
- c. A second reading and approval of the Superintendent's HIB Report for January, 2018 as presented to the Board at the December meeting on January 22, 2018. Approval of the HIB report for February, 2018 for first reading and review.

Motion to approve Superintendent's HIB report 9c:

Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote

<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> S. Francis	<input type="checkbox"/> W. Gallagher	<input type="checkbox"/> E. Jacobus
<input type="checkbox"/> A. McLean	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> 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, Alex McLean**
- d. Policy and Legislation – **Chairperson, Phil DiStefano**
- e. Negotiations – **Chairperson, Sarah Schindelar**
- f. Personnel – **Chairperson, Carol Trumpore**

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, and Cafeteria account, January 22, 2018 through February 26, 2018 in the following amounts:

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General Fund and Special Revenue (Grants) account - \$2,043,913.18
Cafeteria account \$ 63,355.83

- b. Approval of Regular bills for January 22, 2018 through February 26, 2018 for the SCRT Cooperative Operating Account in the amount of \$108,036.91
- c. Approval of Bus Contractor bills for March 15, 2018 for the SCRT Cooperative Operating Account, in the amount of \$3,343,320.17
- d. Approval of the Transfer Reports for the months of November 2017 and December 2017.
- e. Approval of the Board Secretary's Reports for the months of November 2017 and December 2017.
- f. Approval of the Treasurer's Reports for the months of November 2017 and December 2017.
- g. Approval to enter into a shared service agreement with the Hopatcong Borough Police Department to place a Security Resource Officer in the district for the duration of time not to exceed 5 years, effective March 1, 2018.
- h. **WHEREAS**, for reasons of economy and of change in the administrative or supervisory organization of the Hopatcong School District, the Board finds it advisable to go out for bid for the purpose of engaging a private contractor for custodial/maintenance services;

NOW THEREFORE BE IT RESOLVED, by the Hopatcong Board of Education that, upon recommendation of the Superintendent, the Board provides all custodial and maintenance employees with formal notice of its intention to subcontract custodial and maintenance services and to eliminate the following positions through a reduction in force effective July 1, 2018, subject to receipt of acceptable proposals:

- 1) Custodial/maintenance employees

BE IT FURTHER RESOLVED, that the Board authorizes the Board Secretary and/or Superintendent to provide formal notification to all affected employees.

BE IT FURTHER RESOLVED, that the Board authorizes the Board Secretary and/or Superintendent to go out for bid for custodial and maintenance services.

- i. **WHEREAS**, the Hopatcong Board of Education wishes to engage the services of SSP Architectural Group, Inc. as the district's architect of record;

NOW THEREFORE BE IT RESOLVED, that the Board approves the hiring of SSP Architectural Group, Inc. as its architect of record; and

BE IT FURTHER RESOLVED, that the Board authorizes the Superintendent to request that SSP Architectural Group, Inc. prepare a proposal for the cost of a long-range facility plan for the Board of Education.

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Motion to approve Finance 12a-12i:
(ACTION) Motion by _____, seconded by _____
DISCUSSION

Roll Call Vote				
<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> S. Francis	<input type="checkbox"/> W. Gallagher	<input type="checkbox"/> E. Jacobus
<input type="checkbox"/> A. McLean	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> C. Trumpore	

13. **PERSONNEL**

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

- a. Acceptance of the resignation, with regret, of **Joseph Ross** from his position as English Teacher at Hopatcong High School, for the purpose of retirement, effective July 1, 2018.
11-140-100-101-01
- b. Approval of the request of **Alana Benninger** for a Maternity Leave of Absence from her position as a Special Education Teacher of 20 Sick Days during the period of September 4, 2018 to October 1, 2018, followed by New Jersey Family Leave of Absence/Federal Leave of Absence for the period of October 2, 2018 to November 14, 2018.
11-130-100-101-01
- c. Approval of the employment of **Timothy Will** as the Assistant to Facilities Manager in the Hopatcong Borough School District at a prorated stipend of \$10,000, annually, effective February 27, 2018.
11-000-261-100-01-
- d. Approval of the employment of **Ruth Drewes** as a Part Time Clerk at the Administration Building in the Hopatcong School District at an hourly salary of \$11.25, effective March 1, 2018. Ms. Drewes is replacing Roxann Serna.
11-000-263-106-01
- e. Approval of the employment of **Kimberly Loftis** as a Grade 3 Maternity Leave Replacement Teacher in the Hopatcong Borough School District at the prorated salary of \$55,783, based upon Level BA/Step 3, effective January 22, 2018. Ms. Loftis is replacing Jamie Douglas.
11-130-100-101-02
- f. Approval of the voluntary transfer of **Sonia Scovil** from her position of Middle School Special Education Teacher to the position of Middle School Special Education/Mathematics Teacher, effective February 12, 2018. Ms. Scovil is covering courses of Neil Pallotta, who is on a medical/sick leave of absence.
- g. Move to confirm **Lillian MacRae** attendance at High School FIT Trip, outside of the school day, at a rate of \$40 per hour for a total of 5 hours on January 19, 2018 as nursing coverage.
11-401-100-100-01-02

