

HOPATCONG BOARD OF EDUCATION

Mr. Anthony J. Fasano, President
Mr. Alexander McLean, Vice-President

Mr. Phil DiStefano Mrs. Candice Smith Dr. Sarah Schindelar
Mr. Warren Gallagher Mrs. Carol Trumpore Mr. Scott Francis
Ms. Erin Jacobus

Mr. Paul Saxton, Interim Superintendent
Ms. Carolyn B. Joseph, Business Admin./Board Secretary

Agenda
Regular Meeting
June 25, 2018
7:00 P.M.

New Jersey School Board Association Delegate – Anthony Fasano
Sussex County Ed. Services Commission – Phil DiStefano
Liaisons to Borough Council – Alex McLean, Sarah Schindelar
School Wide Alliance Team – Carol Trumpore
Sussex County Regional Cooperative Liaison – Alex McLean
Municipal Alliance – Erin Jacobus

School and Parent Organization Liaisons:

Hudson Maxim – Erin Jacobus
Tulsa Trail – Erin Jacobus
Durban Avenue – Scott Francis
Middle School – Candice Smith, Sarah Schindelar
High School – Candice Smith, Phil DiStefano

COMMUNITY RELATIONS

Warren Gallagher*
Candice Smith
Scott Francis
Anthony Fasano (Ex Officio)

PERSONNEL

Carol Trumpore*
Candice Smith
Sarah Schindelar
Anthony Fasano (Ex Officio)

CURRICULUM/TECHNOLOGY/SPECIAL

EDUCATION

Phil DiStefano Erin Jacobus
Anthony Fasano (Ex Officio) Candice Smith*

FINANCE/FACILITIES/TRANSPORTATION

Alex McLean*
Carol Trumpore
Sarah Schindelar
Warren Gallagher

NEGOTIATIONS

Sarah Schindelar*
Scott Francis
Carol Trumpore
Anthony Fasano (Ex Officio)

POLICY/LEGISLATION

Phil DiStefano*
Erin Jacobus
Warren Gallagher
Alex McLean (Ex Officio)

* Chairperson

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Public Participation in Board Meetings
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[See POLICY ALERT Nos. 181, 197 and 208]

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall set aside a portion of every Board meeting, the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district. The Board president is responsible for orderly and dignified conduct of all meetings. He or she is the spokesperson for the Board.

Public participation shall be governed by the following rules:

1. All persons wishing to participate in a public Board meeting shall sign in with the Board Secretary prior to commencement of the meeting. When all participants are heard, the Board President shall close the public comment session. No further comments will be heard.
2. A participant must be recognized by the presiding officer and must preface comments at the podium or microphone if provided by an announcement of his/her name, place of residence, and group affiliation, if applicable.
3. Each statement made by a participant shall be limited to three minutes' duration. Each public comment portion of the meeting should be limited to thirty minutes.



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Public Participation in Board Meetings

4. No participant may speak more than once during either public comment session;
5. All statements, questions, or inquiries shall be directed to the presiding officer; and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member; no participant may address or question Board members or the administration individually. The President shall listen to the comments, as long as they are in alignment with our district policies and they have previously followed the chain of command, if applicable. There shall be no dialogue with the public during the public portion of the meeting. After comments are heard, the portion is closed and no further comments are heard. Anyone reading long documents or attacking any Board member or school official shall be ruled out of order by the President. The public shall maintain a respectful decorum towards all present at all times.
6. As per Board Policy No. 9130 Public Complaints and Grievances, any misunderstandings or disputes between the public and school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. A complaint about a school program or personnel should be addressed to the building principal; a complaint about instructional or resource materials should be addressed to the Superintendent after discussion with the building principal. Only those matters which cannot be resolved at the school level should then be brought to the attention of the Superintendent of Schools who will investigate the concern, or assign a staff member to do so.
7. As per Board Policy No. 0142 Board Member Qualifications, Prohibited Acts and Code of Ethics, the Board members will refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution. The Board President will cease all public comments that do not adhere to Board Policy No. 9130; and refer the person making such comments to the Superintendent of Schools.



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Public Participation in Board Meetings

8. The presiding officer may:
- a. Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;
 - b. Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;
 - c. Request any person to leave the meeting when that person does not observe reasonable decorum;
 - d. Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;
 - e. Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and
 - f. Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.

N.J.S.A. 2C:33-8
N.J.S.A. 10:4-12

Adopted:

Revised: 2016 – *April 11, 2016*



Code of Ethics

According to New Jersey statute, a school board member shall abide by the following Code of Ethics:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

CHAIN OF COMMAND

All members of the Board of Education and employees of the Hopatcong School District are directed to observe faithfully the chain of communications established by the district organizational plan. A problem should be identified and its resolution attempted at the level most immediate to the problem's origin.

The Board expressly disapproves of any attempt to expedite the resolution of a problem by disregard of the organizational plan and the appropriate processes. A staff member's persistent disregard for the established management organization of this district in violation of this policy will be considered an act of insubordination subject to discipline.

PUBLIC COMPLAINTS AND GRIEVANCES

The Superintendent shall establish procedures for the hearing of requests and complaints regarding district personnel, the educational program, instructional and resource materials, and the operation of the school district. Procedures will be governed by the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.

DISCUSSION OF PERSONNEL

Under New Jersey's Open Public Meetings Act, Boards of Education are confined to discuss personnel issues in closed session.

HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 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 June 25, 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. May 7, 2018 - Executive Session
- b. May 7, 2018 – Regular Meeting/Public Hearing
- c. May 14, 2018 – Executive Session
- d. May 14, 2018 – Special/Regular Meeting
- e. May 21, 2018 – Special Meeting/Board Retreat

HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 2018 – 7:00 p.m.

Motion to approve 7a – 7e:
 (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 **May, 2018:**

| | |
|--------------------------------|--------------------------|
| Thomas Ward, Senior | Scholastics (Psychology) |
| Jessica Alvarez, Senior | Scholastics (Sociology) |
| Brian Dome, Freshman | Specialty Area (Art 1) |
| Breanna Maurer, Senior | Specialty Area (Art 1) |

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

| | |
|--------------------------------|-------------------------|
| Claudia Luca, Sophomore | Athletics (Girls Track) |
| Zachary Bonilla, Junior | Athletics (Boys Track) |

c. **SANDRA TILLERY**

WHEREAS, Sandra has dedicated herself to the Hopatcong Borough School District for 26 years as a School Bus Driver; 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 Sandra 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 Sandra in recognition of exemplary service to our school district.

d. **SUSAN FILAK**

WHEREAS, Susan has dedicated herself to the Hopatcong Borough School District for 23 years as a Paraprofessional; 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 Susan 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 Susan in recognition of exemplary service to our school district.

HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 2018 – 7:00 p.m.

- e. On June 5, 2018, the following Seniors were awarded Academic scholarships as noted below. Congratulations to all!!!

| <u>Award</u> | <u>Recipient</u> |
|--|--|
| Alyssa Ruggieri Memorial Scholarship | Rachel Esteves, Madison Garrett |
| Barbara Carlon Character Award | Madison Garrett |
| Byram Bus Scholarship | Anthony Christiana, Alyssa Newhart |
| Class of 2018 Teacher of Excellence Award | Mr. Joe Ross |
| Class of 2018 Yearbook Dedication | Mr. Michael Landshof |
| Creative Writing Award | Kayla Bravo |
| Dr. A.R. Gianni Scholarship | Cassidy Fernandez |
| D. Ruth Gianni Scholarship | Amanda Corujo |
| Gregory Pellingier Scholarship of the Arts | Selena Figueroa, Kevin Gartley |
| Hopatcong Association of Principals and Supervisors Scholarship | Kristy Tobar |
| Hopatcong Day Plus Scholarship | Kayla Dora, Kristy Tobar |
| Hopatcong Education Association Scholarship | Jessica Alvarez |
| Hopatcong Fire Company #4 Robert Nowatnick Scholarship | Kayla Dora |
| Hopatcong Fire Company #4 Robert Yates Scholarship | Anthony Christiana |
| Hopatcong High School Chiefs Booster Club Scholarship | Amanda Corujo, Kayla Dora, Dominic Solimando, Heather Sutton |
| Hopatcong High School Chiefs Booster Club Spirit Award | Nicole Attas |
| Hopatcong High School Drama Parents Association Gartley, Scholarship | Kayla Dora, Selena Figueroa, Madelynn Freire, Kevin Abigail McDonough, Tara Nixdorff, Dominic Solimando |
| Hopatcong High School's PTSO Scholarship | Anthony Christiana, Nolan Cook, Amanda Corujo, Kevin Gartley, Kaitlyn McManus, Tara Nixdorff, Brianna Prakofywa, Dominic Solimando, Heather Sutton |
| Hopatcong High School Scholar Athlete Award | Anthony Mastroeni |
| Hopatcong Republican Club Scholarship | Madison Garrett, Michael Keyes |
| Hopatcong Warriors Scholarships – Cheerleading & Football | Cassidy Fernandez, Madison Garrett, Joseph Juliano, Anthony Mastroeni |
| Hopatcong Woman's Club Scholarship | Andrea Fattorusso, Anthony Mastroeni |
| JoAnn Bromirski-Lange Memorial Scholarship | Michael Keyes |
| John A. Hinlicky Memorial Scholarship | Anthony Christiana |
| Just Give Back Scholarship | Kai Crimando |
| Kevin Natale Memorial Scholarship | Breanna Maurer |
| Kiwanis Club of Lenape Valley Scholarship | Jessica Alvarez |

**HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 2018 – 7:00 p.m.**

| <u>Award</u> | <u>Recipient</u> |
|--|---|
| Kristina Rose Threlkeld Memorial Scholarship | Jessica Alvarez, Kevin Gartley |
| Lake Hopatcong Rotary Scholarship | Jessica Alvarez, Anthony Christiana, Rachel Esteves, Madison Garrett, Breanna Maurer, Justin McCarthy, Kaitlyn McManus, Tara Nixdorff |
| Michael Wills Memorial Scholarship | Paige Gianfrancesco, Abigail McDonough |
| Mike Juskus Olympic Scholarship | Anthony Christiana |
| National Honor Society Award | Jessica Alvarez |
| National Honor Society Service Award | Anthony Christiana |
| Paula Mae Bandler “Smile” Scholarship | Kevin Gartley, Christie Happel |
| Paul D. Pinsonault Memorial Foundation Scholarship | Jessica Alvarez, Nicole Attas, Anthony Christiana, Justin McCarthy |
| Richard H. Hodson Award in Physics | Anthony Mastroeni |
| Robert Thomas Law Enforcement Scholarship | Hayley Vater Velez |
| Shop-Rite Awards – Personality & Common Sense, Community Service | Kristy Tobar, Dominic Solimando |
| Student Council Leadership Award | Andrea Fattorusso |
| Superintendent’s Roundtable Award | Jessica Alvarez |
| Thank You for Your Service Award | Christopher Furman, Kurtis Mathison, Christopher Redstone, Kamil Sprycha |
| The “Blummer” Award | Kurtis Mathison, Gianna Santiago |
| Thomas B. Trudgeon Scholarship | Kevin Gartley, Tara Nixdorff |
| VFW Music Award | Torri Burghoffer |
| West Side Methodist Church Peacemakers Award | Madelynn Freire |

Motion to approve Acknowledgments 8a – 8e:

Motion by _____, seconded by _____
DISCUSSION

All in favor _____

9. SUPERINTENDENT’S REPORT AND HIB REPORT

a. Superintendent’s Report – Mr. Paul Saxton

b. Presentations:

1. High School Yellowstone National Park Trip – **Joanne Carr, Jim McDonald**
2. SSP Architects – Long Range Facility Plan – **Jeanne K. Perantoni – Principal & CEO**
3. Security Update – **Jeff Hallenbeck, Director of Technology & District Security**

HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 2018 – 7:00 p.m.

- c. A second reading and approval of the Superintendent’s HIB Report for May, 2018 as presented to the Board at the May meeting on May 14, 2018. Approval of the HIB report for June, 2018 for first reading and review.

Motion to approve Superintendent’s Report and HIB report 9a – 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. 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-12w**, 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, May 14, 2018 through June 25, 2018 in the following amounts:

| | | |
|---|---|----------------|
| General Fund and Special Revenue (Grants) account | - | \$1,421,512.31 |
| Cafeteria account | | \$ 121,132.76 |
- b. Approval of Regular bills for May 14, 2018 through June 25, 2018 for the SCRT Cooperative Operating Account in the amount of \$395,564.67.
- c. Approval of Bus Contractor bills for May 15, 2018 through June 25, 2018 for the SCRT Cooperative Operating Account, in the amount of \$7,786,577.27.
- d. Approval of the Transfer Report for the month of April and May 2018.
- e. Approval of the Board Secretary’s Report for the month of April and May 2018.
- f. Approval of the Treasurer’s Report for the month of April and May 2018.
- g. Approval for submission of the IDEA-B Fiscal Year 2019 grant.

HOPATCONG BOARD OF EDUCATION
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JUNE 25, 2018 – 7:00 p.m.

- h. Approval to Accept the Funding Allocation of \$564,809 under IDEA-B, Fiscal Year 2019 in the amounts of:
 Basic Allocation - \$544,762 Preschool Allocation - \$20,047
- i. Approval to apply for the NJCAP (New Jersey Child Abuse Prevention) grant for anti-bullying programming in grades K – 5.
- j. Approval for excess monies from the 2017-18 School Year budget to be transferred into Capital Reserve not to exceed \$300,000.
- k. Approval of Five Year Lease Purchasing of Chrome Books, Grades 3, 6, & 9. (2018-19 - \$47,130.08)
- l. Approval to write off old checks in the General Fund account in the amount of \$901.53.
- m. Approval of Board of Education Professional Services for the 2018-19 School Year:

| DESCRIPTION | PROVIDER |
|------------------------------|--|
| Auditor | Lerch, Vinci & Higgins |
| Attorney | Porzio, Bromberg, Newman P.C. |
| Property/Liability Insurance | Arthur J. Gallagher – George Morville , Broker |
| Medical Insurance | Brown & Brown, Thomas Giordano, Agent |
| Architect of Record | SSP Architects, Jeanne Perantoni |
| School Physician | Dr. C.R. Damico |

- n. Approval of the award of Service Contracts for the 2018-19 School Year:

| DESCRIPTION | PROVIDER | STRAIGHT TIME | PREMIUM TIME |
|-----------------------|-----------------------------|-------------------|-----------------------|
| Plumbing | R. Poust Trade Service, LLC | \$106.00 | \$187.50 |
| Electrical | High Point Electric, Inc. | \$142.00 | 205.00 |
| HVAC | Super Heat | \$90.00 | \$135.00 |
| Kitchen Refrigeration | Lakeland Service, Inc. | Flat rate - \$105 | + \$75 Service Charge |

- o. Approval of a first year contract with **Maschio's Food Services, Inc.** for the 2018/2019 School Nutrition Program. The School Food Authority shall pay Maschio's an annual management fee in the amount of \$25,500.00. Maschio's guarantees a no cost or breakeven food service operation, including the management fee.
- p. Approval of the following **school lunch prices for the 2018/2019 school year**, with no price changes from the 2017/2018 school year:

| School | Student Paid | Student Reduced | Adult | Milk |
|--------------|--------------|-----------------|--------|--------|
| Hudson Maxim | \$2.75 | \$0.40 | \$4.25 | \$0.40 |
| Tulsa Trail | \$2.75 | \$0.40 | \$4.25 | \$0.40 |
| Durban Ave. | \$2.75 | \$0.40 | \$4.25 | \$0.40 |

HOPATCONG BOARD OF EDUCATION
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JUNE 25, 2018 – 7:00 p.m.

| School | Student Paid | Student Reduced | Adult | Milk |
|---------------|--------------|-----------------|--------|--------|
| Middle School | \$3.00 | \$0.40 | \$4.25 | \$0.40 |
| High School | \$3.25 | \$0.40 | \$4.25 | \$0.40 |

- q. The Board of Education moves to confirm the repairs to the macadam around the High School and Middle School, plus roadway repairs from Ed Data in the amount of \$55,910.
- r. The Hopatcong Board of Education approves the Long Range Facility Plan and Project Prioritization presented by SSP Architects.
- s. Approval of the repair and replacement of the Tulsa Trail School staircase and sidewalk by Cifelli & Son in the amount of \$49,504. (2018-2019 Maintenance Reserve account).
- t. Approval by the Board for the transfer of funds from 2018-2019 Maintenance Reserve Account to General Fund in the amount of \$49,504 for the purpose of repair and replacement of staircase and sidewalk at Tulsa Trail School.
- u. Approval of the tax levy payment schedule for the 2018/2019 school year:

| YEAR | MONTH | GEN FUND PAYMENTS |
|---------------|----------------|------------------------|
| 2017-2018 | July 2017 | \$2,012,282.00 |
| | August 2017 | \$2,012,282.00 |
| | September 2017 | \$2,012,282.00 |
| | October 2017 | \$2,012,282.00 |
| | November 2017 | \$2,012,282.00 |
| | December 2017 | \$2,012,282.00 |
| | Sub Total | \$12,073,692.00 |
| Equal Amounts | January 2018 | \$2,012,282.00 |
| | February 2018 | \$2,012,282.00 |
| | March 2018 | \$2,012,282.00 |
| | April 2018 | \$2,012,282.00 |
| | May 2018 | \$2,012,282.00 |
| | June 2018 | \$2,012,282.00 |
| | Sub Total | \$12,073,692.00 |
| Total | | \$24,147,384.00 |

