

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

February 24, 2020

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. January 20, 2020.

4. **ROLL CALL**

__ Alex Mclean	__ Scott Francis	__ Warren Gallagher
__ Erin Jacobus	__ Michele Perrotti	__ Dr. Sarah Schindelar
__ Nicole Falconi-Shubert	__ 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	__ Perrotti	__ Schindelar
__ Falconi-Shubert	__ Smith	__ Trumpore	__ McLean	

6. **RECONVENE**

Motion to Reconvene

(ACTION) Motion by _____, seconded by _____

__ Francis	__ Gallagher	__ Jacobus	__ Perrotti	__ Schindelar
__ Falconi-Shubert	__ Smith	__ Trumpore	__ McLean	

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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. January 02, 2020 – Reorganization Meeting
- b. January 20, 2020 – Regular Meeting
- c. January 20, 2020 – Executive Session

Motion to approve 7a – 7c:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

8. ACKNOWLEDGEMENTS/CORRESPONDENCE

- a. Congratulations to the **Hopatcong Middle School Students** who made High Honor Roll and Honor Roll for the second marking period of the 2019 – 2020 school year.
- b. Congratulations to the **Hopatcong High School Students** who made High Honor Roll and Honor Roll for the second marking period of the 2019 – 2020 school year.
- c. Congratulations to each school in the Hopatcong School District on becoming **Kindness Certified**. Each school will be presented with a certificate recognizing their commitment to creating a culture of kindness in their building. Thank you **Mrs. Lisa Schuffenhauer**, Durban Avenue School Counselor, for all of her hard work on this project!
- d. The following students were chosen as **Hopatcong High School’s Students of the Month** for their outstanding performance in February 2020:

Isabel Feliciano, Sophomore	Scholastics (Music Instrumental)
Dawid Madej, Junior	Scholastics (Piano 1)
Naomi Baez, Sophomore	Specialty Area (Sculpture)

- e. The following students were chosen as **Hopatcong High School Scholar Athlete of the Month** for their outstanding performance in February 2020:

Ian Yori, Junior	Boys Ice Hockey
Ralph Cutler, Junior	Bowling

Motion to approve 8a – 8e:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

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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 January, 2020 as presented to the Board at the January meeting on January 20, 2020. Approval of the HIB report for February, 2020 for first reading and review.

Motion to approve 9a – 9b:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

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 – Warren Gallagher, 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	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

11. PUBLIC COMMENT – GENERAL DISCUSSION

12. FINANCE

Approval of the following finance items, **12a – 12h**, 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, January 21, 2020 through February 24, 2020 in the following amounts:
 - General Fund and Special Revenue (Grants) account - \$1,302,688.87
 - Cafeteria account - \$ 106,160.98
- b. Approval of the Board Secretary’s Report for December 2019.
- c. Approval of the Transfer Report for the month of December 2019.
- d. Approval of the Treasurer’s Report for the month of December 2019.
- e. Approval of the designation of Carolyn B. Joseph, Business Administrator/Board Secretary, as the Public Agency Compliance Officer (P.A.C.O.).
- f. Approval of the 2019/2020 transportation contract with Byram Bus.

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- g. Approval of the Resolution to “Limit the Medical Plans Offered under SEHBP” (this replaces Resolution 13h on the January 20, 2020 Board of Education Meeting agenda). This resolution states that the following plans will be available to employees under SEHBP:

NJ Direct 0	NJ Direct 10
NJ Direct 15	NJ Direct 1525
NJ Direct 2030	NJ Direct 2035
NJ Direct HD1500	

- h. Acceptance of a donation of \$50.00 (check 10204) to be applied to delinquent student lunch balances.

Motion to approve 12a – 12h:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

13. PERSONNEL

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

- a. Approval of the following Spring 2019-2020 Athletic Coach for the Hopatcong High School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Christian Ammiano	Appoint	Assistant Baseball Coach	A	1	\$3,187.00	3/1/2020	6/30/2020

- b. Approval of the resignation of **Crystal Mastroeni**, from her position as Paraprofessional at Durban Avenue School, effective January 21, 2020.
- c. Approval of the transfer of **Bruce Dunn** from his position as Custodian to Durban Day Lead Custodian, and to include the \$900 prorated day lead stipend in his salary effective March 2, 2020.
- d. Approval of the employment of **Lisa Siegrist** 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 February 25, 2020
- e. Approval of the employment of **Elissa Rizzo** as Media Specialist in the Hopatcong School District at an annual salary of \$73,223 prorated based upon the Salary Guide Level MA+30/Step 8, effective April 15, 2020. This salary is based up on the 2019 - 2020 HEA Salary Guide.

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- f. Approval of the request of **Terry Trivento** to retroactively extend her medical leave of absence from her position as Classroom Nurse from February 7, 2020 through February 27, 2020 or until medically cleared by her physician.
- g. Approval of **Aimee Landrud** to extend her employment as Classroom Nurse through February 28, 2020 at a per diem rate of \$250, retroactively effective February 7, 2020.
- h. Approval of **Employee #81449** for a medical leave of absence retroactively effective Feb 5, 2020 until medically cleared by their physician.
- i. Approval of **Employee #80265** for a medical leave of absence retroactively effective January 27, 2020 until medically cleared by their physician.
- j. Approval of the request of **Joseph Longo** for a New Jersey Family Leave of Absence/Federal Leave of Absence from his position as Middle School Social Studies Teacher retroactive to February 11, 2020 through March 2, 2020.
- k. Approval of the following education students to conduct field experience in the Hopatcong School District during the 2019 – 2020 school year:

Student Name	Date(s)	University	Experience	School	Staff Member
Heather Sutton	2/1/20 – 6/30/20	SCCC	Practicum	Tulsa Trail	Kelly Pappas
Erica Savioli	2/1/20 – 6/30/20	Centenary University	Observation	Durban Avenue	Various
Kayla Dora	2/1/20 – 6/30/20	SCCC	Observation	High School	Various
Victoria Waleck	2/1/20 – 6/30/20	Caldwell University	Observation	High School	Karen Cubberly

- l. Approval of the following education student to conduct field experience in the Hopatcong School District during the 2020 – 2021 school year:

Student Name	Date(s)	University	Experience	School	Staff Member
Elizabeth Rutan	10/19/20 – 12/18/20	Ithaca College	Student Teaching	Middle School	Albert Cerulo
Nicole Murr	1/4/21 – 5/7/21	Rutgers University	Student Teaching	High School	Kurt Zimmermann

- m. Approval of **Craig Vallaro** to be a detention monitor at the Hopatcong High School for the 2019 – 2020 school year at a rate of \$20 per hour.
- n. Approval of the following 2019 – 2020 advisors at the Hopatcong Middle School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Donald Dippel	Appoint	Middle School Intramural (.5)	C	4	\$1,429 Prorated	2/1/20	6/30/20
Joseph Bitteto	Resign	Middle School Intramural (.5)	C	1	\$706.50	10/1/19	1/31/20

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- o. Approval for the following staff to receive tuition reimbursements, as per contract, upon successful completion of the course and submission of paperwork:

Name	Course Title	Credit(s)	Cost
Lindsay Amelio	Teacher Leadership	3	\$825
Healthier DelBagno	Making Connections for Engaged Learning	3	\$375
Nancy Duffy	Making Connections for Engaged Learning	3	\$375
Cheryl Gramp	Mindfulness for Betting Teaching and Learning	3	\$449
Matt McKowen	Athletic Body In Balance	N/A	\$49.95
Megan Nardone	Making Connections for Engaged Learning	3	\$375
Joseph Piccirillo	Quantitative and Qualitative Research	3	\$2,215
Dominick Spuckes	Psychology of Sports and Exercise	3	\$375
Anna Voloshin	School Nurse Practicum	3	\$2,193

- p. **Approval of substitutes, teachers, paraprofessionals, custodians and van drivers.**

Motion to approve 14a – 14o:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

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 a change of placement for an out of district student who has been placed at Lakeland Andover School, Lafayette, NJ student No. 12031. The effective date is January 7, 2020 at a prorated tuition cost of \$310.00 per diem.
- b. Approval for educational instruction services for student no. 14466 for five hours per week beginning February 11, 2020. Instruction will be provided by Saint Clare’s Hospital at a rate of \$55.00 per hour.
- c. Approval of field trips, as required by the New Jersey Department of Education.

Field Trips

Name	Class/Activity	Date	Trip Location	Cost*
Albert Cerulo	MS Instrumental Music	5/30/20	NJPAC	\$0
Ashley Miller	Pre-K	3/31/20	Tagalongs	\$0
Christina Munoz	Grade 4/5 Gifted and Talented	5/21/20	MindFit USA	\$1,040

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Barbara Parichuk	7 th Grade Class	5/22/20	Medieval Times	\$0
Julie Wilson	HS M.D.	2/27/20	Sussex County YMCA	\$21
Kurt Zimmermann	Music	6/3/20	US Marine Barracks	\$2,000
Kurt Zimmermann	Music	5/26/20	Eugene O'Neill Theatre	\$0

*cost to district

Motion to approve 14a – 14c:

(ACTION) Motion by _____, seconded by _____

____ Francis	____ Gallagher	____ Jacobus	____ Perrotti	____ Schindelar
____ Falconi-Shubert	____ Smith	____ Trumpore	____ McLean	

15. CURRICULUM

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

- a. Acceptance of the NJDOE Office of Career Readiness approval of Cosmetology CTE program to begin September 2020.
- b. Acceptance of the NJDOE Office of Career Readiness approval of Child Care Provider/Assistant CTE program to begin September 2020.
- c. Acceptance of the NJDOE Office of Career Readiness approval of Radio & Television CTE program to begin September 2020.

Motion to approve 15a – 15c:

(ACTION) Motion by _____, seconded by _____

____ Francis	____ Gallagher	____ Jacobus	____ Perrotti	____ Schindelar
____ Falconi-Shubert	____ Smith	____ Trumpore	____ McLean	

16. POLICIES AND REGULATIONS

Approval of item **16a – 16b**, as recommended by the Superintendent of Schools and the Student Achievement and Operations Committees of the Board:

- 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 #
P 1110

Title
Organizational Chart (Revised)

Regulation #
R 5850

Title
Social Events and Class Trips (Adopt)

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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 revise, for SECOND READING:

<u>Policy #</u>	<u>Title</u>
P 8600	<i>Student Transportation (M) (Revised)</i>
P 8630	<i>Bus Driver/Bus Aide Responsibility (M) (Revised)</i>
P 8670	<i>Transportation of Special Needs Students (M) (Revised)</i>
P 9210	<i>Parent Organizations (Revised)</i>

<u>Regulation #</u>	<u>Title</u>
R 8600	<i>Student Transportation (Revised)</i>
R 8630	<i>Emergency School Bus Procedures (M) (Revised)</i>

Motion to approve 16a – 16b:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

17. TRAVEL AND PROFESSIONAL DEVELOPMENT

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 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

Conferences/Professional Development

Name	Conference	Date	Location	Cost	Travel Cost
Gary Andolena	National Wing-T Clinic	1/24 – 1/25/20	Pittsburgh, PA	\$0	\$0
Maryanne Bourdett	FMLA Compliance Training	2/24/20	Saddle Brook, NJ	\$199	\$26.46
Maryanne Bourdett	Payroll and More	3/12/20	Fairfield, NJ	\$125	\$25.18
Karen Cubberly	What’s New in Young Adult Literature	3/9/20	Newark NJ	\$279	\$9.10
Edric Debos	iSTEAM 2020	1/14/20	Ramapo College	\$75	\$28

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Tracey Hensz	Handle with Care	5/29/20	Newton, NJ	\$450	\$0
Matt McKowen	NATA Dues	N/A	N/A	\$269	\$0
Jason Mulvihill	What's New in Young Adult Literature	3/9/20	Newark, NJ	\$279	\$9.10
Katie Schwab	FMLA Compliance Training	2/24/20	Saddle Brook, NJ	\$199	\$26.46
Chelsea Trump	SCSCA Meeting	2/11/20	Sussex Vo-Tech	\$0	\$35.60
Julie Wilson	NJCEC	2/16/20	Ramapo College	\$115	\$35
Dana Jones MaryAnn Roe Diane Scanlon Kathy Schwab Nick Terantino Shannon Wilson	Annual N.J. Pupil Transportation Conference & Exhibit Show	3/26 – 3/27/20	Atlantic City, NJ	\$2,342	\$525

Professional Meetings

Name	Meeting Type	Date	Location	Travel Cost
Mary Dinnocenzo	Testing	3/13/20	Little Learners Academy	\$9.87
Stacey Montefusco	Observation	1/31/20	Little Learners Academy	\$10.01
Susan Pallotta	IEP	12/6/19	Windsor School	\$21.98

Motion to approve Travel and Professional Development for February 2020:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

18. RESOLUTIONS

Approval of the following item, **18a**, as recommended by the Superintendent of Schools and the Committees of the Board:

- a. Approval of a revision of the January 20, 2020 Board of Education minutes to include **Theresa Davis** as a Substitute Nurse.

Motion to approve 18a:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

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19. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a – 19e6**, as recommended by the Superintendent of Schools and the Operatives 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 January 21, 2020 through February 24, 2020 in the amount of \$39,791.22 for Regular bills and \$3,229,083.43 for Bus Contractor bills.
- b. The Superintendent and the Director of Transportation recommend the **approval** of one (1) **new Member District**, Bergen County Region V, for the 2019-2020 school year.
- c. The Superintendent and the Director of Transportation recommend the **approval of Participation in Coordinated Transportation** for the 2020-2021 school year with Warren County Special Services School District in consideration of pro-rated contract costs plus a 2% administrative fee.
- d. The Superintendent and the Director of Transportation recommend the **approval to extend the school vehicle service contract 2019-01-01 with Byram Bus, Inc.** for an additional one year term starting on March 1, 2020. In accordance with 18A:18A-42 and the CPI as listed in USDL-20-0044 (Department of Labor) dated January 14, 2020 current pricing will be extended at an increase of 2.3%.
- e.
 1. The Superintendent and the Director of recommend the **acceptance** of student transportation **quotations** for **Special Education Routes** for the 2019-20 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 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 of Transportation recommend **corrected contract renewals** for 2019-20 School Year Routes as listed on Exhibit A.

Motion to approve 19a – 19e6:

(ACTION) Motion by _____, seconded by _____

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Francis	Gallagher	Jacobus	Perrotti	Schindelar
Falconi-Shubert	Smith	Trumpore	McLean	

20. **BOARD OF EDUCATION – MEMBER COMMENTS**

21. **ADJOURNMENT**

Motion to adjourn:

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm

ADDENDUM

February 24, 2020
Regular Meeting

- a. It is recommended by the Superintendent that the Hopatcong Board of Education approve the updated federal mandatory 403B and 457B Tax Shelter Plan Documents.
- b. It is recommended by the Superintendent that the Hopatcong Board of Education approve merit pay for Joseph Piccirillo as per contract for securing New Jersey Department of Education approvals for the following Career Technical Education programs.

CTE Program	Merit Pay
Cosmetology	\$1,500
Radio/TV	\$1,500
Child Care	\$1,500
Total	\$4,500

- c. It is recommended by the Superintendent that the Hopatcong Board of Education approve the educational instruction services for student no. 12734 for ten hours per week beginning February 15, 2020. Instruction will be provided by Learn Well at a rate of \$38.00 per hour plus an additional 33% billed for administrative charges.
- d. It is recommended by the Superintendent that the Hopatcong Board of Education approve the following professional development opportunities:

Danielle Kovach	NJCEC, SEL	Ramapo	3/16/20
Patricia Pietrzak	"	"	"

Both professionals from our district are presenting at this state-wide workshop.

- e. It is recommended by the Superintendent that the Hopatcong Board of Education approve the following personnel hiring for the 19-20 school year:

William Kubik - Electrician- rpl. Will	Step 16, 58,967+Trade Cert + CDL
Kaitlyn Czubkowski - Math- med.leave Replacement, HMS	Pro-rated MA, Step One, \$323 per diem

- f. It is recommended by the Superintendent that the Hopatcong Board of Education approve an adjustment in hours for custodian Matt Handy from five days per week to four days per week as per the employee's request with support from the note of a physician.

Motion to approve Addendum items a - f:

(ACTION) Motion by _____, seconded by _____

___ Falconi-Shubert	___ Francis	___ Gallagher	___ Jacobus	___ Perrotti
___ Schindelar	___ Smith	___ Trumpore	___ McLean	