

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 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 March 19, 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. February 26, 2018 - Executive Session
- b. February 26, 2018 – Regular Meeting

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

Motion to approve 7a – 7b:

(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. Trimpore	

8. ACKNOWLEDGMENTS/CORRESPONDENCE

- a. The following students were chosen as **Hopatcong High School’s Students of the Month** for their outstanding performance in **February, 2018**:

<p>Rachel Owen, Freshman</p> <p>Selena Figueroa, Senior</p> <p>Kevin DeSanto, Sophomore</p> <p>Gabrielle McDonough, Senior</p>	<p>Scholastics (Video Game Design & Development/Technology)</p> <p>Scholastics (Building Design & Construction)</p> <p>Specialty Area (Culinary Arts 1)</p> <p>Specialty Area (Creative Cooking & Baking)</p>
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- c. The following students were chosen as **Hopatcong High School’s Scholar Athletes of the Month** for their outstanding performance in **February, 2018**:

<p>Francesco Mastroeni, Freshman</p> <p>Danica Berchin, Sophomore</p>	<p>Athletics (Wrestling)</p> <p>Athletics (Cheerleading)</p>
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All in favor _____

9. SUPERINTENDENT’S REPORT AND HIB REPORT

- a. Superintendent’s Report – **Mr. Paul Saxton**
- b. Presentations – **2018/2019 School Budget Presentation: Superintendent Paul Saxton, Carolyn B. Joseph, Business Administrator Emil Binotto, Dr. Olga Edgerton, Joanne Mullane, Tammy Miller**
- c. A second reading and approval of the Superintendent’s HIB Report for February, 2018 as presented to the Board at the February meeting on February 26, 2018. Approval of the HIB report for March, 2018 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	__ S. Francis	__ W. Gallagher	__ E. Jacobus
__ A. McLean	__ S. Schindelar	__ C. Smith	__ C. Trimpore	

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

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 Trumport**

11. **PUBLIC COMMENT – AGENDA ITEMS ONLY**

12. **FINANCE**

Approval of the following finance items, **12a-12j**, as recommended by the Superintendent of Schools and the Finance Committee of the Board:

a. **2018/2019 Preliminary Budget Submission**

Approval of the following resolution for submission of the tentative 2018/2019 school budget to the County Superintendent:

“**WHEREAS**, the Superintendent has presented to the Finance Committee and other members of the Hopatcong Board of Education, a recommended 2018/2019 School District Budget in the total amount of \$37,670,175, as follows; and

WHEREAS, the Board approves a Local Tax Levy of \$24,147,386;

THEREFORE, BE IT RESOLVED the Hopatcong school District preliminary 2018/2019 budget for submission to the County Office is approved as follows on the Meeting Agenda of March 19, 2018.”

	<u>Budget</u>
<u>General Fund</u>	
Fund 10 – Charter School Tuition.....	\$ <u>303,696</u>
Fund 11 – General Operating Fund.....	\$ <u>36,679,930</u>
Fund 12 – Debt Services Assessment.....	\$ <u>1,614</u>
	<u>\$36,985,240</u>
<u>Special Revenue Fund</u>	
Fund 20 – Federal/State Grants.....	\$ <u>684,935</u>
<u>Debt Service -</u>	\$ <u>0</u>
<u>Total Budget</u>	\$37,670,175

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

- b. Approval of bills for the General Fund and Special Revenue (Grants) accounts, and Cafeteria account, February 26, 2018 through March 19, 2018 in the following amounts:

