

HOPATCONG BOARD OF EDUCATION
Regular Meeting - 2018/2019 Regular Meeting/ Public Hearing
Rescheduled from April 30, 2018
May 7, 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 Hopatcong High School Cafeteria, Hopatcong, NJ, at 7:00 p.m. on May 7, 2018.

4. **ROLL CALL**

__Philip DiStefano	__Anthony Fasano	__Scott Francis
__Warren Gallagher	__Erin Jacobus	__ Alex McLean
__Dr. Sarah Schindelar	__Candice Smith	__Carol Trumfore
__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:

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- a. March 15, 2018 - Executive Session
- b. March 15, 2018 – Special Meeting
- c. March 19, 2018 – Executive Session
- d. March 19, 2018 – Regular Meeting, Preliminary Budget Approval

Motion to approve 7a – 7d:
 (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	

8. ACKNOWLEDGMENTS/CORRESPONDENCE

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

Anthony Christiana, Senior	Scholastics (Creative Writing)
Christie Happel, Senior	Scholastics (Creative Writing)
Ryan Garrison, Junior	Specialty Area (Video Game Design)
Shane Wilson, Senior	Specialty Area (Forensic Psychology CP)

- b. There were no **Hopatcong High School’s *Scholar Athletes of the Month*** for **March, 2018 (in between seasons).**
- c. The Hopatcong Borough School District would like to congratulate **Danielle Kovach, former New Jersey Teacher of the Year on reaching the distinguished title of Dr. Danielle Kovach.** Congratulations on this outstanding accomplishment!
- d. The Hopatcong Borough School District wishes to congratulate **Hopatcong High School Senior Dominic Solimando in earning the rank of Eagle Scout in the Boy Scouts of America.** Awesome accomplishment!!
- e. Mr. Kurt Zimmerman and other chaperones accompanied the **Hopatcong High School Wind Ensemble** where they earned gold in their competition in Nashville, TN! Congratulations to the following students:

Alyssa Alvarez	Tara Nixdorff
Torri Burghoffer	Wiktoria Plewa
Amanda Corujo	Jared Seal
Jennifer Coulman	Matthew Smith
Abigail Dietz	Hannah Steger
Noah Fouda	Melandie Steger
Gabriella Galloza-Flores	Amanda Sutton
Adrian Garcia	Brooke Taylor
Katie Maitland	Teresa Turnage
Anthony Marinaro	Tyler Turnage
	Charlotte Whritenour

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- f. The Hopatcong Borough School District would like to commend the following teachers and students for their participation in the **Hudson Maxim St. Jude’s Children’s Hospital Fundraiser:**

Mrs. Jennifer Bisignani – Coordinator

Miss Marisa Adams – Coordinator

Congratulations to the two students who raised the most money for St. Jude’s:

John Borgia

Aubrey Wester

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

- h. **JANET AUTORINO:**

WHEREAS, Janet has dedicated herself to the Hopatcong Borough School District for 34 years as a Learning Disabilities Teacher Consultant and 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 Janet 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 Janet in recognition of exemplary service to our school district.

- i. **DAWN VALLE-CAMPO:**

WHEREAS, Dawn has dedicated herself to the Hopatcong Borough School District for 21 years as Speech and Language Specialist; 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 Dawn 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 Dawn in recognition of exemplary service to our school district.

- j. **NANCY PASCARELLA:**

WHEREAS, Nancy has dedicated herself to the Hopatcong Borough School District for 9 years as a School Nurse; 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,

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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.

k. CHARLES HILDEBRANDT:

WHEREAS, Charles has dedicated himself to the Hopatcong Borough School District for 34 years as a Custodian; 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 Charles 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 Charles in recognition of exemplary service to our school district.

l. ANDREW NEIGEL:

WHEREAS, Andrew has dedicated himself to the Hopatcong Borough School District for 21 years as a Custodian; 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 Andrew 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 Andrew in recognition of exemplary service to our school district.

Motion to approve Acknowledgments 8a – 8l:

Motion by _____, seconded by _____
DISCUSSION

All in favor _____

9. SUPERINTENDENT'S REPORT AND HIB REPORT

a. Superintendent's Report – Mr. Paul Saxton

b. Presentation – Writer's Workshop - Ken Doolittle and Yvonne Mortello

c. A second reading and approval of the Superintendent's HIB Report for March, 2018 as presented to the Board at the February meeting on March 19, 2018. Approval of the HIB report for April, 2018 for first reading and review.