- v. Approval for the following out of district 2018 Extended School Year Programs:

| OOD School | Student ID # | Duration | Tentative Tuition Rate | Aide (if required) | Therapy |
|----------------|--------------|-----------------|------------------------|--------------------|---------|
| DCCF-Limitless | 11327 | 7/11/18-8/10/18 | 5,535.00 | 2,295.00 | |

HOPATCONG BOARD OF EDUCATION
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JUNE 25, 2018 – 7:00 p.m.

| OOD School | Student ID # | Duration | Tentative Tuition Rate | Aide (if required) | Therapy |
|---|--------------|-----------------|------------------------|-----------------------|---------|
| DCCF-Limitless | 411931 | 7/11/18-8/10/18 | 5,535.00 | 2,295.00 | |
| DCCF-Limitless | 13700 | 7/11/18-8/10/18 | 5,535.00 | | |
| Harbor Haven | 12031 | 6/27/18-8/10/18 | 9,050.00 | | |
| Midland School | 11942 | 7/5/18-8/15/18 | 9,870.60 | | |
| Mt Olive Bd of Ed Chester Stephens School | 14189 | 7/2/18-8/7/10 | (approx.) 5,122.00 | (approx.) 4,454.00 | |
| Mt Olive Bd of Ed Tinc School | 13796 | 7/2/18-8/7/18 | (approx.) 4,176.37 | | |
| New Beginnings | 411965 | 7/9/18-8/17/18 | 10,764.90 | 5,940.00 | |
| PG Chambers | 999992 | 7/9/18-8/17/18 | 11,590.80 | | |
| Roxbury Bd of Ed-High School | 12591 | 7/2/18-8/7/18 | 5,390.00 | 3,335.00 | |
| Roxbury Bd of Ed- High School | 10643 | 7/2/18-8/7/18 | 4,338.74 | | |
| Roxbury Bd of Ed- High School | 13821 | 7/2/18-8/7/18 | 4,338.74 | | |
| Shepard School | 11953 | 7/2/18-8/13/18 | 9,174.00 | | |
| SCEC-Northern Hills Academy | 411988 | 7/5/18-8/15/18 | 9,536.00 | 2,593.50 | |
| SCEC-Northern Hills Academy | 13516 | 7/5/18-8/15/18 | 9,536.00 | | |
| SCEC-Northern Hills Academy | 13935 | 7/5/18-8/15/18 | 9,536.00 | 5,187.00 | 384.00 |
| SCEC-Northern Hills Academy | 13542 | 7/5/18-8/15/18 | 9,536.00 | 2,593.50 | |
| SCEC-Northern Hills Academy | 413091 | 7/5/18-8/15/18 | 10,878.00 | 5,187.00 | |
| SCEC-Northern Hills Academy | 13160 | 7/5/18-8/15/18 | 10,878.00 | 5,187.00 | |
| SCEC-Northern Hills Academy | 11837 | 7/5/18-8/15/18 | 9,536.00 | 2,593.50 | |
| Windsor Learning Center | 116260 | 7/9/18-8/17/18 | 9,300.00 | | |
| Windsor School | 411922 | 7/9/18-8/17/18 | 10,650.00 | | |
| YCS George Washington | 412021 | 7/5/18-7/31/18 | 5,909.95 | | |

HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 2018 – 7:00 p.m.

- w. Approval of the new School Facilities/Field Utilization Request Form, as attached.

Motion to approve Finance 12a-12w:

(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 | |

13. PERSONNEL

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

- a. **WHEREAS**, Paul Saxton is presently serving as the Board’s Interim Superintendent of Schools through a contract that expires June 30, 2018; and

WHEREAS, the Board desires to re-appoint Mr. Saxton as its Interim Superintendent of Schools for the 2018-2019 school year; and

NOW THEREFORE BE IT RESOLVED that the Board hereby approves Paul Saxton as the Interim Superintendent of Schools for the period of July 1, 2018 through June 30, 2019.

BE IT FURTHER RESOLVED that the Board approves the Employment Agreement with Paul Saxton for the position of Interim Superintendent of Schools for the foregoing period, which Employment Agreement already has been approved by the Executive County Superintendent.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Board Secretary to execute, on behalf of the Board, the Employment Agreement by and between the Board and Paul Saxton.

- b. Approval of the memorandum of agreement with the Hopatcong Office Personnel Association regarding vacation use:

This Agreement is made this 25th day of June 2018, between the Hopatcong Board of Education and the Hopatcong Office Personnel Association.

It is hereby agreed that the Contract of employment between the Association and the Hopatcong Board of Education is hereby amended to include the following:

1. “Association members may carry over up to five vacation days that remain in a contractual year into the following contractual year. The vacation days carried over must be used between July 1 and September 1 of the following contractual year. Advance notice and approval by the Superintendent, or his designee, is required for use of any vacation days.”

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2. Other than the agreed upon changes here, the remainder of the Contract shall remain the same.

IN WITNESS WHEREOF, the Association has caused the agreement to be signed by its President, and the Hopatcong Board of Education has caused this agreement to be signed by its President.

- c. Approval of the memorandum of agreement with the Hopatcong Administrators and Principals Association regarding vacation use:

This Agreement is made this 25th day of June 2018, between the Hopatcong Board of Education and the Hopatcong Administrators and Principals Association.

It is hereby agreed that the Contract of employment between the Association and the Hopatcong Board of Education is hereby amended to include the following:

1. "Association members may carry over up to five vacation days that remain in a contractual year into the following contractual year. The vacation days carried over must be used between July 1 and September 1 of the following contractual year. Advance notice and approval by the Superintendent, or his designee, is required for use of any vacation days."
2. If any of the aforementioned carried-over five days are not used by September 1, they will automatically convert to sick days, per the Contract.
3. Other than the agreed upon changes here, the remainder of the Contract shall remain the same.

IN WITNESS WHEREOF, the Association has caused the agreement to be signed by its President, and the Hopatcong Board of Education has caused this agreement to be signed by its President.

- d. Approval of the appointment of **Carolyn B. Joseph** as the Business Administrator/Board Secretary in the Hopatcong Borough School District, effective July 1, 2018, at a salary of \$153,600, which Employment Agreement already has been approved by the Executive County Superintendent.
11-000-251-100-01
- e. Approval of the appointment of **Matthew Geary** as the Facilities Manager in the Hopatcong Borough School District, effective July 1, 2018, at a salary of \$85,500.
11-000-261-100-01-
- f. Approval of the appointment of **Timothy Will** as the Assistant to Facilities Manager in the Hopatcong Borough School District, at a stipend of \$10,000, annually, effective July 1, 2018.
11-000-261-100-01-
- g. Approval of the employment of **Christi Murphy** as a Speech/Language Specialist in the Hopatcong Borough School District, at an annual salary of \$62,663 based upon the Salary

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Guide Level MA/Step 3, effective September 1, 2018. This salary is based upon the 2017-2018 HEA Salary Guide and may change based upon the outcome of negotiations.

11-000-216-100-01-

- h. Approval of the employment of **Shelton Bryant** as a Custodian in the Hopatcong Borough School District, at an annual salary of \$48,631 based upon the Custodial Salary Guide, effective July 9, 2018.
11-000-262-100-01

- i. Approval of the employment of **Catherine Maroney** as a part time Custodian in the Hopatcong Borough School District, at an annual salary of \$19,969, effective July 1,
11-000-262-100-01

- j. Acceptance of the resignation, with regret, of **Susan Filak** from her position as Paraprofessional at Durban Avenue School, for the purpose of retirement, effective June 28, 2018.
11-190-100-106-01-02

- k. Acceptance of the resignation, with regret, of **Melissa Kincaid** from her position as Curriculum Secretary in the Hopatcong Borough School District, effective June 30, 2018.
11-000-221-105-01

- l. Approval of the request of **Scott Smith** for an extension of his Medical Leave of Absence from his position as a Custodial/Maintenance staff member to include the period of May 22, 2018 to July 6, 2018.
11-000-263-100-01

- m. Approval of the reassignment of the following staff, effective July 1, 2018:

| Name | Transfer From | Transfer To |
|--------------------|--|--|
| Lewis Benfatti | High School Principal | Principal on Special Assignment |
| Emil Binotto | Middle School Principal | Middle School/High School Principal |
| Olga Edgerton | Director of C&I – STEAM | Director of Secondary Education/ K-12 STEAM |
| Jeffrey Hallenbeck | Director of Curriculum, Instruction and Technology | Director of Technology and District Security |
| Joanne Mullane | Director of C&I – Elementary Education, PD | Director of Elementary Education/ K-12 Humanities |
| Brittany Juskus | Elementary Secretary | Curriculum Secretary |

