

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

March 18, 2019

5:30 p.m. (Administration Building Room 41 - Open the meeting and enter Executive Session)

7:00 p.m. (Board Meeting Room - Administration Building)

1. **CALL TO ORDER**

Time: _____ p.m.

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 the Daily Record have been notified by email that this Board of Education Regular meeting will take place 7:00 p.m., March 18, 2019.

4. **ROLL CALL**

___ Scott Francis

___ Warren Gallagher

___ Erin Jacobus

___ Alex McLean

___ Michele Perrotti

___ Sarah Schindelar

___ Candice Smith

___ Carol Trumpore

___ Anthony Fasano

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 matters, 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: _____ p.m.

7. **APPROVAL OF MINUTES**

Approval of the minutes of the following meetings, as reported by the Board Secretary reviewed by the Board President and members of the Board:

a. February 25, 2019 - Executive Session

b. February 25, 2019 - Regular meeting

Motion to approve **7a - 7b**:

(ACTION) Motion by _____, seconded by _____

___ Francis	___ Gallagher	___ Jacobus	___ McLean	___ Perrotti
___ Schindelar	___ Smith	___ Trumpore	___ Fasano	

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8. ACKNOWLEDGMENTS/CORRESPONDENCE

- a. The following students were chosen as **Hopatcong High School's Students of the Month** for their outstanding performance in March 2019:

Rachel Baez, Senior	Scholastics(Creative Writing)
Sofia Mantila, Junior	Scholastics (Social Studies)
Nicholas Milan, Junior	Scholastics (Social Studies)
Mark Vogt, Sophomore	Specialty Area (Child Development)

- b. The following students were chosen as **Hopatcong High School Scholar Athletes of the Month** for their outstanding performance in March 2019:

Michael Mastroeni, Freshman	Athletics (Wrestling)
Amanda Ladomirak, Sophomore	Athletics (Competition Cheerleading)

Motion to approve Acknowledgments **8a - 8b**:
(ACTION)Motion by _____, seconded by_____

All in favor _____

9. SUPERINTENDENT'S REPORT AND HIB REPORT

- a. Superintendent's Report - **Art DiBenedetto, Superintendent of Schools**
b. A second reading and approval of the Superintendent's HIB Report for February, 2019 as presented to the Board at the February meeting on February 25, 2019. Approval of the HIB report for March, 2019 for first reading and review.

Motion to approve **9a - 9b**:
(ACTION)Motion by _____, seconded by_____

___ Francis	___ Gallagher	___ Jacobus	___ McLean	___ Perrotti
___ Schindelar	___ Smith	___ Trumpore	___ Fasano	

10. COMMITTEE REPORTS

- a. Student Achievement: Community Relations, Curriculum, Personnel, Special Education: **Chair - Candice Smith, Vice Chair - Carol Trumpore**
b. Operations: Finance, Facilities, Security and Transportation: **Chair - Alex McLean, Vice Chair - Scott Francis**
c. Negotiations: **Chair - Sarah Schindelar**
d. Parent/Teacher Organization Representatives

Motion to accept Committee Reports **10a - 10d**:
(ACTION)Motion by _____, seconded by_____

All in favor _____

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11. PUBLIC COMMENT

12. FINANCE

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

a. 2019/2020 Preliminary Budget Submission

Approval of the following resolution for submission of the tentative 2019/2020 school budget to the County Superintendent:

“**WHEREAS**, the Superintendent has presented to the Finance Committee and other members of the Hopatcong Board of Education, a recommended 2019/2020 School District Budget in the total amount of \$36,366,866, as follows; and

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

THEREFORE, BE IT RESOLVED the Hopatcong school District preliminary 2019/2020 budget for submission to the County Office is approved as follows on the Meeting Agenda of March 18, 2019.”

	<u>Budget</u>
<u>General Fund</u>	
Fund 10 – Charter School Tuition.....	\$ 256,547
Fund 11 – General Operating Fund.....	\$ 36,108,705
Fund 12 – Debt Services Assessment.....	\$ 1,614
	\$ <u>36,366,866</u>
<u>Special Revenue Fund</u>	
Fund 20 – Federal/State Grants.....	\$ <u>708,192</u>
<u>Debt Service -</u>	\$ <u>0</u>
<u>Total Budget</u>	\$ 37,075,058

- b. Approval of bills for the General Fund and Special Revenue (Grants) account, February 25, 2019 through March 18, 2019 in the following amounts:

General Fund and Special Revenue (Grants) account- \$527,048.61
Cafeteria account - \$ 62,493.53

- c. Approval of the Transfer Report for the month of January 2019.
d. Approval of the Board Secretary’s Report for the month of January 2019.
e. Approval of the Treasurer’s Report for the month of January 2019.
f. Approval of the acceptance of the donation of seven file cabinets valued at \$150 each for a total of \$1,050.00 from Mr. Mike Brannigan.

