

**HOPATCONG BOARD OF EDUCATION
REGULAR MEETING - MINUTES
November 27, 2017**

A Regular meeting of the Board of Education of the Hopatcong Borough School District was held on November 27, 2017 in the Board Meeting Room, 2 Windsor Avenue, Hopatcong, New Jersey.

1. The meeting was called to order at 7:16 p.m.
2. **FLAG SALUTE**
3. Mr. Fasano, Board President, read the New Jersey Open Public Meetings Act 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 the Daily Record have been notified by mail that this Board of Education Regular meeting will take place in the Hopatcong Board of Education meeting room, 2 Windsor Avenue, Hopatcong, NJ, at 7:00 p.m. on November 27, 2017.

4. **MEMBERS PRESENT:** Mrs. Carol Trumpore, Vice President
Mr. Warren Gallagher
Mr. Alex McLean
Dr. Sarah Schindelar
Mrs. Candice Smith
Mr. Anthony Fasano, President

MEMBERS ABSENT: Mr. Philip DiStefano, Mr. Peter Karpiak, Mr. Robert Nicholson

Also Present: Dr. Joanne Mullane, Acting Superintendent, Ms. Carolyn B. Joseph, Board Secretary, Ms. Kerri Wright, Esq.

5. **EXECUTIVE SESSION**
A motion to enter into Executive Session was made by Ms. Trumpore, seconded by Mr. McLean. The motion carried with all in favor. Time: 5:44 p.m.

6. **RECONVENE**
A motion to return to Public Session was made by Mr. McLean, seconded by Mrs. Smith. The motion carried with all in favor Time: 7:19 p.m.

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. September 21, 2017 – Executive Session - * **tabled**
 - b. September 21, 2017 – Special Meeting
 - c. October 30, 2017 – Executive Session – * **tabled**
 - d. October 30, 2017 – Regular Meeting

***President Anthony Fasano, tabled 7a & 7c**

Motion to approve 7b & 7d made by Mr. McLean and seconded by Mrs. Smith

Philip DiStefano	Absent	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	Yes	Robert Nicholson	Absent	Sarah Schindelar-Yes b, Abstain d	
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

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Motion to approve 7b & 7d passed.

8. ACKNOWLEDGMENTS/CORRESPONDENCE

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

Maiah Zaky, Freshman	Scholastics (Spanish 2)
Harrison Hadowanetz, Sophomore	Scholastics (Spanish 2)
Marissa Fattorusso, Sophomore	Scholastics (French 1)
Timothy Forst, Junior	Scholastics (Spanish 3 H)
Fernando Leyva, Sophomore	Specialty Area (Theatre Arts)
Skylar Dingman, Senior	Specialty Area (Theatre Arts)

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

Kaitlyn McManus, Senior	Athletics (Tennis)
Patrick Dugan, Senior	Athletics (Cross Country)

- c. This year's "What's Your Anti-Drug?" contest had over 600 entries from 26 schools in Sussex County. We are proud to announce that both **Olivia Sachse and Caroline Eckardt** of Hopatcong Middle School both submitted entries that were chosen as winners!
- d. **The Hudson Maxim School** was awarded a **\$5,000 Young Audiences Early Childhood Arts Education Scholarship** for the 2017/2018 school year. **Tanya Pagano and Tracie Wiczorek** applied for the grant which will be used to pay the Teaching Artists from Young Audiences.
- e. **Hopatcong High School, Middle School and Durban Avenue Honor Roll Students** for the first marking period.