- n. Approval of the following certificated staff members for employment for the 2018-2019 school year:

| Name | School | Assignment | Salary | Effective Date |
|---|---------------|----------------------------|------------------------------|-----------------------|
| Gary Andolena <i>11-140-100-101-01</i> | High School | Physical Education Teacher | \$83,035 <i>BA/Step15</i> | 9/1/2018 |
| | | | | |

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| | | | | |
|---------------------------------------|-------------|-----------------|----------|--------------------|
| Theresa Trivento 11-000-213-100-01 | High School | Classroom Nurse | \$48,421 | 9/1/2018-6/30/2019 |
|---------------------------------------|-------------|-----------------|----------|--------------------|

- o. Approval of the following confidential staff members for employment for the 2018-2019 school year:

| Name | Title | Account |
|----------------------|---|--------------------|
| Kyle Bisignani | Lead Technician | 11-000-222-177-01 |
| Dawn DeBoer | Assistant to Superintendent/Human Resources | 11-000-230-105-01 |
| Michelle Fischer | Accounts Payable/Bookkeeper | 11-000-251-100-01 |
| John Paul Mulholland | Technician | 11-000-222-177-01 |
| Sandra Renzetti | Payroll/Benefits Coordinator | 11-000-251-100-01 |
| Ronald Reyes | Technician | 11-000-222-177-01 |
| Mary Anne Roe | Transportation Coordinator <i>50% BOE staff member</i> | 11-000-270-160-01- |
| Katie Schwab | Administrative Assistant to the Superintendent | 11-000-230-105-01 |
| Tracey Talmadge | Assistant to Business Administrator | 11-000-251-100-01 |
| Kathy Ward | Secretary to the Business Administrator | 11-000-251-100-01 |

- p. Approval of the following involuntary transfer recommendations based on staffing needs effective for the 2018-2019 school year:

| Name | Transfer From | Transfer To |
|----------------|----------------------------------|--|
| John Canzone | Middle School Physical Education | Middle School/High School Physical Education |
| Jill Mortenson | Middle School Physical Education | Middle School/High School Physical Education |
| Toby Richards | High School Physical Education | Middle School/High School Physical Education |
| Hilary Martin | High School Physical Education | Middle School Physical Education |

- q. Approval of the Fall 2018-2019 Athletic Coaches for the Hopatcong High School, stipends are based upon the 2016-2018 negotiated Hopatcong Board of Education/Hopatcong Education Association Extra Pay/Extra Duty guide for this position and may change based upon the outcome of negotiations:

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| Name | Nature of Action | Position | Class | Level | Salary | Date Effective | Date Terminated |
|-------------------|-------------------------|-------------------------------|--------------|--------------|---------------|-----------------------|------------------------|
| Gary Andolena | Appoint | Head Football Coach | A | 4 | \$7,712.00 | 7/1/18 | 6/30/19 |
| John Marx | Appoint | Asst. Football Coach | A | 1 | \$3,187.00 | 7/1/18 | 6/30/19 |
| Austin Brown | Appoint | Asst. Football Coach | A | 1 | \$3,187.00 | 7/1/18 | 6/30/19 |
| Kevin Malkin | Appoint | Asst. Football Coach | A | 4 | \$5,034.00 | 7/1/18 | 6/30/19 |
| Mike Landshof | Appoint | Asst. Football Coach | A | 4 | \$5,034.00 | 7/1/18 | 6/30/19 |
| Toby Richards | Appoint | Head Boys Soccer Coach | A | 4 | \$7,712.00 | 7/1/18 | 6/30/19 |
| Craig Vallaro | Appoint | Asst. Boys Soccer Coach | A | 1 | \$3,187.00 | 7/1/18 | 6/30/19 |
| Wilson Cusano | Appoint | Head Girls Soccer Coach | A | 4 | \$7,712.00 | 7/1/18 | 6/30/19 |
| Katerina Visha | Appoint | Asst. Girls Soccer Coach | A | 4 | \$5,034.00 | 7/1/18 | 6/30/19 |
| Jennifer Dixon | Appoint | Head Fall Cheerleading Coach | B | 4 | \$5,034.00 | 7/1/18 | 6/30/19 |
| Jill Vicedomini | Appoint | Asst. Fall Cheerleading Coach | B | 4 | \$3,287.00 | 7/1/18 | 6/30/19 |
| Hayley Vicedomini | Appoint | Asst. Fall Cheerleading Coach | B | 2 | \$2,383.00 | 7/1/18 | 6/30/19 |
| Traci Duffy | Appoint | Head Girls Tennis Coach | B | 4 | \$5,034.00 | 7/1/18 | 6/30/19 |
| Heather DelBagno | Appoint | Asst. Girls Tennis Coach | B | 4 | \$3,287.00 | 7/1/18 | 6/30/19 |
| Pete Oesen | Appoint | Head Cross Country Coach | A | 4 | \$7,712.00 | 7/1/18 | 6/30/19 |
| Jamie Douglas | Appoint | Asst. Cross Country Coach | A | 4 | \$5,034.00 | 7/1/18 | 6/30/19 |
| Kurt Zimmermann | Appoint | Head Marching Band | B | 4 | \$5,034.00 | 7/1/18 | 6/30/19 |
| Fred Moreno | Appoint | Drill Team | B | 4 | \$3,287.00 | 7/1/18 | 6/30/19 |

11-402-100-100-01

- r. Approval of merit pay for the 2017-2018 school year for the following HOPA Secretary staff members, based upon successful evaluations:

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| Name | Location | Merit Pay | Account |
|---------------------|----------------------|------------------|---|
| Donna Annett | High School | \$626.61 | 11-000-240-105-01- |
| Mary Beth Galfo | Xerox | \$876.48 | 11-000-261-105-01 11-000-211-100-01- |
| Deborah Gates | Middle School | \$1,044.35 | 11-000-240-105-01- |
| Melissa Gordon Sant | High School | \$995.75 | 11-402-100-100-01-01 |
| Annette Grieco | Durban | \$958.80 | 11-000-240-105-01- |
| Brittany Juskus | High School | \$867.80 | 11-000-240-105-01- |
| Melissa Kincaid | Curriculum | \$944.13 | 11-000-221-105-01 |
| Ana Marrazzo | Hudson Maxim | \$958.80 | 11-000-240-105-01- |
| Elena Melekos | Guidance | \$870.45 | 11-000-218-105-01- |
| Maureen O'Hare | Tulsa Trail | \$944.13 | 11-000-240-105-01- |
| Tara Santa | Facilities | \$345.98 | 11-000-261-105-01 |
| Lynne Smith | CST | \$1,027.43 | 11-000-219-105-01- |
| Linda Tappen | Middle School | \$888.68 | 11-000-240-105-01- |
| Mary Anne Wilcock | CST | \$980.48 | 11-000-219-105-01- |
| Stacey Yanko | High School Guidance | \$870.45 | 11-000-218-105-01- |

- s. Approval of merit pay for the 2017-2018 school year for the following Confidential staff members, based upon successful evaluations:

| Name | Department | Merit Pay | Account |
|----------------------|-------------------------|------------------|-------------------|
| Kyle Bisignani | Technology | \$2,000 | 11-000-222-177-01 |
| Dawn DeBoer | Superintendent's Office | \$2,000 | 11-000-230-105-01 |
| Michelle Fischer | Business Office | \$2,000 | 11-000-251-100-01 |
| John Paul Mulholland | Technology | \$1,000 | 11-000-222-177-01 |
| Ronald Reyes | Technology | \$1,000 | 11-000-222-177-01 |
| | | | |

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| Name | Department | Merit Pay | Account |
|-----------------|-------------------------|-----------|--------------------|
| Mary Anne Roe | Transportation | \$1,000 | 11-000-270-160-01- |
| Katie Schwab | Superintendent's Office | \$2,000 | 11-000-230-105-01 |
| Tracey Talmadge | Business Office | \$2,000 | 11-000-251-100-01 |
| Kathy Ward | Business Office | \$2,000 | 11-000-251-100-01 |

t. Extended School Year (ESY) Programs 2018

NOTE: Programs and staffing recommendations are made in order to remain in compliance with N.J.A.C. 6A: 14 (Special Education Code).