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- g.** Approval of the following revised **Corrective Action Plan (tabled at regular meeting 2/25/2019)** in response to the Fiscal Audit findings for the period July 1, 2017 to June 30, 2018 as recommended by the Superintendent and as reviewed by the Finance Committee:

PLEASE SEE FOLLOWING PAGES

NEW JERSEY DEPARTMENT OF EDUCATION
CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT Hopatcong Borough COUNTY Sussex
 TYPE OF AUDIT Comprehensive Annual Financial Report (CAFR)
 DATE OF BOARD MEETING March 18, 2019
 CONTACT PERSON Carolyn B. Joseph SBA
 TELEPHONE NUMBER (973) 770-8844

Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
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II. FINANCIAL PLANNING, ACCOUNTING AND REPORTING

- | | | | | |
|----|--|--|---|---------|
| 1. | Internal control procedures over purchasing be enhanced to ensure goods and/or services are ordered only after the issuance of an approved requisition and purchase order. | Instruct staff members who can order budgeted items to encumber purchase orders for estimated amounts of recurring services or orders during the school year. | SBA/Principals/
Supervisors | 3/18/19 |
| 2. | Internal controls be enhanced to ensure cash balances are monitored to prevent cash overdrafts from occurring. | A constant review of all cash balances must be maintained and a monthly statement of assurances that no overdraft has occurred will be sent to the BA by anyone responsible for accounts. At year end, business office/coop will verify that that funds, excluding a/r are enough to cover bills being paid. | Principals/Athletic Director
Transportation Coop Director
SBA | 3/1/19 |
| 3. | The various bank reconciliations on the Treasurer's Report contain only valid reconciling items. * | Treasurer must review/research issues. Careful work with the new Treasurer via communication will be maintained. | Treasurer/SBA | 3/1/19 |

4. The district should adopt inter control procedures designed to ensure that reimbursement of TPAF/FICA paid by the State on Behalf of TPAF employees charged to federal grants are properly reported in the current year's Final Report for all federal awards and are encouraged to remit payment within the 60 days grant liquidation period and/or certainly within the statutory 90 days liquidation period.

Before Final Report all figures must be verified. BA and Supt. will take over all federal grant responsibilities from current grant coordinator.

Supt./SBA

3/1/19

III. SCHOOL PURCHASING PROGRAM

<u>Recommendation</u>	<u>Corrective Action Approved By the Board</u>	<u>Method of Implementation</u>	<u>Person Responsible For Implementation</u>	<u>Completion Date of Implementation</u>
1.	It is recommended that quotations be obtained whenever a purchase exceeds the limit set forth by the Public School Contracts Law.	Communication to staff of revised procedures which will reinstate require-two quotes for any purchase over \$5,400 AND attach them to the requisition in Systems 3000 with violations being reported to the supt. who will follow with disciplinary action.	SBA/Principals/Supervisors	3/1/19

V. TRANSPORTATION SERVICES PROGRAM

<u>Recommendation</u>	<u>Corrective Action Approved By the Board</u>	<u>Method of Implementation</u>	<u>Person Responsible For Implementation</u>	<u>Completion Date of Implementation</u>
1.	It is recommended that receipt of goods and payment approval be obtained on all purchase orders of the Transportation Services program prior to payment.	Speed up process that results in payment approval with side-bar communication to vendors that documentation MUST be received in a timely manner for payment. BA will memo Coop director advising them to make sure staff consistency in obtaining ALL	COOP Director/SBA	3/1/19

signatures prior to payment.