Motion to approve Superintendent's Report and HIB report 9a – 9c:

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	

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-12o**, as recommended by the Superintendent of Schools and the Finance Committee of the Board:

a. Adoption of the 2018/2019 Budget

Approval of the following resolution for submission of the 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 revised budget due to an increase in state aid, called Emergency Aid, in the amount of \$58,971, and has recommended the 2018/2019 School District Budget in the total amount of \$37,729,146, as follows; and

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

THEREFORE, BE IT RESOLVED the Hopatcong School District’s 2018/2019 budget is as follows:”

<u>General Fund</u>	<u>Budget</u>
Fund 10 – Charter School Tuition.....	\$ <u>303,696</u>
Fund 11 – General Operating Fund.....	\$ <u>36,738,901</u>
Fund 12 – Debt Services Assessment.....	\$ <u>1,614</u>
	\$ <u>37,044,211</u>
<u>Special Revenue Fund</u>	
Fund 20 – Federal/State Grants.....	\$ <u>684,935</u>
<u>Debt Service -</u>	\$ <u>0</u>

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Total Budget **\$37,729,146**

- b. Approval of bills for the General Fund and Special Revenue (Grants) accounts, and Cafeteria account, March 19, 2018 through April 30, 2018 in the following amounts:

General Fund and Special Revenue (Grants) account - \$2,018,762.53
Cafeteria account \$ 107,155.68
- c. Approval of Regular bills for March 19, 2018 through April 30, 2018 for the SCRT Cooperative Operating Account in the amount of \$37,396.81
- d. Approval of Bus Contractor bills for May 15, 2018 for the SCRT Cooperative Operating Account, in the amount of \$3,436,257.96
- e. Approval of the Transfer Report for the month of February 2018.
- f. Approval of the Board Secretary's Report for the month of February 2018.
- g. Approval of the Treasurer's Report for the month of February 2018.
- h. Approval to accept \$1,000 Walmart grant awarded to Dr. Danielle Kovach.
- i. **WHEREAS**, the Hopatcong Board of Education wishes to close the Day Plus program that it currently administers; and

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 implement a reduction in force;

NOW THEREFORE BE IT RESOLVED, that the Board approves the closure of the existing Day Plus program as of June 30, 2018; and

BE IT FURTHER RESOLVED, by the Hopatcong Board of Education that, upon recommendation of the Superintendent, the following positions have been abolished as a result of a reduction in force:

1. Day Plus Program Instructor
2. Day Plus Program Lead Instructor
3. Day Plus Program Student Instructor

BE IT FURTHER RESOLVED, that the Board authorizes the Board Secretary and/or Superintendent to notify all affected employees of their employment status and all affected parents of the status of the district-operated Day Plus program.

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- j. WHEREAS**, the Board wishes to enter into a lease with AlphaBEST Education, Inc. (“AlphaBEST”), which will independently administer a before and after school care program in each of the district’s elementary schools;

- NOW THEREFORE BE IT RESOLVED**, by the Hopatcong Board of Education that, the Board hereby approves the lease with AlphaBEST to begin July 1, 2018.

- k.** Approval for authorization to initiate a Request for Proposals for a Food Service Management Company.

- l.** Approval of the Cell Tower Lease (Gaelic Communications) to include a third party (SBA Towers IX, LLC) to take assignment of the ground lease.

- m.** Approval for the 2018-19 school year signing of the Cigna medical rates from Brown & Brown Insurance.

- n.** Approval for the payment of architectural services for three schools by Gianforcaro Architects in the amount of \$11,230 for three makerspace projects.

- o.** Approval for the High School Decathlon team to participate in the National Tournament in Orlando, FL.

Motion to approve Finance 12a-12o.
(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-13o**, as recommended by the Superintendent of Schools and the Personnel Committee of the Board:

- a.** Acceptance of the resignation, with regret, of **Janet Autorino** from her position as Learning Disabilities Teacher Consultant at Hopatcong High School, for the purpose of retirement, effective July 1, 2018.
11-000-219-104-01-

- b.** Acceptance of the resignation, with regret, of **Dawn Valle-Campo** from her position as Speech in the Hopatcong School District, for the purpose of retirement, effective July 1, 2018.
11-000-216-100-01-

- c.** Acceptance of the resignation, with regret, of **Charles Hildebrant** from his position as Custodian at Durban Avenue School, for the purpose of retirement, effective July 1, 2018.
11-000-262-100-01

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- d. Acceptance of the resignation, with regret, of **Andrew S. Neigel** from his position as Lead Custodian at the Hopatcong Middle School, for the purpose of retirement, effective July 1, 2018.
11-000-262-100-01
- e. Acceptance of the resignation, with regret, of **Nancy Pascarella** from her position as School Nurse at the Hudson Maxim School, for the purpose of retirement, effective January 1, 2018, pending the approval of retirement application by the State of New Jersey.
11-000-213-100-01
- f. Acceptance of the resignation of **Richard Sanchez** from his position as Part Time Custodian for the Hopatcong School District, effective April 2, 2018.
11-000-262-100-01
- g. Acceptance of the resignation of **Emily Kramer** from her position as Payroll/Benefits Coordinator for the Hopatcong School District, effective March 30, 2018.
11-000-251-100-01
- h. Approval of the request of **Jill Mortenson** for a Maternity Leave of Absence from her position as a Physical Education Teacher of 35 Sick Days during the period of September 4, 2018 to October 22, 2018, followed by New Jersey Family Leave of Absence/Federal Leave of Absence for the period of October 23, 2018 to June 30, 2019.
11-140-100-101-01
- i. Approval of the employment of **Katie Schwab** as Administrative Assistant to the Superintendent, at a salary of \$45,000, effective May 1, 2018.
11-000-230-105-01
- j. Approval of the employment of **Sandra Renzetti** as Payroll/Benefits Coordinator, at a salary of \$68,000, effective May 1, 2018.
11-000-230-105-01
- k. Approval of the employment of **Andrew B. Neigel** as a part time Custodian at a salary of \$19,219 based upon the 2017/2018 Salary Guide Step 1, with \$200 salary increase for Black Seal License, when attained, effective May 1, 2018.
11-000-263-100-01
- l. Approval of the employment of **Lisa Schuffenhauer and Michael Moschella** as instructors for the Safety Town program at Hudson Maxim School, for 4.5 hours per day for 8 days, during the period of July 16-26, 2018, at a salary of \$25.00 per hour.
11-401-100-100-01-01
- m. 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
Dominic Spukes	Appoint	Asst. Baseball Coach	A	3	\$4,388.00	3/1/2018	6/30/2018

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11-401-100-100-01-02

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

Student Name	School Year	University	Experience	School	Cooperating Staff Member
Connor Merrill	2018-2019	Farleigh Dickinson University	Student Teaching	High School	Mr. Landshof
Marlene Lupo	2017-2018	Grand Canyon University	Observation	Tulsa Trail	
Cassidy Rain Dube	2017-2018	Felician University	Field Placement	Tulsa Trail	Mrs. Ibaceta
Nathalia Bueno	2018-2019	William Paterson University	Student Teaching	Elementary	TBD
Student Name	School Year	University	Experience	School	Cooperating Staff Member
Austin Caldwell	2018-2019	William Paterson University	Student Teaching	Elementary	TBD

- 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	___ S. Francis	___ W. Gallagher	___ E. Jacobus
___ A. McLean	___ S. Schindelar	___ C. Smith	___ 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 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 15, 2018.
- b. 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 April 9, 2018.

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- c. Approval for home instruction services for **Student no. 11552** for 5 hours per week. Instruction will be provided by Hopatcong certificated staff at a rate of \$35.00 per hour. Effective March 13, 2018.
- d. Approval for a change of placement for an out of district student who has been placed at Lakeland Andover School, **Student no. 406919**. The tuition for the remainder of the 2017/2018 school year is \$19,530. Effective date March 13, 2018.
- e. Approval for educational instruction services for **Student No. 11592** for up to 10 hours per week. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour. Effective April 3, 2018.
- f. Approval for educational instruction services for **Student no. 411988** for up to 5 hours per week. Instruction will be provided by St. Clare’s Hospital at a rate of \$55.00 per hour. Effective April 5, 2018.
- 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

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

15. CURRICULUM

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

- a. Approval to submit a class size waiver to the Sussex County Department of Education for the preschool disabled program PM Class #1 at the Hudson Maxim School due to a class size increase. Currently 12 going to 13 by the end of April (Class size cap is 12 by code).
- b. Approval to submit a class size waiver to the Sussex County Department of Education for the preschool disabled program PM Class #2 at the Hudson Maxim School due to a class size increase. Currently 12 going to 14 by the end of April. (Class size cap is 12 by code).

Motion to approve Curriculum items 15a – 15b:
 (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. 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 \$3,203.80.
 (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**:

<u>Policy #</u>	<u>Title</u>
P 3437	Military Leave (Revised, Recommended)
P 4437	Military Leave (Revised, Recommended)
P 7425	Lead Testing of Water in Schools (Recommended, New)

<u>Regulation #</u>	<u>Title</u>
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**:

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

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

(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	

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-19f**, 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 Member School Districts for the 2018-19 School Year as listed on Exhibit A.
- f. 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

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due to minor clerical/typographical errors to correct the board minutes for county approval of the contracts.)

Motion to approve 19a-19f:

(ACTION) Motion by _____, seconded by _____
DISCUSSION

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

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