

**HOPATCONG BOARD OF EDUCATION
REGULAR MEETING - MINUTES
November 19, 2018**

A Regular Meeting of the Board of Education of the Hopatcong Borough School District was held on November 19, 2018 in the Board Meeting Room, Administration Building, 2 Windsor Avenue, Hopatcong, New Jersey.

1. The meeting was called to order at 7:00 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 19, 2018.

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

MEMBERS ABSENT: Mr. Philip DiStefano (left after Exec Session)

Also Present: Mr. Art DiBenedetto, Superintendent, Ms. Carolyn B. Joseph, Board Secretary, Kerri Wright, Esq.

5. **EXECUTIVE SESSION**
The Hopatcong Board of Education entered Executive Session prior to the opening of the public meeting.

6. **RECONVENE**
A motion to return to Public Session was made by Mrs. Smith, seconded by Ms. Jacobus. The motion carried with all in favor Time: 7:01 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. October 29, 2018 – Executive Session
- b. October 29, 2018 – Regular Meeting

Motion to approve Minutes 7a-7b was made by Mrs. Smith, seconded by Ms. Jacobus:

Philip DiStefano	ABSENT	Scott Francis	ABSTAIN	Warren Gallagher	Yes
Erin Jacobus	ABSTAIN	Alex McLean	Yes	Sarah Schindelar	ABSTAIN
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Motion to approve Finance 7a-7b passed.

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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 **November, 2018**:

Teresa Turnage, Junior	Scholastics (English 3 AP)
Hannah Dodenhoff, Sophomore	Scholastic (English 2 CP)
Charlotte Whritenour, Junior	Specialty Area (Instrumental)
Noah Fouda, Senior	Specialty Area (Instrumental)

b. The following students were chosen as **Hopatcong High School's *Scholar Athletes of the Month*** for their outstanding performance in **November, 2018**:

Rachel Stewart, Senior	Athletics (Girls Tennis)
Claudia Luca, Junior	Athletics (Cross Country)

All in favor Yes

9. SUPERINTENDENT'S REPORT AND HIB REPORT

a. Superintendent's Report – **Mr. Art DiBenedetto, Superintendent of Schools** reported that he has been in a discovery mode to this point and is now ready to make recommendations regarding the future of our district. Mr. DiBenedetto has scheduled three single issue Superintendent meetings for the public to attend and provide input:

- 1) Date: November 28, 2018
Topic: **The Future of Hudson Maxim**
Time: 7:00 pm
Place: High School Cafeteria
- 2) Date: December 5, 2018
Topic: **Why Eighth Grade is the Most Important Class in the District**
Time: 7:00 pm
Place: High School Cafeteria
- 3) Date: December 12, 2018
Topic: **New Initiatives for the Hopatcong School District Including Reconfiguration**
Time: 7:00 pm
Place: High School Cafeteria

b. A second reading and approval of the Superintendent's HIB Report for October 2018, as presented to the Board at the October meeting on October 29, 2018.

Motion was made by Mrs. Smith, seconded by Dr. Schindelar to approve items 9a – 9b:

Philip DiStefano	ABSENT	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	Yes	Alex McLean	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Motion to approve items 9a – 9b passed.

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Anthony Fasano, Board President enters Addendums for approval:

1. It is recommended by the superintendent, that the services of Mr. Jack Dixon (mechanic) be utilized, given the garage is currently staffed by a single employee, at the rate of \$35.00 per hour, 5 hours a day, 2 days a week, as needed.
2. **Correction** - Personnel 13h: Please note that the name of the Treasurer of School Monies to be approved for employment is Lorraine Rossetti, not Elaine Rosetti.
3. It is recommended by the superintendent that Byram Bus be used for repairs and emergencies as needed, using the attached Service Work Pricing List for the 2018-2019 school year.
4. It is recommended by the superintendent that the attached Sussex County Regional Cooperative Bill for \$5,330.66 be approved for payment.

**Motion to approve Addendums 1 -4 was made by Mrs. Smith,
seconded by Dr. Schindelar:**

Philip DiStefano	ABSENT	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	Yes	Alex McLean	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Addendum items 1 - 4 passed.

