

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

November 25, 2019

5:30 pm. (Administration building Room 41 – Open the meeting and enter Executive Session)

7:00 p.m. (Board of Education Meeting Room)

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 the Daily Record have been notified by email that this Board of Education Special meeting – will take place in the Hopatcong BOE Office, Hopatcong, NJ, at 7:00 p.m. November 25, 2019.

4. **ROLL CALL**

__Anthony Fasano	__Scott Francis	__ Warren Gallagher
__Erin Jacobus	__Alex McLean	__ Michele Perrotti
__Dr. Sarah Schindelar	__Candice Smith	__Carol Trumpore

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.

**Motion to enter executive session:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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

6. **RECONVENE**

**Motion to Reconvene**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

__ Francis	__ Gallagher	__ Jacobus	__ McLean	__ Perrotti
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### 9. SUPERINTENDENT'S REPORT AND HIB REPORT

- a. Superintendent's Report – **Art DiBenedetto, Superintendent of Schools**
- b. Presentation on the Hopatcong Schools District App – Kyle Bisignani and Joe Piccirillo
- c. A second reading and approval of the Superintendent's HIB Report for October, 2019 as presented to the Board at the October meeting on October 28, 2019. Approval of the Superintendent's HIB report for November 2019 for first reading and review as presented to the Board at the November meeting on November 25, 2019.

**Motion to approve 9a – 9c:**

(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 approve 10a – 10d:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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

### 11. PUBLIC COMMENT – GENERAL DISCUSSION

### 12. FINANCE

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

- a. Approval of bills for the General Fund and Special Revenues (Grants) account, October 29, 2019 through November 25, 2019 in the following amounts:
  - General Fund and Special Revenue (Grants) account - \$1,289,287.62
  - Cafeteria account - \$ 61,070.39
- b. Approval of the Transfer Report for the month of September 2019.
- c. Approval of the Board Secretary's Report for September 2019.
- d. Approval of the Treasurer's Report for the month of September 2019.

**Motion to approve 12 – 12d:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

### 13. PERSONNEL

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

- a. Acceptance of the resignation, with regret, of **James Marino** from his position as History Teacher in the Hopatcong School District, for the purpose of retirement, effective January 1, 2020. Mr. Marino has served the district for 33 years.
- b. Acceptance of the resignation of **Alison Miller** as Paraprofessional at Durban Avenue School effective November 27, 2019.
- c. Approval of the request of **Jill Gleason** to take an unpaid leave of absence from her position as Paraprofessional at the Hopatcong Middle School retroactive to October 15 2019 with an approximate return date of December 3, 2019.
- d. Approval of **Katie Schwab** and **Amanda Marcazo** to be chaperones for the six nights that Hopatcong students will be participating in the Winter4Kids activities at the National Winter Activity Center in Vernon, NJ. The stipend for each chaperone is \$1,066 and will be paid for through the Warm Jackets Fund Grant.
- e. Approval of **John Canzone** for a medical leave of absence from his position as a Physical Education Teacher in the Hopatcong Middle School, effective November 18, 2019 until approximately February 19, 2020 or until medically cleared by his physician.
- f. Approval of **Dannette Swanson** as a substitute for Middle School Physical Education Teacher at a rate of \$110.00 per day from November 18, 2019 until February 19, 2020 or until the employee is medically cleared by their physician.
- g. Approval of **Concetta Spano** to be a detention monitor at the Hopatcong Middle School for the 2019 – 2020 school year as needed at a rate of \$20 per hour.
- h. Approval of the employment of **John Cosgrove** as .6 Physical Education Teacher at a salary of \$110.00 per day, retroactively effective to November 18, 2019 through December 16. Effective December 17, 2019, salary will be \$33,469.80 prorated, based upon BA/Step 3, through the remainder of the 2019 – 2020 school year.
- i. Approval of **Ashley Strysko** to perform clinical experience during the month of December at Tulsa Trail School with certified staff members.
- j. Approval of **Maryanne Bourdett** as Payroll/Benefits Coordinator effective December 2, 2019 through June 30, 2020 at a prorated salary of \$65,000 per year.
- k. Approval of the employment of **Christine DeRosa**, as Grade 6-7 Social Studies Teacher at Hopatcong Middle School, at an annual salary of \$56,583 prorated based upon the Salary Guide Level BA/Step 7, effective January 2,

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2020. This salary is based upon the 2017-2018 HEA Salary Guide and may change based upon outcomes of negotiations.

- l. Approval of the voluntary transfer of **Craig Vallaro** from Grade 6-7 Social Studies Teacher at Hopatcong Middle School to History Teacher at Hopatcong High School effective January 2, 2020.
- m. Approval of **substitutes, teachers, paraprofessionals, custodians and van drivers.**

**Motion to approve 13a – 13m:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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

### 14. STUDENTS AND SERVICES

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

- a. Approval for home instruction services for student no. 14188 for 10 hours per week. Instruction will be provided by Hopatcong certified staff at the rate of \$35.00 per hour effective October 11, 2019.
- b. Approval to extend home instruction services for student no. 13871 for 5 hours per week. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour through December 2, 2019.
- c. Approval of field trip requests, as required by the New Jersey Department of Education.

**Motion to approve 14a – 14c:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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

### 15. CURRICULUM

Approval of the following item, **15a**, as recommended by the Superintendent of Schools and Student Achievement Committee of the Board:

- a. Approval of the updated High School Program of Studies subject to adjustment.

**Motion to approve 15a:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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

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### 16. 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:

**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 revise, for SECOND READING:

**NONE**

### 17. RESOLUTIONS

Approval of the following items, **17a – 17d**, as recommended by the Superintendent of Schools:

- a. Approval of Mr. Joseph S. Piccirillo as Co-Affirmative Action Officer for the 2019 – 2020 school year.  
b. Approval of the Plan of Action for the 2019 – 2020 Superintendent Goals.  
c. Approval of the submittal of the DPR for QSAC.  
d. Approval of the addendum to the Long Range Facilities Plan for the refurbishing of the High School Track.

**Motion to approve 17a-17d:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

### 18. SCHOOL BUS EVACUATION DRILLS

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

**Motion to approve School Bus Evacuation Drill Report:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Smith	Trumpore	Fasano	

### 19. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a – 19d12**, as recommended by the Superintendent of Schools and the Operatives committee of the Board:

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- a. The Superintendent and the Director of Transportation recommend the **approval of bills** for the Sussex County Regional Cooperative Operating account for October 29, 2019 through November 25, 2019, in the amount of \$23,152.16 for Regular bills and \$3,120,436.14 for Bus Contractor bills.
- b. The Superintendent and the Director of Transportation recommend the **approval to accept the correction of a change in hours** for Dawn Padgett, Bus Aide, to 6.75 hours per day effective November 1, 2019.
- c. The Superintendent and the Director of Transportation recommend the **approval of a change in hours** for Sara Pollison, Bus Aide, to 5.25 hours per day effective December 1, 2019.
- d.
  1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations** for **Special Education Routes** for the 2019-20 School Year as listed on Exhibit.
  2. The Superintendent and the Director of Transportation recommend the **award** of student transportation **quotations** for **Special Education Routes** for the 2019-20 School Year as listed on Exhibit A.
  3. The Superintendent and the Director of Transportation recommend the **acceptance** of **student transportation quotations for Athletic/Class/Field Trips** for the 2019-20 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 2019-20 School Year as listed on Exhibit A.
  5. The Superintendent and the Director of Transportation recommend the **acceptance** of **contract addendums** for 2019-20 School Year Routes as listed on Exhibit A.
  6. The Superintendent and the Director Transportation recommend the **approval to renew** 2018-19 Routes for the 2019-20 School Year at the State issued CPI increase of 1.45% or less as listed on Exhibit A.
  7. The Superintendent and the Director of Transportation **recommend the approval of a correction** to renew 2018-19 Routes for the 2019-20 School Year at the State issued CPI increase of 1.45% or less as listed on Exhibit A.
  8. The Superintendent and the Director of Transportation recommend the **approval of corrections** to previously approved quoted and renewal routes as listed on Exhibit A. (The quotes and renewals were responsive and compliant in accordance with specifications. However, the revisions are necessary due to clerical errors to correct the board minutes for county approval of the contracts.)
  9. The Superintendent and the Director of Transportation recommend the approval of **Member Districts** for the 2019-2020 School Year as listed on Exhibit A.

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10. The Superintendent and the Director of Transportation recommend the **acceptance** of **student transportation bids** submitted on **October 15, 2019** for the 2019-20 School Year as listed on Exhibit A.
11. 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 **October 15, 2019** bid for the 2019-20 School Year as listed on Exhibit A.
12. The Superintendent and the Director of Transportation recommend the **rejection** of **student transportation bids** for non-compliance issues or route terminations submitted on **October 15, 2019** for the 2019-20 School Year as listed on Exhibit A.

**Motion to approve 19a – 19d12:**

(ACTION) Motion by \_\_\_\_\_, seconded by \_\_\_\_\_

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: \_\_\_\_\_ pm

## ADDENDUM

November 25, 2019

Regular Meeting

- a. It is recommended by the Superintendent that the Hopatcong Board of Education approve travel costs, conferences, tuition reimbursements and field trips 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 reimbursement listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1. seq.

NAME	APPROVAL	DATE(s)	REGISTRATION	TRAVEL.35	TUITION
Anthes, L	CST Mtg.travel	10/31/19		12.53	
Buglovsky, C	Bullying Cert	9/30-10/2		98.58	
Piereth, M	Conf. travel	11/6/19		12.77	
Hallenbeck, J	Bully Cert	9/30-10/2		112.35	
Kennedy, M	Conf. travel	10/11/19		9.92	
Montefusco, S	Conf. travel	10/14/19		25.11	
Dinnocenzo,M	Conf. travel	10/14/19		25.11	
Christiano, S	Conf. travel	10/4/19		21.88	
Kennedy, M	Conf. travel	10/1/19		8.68	
Fata, M	Conf. Approval	12/5/19	\$95		
Piccirillo, J	Course App.	1/6-4/24/20			2,215
Piccirillo, J	Tuition Reimb.	9/2-12/20/19	ED 917		2,215
Piccirillo, J	Tuition Reimb.	9/2-12/20/19	ED 945		2,215
Zimmerman,K	Field trip	12/5/19			
Anthes, L	CST Mtg.	12/11/19		12.39	
Henderson,J	Conf.	10/14/19	\$10		
Brennan, K	Guide to BA15				
Canizaro, J	Guide toMA30				
McLean, A	Tuition Reimb		Lang/Culture		1,170.33
McClellan, A	Tuition reimb		Foundations		1,170.33
Hallenbeck,J	Course App.		MADS6707		
Hallenbeck,J	Course App.		MADS6617		
Hallenbeck, J	Course App.		MADS6604		
<b>Total</b>			<b>\$105.00</b>	<b>\$339.32</b>	<b>\$8,985.66</b>

- b. It is recommended by the Superintendent that the Board of Education approve the employment of **Adrienne Bleibdry** 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 November 26, 2019.
- c. It is recommended by the Superintendent that the Board of Education approve the **Memorandum of Agreement** between the Hopatcong Borough schools and the **Hopatcong Police Department** in accordance with the N.J.A.C. 6A:16-6.2(b) 13 through 14 as provided by the NJ Attorney General and NJ Commissioner of Education.
- d. It is recommended by the Superintendent that the Board of Education approve PlanConnect, LLC, as the Third Party Administrator for its Section(s) 403(b) of the Internal Revenue Code of 1986, as amended, Plan, pursuant to the Hold Harmless and Third Party Administrative Agreement between Hopatcong Borough School District and PlanConnect, LLC.
- e. It is recommended by the Superintendent that the Board of Education approve the write-off (cancelling) of the following cafeteria account checks:

<b>Check #</b>	<b>Amount</b>
67	\$1.50
70	\$8.00
71	\$1.30
73	\$4.50
74	\$2.30
76	\$1.35
79	\$19.15
81	\$3.00
83	\$1.35
88	\$5.50
124	\$8.50

- f. It is recommended by the Superintendent that the Board of Education approve the **Nursing Services Plan for the 2019/2020 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:

<b>Certified Nurse</b>	<b>School</b>
Maureen Warden	High School

Ana Voloshin	Middle School
Jacqueline Henderson	Tulsa Trail
Rosemary Smith	Durban Avenue

- g. It is recommended by the Superintendent that the Board of Education approve additional bus route to cut down lateness of PM busses to Tulsa Trail and Durban Avenue. The new route is HMS-8 at a cost of \$37,000 per year prorated starting December 1, 2019.
- h. It is recommended by the Superintendent that the Board of Education approve the request of **Donald Forst** for a medical leave of absence from his position as Lead Custodian, effective December 3, 2019 through January 1, 2020, or until medically cleared by his physician.
- i. It is recommended by the Superintendent that the Board of Education approve requisition from cell tower revenue for High School initiatives in the amount of \$29,622.63. These are items that have been purchased out of the High School Supply Line and the requisition is to reimburse the Supply Line. (PO 201224, PO 201216, PO 201311, PO 201636)