Preschool Disabled (PSD) Programs:

.....July 2nd through August 9th, Monday through Thursday only, 3 ½ hours per day

- Aide: Appoint Lana Robertson \$885.50
- Aide: Resign Brittany Bastedo \$885.50

Secondary Learning/Language Disabled (LLD) Program

.....July 2nd through August 9th, Monday through Thursday, 1 hour per day

- Teacher: Appoint Loren Turner \$253.00
11-000-219-110-01

- u.** Approval of the employment of all district nurses as summer program nursing coverage at Durban Avenue during the months of July and August 2018 on an as needed basis.
11-190-100-101-10-10

- v.** Approval of the employment of the following teachers as Camp Innovate personnel for Camp Innovate 2018 during the months of July and August 2018:

| Name | Position | Days Per Camp | Hours Per Day | Pay Per Hour | Total Approved |
|---------------|---------------------|---------------|---------------|--------------|----------------|
| Gina Samara | Literacy Instructor | 9 | 5 | \$35 | \$1,575 |
| George Kately | Security Officer | 27 | 6 | \$20 | \$3,240 |

11-190-100-101-10-10

- w.** Approval of the following teachers to perform Math/Science curriculum writing during 2018:

| Subject | Estimated Hours | Provider | Total cost to the district |
|-------------------|-----------------|--------------------|----------------------------|
| Kindergarten Math | 10 | Jennifer Bisignani | \$280 |

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| Subject | Estimated Hours | Provider | Total cost to the district |
|--------------------------------------|------------------------|---------------------|-----------------------------------|
| Kindergarten Math | 10 | Marissa Adams | \$280 |
| Grade 1 Math | 5 | Doreen Sciabica | \$140 |
| Grade 1 Math | 5 | Dana DeMetro | \$140 |
| Grade 1 Math | 5 | Kelly Colonna | \$140 |
| Grade 1 Math | 5 | Susan Mastroviti | \$140 |
| Grade 2 Math | 5 | Mellany Barroqueiro | \$140 |
| Grade 2 Math | 5 | Katie Duthaler | \$140 |
| Grade 2 Math | 5 | Jennifer Neu | \$140 |
| Grade 2 Math | 5 | Alison Ibaceta | \$140 |
| Grade 3 Math | 10 | Heather Keegan | \$280 |
| Grade 3 Math | 10 | Kellie Kontozoglus | \$280 |
| Grade 4 Math | 10 | Allyson McConnell | \$280 |
| Grade 4 Math | 10 | Kimberly Boucher | \$280 |
| Grade 5 Math | 10 | Carmela Catizone | \$280 |
| Grade 5 Math | 10 | Jamie Fialcowitz | \$280 |
| Grade 6 Science – Earth Science | 20 | Eric Shramko | \$560 |
| Grade 7 Science – Physical Science | 20 | Leeanne Juliano | \$560 |
| Grade 8 Science – Physics Essentials | 20 | James McDonald | \$560 |

11-000-221-102-01-01

- x. Approval of the employment of the following teachers as ESI Screening teachers for incoming Hudson Maxim School Kindergarten students for the months of July and August 2018, on an as needed basis:

Melanie Rowbotham

Gina Samara

11-401-100-100-01-02

- y. Approval of the following for 2018 Title I Summer Program to be paid \$35.00 per hour for a total of 3.5 hours per day, from July 2, 2018 to July 26, 2018:

| Name | Total Days |
|--------------------|-------------------|
| DeMetro, Dana | 15 |
| Rowbotham, Melanie | 15 |
| Samara, Gina | 12 |

20-231-100-100-16

- z. Approval of the following 2018 Summer/Seasonal employees in the Facilities Department:

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| Name | Hourly Rate |
|------------------|-------------|
| Aiello, Josh | \$11.00 |
| Campbell, Joseph | \$11.00 |
| Ward, Thomas | \$11.00 |

- aa.** Approval of the following Bus Aides for the Special Education Extended School Year Program that was Board approved at the May 14, 2018 Board meeting as TBD's:

| | |
|-------------------|----------------|
| Mary Aufiero | Judy Grillo |
| Candace Baldwin | Anna Hancock |
| Margaret Cooper | Carolyn Segura |
| Josephine Cuttone | |

- bb.** Approval of the **Director of Elementary Education/K-12 Humanities** job description.
- cc.** Approval of the **Director of Secondary Education/K-12 STEAM** job description.
- dd.** Approval of the **Director of Technology and District Security** job description.
- ee.** Approval of the **Principal on Special Assignment** job description.
- ff.** Approval of the **Innovation Lab/STEAM Teacher** job description.
- gg.** Approval of **substitute teachers, paraprofessionals, custodians and van drivers.**

Motion to approve Personnel 13a-13gg:

(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 | |

14. STUDENTS & SERVICES

Approval of the following Students and Services items, **14a-14k**, 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 June 1, 2018.
- b.** Approval for educational instruction services for **Student No. 412029** for up to 5 hours per week beginning May 9, 2018. Instruction will be provided by St. Clare's at the rate of \$55.00 per hour.

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- c. Approval for educational instruction services for **Student No. 12883** for 5 hours per week effective May 7, 2018. Instruction will be provided by St. Clare’s Hospital at the rate of \$55.00 per hour.
- d. Approval for home instruction services for **Student No. 10980** for 5 hours per week effective April 27, 2018 through the 2017/2018 school year. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour.
- e. Approval for educational instruction services for **Student No. 13542** for up to 5 hours per week beginning May 10, 2018. Instruction will be provided by Saint Clare’s Hospital at a rate of \$55.00 per hour.
- f. Approval for educational instruction services for **Student No. 12883** for up to 10 hours per week beginning May 15, 2018. Instruction will be provided by American Tutor at the rate of \$40.00 per hour.
- g. Approval for educational instruction services for **Student No. 11592** for up to 5 hours per week beginning May 21, 2018. Instruction will be provided by St. Clare’s Hospital at a rate of \$55.00 per hour.
- h. Approval for educational instruction services for **Student No. 11592** for up to 10 hours per week beginning May 25, 2018. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour.
- i. Approval for out of district placement at Chester M. Stephens Elementary School (specialized program) for **Student No. 14189**. The prorated tuition for the 2017/2018 school year is \$15,235.85 which includes the cost of a personal aide. Effective date is May 7, 2018.
- j. Approval to continue the services of the following agencies and vendors as needed for the 2018/2019 school year:

| Agency/Vendor |
|---|
| ADHD, Mood and Behavior Center, Cedar Knolls/Hanover NJ |
| Advancing Opportunities Cerebral Palsy of NJ |
| American Speech-Language Hearing Association |
| American Tutor- Parsippany, NJ |
| Applied Behavioral Consulting, LLC – ABA and behavioral consulting – professional development |
| Arc of NJ, Inc – vocational services |
| AssistiveTek, LLC – professional development |
| Atlantic Private Care Services – nursing services |
| Brookfield Schools/Summit Oaks (educational instruction-hospital) |
| Child Development Centers-Morristown/Overlook Hospitals–neurodevelopmental evaluations |
| Crick Software, Inc- augmentative communication services, professional development |
| Dr. Andre J Francois – bilingual evaluations |
| |

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| Agency/Vendor |
|---|
| Dr. Steven Hertler - Psychologist |
| Dr. Dale M. Jacobs – neuropsychiatric evaluation |
| Dr. Norman Ladov – Psychiatrist & nuerology |
| Dr. Lee Suckno - Psychiatrist |
| Dr. Lara Morse – Pediatric Neurologist |
| Dr. Jason Minon - Psychiatrist |
| Dr. Sanjeevani Jain, MD - Psychiatrist |
| Educational Inc, tutoring service with Summit Oaks Hospital |
| Employment Horizons |
| High Focus Center – Parsippany, NJ |
| Immediate Care Psychiatric Center- Parsippany, NJ |
| J & B Therapy, LLC – OT services |
| Judith Wolff – CPR Instructor |
| Lake Drive Program – audiological services |
| Matheny Medical & Educational Center – behavioral consulting, counseling services and evaluations |
| Morris Pediatric Therapy Group – speech/language evaluations |
| National Alliance for Mental Health – professional development |
| NJ Coalition for Inclusive Education – behavioral consulting & professional development |
| NJ Commission for the Blind & Visually Impaired – consulting |
| Pediatric Workshop Agency – Cindy Argiro, Physical Therapist – out of district student |
| Phonak Hearing Systems – FM systems |
| Professional Education Services - Educational Instruction for hospitalized/rehab students |
| Progressive Comprehensive Services, LLC – vocational/transition services |
| Power School Group, LLC –Tienet computer program |
| PSA Healthcare – nursing services |
| Revolution New Jersey, Inc – vocational/transition services |
| Saint Clare’s Hospital – Educational Instruction for hospitalized students |
| Silver Prep – (educational instruction –hospital) |
| Springboard Therapy - evaluations |
| Stepping Forward Counseling Center |
| Style Tone Hearing Care, LLC-Doris A. Rapisardi, MAS-CCC-A – professional development, audiological evaluations |
| Summit Speech School – Audiology consultation services |
| Sussex County Educational Service Commission |
| Sussex County Regional Transportation Company |
| Warren County Special Service School District |

- k. Approval of the field trip requests, as required by the New Jersey Department of Education.