10. COMMITTEE REPORTS

- a. Student Achievement – Community Relations, Curriculum, Personnel and Special Education:
Chairperson - Candice Smith – During their meeting on 11/15, they discussed personnel, policy and had a good brief meeting. Everything discussed is on agenda for approval.
- b. Operations – Finance, Facilities, Security and Transportation:
Chairperson - Alex McLean – Met on 11/12/18 and reviewed financials, transportation and discussed budget timelines.
- c. Negotiations: Chairperson - Sarah Schindelar – Committee met with HEA on 11/13/18. The meeting went well. We are on our way.

**Mrs. Smith made a motion to accept 10a – 10c, seconded by Ms. Jacobus.
All in favor**

11. PUBLIC COMMENT

Public discussed the addendums to the agenda including the hiring of Jack Dixon as mechanic; the loss of respected teachers and staff; HEPTO reported that the craft and vendor fair went well (Board President Anthony Fasano asks that PTO again be permitted to report during committee reports, moving forward.); maybe utilizing job fairs for the hiring of staff; concern about the revision of Policy 5511 – Dressing and Grooming.

Mr. DiBenedetto responds to questions and concerns posed by public:

- **Mr. Dixon is being hired temporarily to take over duties of mechanic out on sick leave.**
- **Mr. DiBenedetto responded regarding the loss of teachers and staff that he is reaching out to colleges, universities and state schools. Hopatcong needs to compete with surrounding districts and offer financial packages that will attract good people.**
- **Regarding Policy 5511, Dressing and Grooming – Mr. DiBenedetto stated that the policy is being adjusted to allow students to express themselves.**

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- **Regarding Policy 5460, High School Graduation (Community Service Requirement) – Mr. DiBenedetto states that requiring students to complete community service is an oxymoron and we should not base their graduation from high school on what should be a personal endeavor not academic.**

12. FINANCE

Approval of the following finance items, **12a - 12f (corrected from meeting agenda which was mistakenly noted as 12a – 12p)**, as recommended by the Superintendent of Schools and the Operations Committee of the Board:

- a. Approval of bills for the General Fund and Special Revenue (Grants) account, October 29, 2018 through November 19, 2018, in the following amount:

General Fund and Special Revenue (Grants) account	-	\$ 793,411.16
Cafeteria account		\$ 54,127.09

- b. Approval of the Transfer Report for the month of September, 2018.
- c. Approval of the Board Secretary’s Report for the month of September, 2018.
- d. Approval of the Treasurer’s Report for the month of September, 2018.
- e. Approval for payment of mold remediation services for initial testing to Detail Associates in the amount of \$2,650.
- f. Approval of motion to transfer funds from Capital Reserve for the district schools’ mold remediation in the amount of \$2,650.

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

Philip DiStefano	ABSENT	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	Yes	Alex McLean	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Motion to approve Finance 12a – 12f passed.

13. PERSONNEL

Approval of the following personnel items, **13a – 13v (corrected from meeting agenda which was mistakenly noted as 13a – 13w)**, as recommended by the Superintendent of Schools and the Student Achievement Committee of the Board:

- a. Approval of the request of **Sandra DeRose** for a medical leave of absence from her position as an English Teacher at the Hopatcong High School, effective November 14, 2019 to January 1, 2019.

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- b. Approval of the request of **Candace Baldwin** for a Maternity Leave of Absence from her position as a Paraprofessional of 2 Sick Days during the period of January 14, 2019 to January 15, 2019, followed by New Jersey Family Leave of Absence/Federal Leave of Absence for the period of January 16, 2019 to March 15, 2019.
11-216-100-106-01
- c. Acceptance of the resignation of **Michael Landshof** from his position as a Teacher of Mathematics at Hopatcong High School, effective January 11, 2019.
- d. Acceptance of the resignation of **Lillian MacRae** from her position as School Nurse at Hopatcong High School, effective January 11, **2019 (corrected from 2018 as noted on agenda)**.
- e. Acceptance of the resignation of **Linda Blazier** from her position as a Maternity Leave Replacement teacher at Hudson Maxim School, effective November 17, 2018.
- f. Acceptance of the resignation of **Elizabeth Christiano**, from her position as a Paraprofessional in the Hopatcong School District, effective October 30, 2018.
- g. Acceptance of the resignation of **Kimberly Mott** from her position as a Paraprofessional in the Hopatcong School District, effective November 27, 2018.
- h. Approval of the employment of **Lorraine Rossetti (name corrected from Elaine Rossetti, see Addendum #2)** as Treasurer of School Monies, at a prorated annual salary of \$8,000, effective January 1, 2019.
11-000-251-100-01
- i. Approval of the employment of **Amanda Marcazo** as Accounts Payable/Purchasing Coordinator at a pro-rated annual salary of \$38,000, effective December 4, 2018.
11-000-251-100-01
- j. Approval of the employment of **Lauren Marrero** 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 20, 2018.
11-213-100-106-01
- k. Approval of the employment of **Dolores Brown** 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 December 4, 2018.
11-120-100-106-01
- l. Approval of the employment of **Amy Robles** 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 20, 2018.
11-212-100-106-01
- m. Approval of the employment of **Kimberly Clark** as a paraprofessional in the Hopatcong School District, as a rate of \$11.00 per hour, plus \$1.00 differential for toileting I applicable, effective November 20, 2018.
11-212-100-106-01