VII. STUDENT BODY ACTIVITIES

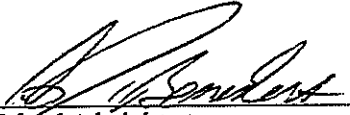
Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
1.	The Athletic Account should be reconciled on monthly basis.	Bank Statements maintained Monthly with statement of assurances from account manager on monthly basis.	Athletic Director/SBA	3/1/19
2.	Proper supporting documentation for all students activity receipts should be maintained and available for audit.	Review all receipts before depositing. Receipts provided to SBA on monthly basis with SOA. If not properly provided follow-up with request for specified information.	Athletic Director/HS Principal/SBA	3/1/19
3.	Pre-numbered receipts should be utilized for all accounts and include the proper composition of the deposit (checks vs. cash) *	Secretaries have been notified that pre-numbered receipts are REQUIRED (supt mtg with sec. march 11, 2019) Also see attached revised procedures	Athletic Director/HS Principal/SBA	3/1/19
4.	All checks issued should contain at least two authorization signatures.*	Double check for two signatures before releasing check. DO NOT issue if signature is missing. Review at 3/18 admin mtg.	Athletic Director/HS Principal/SBA	3/1/19
5.	Outstanding checks should be reviewed and cleared of records.*	Staff to review quarterly and checks over a year old need to be verified and written off.	Athletic Director/HS Principal/SBA	3/1/19
6.	Bank reconciliations contain only valid reconciling items.*	Review reconciling items and their validity. Include examples in revised procedures	Athletic Director/HS Principal/SBA	3/1/19
7.	Scholarships awarded should have sufficient funding available and should not be processed through the student activity funds. *	Review of scholarship monies Write checks through valid bank accounts	Athletic Director/HS Principal/Guidance Department/SBA	3/1/19
8.	Efforts be made to limit the reimbursements paid to individuals*	Limit number of reimbursements by identifying eligible situations to prin.	Athletic Director/Principals/SBA	3/1/19

X. FACILITIES

Recommendation	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
1. It is recommended that all current additions and assets acquired in previous years be properly reflected in the District's capital asset inventory. *		Carefully review information received from asset inventory company to ensure no assets are omitted.	Facilities Manager/SBA	3/1/19

*Prior Year Audit Recommendations

Note: New personnel have been hired/changed in the following areas to diminished audit recommendations:
Treasurer, Facilities Manager, ESEA Grant Coordinator, COOP Director, Athletic Secretarial Support Staff, HS Office Secretarial Support Staff



Chief School Administrator 3/14/19
Date



Business Administrator/Board Secretary 3/14/19
Date

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Motion to approve Finance **12a - 12g**:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

13. PERSONNEL

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

- a. Approval of **Gail Sanderson** for a medical leave of absence from her position as an Art Teacher, effective March 4, 2019 until approximately April 5, 2019, or until medically cleared by her physician.
- b. Approval of **Tracey Grochulski** for a medical leave of absence from her position as a paraprofessional, effective February 18, 2019 until approximately March 20, 2019, or until medically cleared by her physician.
- c. Approval of the following as Homework Club Monitors at the Hopatcong Middle School at the hourly rate of \$28.00, effective March 1, 2019: **Yanet Guevara** and **Nancy Marinaro**.
- d. Approval of **substitute teachers, paraprofessionals, custodians and van drivers**.

Motion to approve Personnel **13a - 13d** :

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

14. STUDENTS & SERVICES

Approval of the following items, **14a - 14e**, as recommended by the Superintendent of Schools and the Student Achievement Committee of the Board:

- a. Approval for educational instruction services for student no. 13205 for up to 10 hours per week beginning February 25, 2019. Instruction will be provided by Professional Education Services, Inc. at rate of \$35.00 per hour.
- b. Approval for an out of district placement for a student who moved into our district who attends Regional Day School-Newark, NJ student No. 14301. The effective date is December 6, 2018. The tuition cost is \$33,867.54.
- c. Approval for an out of district placement at Windsor Learning Center for student No. 13794. The tuition for the 2018/2019 school year is approximately \$23,870.00.
- d. Approval to continue an out of district placement at Northern Hills Academy for student No. 11837. The effective date is February 19, 2019. The tuition for the remainder of the 2018/2019 school year is approximately \$24,633.36 and his personal aide is \$11,700.48.
- e. Approval of field trip requests, as required by the New Jersey Department of Education.

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Motion to approve Students & Services **14a - 14e**:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

15. CURRICULUM

Approval of the following items, **NONE**, as recommended by the Superintendent of Schools and the Student Achievement Committee of the Board:

16. TRAVEL

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

Motion to approve Travel in the amount of \$403.54:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

17. POLICIES AND 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**:

POLICY
NONE

TITLE

- 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**:

POLICY
P 2422

TITLE
Health and Physical Education (New/Revised)

P 2425

Abolished in March/Replaced with P 2422

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POLICY

P 2431.13

TITLE

Practice and Pre-Season Heat-Acclimation for School Sponsored Athletics and Extra-Curricular Activities (Recommended, New)

P 4219

Commercial Driver's License Controlled Substance and Alcohol Testing (M) (Revised)