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

(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, **NONE**, as recommended by the Superintendent of Schools and the Curriculum/Technology/Special Education Committee of the Board: **NONE**

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 \$3,196.13

(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 5111 | <i>Eligibility of Resident/Nonresident Pupils</i> |
| | (Mandatory, Revised) |
| P 5533 | <i>Student Smoking</i> (Mandatory, Revised) |

| | |
|----------------------------|---------------------|
| <u>Regulation #</u> | <u>Title</u> |
| None | |

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- 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 1550 | <i>Equal Employment/Anti-Discrimination Practices (Mandatory, Revised)</i> |
| P 5561 | <i>Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (Mandatory, New)</i> |
| P 8462 | <i>Reporting Potentially Missing or Abused Children (Mandatory, Revised)</i> |

| <u>Regulation #</u> | <u>Title</u> |
|---------------------|---|
| R 1550 | <i>Equal Employment/Anti-Discrimination Practices (Mandatory, Revised)</i> |
| R 5561 | <i>Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (Mandatory, New)</i> |

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. SCHOOL BUS EMERGENCY EVACUATION DRILLS

- a. Approval of the School Bus Emergency Evacuation Drill Report, as required by New Jersey Administrative code, N.J.A.C. 6A:27-11.2.

Motion to approve Bus Evacuation Drills report 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 | |

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19. NEW JERSEY STATE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NJSIAA)

- a. Approval of the district’s membership in the **NJSIAA** for the 2018-2019 school year:

The Board of Education of School District No. 2240, County of Sussex, State of New Jersey, as provided for in Chapter 172 Laws 1979 (N.J.S.A 18A: 11-3, et. seq.) herewith enrolls **Hopatcong High School** as a member of the **New Jersey State Interscholastic Athletic Association** to participate in the approved interschool athletic program sponsored by the NJSIAA.

This resolution to continue to effect until or unless rescinded by the Board of Education and shall be included among those policies adopted annually by the Board. *Pursuant to N.J.S.A 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.*

Motion to approve NJSIAA Membership Resolution 19a:

(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. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **20a-20p**, at the recommendation of the Superintendent:

- a. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations** for Special Education Routes for the 2017-18 School Year as listed on Exhibit A.
- b. The Superintendent and the Director of Transportation recommend 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 and the Director of Transportation recommend 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 and the Director of Transportation recommend 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 and the Director of Transportation recommend the **acceptance** of student transportation bids submitted on May 15, 2018 for the 2017-18 School Year as listed on Exhibit A.

HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 2018 – 7:00 p.m.

- f. The Superintendent and the Director of Transportation recommend the **award** of student transportation contracts to the lowest, responsible and responsive bus contractor company bidders for the May 15, 2018 bid for Routes for the 2017-18 School Year as listed on Exhibit A.
- g. The Superintendent and the Director of Transportation recommend the **rejection** of student transportation bids for non-compliance issues or route terminations submitted on May 15, 2018 for Routes for the 2017-18 School as listed on Exhibit A.
- h. The Superintendent and the Director of Transportation recommend the **approval** of New Members of the Sussex County Regional Transportation Cooperative for the 2018-19 School Year as listed on Exhibit A.
- i. The Superintendent and the Director of Transportation recommend the **acceptance** of addendums for the 2017-18 School Year Routes as listed on Exhibit A.
- j. The Superintendent and the Director of Transportation recommend the **renewal** of 2017-18 Routes for the 2018-19 School Year at the State issued CPI increase of 1.51%.
- k. The Superintendent and the Director of Transportation recommend the **acceptance** of the resignation, with regret, of Sharon Rommel from her position as Driver for personal reasons effective July 1, 2018.
- l. The Superintendent and the Director of Transportation recommend the **acceptance** of the resignation, with regret, of Sandra Tillery from her position as Bus Driver for the Hopatcong Board of Education/Sussex County Regional Transportation Cooperative for the purpose of retirement effective July 1, 2018.
- m. The Superintendent and the Director of Transportation recommend the **approval** of Office Staff employment contracts, as per agreement, effective July 1, 2018 thru June 30, 2019:

| Name | Title | Salary | Longevity | Merit |
|-------------------|--------------------------|---------------|------------------|--------------|
| Marisa Broesder | Administrative Assistant | \$37,742 | \$ 450 | \$2,000 |
| Margaret Byrnes | Administrative Assistant | 40,480 | 1,000 | 2,000 |
| Molisso Endora | Trip Planner | 33,554 | | 2,000 |
| Dana Jones | Non Public Coordinator | 40,480 | 1,800 | 2,000 |
| Loni Nakos | Compliance Coordinator | 37,895 | 450 | 2,000 |
| Diane Scanlon | Special Ed Coordinator | 51,415 | 2,200 | 2,000 |
| MaryAnne Roe(50%) | Public Transportation | 30,817 | 600 | 1,000 |

2018-19 Annual Stipends for additional duties:

| | | |
|-----------------|---------------------------|----------|
| Marisa Broesder | Millburn School District | \$ 2,000 |
| Margaret Byrnes | Irvington School District | 5,000 |
| Diane Scanlon | SCRTC Dispatcher | 3,600 |

HOPATCONG BOARD OF EDUCATION
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- n. The Superintendent and the Director of Transportation recommend the **approval** of Administrative Staff employment contracts, as per agreement, effective July 1, 2018 thru June 30, 2019:

| Name | Title | Salary | Longevity | Merit |
|--------------------|-------------------------------|---------------|------------------|--------------|
| Kathy Schwab | Business Services Coordinator | \$ 87,040 | \$7,500 | \$2,000 |
| Amanda Ferrington* | Director of Transportation | 124,065 | 9,000 | 5,000 |

*Note: Retirement effective August 1, 2018

- o. The Superintendent and the Director of Transportation recommend the **approval** of the following Drivers and Aides for 2018 Extended School Year Routes. Hours per day and days per week to be determined.

| <u>Drivers</u> | <u>Hourly Rate</u> | <u>Aides</u> | <u>Hourly Rate</u> |
|-----------------------|---------------------------|---------------------|---------------------------|
| Tracey Arnone | \$15.73 | Jennifer Fox | \$10.00 |
| Maria Camacho | 15.00 | Theresa Gould | 10.24 |
| Kelly Dennis | 15.73 | Barbara Hashagen | 12.83 |
| Christopher Dolan | 16.63 | Christine Hompesch | 11.55 |
| Lori Harrison | 17.31 | Mary Kriscunas | 12.84 |
| Jaime Jones | 16.63 | Dawn Padgett | 12.20 |
| Joan Leach | 17.65 | Sara Pollison | 10.91 |
| Tina McGrath | 16.63 | | |
| Lori Moss | 16.63 | | |
| Deborah Ridner | 16.63 | | |
| Gary Ridner | 16.63 | | |
| Bobby Jo Van Horn | 15.36 | | |
| Joan Marshall | 20.02 | | |
| Danielle Whritenour | 15.73 | | |

- p. The Superintendent and the Director of Transportation recommend the **approval** of Roxanne Serna for 2018 Summer Hours for clerical support at \$15.00 per hour for approximately 5.5 hours per day, 8:00 AM to 2:00 PM (including a 35 minute break).

Motion to approve 20a-20p:

(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 | |

HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 2018 – 7:00 p.m.