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- n. Approval of the employment of **Dawn Engle** as a Maternity Leave Replacement paraprofessional in the Hopatcong School District, at a rate of \$11.00 per hour, plus \$1.00 differential for toileting if applicable, effective approximately January 14 to March 15, 2019.

11-216-100-106-01

- o. Approval of **Danielle Ferrara** for the Extra Duty/Extra Pay position of Recess Duty for the 2018-2019 school year at the annual salary of \$1,425, pro-rated for 137 school days to \$1,084.58, effective November 20, 2018.

11-401-100-100-01-02

- p. Approval of **Michael Batche** as Events Manager in the Hopatcong School District for the 2018-2019 school year at the rate of \$6,615.

11-401-100-100-01-02

- q. Approval of the following 2018-2019 Winter Athletic Coaches for the Hopatcong High School:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Chansok J Chey	Rescind	Asst. Wrestling Coach	A	1	\$3,187.00	9/1/2018	6/30/2019
Tyler Kozimor	Appoint	Asst. Wrestling Coach	A	4	\$5,034.00	9/1/2018	6/30/2019

- r. Approval of the following 2018-2019 Advisors for the **Hopatcong Middle School**:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Nicole DeLuca (Professional Name: Nikole S. Rizzo)	Appoint	MS Drama Advisor	E	3	\$1224.00	9/1/18	6/30/19

11-401-100-100-01-02

- s. Approval of the following 2018-2019 Advisors for the **Hopatcong High School**:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Nicole DeLuca (Professional Name: Nikole S. Rizzo)	Appoint	HS Musical Choreographer	D	3	\$1456.00	9/1/18	6/30/19

11-401-100-100-01-02

- t. Approval of the following for the Extra Duty/Extra Pay positions for the 2018-2019 school year at the Hopatcong Middle School, on an as needed basis:

Detention
\$20.00 per hour
Yanet Guevarra
Kathryn Gallagher
Rebecca Weber
Nancy Marinaro

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- u. Approval for the following Education students to conduct a field experience in the Hopatcong School District:

Student Name	School Year	University	Experience	School	Cooperating Staff Member
Amy Palmitano	2018-2019	Centenary University	Student Teaching	Tulsa Trail	Mrs. Duthaler/Mrs. Neu
Brian Schiffman	2018-2019	Centenary University	Classroom Observation	Tulsa Trail	Mrs. Neu
Ashley Maria Coe	2018-2019	Kean University	Practicum	Durban Avenue	Mrs. Walko

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

Motion was made by Mrs. Smith and seconded by Ms. Jacobus to approve Personnel 13a – 13v:

Philip DiStefano	ABSENT	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	Yes	Alex McLean	ABSTAIN	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Personnel items 13a – 13v passed.

14. STUDENTS & SERVICES

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

- a. Approval for home instruction services for **Student No. 10985** for 5 hours per week. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour. Instruction would start October 30, 2018.
- b. Approval for educational instruction services for **Student No. 13771** for up to 5 hours per week beginning October 31, 2018. Instruction will be provided by Saint Clare's at a rate of \$55.00 per hour.
- c. Approval for educational instruction services for **Student No. 11502** for up to 10 hours per week beginning October 22, 2018. Instruction will be provided by American Tutor, Inc. at a rate of \$40.00 per hour.
- d. Approval for an out of district placement for **Student No. 13597** who has been placed at Bonnie Brae – residential facility. The Hopatcong School District is responsible for the educational component. The tuition for the 2018/20019 school year is approximately \$60,445.
- e. Approval for a change of placement for an out of district student, **Student No. 412021**, who had been placed at YCS Fort Lee Educational Center. The tuition for the 2018/2019 school year is approximately \$36,111.74. The effective date is October 12, 2018.
- f. Approval of the field trip requests, as required by the New Jersey Department of Education.