All in favor

9. SUPERINTENDENT'S REPORT AND HIB REPORT

- a. Superintendent's Report – **Dr. Joanne Mullane reports**: Thanks to all for the generous donations which came to about \$2,200 for the Night of Hope and for Dr. Sarah Schindelar and Principal Emil Binotto for working so hard to pull it together. Pajama Drive, December 15; Dr. Wong at Tulsa Trail for 3rd grade Food Chemistry lesson at Tulsa Trail. 11/14 the Board members went to MS to witness the Innovation Lab. STEAM – NJEA conference – Cohesion Family Science Night at Tulsa Trail was recognized.
- b. Presentation of each school's activities:
- 1) High School –Liaisons: **Anthony Christiana, Jessica Alvarez** – Open House was held for 8th graders. Fall Sports awards; Cross Country 8-3; Marching Band wind ensemble opened up the Night of Hope.
 - 2) Middle School – **Emil Binotto, Principal** - Mr. Binotto reports that 13 MS students attending summit at Drew University; Arts Integration professional development was led by Shauna Longo and Edric Debos for MS teachers; STEAM – negotiating a partnership with Picatinny Arsenal including Outreach programs and possible summer programs. Tours were held of DA Makerspace; the MS Night of Hope November 17 was wonderful, very grateful to 5 Board members who attended; raised \$2,200 plus \$1,600 through jeans days in district.
 - 3) Durban Avenue – **Katherine McFadden** for Tracey Hensz, Principal – November 8, report cards; Bailey the Therapy dog visit; Pajamas for needy families; and the students are enjoying the morning announcements.

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- 4) Tulsa Trail – **Katherine McFadden, Principal** for Brian Byrne, Principal– 11/7 Veteran’s Day program; Makerspace in planning stages.
 - 5) Hudson Maxim - **Katherine McFadden, Principal** – Kindergarteners went to Rizzo’s Reptiles in Flanders. 1st graders went to Waterloo Village. Awarded \$5,000 Young Audiences Early Childhood Arts Education Scholarship which will be used to pay Teaching Artists. Excited about World Music with Daria which will be an assembly for one of the half days.
- c. A second reading and approval of the Superintendent’s HIB Report for October, 2017 as presented to the Board at the October meeting on October 30, 2017. Approval of the HIB report for November, 2017 for first reading and review.

**Motion was made by Mrs. Smith, seconded by Mr. McLean to
accept Superintendent’s HIB report 9c:**

All in favor

10. COMMITTEE REPORTS

- a. Curriculum, Technology, Special Education — **Chairperson, Candice Smith** Gay Straight Alliance was put at top of list for curriculum and negotiations.
- b. Community Relations – **Chairperson, Warren Gallagher III** – Social media; district sponsorship; working on partnership with SCCC; looking at anti-bullying initiatives.
- c. Finance, Facilities, Transportation - **Chairperson, Carol Trumpore** – what was discussed is on the agenda.
- d. Policy and Legislation – Anthony Fasano for **Chairperson, Phil DiStefano** – discussed changes to committee structure.
- e. Negotiations – Anthony Fasano for Chairperson, **Rob Nicholson** – GSA advisorship.
- f. Personnel – **Chairperson, Peter Karpik** - absent
- g. HHSPTSO – Karen Solimando – not present
- h. MS PTSO – Kelly Csengeto – not present
- i. HEPTO – Patty George – not present

All in favor.

11. PUBLIC COMMENT – AGENDA ITEMS ONLY

Board President Anthony Fasano adds 3 items to the agenda: 13p to Personnel; and two Resolutions: 18c and 18d.

Public discussed happiness with feeling of excitability in the schools; commended Neil Piro for the great job he has done for the district over the years; GSA club – one in HS and one in MS was affirmed.

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. Approval of bills for the General Fund and Special Revenue (Grants) accounts, October 30, 2017 through November 27, 2017, in the following amount:

General Fund and Special Revenue (Grants) account	-\$1,175,563.62
Cafeteria account	\$ 77,869.44

- b. Approval of Regular bills for October 30, to November 27, 2017 for the SCRT Cooperative Operating Account in the amount of \$78,596.99.

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- c. Approval of Bus Contractor bills for December 15, 2017 for the SCRT Cooperative Operating Account, in the amount of \$3,289,052.07.
- d. Approval of the acceptance of a donation by the estate of Julie Matte, which was presented to the High School photography program:

\$289 Manfrotto Tripod 3046	\$600 DV Multirig
\$156 Davis & Sanford Tripod 7518B	\$350 Carbon fiber hand rig rail system
\$99 Manfrotto Monopod 538B	\$99 Media Composer 5203 shuttle keyboard
\$475 Steddie pod	\$29 Lens cleaning kit
\$295 Torch Bolt LED	\$39 Sensor cleaning kit
\$99 Extruded Slider	\$49 Beholder MC1 Battery Charger
\$98 2 Manfrotto QR plates	\$49 Sakkar 75-200
\$400 Panasonic DVX100B	\$39 Sakkar Fisheye adapter
\$105 3 Sand Bags	\$69 Pentax MV SLR
\$50 Vizio 19" tv	\$99 1 roll Gaff Tape
\$100 Toshiba 30" tv	\$360 3 ND Filter Kits
\$200 2 Commlite autofocus adapters	
\$240 2 Hoya ND 6 stop filters	
	<u>TOTAL \$4,401</u>

- e. Approval of a change order to the Loudspeaker Paging System and Emergency Notification Solution project that was approved on June 26, 2017 with E. Comm Technologies Inc. Due to the recommendation of our technology department, a second piece of equipment was purchased to replace equipment previously installed prior to the bid. The cost of the second piece of equipment was \$475.
- f. Approval of the **Comprehensive Maintenance Plan**, which includes **Form M-1**, the **Annual Required Maintenance Budget Amount Worksheet** and **Detailed Actual Expenditures by Year by Building Worksheet**, and authorization to submit as per N.J.A.C. 6:24. The district's required maintenance activities are reasonable to keep all school facilities open and safe for use and to keep system warranties valid.

Motion to approve Finance 12a - 12f was made by Mr. McLean and seconded by Mrs. Smith:

Philip DiStefano	Absent	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	Yes	Robert Nicholson	Absent	Sarah Schindelar	Recuse a, Yes b-f
Candice Smith	Yes	Carol Trumpore	Recuse a, Yes b-f	Anthony Fasano	Yes

Finance items 12a - 12f passed.

13. PERSONNEL

Approval of the following personnel items **13a-13o + 13p which was added by Anthony Fasano tonight**, as recommended by the Superintendent of Schools and the Personnel Committee of the Board:

- a. Approval of the resignation of **Neil Piro**, from his position as Facilities Supervisor in the Hopatcong School District, effective January 2, 2018.
11-000-261-100-01
- b. Approval of the resignation of **Peter Pereillo**, from his position as a Custodian in the Hopatcong School District, effective December 1, 2017.
11-000-262-100-01

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- c. Approval of the resignation of **Melissa Esposito**, from her position as a Paraprofessional in the Hopatcong School District, effective November 6, 2017.
11-110-100-106-01
- d. Approval of the resignation of **Deborah Titus**, from her position as a Paraprofessional in the Hopatcong School District, effective December 23, 2017.
11-204-100-106-01
- e. Approval of the employment of **Scott Smith** as a full time Custodian at a salary of \$38,838 based upon the 2017/2018 Salary Guide Step 1, effective December 4, 2017.
11-000-263-100-01
- f. Approval of the employment of **Ashley Campbell** as a part time Custodian at a salary of \$19,419 based upon the 2017/2018 Salary Guide Step 1, effective December 4, 2017.
11-000-263-100-01
- g. Approval of the employment of **Kelly Beach** as a Paraprofessional in the Hopatcong School district at a rate of \$11.00 per hour, plus \$1.00 differential for toileting if applicable, effective January 2, 2018.
11-204-100-106-0
- h. Approval of the request of **Jamie Douglas** for a Maternity Leave of Absence from her position as Elementary Teacher of 40 Sick Days during the period of March 1, 2018 to May 4, 2018.
11-120-100-101-01
- i. Approval of the request of **Catherine Lees** for an unpaid Leave of Absence from her position as a Paraprofessional during the period of October 16, 2017 to October 30, 2017.
11-110-100-106-01
- j. 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
Toby Richards	Appoint	Head Golf Coach	B	4	\$5,034.00	12/1/2017	6/30/2018

11-402-100-100-01

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

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Richard Anderson	Adjust	STEAM Innovators Club 0.5 (prorated for 3 months)	D	2	\$176.50	9/1/2017	11/30/2017
Richard Anderson	Appoint	STEAM Innovators 1.0 (prorated for 7 months)	D	2	\$822.50	12/1/2017	6/30/2018
James McKowen	Adjust	STEAM Innovators Club 0.5 (prorated for 3 months)	D	2	\$176.50	9/1/2017	11/30/2017
James McKowen	Appoint	STEAM Innovators 1.0 (prorated for 7 months)	D	2	\$822.50	12/1/2017	6/30/2018
Joanne Canizaro	Appoint	Student Council (prorated for 7 months)	E	1	\$430.00	12/1/2017	6/30/2018

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11-401-100-100-01-02

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

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Linda Ellicott	Appoint	Gay Straight Alliance Advisor (prorated for 7 months)	E	1	\$432.00	12/1/2017	6/30/2018

11-401-100-100-01-02

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

Homework Club \$28.00 per hour
Yanet Guevarra

11-401-100-100-01-02

n. Approval of the following teachers to perform curriculum work:

Subject	New Course or Update	Estimated Hours	Provider	Total cost to the district
Algebra I Grade 8	Update	20	Richard Anderson	\$560

11-000-221-102-01-01

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

p. Resolved that the Board certifies and approves that Cindy Randina met each of the five merit goals previously agreed to between the Board and Mrs. Randina for the 2016-2017 school year.

Mrs. Smith made a motion to approve Personnel 13a-13p and it was seconded by Mrs. Trumpore.

Philip DiStefano	Absent	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	abstain	Robert Nicholson	Absent	S. Schindelar	Abstain p, yes a-o
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Personnel items 13a – 13p passed.

14. STUDENTS & SERVICES

Approval of the following Students and Services items, **14a-14f** as recommended by the Superintendent of Schools and the Curriculum/Technology/Special Education Committee of the Board:

a. Approval for educational instruction services for **Student No. 11702** for up to 5 hours per week beginning October 23, 2017. Instruction will be provided by St. Clare's Hospital at a rate of \$55.00 per hour.

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- b. Approval for educational instruction services for **Student No. 412021** for up to 10 hours per week beginning October 19, 2017. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour.
- c. Approval for educational instruction services for **Student No. 412021** for up to 5 hours per week beginning October 23, 2017. Instruction will be provided by St. Clare's Hospital at a rate of \$55.00 per hour.
- d. Approval for educational instruction services for **Student No. 13549** for up to 5 hours per week beginning November 6, 2017. Instruction will be provided by St. Clare's at a rate of \$55.00 per hour.
- e. Approval for home instruction services for **Student No. 14008** for 2 hours a day for five days beginning November 16, 2017. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour.
- f. Approval of the field trip requests, as required by the New Jersey Department of Education.

Motion to approve Students and Services 14a – 14f made by Mrs. Smith and seconded by Mr. McLean:

Philip DiStefano	Absent	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	Yes	Robert Nicholson	Absent	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Students & Services items 14a – 14f passed.

15. CURRICULUM

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

- a. Curriculum writing approval for Algebra I (Grade 8) update for a total of 20 hours.
- b. Approval to submit a group size waiver to the Sussex County Department of Education for an 8th grade pull-out resource center program language arts class.
- c. Approval to submit a group size waiver to the Sussex County Department of Education for a 7th grade in-class resource center program social studies class.
- d. Approval to submit a group size waiver to the Sussex County Department of Education for the 7th grade in-class resource center program science class.

Motion to approve Curriculum 15a – 15d is made by Mr. McLean and seconded by Mrs. Smith:

Philip DiStefano	Absent	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	Yes	Robert Nicholson	Absent	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Motion 15a – 15d passed.

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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 \$3,803.69
is made by Mrs. Smith and seconded by Mr. McLean:**

Philip DiStefano	Absent	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	Yes	Robert Nicholson	Absent	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Item 16, Travel, passed.

17. POLICIES & REGULATIONS - NONE

18. RESOLUTION

Approval of the following Resolutions, **18a – 18b, and 18c & 18d which were added tonight by Board President Anthony Fasano**, at the recommendation of the Superintendent:

a. Cost Reimbursement for Food Service Management Services works best for the Hopatcong Borough School District:

WHEREAS, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate breakfast and lunch programs for New Jersey public schools, and

WHEREAS, this new procurement protocol would change the fundamental basis for awarding food service management contracts from a "Cost Reimbursement Basis" to a "Fixed Price Basis" for contract awards, and

WHEREAS, the Hopatcong Board of Education has engaged staff and the community year after year to provide a local food service program that addresses and meets the needs of our children, and

WHEREAS, the Hopatcong Board of Education credits the current "Cost Reimbursement" procurement method as the reason why the local school district can design a food service program that has the flexibility of meeting the needs of its children, and

WHEREAS, the Hopatcong Board of Education declares that the "Fixed Price" procurement method would dramatically reduce the school district's ability to change or alter its food service operations without the need to rebid for food service management services, and

WHEREAS, the Hopatcong Board of Education further declares that the "Fixed Price" procurement method would impact the quality of the meals served to its children and therefore impact the participation of children in our breakfast and lunch program, and

WHEREAS, the Hopatcong Board of Education further declares that the "Fixed Price" procurement method may limit the number of competitive proposals received by boards of education, and

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WHEREAS, the Hopatcong Board of Education rejects the Department of Agriculture's underlying reasons for making this change without giving NJ School Districts the opportunity to address their concerns in an attempt to keep this procurement method in place, and

WHEREAS, the Hopatcong Board of Education prefers an optional procurement system for securing Food Service Management Companies whereby the district could choose either "Cost Reimbursement" or "Fixed Price" as the basis for contract awards.

NOW THEREFORE BE IT RESOLVED, that the Hopatcong Board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a "Fixed Price" basis and allow the option of continuing to use a "Cost Reimbursement" procurement model; or in the alternative, a "Fixed Price" procurement method, and

BE IT FURTHER RESOLVED, that copies of this resolution shall be forwarded to:

New Jersey Association of School Business Officials
New Jersey Secretary of Agriculture (369 S. Warren St. Trenton, NJ 08608)
Local Legislators
NJ School Boards, NJ School Superintendents, NJ Principals and Supervisors, NJ PTA

- b. Approval of the **Nursing Services Plans for the 2017/2018 School Year**, as required by NJQSAC, and assignment plan for certified nurses assigned to the school respectively during those hours when school is in session to complete duties outlined in N.J.A.A. 6A:16-2.1 (e) 1, as follows:

Certified Nurse	School
Lillian MacRae	High School
Barbara Beere	Middle School
Pamela Cavallo	Durban Ave.
Angela Meyer-Pflug	Tulsa Trail School
Jacqueline Henderson	Hudson Maxim School

- c. **WHEREAS**, the Board of Education ("Board") and the Hopatcong Education Association ("HEA") have agreed upon a stipend for the advisors of the new club, the Gay Straight Alliance ("GSA");

WHEREAS, the Board and the HEA have agreed upon a Memorandum of Agreement regarding the terms, which is attached hereto;

NOW THEREFORE BE IT RESOLVED that the Board hereby approves the Memorandum of Agreement for the GSA advisor stipend.

- d. Be it resolved that the Board hereby approves the creation of a new club at the Hopatcong High School and Middle School, the Gay Straight Alliance, known as the GSA club.

Motion to approve Resolution 18a – 18b, and 18c & 18d is made by Mr. McLean and seconded by Mrs. Smith:

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Philip DiStefano	Absent	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	Yes	Robert Nicholson	Absent	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Resolutions 18a – 18d passed.

19. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a – 19j**, at the recommendation of the Superintendent:

- a. The Superintendent recommends the **approval** of the following district(s) as a **new member(s)** of the Transportation Cooperative for the 2017-18 school year as listed on Exhibit A: None at this time.
- b. The Superintendent recommends the **acceptance** of student transportation **quotations** for Special Education Routes for the 2017-18 school year as listed on Exhibit A.
- c. 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.
- d. 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.
- e. 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.
- f. The Superintendent recommends the **approval** of Joint Transportation Agreement with High Point Regional High School District for the 2017-18 School Year as listed on Exhibit A.
- g. The Superintendent recommends the **award** of a Parental Contract for the 2017-18 school year as listed on Exhibit A.
- h. The Superintendent recommends the **approval** of corrections to previously approved bids/quotes and/or contract numbers as listed on Exhibit A. (All quotes/bids were responsive and compliant in accordance with the specifications however; the corrections are necessary due to minor clerical/typographical errors to correct the board minutes for county approval of the contracts.)
- i. The Superintendent recommends the approval of **renewal** of 2016-17 transportation contracts at the CPI increase of .03% (3/10th of a percent) for the 2017-18 school year as listed on Exhibit A.
- j. The Superintendent recommends, based upon the advice and consent of the Director of Transportation of the Coop ,the **approval** of Kathy Schwab as Business Services Coordinator at a prorated annual salary \$92,500 effective January 1, 2018. This appointment is a replacement for William Stepka at an annual salary of \$107,520.

**Motion to approve 19a-19j was made by Mrs. Smith
and seconded by Mr. McLean:**