APPOINTMENTS AND APPROVALS – JULY 1, 2018 THROUGH JUNE 30, 2019

21. **APPOINTMENT OF BOARD SECRETARY**
Appointment of **Ms. Carolyn B. Joseph** as Board Secretary through June 30, 2019.
22. **APPOINTMENT OF TREASURER OF SCHOOL MONIES**
Appointment of **Mr. William Stepka** as Treasurer of School Monies effective July 1, 2018 through December 31, 2018.
23. **APPOINTMENT OF PURCHASING AGENT**
Appointment of **Ms. Carolyn B. Joseph** as Purchasing Agent for the Hopatcong School District for the 2018/2019 school year and authorization for the Purchasing Agent to award contracts up to the bid threshold of \$36,000 or as per N.J.S.A.18A: 18A-3. Ms. Joseph is a registered Qualified Purchasing Agent.
24. **APPOINTMENT OF HIPPA COMPLIANCE OFFICER**
Appointment of **Ms. Carolyn B. Joseph** as HIPPA Compliance Officer for the Hopatcong School District for the 2018/2019 school year.
25. **APPOINTMENT OF CUSTODIAN OF PUBLIC RECORDS**
Appointment of **Ms. Carolyn B. Joseph** as the Custodian of the Public Records under the Open Public Meetings Act for the 2018/2019 school year.
26. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**
Appointment of **Ms. Carolyn B. Joseph** as the Affirmative Action Officer for the 2018/2019 school year.
27. **APPOINTMENT OF INTEGRATED PEST MANAGEMENT COORDINATOR**
Appointment of **Mr. Matthew Geary** as the Integrated Pest Management Coordinator for the Hopatcong School District for the 2018/2019 school year.
28. **APPOINTMENT OF ASBESTOS MANAGEMENT OFFICER, SAFETY AND HEALTH DESIGNEE, INDOOR AIR QUALITY DESIGNEE, RIGHT TO KNOW OFFICER AND CHEMICAL HYGIENE OFFICER**
Appointment of **Mr. Matthew Geary** as the Asbestos Management Officer, Safety & Health Designee, Indoor Air Quality Designee, Right to Know Officer and Chemical Hygiene Officer for the 2018/2019 school year.
29. **APPROVAL OF POLICIES**
Approval of the **existing by-laws, policies and regulations** as listed in our current by-laws and policies book.
30. **APPROVAL OF CURRICULUM**
Approval of all existing **curricula and courses of study and textbooks** for the district schools.
31. **APPOINTMENT OF NEWSPAPERS**
Appointment of the ***New Jersey Herald***, the ***Daily Record*** and the ***Star Ledger*** as the official newspapers used by the Board of Education at the Board Secretary's discretion.

HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 2018 – 7:00 p.m.

32. APPOINTMENT OF FINANCIAL DEPOSITORIES

Approval of **Fulton Bank of New Jersey, Santander, and Valley National Bank** as bank depositories for the Board of Education and authorization for the President to be the signator and have signature plates made.

33. APPOINTMENT OF TAX SHELTER ANNUITY COMPANIES

Approval of **Lincoln Investment, Lincoln Financial, Metropolitan Life and AXA Equitable** as Tax Shelter Annuity Companies for the Board of Education.

34. APPOINTMENT OF AUTHORIZED ACCOUNT SIGNATURES – 2018/2019 SCHOOL YEAR

a. School Activity Accounts:

| | | | | |
|---------------------|---------------------------|-------------------------|--------------------------|--------------------------|
| High School | Emil Binotto | Dave Pierson | Donna Annett | Carolyn B. Joseph |
| Jr/Sr Athletic Fund | Emil Binotto | Chris Bugslovsky | TBD | Carolyn B. Joseph |
| Middle School | Emil Binotto | Deborah Gates | Carolyn B. Joseph | |
| Durban Ave. | Tracey Hensz | Annette Grieco | Carolyn B. Joseph | |
| Tulsa Trail | Brian Byrne | Maureen O' Hare | Carolyn B. Joseph | |
| Hudson Maxim | Katherine McFadden | Ana Marrazzo | Carolyn B. Joseph | |

b. District Accounts:

| | | | |
|----------------------|--------------------------|-----------------------|----------------------|
| Regular Account | Carolyn B. Joseph | Anthony Fasano | |
| Cafeteria Fund | Carolyn B. Joseph | Anthony Fasano | |
| Payroll Account | Carolyn B. Joseph | Anthony Fasano | |
| Payroll Agency Acct. | Carolyn B. Joseph | Anthony Fasano | |
| Day Plus Acct. | Carolyn B. Joseph | Kathy Schwab | Kathleen Ward |

35. Approval of the following staff as contact personnel for these programs and authorization to submit appropriate applications for the projects in accordance with the state and federal regulations and timelines for the 2018/2019 school year:

| | |
|---|---------------------------|
| ESEA/NCLB | Jeffrey Hallenbeck |
| Title I, IIA | Jeffrey Hallenbeck |
| IDEIA Part B-Basic Flow Through Funds & Pre-School Flow Through Funds | Tammy Miller |
| 504 Committee Coordinator | Tammy Miller |
| Homeless Liaison | Tammy Miller |
| American Disabilities Act Officer | Tammy Miller |
| Anti-Bullying Coordinator | Jaime Walker |

36. APPROVAL OF AUTHORIZATION FOR INTERIM TRANSFERS

Approval of authorization for the School Business Administrator/ Board Secretary to make interim **intra-account and intra-fund budgetary transfers** to offset credits and deficits between Board meetings when necessary.

**HOPATCONG BOARD OF EDUCATION
REGULAR MEETING/ANNUAL APPOINTMENTS & APPROVALS
JUNE 25, 2018 – 7:00 p.m.**

37. APPROVAL OF AUTHORIZATION FOR INTERIM PAYMENTS

Approval of authorization for the School Business Administrator/ Board Secretary to make interim **payments to vendors between meetings** in cases where a cost savings would accrue to the Board or interference of the operations of the school program would occur in accordance with N.J.S.A. 18A:19-4.1. Approval of these payments would be presented to the Board for ratification at the next Regular Board Meeting.

38. APPROVAL OF EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY AGREEMENT

Approval of the continuation of the **Agreement for a Cooperative Pricing System** between the Hopatcong Board of Education and the Educational Services Commission of New Jersey originally entered into and approved by the Hopatcong Board of Education on December 22, 2009.

Motion to approve Appointments and Approvals 21 - 38:

(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 | |

39. PUBLIC COMMENT – GENERAL DISCUSSION

40. BOARD OF EDUCATION - MEMBER COMMENTS

41. ADJOURNMENT

Motion to adjourn:

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm



*Hopatcong Borough Schools
School Facility/Field Utilization Request Form*

Thank you for your interest in using our facilities at Hopatcong Borough Schools. As of July 2018, there are significant changes to the facilities form and pricing for use of each facility. Please make sure you read through the document thoroughly.

Before submitting the form, make sure that you have all the proper documentation to avoid delay or the form being rejected.

Checklist:

- Facility usage form completed, signed and dated
- Certificate of Occupancy
- Fire Permit (if applicable)
- ServSafe Certificate if using concession stand(s) and kitchen(s)
- Please refer to page 6 and 7 for Tier usage and page 8 for pricing for all buildings and all usage
- ALL DOCUMENTATION MUST BE RECEIVED AT LEAST 10 DAYS PRIOR TO EVENT or NO APPROVAL

Please note that access to buildings will not be permitted without a valid facilities permit



*Hopatcong Borough Schools
School Facility/Field Utilization Request Form*

Organization Name: _____

Type of Activity: _____

Facility/Room Requested: _____ Location(s): _____

Please circle one below: (Tier 4 and 5 will require a \$500.00 non-refundable security deposit that will go toward the rental charges)

Tier 1 Tier 2 Tier 3 Tier 4 Tier 5

**** As required by our insurance carrier, a current certificate of liability insurance must be provided prior to building usage naming the Hopatcong Board of Education as additional insured. If we do not have the Certificate of Occupancy with your application, then the application will be returned and not accepted. Each application needs one attached even if you have sent one in previously for another event. No exceptions!** As required by the NJ Uniform Fire Code (N.J.A.C. 5:70-2.7 (a)), all applicants must obtain an approved application for permit signed by the Hopatcong Fire Marshall prior to building usage. Any equipment or supplies used which are not requested or identified on this form, will be subject to fees. **Verbal authorizations for use of school facilities are NOT VALID. Only fully executed copies of this form shall be honored.** School facilities will not be available when ground is covered with snow, when school is closed, or when needed for school function.

Please initial after reading and that you have provided proper documentation: _____

Date(s) Requested: _____

Time(s) Requested: _____

*Reassignment: _____
(If your approval has been granted with a reassignment indicated, please be advised that the reassignment was necessary to ensure that you would have an appropriate facility or field made available for your use).

Person in Charge (must be in attendance for event)

Alternate Person In Charge

Name: _____

Name: _____

Cell: _____

Cell: _____

Email: _____

Email: _____

Number of Chaperones: _____ Chaperone duties: _____

Estimated Attendance: _____ Cost of event admission: _____

Request for Special Equipment: **BE SPECIFIC!!!** _____

Identify Accommodations Required for Spectator: _____



*Hopatcong Borough Schools
School Facility/Field Utilization Request Form*

Upon completion, this form should be returned to Chris Buglovsky (HHS Athletic Director) or the School Principal of the building where the activity will take place for processing and approval.