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

Philip DiStefano	ABSENT	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	Yes	Alex McLean	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Students and Services items 14a – 14f passed.

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 \$446.36.
was made by Mrs. Smith and seconded by Dr. Schindelar:**

Philip DiStefano	ABSENT	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	Yes	Alex McLean	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**:

<u>Policy#</u>	<u>Title</u>
P 5460	High School Graduation (Community Service Requirement)(M)(Revised)
P 5511	Dressing and Grooming (Revised)

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Regulation#

R 5511

Title

Dressing and Grooming (Revised)*

***Classroom teacher controls dress code in their classroom.**

Motion to approve Policies and Regulations item 17b was made by Mrs. Smith and seconded by Ms. Jacobus:

Philip DiStefano	ABSENT	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	Yes	Alex McLean	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Policy and Legislation item 17b passed

18. SCHOOL BUS EVACUATION DRILLS

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

Mrs. Smith made a motion to approve the School Bus evacuation Drill Report, which was seconded by Mr. McLean:

Philip DiStefano	ABSENT	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	Yes	Alex McLean	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

The School Bus Emergency Evacuation Drill Report was approved.

19. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a –19e9**, 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 1 New School District**, Lakeland Regional High School, as a **New Member** of the Sussex County Regional Transportation Cooperative for the 2018-19 School Year.
- b. The Superintendent and the Director of Transportation recommend the **approval of Vehicle Service Work Pricing** from Byram Bus for the 2018-19 School Year.
- c. The Superintendent and the Director of Transportation recommend the **approval to purchase** a 2018 Dodge Caravan SE from John Johnson Automotive Group, Budd Lake, NJ, in the amount of \$22,869.00.
- d. The Superintendent and the Director of Transportation recommend the **approval of bills** for the Sussex County Regional Cooperative Operating account for October 30, 2018 through November 19, 2018, in the amount of \$284,707.50 for Bus Contractor and \$53,080.54 for Regular bills.

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- e. 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 approval of revisions** to previously approved renewal contracts for the 2018-19 School Year due to route cancellations.
7. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **Bids submitted on October 23, 2018** for the 2018-19 School Year as listed on Exhibit A.
8. 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 23, 2108 bid for Routes for the 2018-19 School Year** as listed on Exhibit A.
9. The Superintendent and the Director of Transportation recommend the **rejection** of student **transportation bids** for non-compliance issues or route terminations **submitted on October 23, 2018** for Routes for the 2018-19 School Year as listed on Exhibit A.

**Mr. McLean made a motion to approve 19a – 19e9,
which was seconded by Dr. Schindelar:**

Philip DiStefano	ABSENT	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	Yes	Alex McLean	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Sussex County Regional Cooperative items 19a – 19e9 passed.

20. BOARD OF EDUCATION - MEMBER COMMENTS

- Erin Jacobus – Apologized for missing last month’s meeting; attended NJSBA convention in Atlantic City which was a wonderful experience. Congratulations to Michele Perrotti, Candice Smith and Carol Trumpore for winning their board seats. The HEPTO craft/vendor fair was wonderful. Very happy to have Mr. DiBenedetto at our helm. Have a fabulous Thanksgiving.
- Scott Francis – As per the relaxed dress code, his first inclination is trepidation but he has confidence in Mr. DiBenedetto and feels he is leading us in the right direction.
- Candice Smith – Thank you for being here. A Night of Hope is Dec. 1, *Arsenic and Old Lace* will be presented Dec. 6,7,8,9 – hopes to see everyone there. Holiday Boutiques are coming up for the elementary schools and a lot of other great things on their way.
- Alex McLean – Thanks to everyone for being here. Congratulations to Michele Perrotti, Candice and Carol. He is very happy with Art – he is hands on and responds quickly. Have a wonderful Thanksgiving.