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

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Brook Ganguzza	Resign	Spring Weight Room	-	-	\$1,100.00	3/1/2018	6/30/2018
Dave Campagna	Appoint	Spring Weight Room	-	-	\$1,100.00	3/1/2018	6/30/2018

11-401-100-100-01-02

i. Approval of the employment of **Dana DeMetro and Melanie Rowbotham** as Instructors for the Title I Family Math Program at the Hudson Maxim School for four, two hour sessions during April 2018 at the salary of \$300.00 each.

11-401-100-100-01-02

j. 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	Games Club Club 0.5 (prorated for 6 months)	E	2	\$281.00	9/1/2017	2/28/2018
Richard Anderson	Appoint	Games Club 1.0 (prorated for 4 months)	E	2	\$374.00	3/1/2018	6/30/2018
James McKowen	Adjust	Games Club Club 0.5 (prorated for 6 months)	E	2	\$281.00	9/1/2017	2/28/2018
James McKowen	Appoint	Games Club 1.0 (prorated for 4 months)	E	2	\$374.00	3/1/2018	6/30/2018
Edric Debos	Appoint	Art Club (prorated for 4 months)	E	3	\$490.00	2/1/2018	6/30/2018
Craig Vallaro	Resign	Intramurals - Spring	C	3	\$777.00	3/1/2018	6/30/2018
Donald Dippel	Appoint	Intramurals - Spring	C	4	\$953.00	3/1/2018	6/30/2018

11-401-100-100-01-02

k. Approval of Safety Monitors and Ticket Sellers for the Fall 2017 Drama Production, Spring 2018 Music Production and Band Concerts.

Event	Date	Position	Number of Staff	Rate of Pay Each	Total Cost
Fall Drama Production	12/7/2017	Safety Monitor	2	\$50	\$100

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Event	Date	Position	Number of Staff	Rate of Pay Each	Total Cost
Fall Drama Production	12/8/2017	Safety Monitor	2	\$50	\$100
Fall Drama Production	12/9/2017	Safety Monitor	2	\$50	\$100
Fall Drama Production	12/10/2017	Safety Monitor	2	\$50	\$100
Fall Drama Production	12/7/2017	Ticket Seller	1	\$55	\$55
Fall Drama Production	12/8/2017	Ticket Seller	1	\$55	\$55
Fall Drama Production	12/9/2017	Ticket Seller	1	\$55	\$55
Fall Drama Production	12/10/2017	Ticket Seller	1	\$55	\$55
Spring Music Production	4/12/2018	Safety Monitor	2	\$50	\$100
Spring Music Production	4/13/2018	Safety Monitor	2	\$50	\$100
Spring Music Production	4/14/2018	Safety Monitor	2	\$50	\$100
Spring Music Production	4/15/2018	Safety Monitor	2	\$50	\$100
Spring Music Production	4/12/2018	Ticket Seller	1	\$55	\$55
Spring Music Production	4/13/2018	Ticket Seller	1	\$55	\$55
Spring Music Production	4/14/2018	Ticket Seller	1	\$55	\$55
Spring Music Production	4/15/2018	Ticket Seller	1	\$55	\$55
Band Concert	12/19/2017	Safety Monitor	2	\$50	\$100
Band Concert	5/17/2018	Safety Monitor	2	\$50	\$100

- I. Approval for the following Education students to conduct a field experience in the Hopatcong School District during the 2017-2018 school year:

Student Name	Semester	University	Experience	School	Cooperating Staff Member
Stephen Andrewlavage	Spring 2018	West Chester University	Observation	Tulsa Trail	Mr. Mendez

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

Motion to approve Personnel 13a-13m:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

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Roll Call Vote				
<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> S. Francis	<input type="checkbox"/> W. Gallagher	<input type="checkbox"/> E. Jacobus
<input type="checkbox"/> A. McLean	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> 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 agreement for ancillary educational services with the Sussex County Educational Services Commission. The assessment for member districts is \$1.25 per student.
- b. Approval for educational instruction services for **Student no. 11552** for up to 10 hours per week beginning December 8, 2017. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour.
- c. Approval for home instruction services for **Student no. 12057** for 5 hours per week beginning December 18, 2017 to March 1, 2018. 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. 10883** for up to 10 hours per week beginning January 25, 2018. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour.
- e. Approval for educational instruction services for **Student no. 13542** for up to 5 hours per week beginning February 2, 2018. Instruction will be provided by St. Clare's Hospital at a rate of \$55.00 per hour.
- f. Approval for an assistive technology evaluation for **Student no. 13764** at the cost of \$1,050.00.
- 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				
<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> S. Francis	<input type="checkbox"/> W. Gallagher	<input type="checkbox"/> E. Jacobus
<input type="checkbox"/> A. McLean	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> C. Trumpore	

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 a class size waiver for AM pre-school disabled class due to new student.

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Motion to approve Curriculum 15a:

(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	

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 \$2,867.42

(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	

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**:

Policy

P 5330.04

Title

Administering an Opioid Antidote (New, Suggested)

Regulation

R 5410

R 5460.1

Title

Promotion and Retention (Mandated, Revised)

High School Transcripts (Mandated, Revised)

- 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**:

Policy

P 7424

Title

Bed Bugs (New, Suggested)

Regulation

R 7424

Title

Bed Bugs (New, Suggested)

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Motion to approve Policy & Legislation 17a – 17b:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

18. CALENDAR

a. Approval of the Revised 180 day School Calendar for the 2017/2018 school year.

b. Approval of the 180 day School Calendar for the 2018/2019 school year.

Motion to approve Calendar 18a – 18b:

(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-19l**, 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 **approval** of a Joint Transportation Agreement with Sparta Township Public School District for the 2017-18 School Year as listed on Exhibit A.
- f. The Superintendent recommends the **award** of Parental Contracts for the 2017-18 school year as listed on Exhibit A.
- g. The Superintendent recommends the **approval** of the **renewal** of 2016-17 transportation contracts at the CPI increase of 0.30% for the 2017-18 school year as listed on Exhibit A.
- h. The Superintendent recommends the **approval** of Member School Districts for the 2018-19 School Year as listed on Exhibit A.

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- i. 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.)
- j. The Superintendent recommends the **approval** of the Mountain Lakes School District as a new Member of the Sussex County Regional Transportation Cooperative for the 2017-18 School Year.
- k. The Superintendent recommends, based upon the advice and consent of the Director of Transportation of the Cooperative, the **approval** of the employment of Jennifer Fox as a Bus Aide effective February 1, 2018, part-time, 10-month position, 5 hours per day, 5 days per week at the hourly rate of \$10.00 for the 2017-18 school year. Ms. Fox began employment as a Substitute Aide on January 22, 2018 at \$10.00 per hour.
- l. The Superintendent recommends, based upon the advice and consent of the Director of Transportation of the Cooperative, the **approval** of the employment of Roxann Serna as a 10 month, part-time clerical employee, 4 hours per day, 5 days per week at the hourly rate of \$15.00 per hour for the 2017-2018 school year. Ms. Serna's effective date is subject to the employment of a replacement for her current position with the Hopatcong BOE.

Motion to approve 19a-19l:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

				Roll Call Vote
<input type="checkbox"/> P. DiStefano	<input type="checkbox"/> A. Fasano	<input type="checkbox"/> S. Francis	<input type="checkbox"/> W. Gallagher	<input type="checkbox"/> E. Jacobus
<input type="checkbox"/> A. McLean	<input type="checkbox"/> S. Schindelar	<input type="checkbox"/> C. Smith	<input type="checkbox"/> 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