*******Office Use Only*******

| | | | | |
|------------------------|----------|-------------|------------|-------|
| _____ | Approved | Disapproved | Reassigned | _____ |
| Athletic Director | | | | Date |
| _____ | Approved | Disapproved | Reassigned | _____ |
| Principal | | | | Date |
| _____ | Approved | Disapproved | Reassigned | _____ |
| Facilities Supervisor | | | | Date |
| _____ | Approved | Disapproved | Reassigned | _____ |
| Business Administrator | | | | Date |

Access for Participants and Spectators is Requested Via: (To be completed by Facility Supervisor)

Additional Comments: _____

Estimated charges:

Custodial: _____

Facility: _____

Total: _____

Designated Custodial Staff Member to be contacted:

Name: _____ Phone: _____

Permit Number: _____

All scheduled events will require a permit. Please have with you at the day of the event for admittance into the designated building. You will not be able to enter without it.



*Hopatcong Borough Schools
School Facility/Field Utilization Request Form*

Building Security Policy Acknowledgement

With a continued emphasis on student safety it is paramount that we take every precaution necessary to provide a safe, secure, and effective means in which we can host any outside function within our facilities. With that in mind we want to take this opportunity to notify you of some important changes to all of our facilities within our school district. Effective immediately, all exterior doors to our buildings will remain locked after school hours.

This policy change will require that each group utilizing our facility appoint a "site coordinator" to monitor limited access to the selected building for the purposes of their scheduled activity. Listed below are the parameters for which we are requiring all of our organizations to follow as well as signed documentation in awareness of organizational responsibility:

- All doors both entering and exiting the building will be locked and secured by the District.
- At no time should doors be propped open to allow entry into the building.
- The "Site Coordinator" or Coach should define a clear time window during which players/participants may arrive for a practice or activity. The coach or Coordinator will remain at the entrance doors and grant access to only those that are part of his/her program. All organizations will designate both an arrival and departing time for their function on a nightly basis. It is with this intention that all participants will either enter or exit the facility at the same time.
- While in the facility it is the responsibility of each group to reinforce with their participants/families that their access is limited to the practice/meeting room location and the nearest restrooms. All children must be properly supervised.
- Failure to follow these regulations may result in an organization losing permission to utilize District facilities.

These regulations are by no means meant to impede or distract any of our prospective community organizations. They are simply an attempt to provide safety measures both within and around our district's school buildings with the intent of supervising all those entering and exiting our facilities. We truly appreciate and value the effort that you and your organization put forward for the families of our community and understand the importance of our collective efforts necessary in order to meet these safety requirements.

Organizational Name: _____

Signature of Person in Charge: _____ Date: _____

Principal Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

Facilities Supervisor: _____ Date: _____



*Hopatcong Borough Schools
School Facility/Field Utilization Request Form*

Auditorium Facility Usage Agreement

Beginning September 2016, any school or town sponsored event that is planning on selling food or beverages during programs held within our High School Auditorium, are required to utilize the High School Cafeteria as the designated eating area. At no point, will food be allowed into our High School Auditorium.

By no means is our District restricting the sale of food and beverages at functions such as plays and concerts. However, we are requiring all eating and drinking stations to be found within our High School Cafeteria, which is a Department of Health approved facility for these purposes.

Listed below are the parameters for which we are requiring all of our organizations to follow as well as signed documentation in awareness of organizational responsibility:

- While in the facility, it is the responsibility of each group to reinforce with their participants/families the prohibition of all food and beverages within the High School Auditorium.
- While in the facility, it is the responsibility of the Assigned Person in Charge to properly administer all food and beverage (if being sold) usage within the High School Cafeteria during any event that is intending on using the High School Auditorium.
- Failure to follow these regulations may result in an organization losing permission to utilize District facilities.

These regulations are by no means meant to impede or distract any of our prospective community organizations. We truly appreciate and value the effort that you and your organization put forward for the families of our community and understand the importance of our collective efforts necessary in order to meet these safety requirements.

Organizational Name: _____

Signature of Person in Charge: _____ Date: _____

Principal Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

Facilities Supervisor: _____ Date: _____



*Hopatcong Borough Schools
School Facility/Field Utilization Request Form*

Hopatcong Board Of Education
Use of Facilities – Classification of Users – Summary

Tier 1 – Hopatcong School Group/Student related activities (Classes, clubs, pupils & teachers, etc.) PTO's and Educational/Municipal/Health Partnerships.

- Charges: Beyond regular working hours a custodial fee will be charged.

Tier 1 functions require approval by Principal, Athletic Director, Facilities and Business Administrator.

Tier 2 – Divisions of Local Municipal Government and Local Community groups, such as Scout groups, Brownies, and other approved community groups.

- No admission may be charged except for the sports camps

Charges: Beyond regular working hours a custodial fee will be charged.

Tier 2 functions require approval by Principal, Athletic Director, Facilities and Business Administrator.

Tier 3 – Hopatcong based feeder programs (i.e. Warriors, Jr. Chiefs, etc.) No fee for use of indoor facilities, only custodial fees for non-working hours.

Outdoor Facilities fees are as per schedule. Field painting fees will be charged a maintenance fee of \$55.00 an hour for a minimum of 2 hours and if on a holiday or Sunday double time at \$65.00 an hour for a minimum of 2 hours. Painting will only be done at the request of the renter

Fund raising or other events sponsored by local community groups, booster clubs and educational oriented associations.

- A supply charge of \$10.00 per use or a maximum of \$500.00 per season, if applicable for indoor/outdoor use.
- Charges: Beyond regular working hours a custodial fee will be charged.

Tier 3 functions require approval by Principal, Athletic Director, Facilities and Business Administrator

Tier 4 (Non Profit)- Responsible groups from outside the community and political rallies or caucuses sponsored by regular political parties.

- An admission charge applies only if the net proceeds are for an established charity or for the benefit of a responsible nonprofit service, cultural or recreational organization.
- Any professional services will be charged at the hourly rate.
- Facility usage rental fees will apply accordingly

Tier 4 functions require approval by Principal, Athletic Director, Facilities and Business Administrator

Tier 5 (Profit)- Activities which are of benefit to the community and sponsored by groups or individuals for their own profit.

- Any professional services will be charged at the hourly rate
- Facility usage rental fees will apply accordingly

Tier 5 functions require approval by Principal, Athletic Director, Facilities and Business Administrator



*Hopatcong Borough Schools
School Facility/Field Utilization Request Form*

| Location | Tier | | | | | Occupancy Fee (Energy) Per Hour Heating Season or A/C Areas |
|--|----------|----------|----------|----------|------------|--|
| | 1 | 2 | 3 | 4 | 5 | |
| All Schools | | | | | | |
| Classrooms | NC | NC | NC | \$90.00 | \$125.00 | - |
| Cafeteria | NC | NC | NC | \$280.00 | \$400.00 | \$30.00 |
| All Kitchens | NC | NC | NC | \$125.00 | \$125.00 | \$60.00 |
| HS- Main Gymnasium | NC | NC | NC | \$840.00 | \$1,200.00 | \$100.00 |
| HS- Concession Stand | NC | NC | NC | \$105.00 | \$150.00 | \$30.00 |
| HS- Small Gymnasium | NC | NC | NC | \$150.00 | \$500.00 | \$50.00 |
| HS- Auditorium | NC | NC | NC | \$350.00 | \$1,200.00 | \$100.00 |
| MS- Cafeteria | NC | NC | NC | \$210.00 | \$300.00 | \$30.00 |
| MS- Main Gymnasium | NC | NC | NC | \$210.00 | \$300.00 | \$100.00 |
| OUTDOOR FIELDS | | | | | | |
| All Athletic Fields/Tennis Court | - | - | - | \$105.00 | \$150.00 | - |
| Football Field Concession Stand/Bathrooms | - | - | - | \$105.00 | \$150.00 | \$30.00 |
| Hilltop Bathroom | - | - | - | \$21.00 | \$30.00 | - |
| PROFESSIONAL SERVICES | | | | | | |
| Weekdays and Saturdays rate | \$55.00 | \$55.00 | \$55.00 | \$55.00 | \$55.00 | - |
| Sunday and Holiday rate | \$65.00 | \$65.00 | \$65.00 | \$65.00 | \$65.00 | - |
| BASIC SUPPLY COSTS | | | | | | |
| Paper products | - | - | - | - | - | \$10.00 per bathroom |
| Soap | - | - | - | - | - | \$10.00 per bathroom |
| Trash Removal Small 1-50 occupants | \$25.00 | \$25.00 | \$25.00 | \$25.00 | \$25.00 | - |
| Trash Removal Medium 50-150 occupants | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | - |
| Trash Removal Large 150-300 occupants | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | - |
| Trash Removal X-Large 300 or more occupants | \$260.00 | \$260.00 | \$260.00 | \$260.00 | \$260.00 | - |



2018-2019

Permit No: _____

Certified Facilities Rental Permit

Event Location:

Organization Name:

Permit Holder:

Date of event:

Estimated amount of Guests:

Valid dates:

Approved by:

Matthew Geary, Facilities Supervisor

Event Coordinator:

Signature