P 5111

Eligibility of Resident/Nonresident Students (M) (Revised)

P 5330.04

Administering an Opioid Antidote (M) (Revised)

P 5337

Service Animals (Recommended, New)

P 5756

Transgender Students (M) (Revised)

P 7440

School District Security (M) (Revised)

REGULATION

R 5330.04

TITLE

Administering an Opioid Antidote (M) (New)

R 7440

School District Security (M) (Revised)

Motion to approve Policies and Regulations **17b** :

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

18. CALENDAR

- a. Approval of the revised 180 day school calendar for the 2018/19 school year due to weather related closings.
- b. Approval of the 180 day school calendar for the 2019/20 school year.
- c. Approval for the 1st grade to make up two missed days due to Hudson Maxim closing on January 25, 2019 and January 28, 2019. The make up days are April 25, 2019 and April 26, 2019. Students will follow an early-dismissal schedule for both days.

Motion to approve Calendar items **18a - 18c**

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

HOPATCONG BOARD OF EDUCATION

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19. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a - 19g8**, at the recommendation of the Superintendent and the Operations Committee of the Board:

- a. The Superintendent and the Director of Transportation recommend the **approval of bills** for the Sussex County Regional Cooperative Operating account for February 26, 2019 through March 18, 2019, in the amount of \$3,546,521.44 for Bus Contractors and \$20,165.52 for Regular bills.
- b. The Superintendent and the Director of Transportation recommend the **approval of one (1) new member** school district, Township of Union Public Schools.
- c. The Superintendent and the Director of Transportation recommend the **approval to change the daily hours** for Annalesa Modafferi, Bus Driver, from 6 hours per day to 7.5 hours per day effective March 1, 2019 through June 30, 2019.
- d. The Superintendent and the Director of Transportation recommend the **approval to change the daily hours** for Jamie Jones, Bus Driver, from 7.5 hours per day to 8 hours per day effective April 1, 2019 through June 30, 2019.
- e. The Superintendent and the Director of Transportation recommend the **approval to hire** Carol Mesrobian as a **substitute clerk** at a rate of \$22.32 per hour effective February 27, 2019.
- f. The Superintendent and the Director of Transportation recommend the approval to **award the one (1) bid** submitted on February 19, 2019 to Byram Bus Inc. for various school vehicle servicing & repairs.
- g.
 1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations** for **Special Education Routes** for the **2018-19 School Year** as listed on Exhibit A.
 2. The Superintendent and the Director of Transportation recommend the **award** of student transportation **quotations** for **Special Education Routes** for the **2018-19 School Year** as listed on Exhibit A.
 3. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation contracts for **quoted Athletic/Class/Field Trips** to the lowest, responsible and responsive bus contractor companies for the **2018-19 School Year** as listed on Exhibit A.
 4. 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 **2018-19 School Year** as listed on Exhibit A.
 5. The Superintendent and the Director of Transportation recommend the **acceptance** of **contract addendums for the 2018-19 School Year Routes** as listed on Exhibit A.
 6. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **Bids submitted on February 25, 2019** for the 2018-19 School Year as listed on Exhibit A.
 7. 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 February 25, 2019 bid for Routes** for the 2018-19 School Year as listed on Exhibit A.
 8. The Superintendent and the Director of Transportation recommend the **rejection of student transportation bids** for non-compliance issues or route terminations **submitted for the February 25, 2019 bid** for Routes for the 2018-19 School Year as listed on Exhibit A.

Motion to approve Co-op items **19a - 19g8**:

(ACTION) Motion by _____, seconded by _____

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Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

20. BOARD OF EDUCATION - MEMBER COMMENTS

21. ADJOURNMENT

Motion to adjourn:

(ACTION) Motion by _____, seconded by _____
All in favor _____ Time: _____

ADDENDUM
MARCH 18, 2019
Regular Board Meeting

- a. **REVISION – Personnel** b. – Approval of Tracey Grochulski for a medical leave of absence from her position as a paraprofessional, effective February 18, 2019 until approximately April 5, 2019, or until medically cleared by her physician.
- b. Approval for an out of district placement for a student who moved into our district who attends Kennedy Elementary School, Roxbury, NJ, Student No. 14314. The effective date is February 14, 2019. The tuition cost is \$13,455.72.

- c. **WHEREAS**, the Hopatcong School District has a need for a new special program, and;

WHEREAS, the district had posted the position for a BD class (Behavioral Disorders);

THEREFORE BE IT RESOLVED, that the board of education approve the creation of a BD class at Tulsa Trail effective May 1, 2019.