General Fund and Special Revenue (Grants) account	-	\$1,066,486.52
Cafeteria account	\$.00
- c. Approval of Regular bills for February 26, 2018 through March 19, 2018 for the SCRT Cooperative Operating Account in the amount of \$13,693.78
- d. Approval of Bus Contractor bills for April 15, 2018 for the SCRT Cooperative Operating Account, in the amount of ~~\$3,343,320.47~~
- e. Approval of the Transfer Report for the month of January 2018.
- f. Approval of the Board Secretary’s Report for the month of January 2018.
- g. Approval of the Treasurer’s Report for the month of January 2018.
- h. Approval of the agreement with Industrial Appraisal to complete the 2017/2018 District Asset Inventory at the cost of \$6,560.
- i. Approval of the agreement with SSP Architects, LLC to provide a Long Range Facilities Plan/Educational Planner/Phase 1 at the cost of \$20,000.
- j. **Travel and Related Expenses Maximum**
Approval for the Chief School Administrator to approve and authorize all travel and related expenses for employees and Board Members in accordance with Board Policy No. 6423, up to a maximum of \$75,000 for the 2018/2019 school year.

Motion to approve Finance 12a-12j
(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	

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 **Neil Pallotta** for a New Jersey Family Leave of Absence/Federal Leave of Absence from his position as a Middle School Math Teacher during the period of April 16, 2018 to June 29, 2018.
11-130-100-101-01

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

- b. Rescind the 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, as approved in December 2017.

- c. Rescind the 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 declined to begin working on March 1)
11-000-263-106-01

- d. Approval of the employment of **Amanda Marcazo** as a Part Time Clerk at the Administration Building in the Hopatcong School District at an hourly salary of \$11.25, effective March 20, 2018.
11-000-263-106-01

- e. Approval of **Lillian MacRae** to attend High School FIT Trip, outside of the school day, at a rate of \$40 per hour for a total of 6 hours on February 8, 2018 as nursing coverage.
11-401-100-100-01-02

- f. 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
Ray Annett	Resign	Asst. Baseball Coach	A	2	\$3,666.00	3/1/2018	6/30/2018
Dominick Spukes	Appoint	Asst. Baseball Coach	A	3	\$4,388.00	3/1/2018	6/30/2018

11-401-100-100-01-02

- g. Adjustment of the following 2017-2018 Advisors for the Hopatcong Middle School:

Craig Vallaro	Resign	Intramurals - Spring	C	4	\$953.00	3/1/2018	6/30/2018
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11-401-100-100-01-02

- h. Approval of **Maggie Ellicott** as a Volunteer Teacher Assistant for the 2017-2018 school year at the Hopatcong High School, pending criminal history background reviews, effective March 20, 2018.

- i. Rescind the approval of Safety Monitors and Ticket Sellers for the Fall 2017 Drama Production, Spring 2018 Music Production and Band Concerts:

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

Event	Date	Position	Number of Staff	Rate of Pay Each	Total Cost
Fall Drama Production	12/7/2017	Safety Monitor	2	\$50	\$100
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	12/9/2017	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
Band Concert	12/19/2017	Safety Monitor	2	\$50	\$100
Band Concert	5/17/2018	Safety Monitor	2	\$50	\$100

j. Approval of the following **Day Plus** staff members for the 2017/2018 school year:

Name	Nature of Action	Position	Rate	Date Effective
Ronald Schult	Resign	Instructor	\$8.50/hr	2/27/2018
Laurie Solberg	Resign	Instructor	\$12.50/hr	3/16/2018

k. 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
Brianna McGreevy	Spring 2018	Centenary University	Observation	High School	Mrs. Pallotta
Charlie Lopez	Spring 2018	County College of Morris	Observation	High School	Mrs. Alzate, Mrs. Boatman
Khai Schooler	Spring 2018	Sussex County Community College	Observation	High School	Mrs. Delbagnio

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

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

Motion to approve Personnel 13a-13l:

(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. STUDENTS & SERVICES

Approval of the following Students and Services items, **14a-14h**, 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. 10883** for up to 10 hours per week beginning February 27, 2018. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour.
- b. Approval for educational instruction services for **Student No. 12046** for up to 5 hours per week beginning February 15, 2018. Instruction will be provided by St. Clare’s Hospital at a rate of \$55.00 per hour.
- c. Approval for educational instruction services for **Student no. 12046** for up to 10 hours per week beginning February 28, 2018. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour.
- d. Approval for educational instruction services for **Student no. 13542** for up to 10 hours per week beginning March 12, 2018. Instruction will be provided by Educational Inc. at a rate of \$38.00 per hour.
- e. Approval for placement for **Student ID 8137242785** in a resource home in Parsippany-Troy Hills Township Schools. The tuition for the 2017/2018 school year is \$14,093.00.
- f. Approval for an out of district placement at Northern Hills Academy for **Student No. 411988**. The pro-rated tuition for the 10 month program is approximately \$20,763.14 for the 2017/2018.
- g. Approval for home instruction services for **Student no. 12057** for 5 hours per week. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour. Effective March 1, 2018.
- h. Approval of the field trip requests, as required by the New Jersey Department of Education.

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

(ACTION) Motion by _____, seconded by _____

DISCUSSION

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

Roll Call Vote

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

15. CURRICULUM

Approval of the following item, **None**, as recommended by the Superintendent of Schools and the Curriculum/Technology/Special Education Committee of the Board:

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 \$7,160.16
(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	

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**:

<u>Policy #</u>	<u>Title</u>
P 5420	Reporting Pupil Progress (Mandated, Revised)
P 7440	School District Security (Mandated, Revised)
P 7441	Electronic Surveillance in School Buildings and on School Grounds (Mandated, Revised)

<u>Regulation #</u>	<u>Title</u>
R 5420	Reporting Pupil Progress (Mandated, Revised)
R 7440	School District Security (Mandated, Revised)
R 7441	Electronic Surveillance in School Buildings and on School Grounds (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**:

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

<u>Policy #</u> P 5330.04	<u>Title</u> Administering an Opioid Antidote (New, Suggested)
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<u>Regulation #</u> R 5410 R 5460.1	<u>Title</u> Promotion and Retention (Mandated, Revised) High School Transcripts (Mandated, Revised)
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Motion to approve Policy & Legislation 17a – 17b:
(ACTION) Motion by _____, seconded by _____

DISCUS
SION

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

18. CALENDAR

- a. Approval of the Revised 180 day School Calendar for the 2017/2018 school year due to weather related closings.

Motion to approve Calendar 18a:
(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 years 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 years 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 years 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 years as listed on Exhibit A.

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

- e. The Superintendent recommends the **acceptance** of student transportation bids submitted on February 26, 2018 for Special Education, Public and Non-Public Routes for the 2017-18 School Years as listed on Exhibit A.
- f. The Superintendent recommends the **award** of student transportation contracts to the lowest responsible and responsive bus contractor company bidders for the February 26, 2018 Special Education, Public and Non-Public Routes for the 2017-18 School Year as listed on Exhibit A.
- g. The Superintendent recommends the **rejection** of student transportation bids for non-compliance issues or route terminations submitted on February 26, 2018 for Special Education, Public and Non-Public Routes for the 2017-18 School as listed on Exhibit A.
- h. The Superintendent recommends the **acceptance** of student transportation bids submitted on February 27, 2018 for Special Education, Public and Non-Public Routes for the 2017-18 School Years as listed on Exhibit A.
- i. The Superintendent recommends the **award** of student transportation contracts to the lowest responsible and responsive bus contractor company bidders for the February 27, 2018 Special Education, Public and Non-Public Routes for the 2017-18 School Year as listed on Exhibit A.
- j. The Superintendent recommends the **rejection** of student transportation bids for non-compliance issues or route terminations submitted on February 27, 2018 for Special Education, Public and Non-Public Routes for the 2017-18 School as listed on Exhibit A.

Motion to approve 19a-19j:

(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

President Anthony Fasano presents the addition of a separate Board of Education meeting date for the Public Hearing to the Board for a vote:

- a. Approval to add April 30, 2018 for the Public Hearing on the 2018/2019 Budget to comply with State Budget requirements.

Motion to approve 21a:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

HOPATCONG BOARD OF EDUCATION

Regular Meeting – Preliminary Budget Approval - Board Meeting Room
March 19, 2018 – 7:00 p.m.

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

22. ADJOURNMENT

Motion to adjourn:

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm