

**HOPATCONG BOARD OF EDUCATION
REGULAR MEETING - MINUTES
December 18, 2017**

A Regular meeting of the Board of Education of the Hopatcong Borough School District was held on December 18, 2017 in the Board Meeting Room, 2 Windsor Avenue, Hopatcong, New Jersey.

1. The meeting was called to order at 7:14 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 December 18, 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
Mr. Philip DiStefano
Mr. Robert Nicholson

MEMBERS ABSENT: Mr. Peter Karpiak,

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: 5:40 p.m.

6. **RECONVENE**

A motion to return to Public Session was made by Mr. Nicholson, seconded by Mr. McLean. The motion carried with all in favor Time: 7:17 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 - had been tabled 11/27/17
- b. October 16, 2017 -Executive Session
- c. October 16, 2017 -Special meeting
- d. October 30, 2017 – Executive Session – had been tabled 11/27/17
- e. November 13, 2017 – Special meeting
- f. November 16, 2017 – Executive Session
- g. November 16, 2017 – Special meeting
- h. November 27, 2017 – Executive Session

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- i. November 27, 2017 – Regular meeting
- j. November 29, 2017 – Executive Session
- k. November 29, 2017 – Regular meeting

Motion to approve 7a - 7d made by Dr.Schindelar and seconded by Mr. DiStefano

Philip DiStefano	Yes Abstain j & k	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	Yes Abstain e, h, i	Robert Nicholson	Yes	Sarah Schindelar	Yes Abstain d
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes Abstain e

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 **November, 2017:**

Anthony Christiana, Senior	Scholastics (English 4 AP)
Hayley Vater Velez, Senior	Scholastics (English 4 AP)
Jennifer Coulman, Junior	Scholastics (English 3 Honors)
Sierra Ostman, Sophomore	Scholastics (English 2 CP)
Gabriela Galloza, Senior	Specialty Area (Instrumental Music)

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

Jessica Thompson, Senior	Athletics (Cheerleading)
Anthony Mastroeni, Senior	Athletics (Football)

- c. Please join us in congratulating the following teachers and educational support staff members who have been named 2017-18 Governor's Teacher and Educational Services Professional Recipients of the year:

Hudson Maxim School	Hopatcong Middle School
Dana DeMetro	Edric Debos
Lisa Schuffenhauer	Karen Carroll
Tulsa Trail School	Hopatcong High School
Kelly Pappas	Michael Landshof
Pat Pietrzak	Jaime Walker
Durban Avenue School	
Ruth DeSalvia	
Susan Walko	

- d. On December 7, 8 and 10 (12/9 cancelled due to weather) the High School Drama Club presented "**Aladdin and the Wonderful Lamp**" with "**The Little Match Girl.**" The cast

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and crew, under the direction of Joseph Ross and Mike Batche, did a fabulous job and created memorable evenings for the Hopatcong community.

**Mrs. Smith made a motion to accept 8a – 8d, seconded by Mrs. Trumpore
All in favor**

9. SUPERINTENDENT'S REPORT AND HIB REPORT

- a. Superintendent's Report – **Dr. Joanne Mullane reports:** Mrs. Kovach was awarded by the Council of Exceptional Children Board of Directors; Mrs. Longo awarded the Master Music Teacher Award for 2018 – in NJ this goes to 1 teacher in the state; Mr. Zimmerman presented with a plaque by the Fire Dept. and Mayor for the band's many Holiday performances. Aladdin and the Little Match Girl performances were wonderful; NJ Dept. of Ed viewed DA Makerspace and Innovation Lab at MS.
- b. **Presentations –**
- 1) **Public Consulting Group, Inc. (PCG) – Operational Efficiency Audit – Kathy Brooks**
Audit was conducted by a process of interviews and data collection; compared data with other districts in our peer group; recommendations will have a 5 year fiscal impact; Majority of Central Office staff and Principals are satisfied with jobs; Facilities are spotless; positive responses for integrating technology into curriculum; Commendation – single sign-on for access to all District software and apps. – Free work order process for facilities and technology, recognition of custodial staff's contribution, Solar Energy paying 1/3 cost for power; Recommendations – Restructure District Administration, develop & follow district wide strategic plan, develop consistent process for reviewing non-instructional staff including para's, clerical and secretarial staff. Business Office – update SOP's, hire a part time internal auditor, establish a process on budget transfers, purchase and implement a bar coding fixed asset system, implement additional automation for purchase orders; hire a Chief Information Officer and implement a district wide technology plan, server rooms need to be secured, Professional Development should not be forced on staff, they should have input. Restructure Facilities Dept. to be more effective and efficient, prepare a 5 year facility master plan; Hire a firm to assess the actual capacity of all facilities to ensure proper space for all learning configurations.
 - 2) **Lerch, Vinci & Higgins, LLP – Mr. Ralph Picone – Synopsis of Audit for year ended June 30, 2016.**
- c. Presentation of each school's activities:
- 1) High School –Liaisons: **Anthony Christiana, Rachel Esteves–**
 - 2) Middle School– **Emil Binotto, Principal** – Innovation labs being used as model for other school's design.
 - 3) Durban Avenue –**Tracey Hensz, Principal** – Wizard's motivational assembly; 12/15 progress reports;65 pairs of pajamas collected for families in need; Makerspace professional development for teachers.
 - 4) Tulsa Trail – **Brian Byrne, Principal** – Arts integration discussed at faculty meeting; Harlem Wizards assembly; Reading buddies program where MS students read to TT students; Thank you to HEPTO for another successful Holiday Boutique.
 - 5) Hudson Maxim - **Katherine McFadden, Principal** – Holiday Boutique; Prof. Dev. On common planning. Happy Holidays.

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- d. A second reading and approval of the Superintendent’s HIB Report for November, 2017 as presented to the Board at the November meeting on November 27, 2017. Approval of the HIB report for December, 2017 for first reading and review.

Acting Superintendent Dr. Joanne Mullane reports 5 incidents; one HIB TT and DA.

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

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

Motion 8 d to approve Superintendent’s HIB report passed.

10. COMMITTEE REPORTS

- a. Curriculum, Technology, Special Education — **Chairperson, Candice Smith** Everything discussed in committee is on the agenda. New appreciation as she is working as a para in a K-8 school.
- b. Community Relations – **Chairperson, Warren Gallagher III** – Use website for purchases so district makes some money.
- c. Finance, Facilities, Transportation – **Alex McLean reports** –discussed 16/17 Audit and 18/19 Budget; 22 Recommendations means we still have to do better but much of it due to overturn of Treasurers, purchasing processes and student activity accounts.
- d. Policy and Legislation – Anthony Fasano for **Chairperson, Phil DiStefano** – there are no First Readings, only second readings on the agenda. Policy 0155 was discussed and is going back into committee for more discussion.
- e. Negotiations –**Chairperson Rob Nicholson** – Meeting with Warriors on 12/19; working much better together.
- f. Personnel – **Chairperson, Peter Karpiak** – absent Anthony Fasano reports that everything discussed in committee is on the agenda.
- g. HHSPTSO – Karen Solimando – not present
- h. MSPTSO – Kerry Thompson, Melissa Forrester – Co-Presidents
- i. HEPTO – Jennifer Colgan – not present

President Anthony Fasano reports that there are three resolutions to be added to agenda in the Resolution section 18: 18b, 18c, and 18d...see section 18 for motions.

All in favor.

11. PUBLIC COMMENT – AGENDA ITEMS ONLY

Public discussed PCG audit; concern that there may be cuts in staff due to results of audit.

12. FINANCE

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

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- a. Approval of bills for the General Fund and Special Revenue (Grants) accounts, November 27, 2017 through December 18, 2017, in the following amount:
- | | | |
|---|---|--------------|
| General Fund and Special Revenue (Grants) account | - | \$561,517.04 |
| Cafeteria account | | \$ 66,128.09 |
- b. Approval of Regular bills for November 27, to December 18, 2017 for the SCRT Cooperative Operating Account in the amount of \$42,396.77
- c. Approval of Bus Contractor bills for January 15, 2017 for the SCRT Cooperative Operating Account, in the amount of \$0.
- d. Approval of the Transfer Report for the month of October 2017.
- e. Approval of the Board Secretary's Report for the month of October 2017.
- f. Approval of the Treasurer's Report for the month of October 2017.
- g. Approval of the change in agreement regarding the lease between VMH Properties, LLC for 12 parking spaces at 434 River Styx Road for \$6,500 for 10 months from a two lease to a three year lease expiring on June 30, 2020.
- h. Acceptance of the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2017 and the Auditors' Management Report as recommended by the Administration and as reviewed by the Finance Committee.
- i. Approval of the following Corrective Action Plan in response to the Fiscal Audit findings for the period July 1, 2016 to June 30, 2017 as recommended by the Administration and as reviewed by the Finance Committee:

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

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

Finance items 12a – 12i passed.

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13. PERSONNEL

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

- a. Approval of the request of **Kristine Mendyk** for an extension of her Maternity Leave of Absence from her position as an Academic Skills Teacher to January 16, 2018.
- b. Approval of the employment of **Emily Kramer** as Payroll/Benefits Coordinator in the Hopatcong School District, at an annual salary of \$69,000, prorated, effective January 2, 2018.

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

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Jason Mulvihill	Appoint	Fall Weight Room	-	-	\$1,100.00	9/1/2017	11/30/2017
Gary Andolena	Appoint	Winter Weight Room	-	-	\$1,100.00	12/1/2017	2/28/2018
Brook Ganguzza	Appoint	Spring Weight Room	-	-	\$1,100.00	3/1/2018	5/31/2018

11-401-100-100-01-02

d. Approval of the following 2017-2018 Advisor for the Hopatcong Middle School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Sue Hill	Appoint	Gay Straight Alliance	E	1	\$368.00	1/1/2018	6/30/2018

11-401-100-100-01-02

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

Subject	New Course or Update	Estimated Hours	Provider	Total cost to the district
Grade 2 Writer's Workshop	New	20	Melanie Rowbotham	\$560
Grade 3 Writer's Workshop	New	20	Melanie Rowbotham	\$560

11-000-221-102-01-01

- f. Approval of the following as Volunteer Basketball Coaches for the 2017-2018 season, pending criminal history background reviews: **Bob Lamken** and **Delvon Arrington**.
- g. Approval of the request of **Kristine Mendyk** for a sabbatical leave of absence for the 2018-2019 school year to complete a 30 credit, 18 month curriculum provided by the NJ-Excel (Expedited Certification for Educational leaders), as per the HEA Collective Bargaining Agreement.
- h. Approval of the revised **Payroll/Benefits Coordinator** job description.

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

Mrs. Smith made a motion to approve Personnel 13a-13i and it was seconded by Mr. Nicholson

Philip DiStefano	Yes	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	abstain	Robert Nicholson	Yes	S. Schindelar	Yes
Candice Smith	Yes	Carol Trumfore	Yes	Anthony Fasano	Yes

Personnel items 13a – 13i passed.

14. STUDENTS & SERVICES

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

- a. Approval for a change of placement for an out of district student who has been placed at YCS Fort Lee Educational Center, **Student No. 412021**. The tuition for the 2017/2018 school year is approximately \$40,620.81.
- b. Approval for an Out of District placement for a tenth grade Hopatcong High School **Student ID No. 14030** at Lakeland Andover School. The tuition for the 2017/2018 school year is approximately \$39,060.00
- c. Approval for educational instruction services for **Student No. 11702** for up to 5 hours per week beginning November 15, 2017. Instruction will be provided by Brookfield Schools/Summit Oaks Program at a rate of \$35.00 per hour.
- d. Approval of the field trip requests, as required by the New Jersey Department of Education.

Motion to approve Students and Services 14a – 14d made by Mr. McLean and seconded by Ms. Trumfore

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

Students & Services items 14a – 14d passed.

15. CURRICULUM

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

- a. Approval of the MOA between the Hopatcong Borough Schools and the Hopatcong Police Department in accordance with N.J.A.C. 6A:16-6.2(b)13 through 14 as provided by the NJ Attorney General and NJ Commissioner of Education.

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- b. Approval of the following new courses at HHS upon the request of the STEAM/Redesign Team for the 2018-2019 course catalog:

AP Computer Science (Full Year)
Music Production (Semester)
Personal Training I & II (Full Year)

Mr. DiStefano raises a concern regarding Personal Training and being liable to provide additional technology.

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

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

Curriculum items 15a – 15b passed.

16. TRAVEL

Resolved, that the Hopatcong Board of Education approve travel costs as related in this resolution, which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of the Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1. seq.

Motion to approve Travel in the amount of \$2,003.83 is made by Mr. Nicholson and seconded by Mrs. Smith:

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

Item 16, Travel, passed.

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**:

NONE

- b. Approval of modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for **SECOND READING**:

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Policy #

P 7100
P 7130

Title

Long-Range Facilities Planning (M) (Rev)
School Closing (Rec) (Rev)

Regulation #

R 7100

Title

Long-Range Facilities Planning (M) (Rev)

Motion to approve Policies and Regulations items 17a and 17b is made by Mr. McLean and seconded by Mrs. Smith:

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

Policy and Legislation items 17a and 17b passed

18. RESOLUTION

Approval of the following Resolutions, **18a**, at the recommendation of the Superintendent:

a. BE IT RESOLVED that the Hopatcong Board of Education accepts the operational efficiency audit conducted by Public Consulting Group, Inc. (PCG) and let it,

BE FURTHER RESOLVED that the Hopatcong Board of Education directs the Superintendent of Schools to review the operational efficiency audit conducted by Public Consulting Group, Inc. (PCG) and to design and implement an action plan as the Superintendent of Schools sees best fit.

Motion to add Resolutions 18b, 18c and 18d was made by Mr. McLean and seconded by Mr. Gallagher:

18b. BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Board approves the continued enrollment of students **[Student No. 11756 and 11757]** without payment of tuition for the duration of the 2017-2018 school year, with transportation provided by the parents.

18c. BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Board approves the employment of Matthew Geary to the position of Facilities Manager for a period February 16, 2018 to June 30, 2018 at a prorated annual salary of 85,500, pending negotiation of final contract and benefits.

18d. BE IT RESOLVED, that the Board authorizes the release of the Hudson Maxim Environmental study to the public, effective December 31, 2017.

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

Philip DiStefano	Yes	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	Yes	Robert Nicholson	Yes Abstain a	Sarah Schindelar	No b Yes a, c, d

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Candice Smith	Yes	Carol Trumppore	Yes	Anthony Fasano	Yes
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Resolutions 18a – 18d passed.

19. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a-19i**, 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
- 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 for the 2017-18 School Year as listed on Exhibit A: **None**
- g. The Superintendent recommends the **award** of a Parental Contract for the 2017-18 school year as listed on Exhibit A: **None**
- 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.

Motion to approve 19a-19i was made by Mr. Nicholson and seconded by Mrs. Smith:

Philip DiStefano	Yes	Warren Gallagher	Yes	Peter Karpiak	Absent
Alex McLean	Yes	Robert Nicholson	Yes	Sarah Schindelar	Yes

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Carolyn B. Joseph,
Interim Business Administrator/Board Secretary