

**HOPATCONG BOARD OF EDUCATION
REGULAR MEETING - MINUTES**

March 16, 2020

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

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

A Regular Meeting of the Board of Education of the Hopatcong Borough School District was held on March 16, 2020 in the Board Meeting Room of the Administration Building, 2 Windsor Avenue, Hopatcong, New Jersey.

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. (This meeting took place the Monday of the first week the Hopatcong Borough Schools were closed due to Covid-19.)

2. FLAG SALUTE

3. NEW JERSEY OPEN PUBLIC MEETING ACT STATEMENT

Mr. McLean, 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 email 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 February 24, 2020.

4. MEMBERS PRESENT:

Mr. Alex McLean, Board President
Mr. Scott Francis, Vice-President
Mr. Warren Gallagher
Ms. Michele Perrotti
Mrs. Nicole Falconi-Shubert
Mrs. Candice Smith
Ms. Carol Trumpore (remotely via cell phone)

MEMBERS ABSENT: Ms. Erin Jacobus, Dr. Sarah Schindelar

Also Present: Mr. Art DiBenedetto, Superintendent/Secretary Pro Temp, Mr. Joseph Piccirillo, Assistant Superintendent,

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 Mr. Francis. The motion carried with all in favor

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. February 24, 2020 – Regular Meeting
- b. February 24, 2020 – Executive Session

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

Nicole Falconi-Shubert	Yes	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	ABSENT	Alex McLean	Yes	Michele Perrotti	Yes
Sarah Schindelar	ABSENT	Candice Smith	Yes	Carol Trumpore	Yes

Motion to approve Minutes 7a – 7b passed.

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8. ACKNOWLEDGEMENTS/CORRESPONDENCE

- a. Congratulations to Hopatcong High Senior, **Marissa Fattorusso**, on being the 2020 Hopatcong Pass it Along Scholar Athlete.
- b. The following students were chosen as **Hopatcong High School’s Students of the Month** for their outstanding performance in February 2020:

Teresa Turnage, Senior	Scholastics (AP History AP)
Michael Hartman, Freshman	Scholastics (Studio Art)
Francesca Campbell, Grade 8	Specialty Area (STEAM)

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

John Sanchez, Senior	Wrestling
Abigail Polowchena, Freshman	Competition Cheerleading

Motion to accept Acknowledgments/Correspondence was made by Mrs. Smith, seconded by Mr. Francis.

The motion carried with all in favor.

9. SUPERINTENDENT’S REPORT AND HIB REPORT

- a. 2020 – 2021 Budget Presentation. (was not presented)
- b. Superintendent’s Report – **Art DiBenedetto, Superintendent of Schools**
- c. A second reading and approval of the Superintendent's HIB Report for February, 2020 as presented to the Board at the February meeting on February 24, 2020. Approval of the HIB Report for March, 2020 for first reading and review.

Motion to approve Superintendent’s Report and HIB 9a – 9c was made by Mrs. Smith, seconded by Ms. Perrotti:

Nicole Falconi-Shubert	Yes	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	ABSENT	Alex McLean	Yes	Michele Perrotti	Yes
Sarah Schindelar	ABSENT	Candice Smith	Yes	Carol Trumfore	Yes

Superintendent’s report and HIB report were approved.

10. COMMITTEE REPORTS

- a. Student Achievement – Community Relations, Curriculum, Personnel and Special Education: **Chairperson - Candice**
- b. Operations – Finance, Facilities, Security and Transportation: **Chairperson – Warren Gallagher**
- c. Negotiations - **Chairperson - Sarah Schindelar** –
- d. Parent/Teacher Organization Representatives –

Committee Reports were not presented.

11. PUBLIC COMMENT

None

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12. FINANCE

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

a. ~~2020/2021 Preliminary Budget Submission~~

Approval of the following resolution for submission of the tentative 2020/2021 school budget to the ~~Sussex County Superintendent:~~

~~“WHEREAS, the Superintendent has presented to the Finance Committee and other members of the Hopatcong Board of Education, a recommended 2020/2021 School District Budget in the total amount of \$35,508,022, as follows; and~~

~~WHEREAS, the Board approves a Local Tax Levy of \$24,257,386;~~

~~THEREFORE, BE IT RESOLVED the Hopatcong School District preliminary 2020/2021 budget for submission to the Sussex County Superintendent’s Office is approved as follows on the Meeting Agenda of March 16, 2020.”~~

<u>General Fund</u>	<u>BUDGET</u>
Fund 10 – Charter School Tuition.....	\$ <u>238,536</u>
Fund 11 – General Operating Fund.....	\$ <u>34,650,421</u>
Fund 12 – Debt Services Assessment.....	\$ <u>1,614</u>
<u>Special Revenue Fund</u>	
Fund 20 – Federal/State Grants.....	\$ <u>617,451</u>
<u>Debt Service</u>	
Debt Service.....	\$ <u>0</u>
<u>Total Budget</u>	\$ <u>35,508,022</u>

- b. Approval of bills for the General Fund and Special Revenues (Grants) account, February 25, 2020 through March 16, 2020 in the following amounts:
 General Fund and Special Revenue (Grants) account - \$1,634,182.47
 Cafeteria account - \$ 59,737.28
- c. Approval of the Board Secretary’s Report for January 2020.
- d. Approval of the Transfer Report for the month of January 2020.
- e. Approval for the Chief School Administrator to approve and authorize all travel related expenses for employees and Board Members in accordance with Board Policy No. 6423, up to a maximum of \$75,000 for the 2020 – 2021 school year.
- f. Approval to accept \$100 donation from Morris County USBC (Women’s Bowling).

Motion to approve Finance 12b – 18d8 and Addendum 1 and Addendum 2 made by Ms. Smith and seconded by Mr. Gallagher:

Nicole Falconi-Shubert	Yes	Scott Francis	Yes	Warren Gallagher	Yes
Erin Jacobus	ABSENT	Alex McLean	Yes	Michele Perrotti	Yes
Sarah Schindelar	ABSENT	Candice Smith	Yes	Carol Trumpore	Yes

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Motions 12b – 18d8 and Addendums 1 and 2 were approved.

13. PERSONNEL

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

- a. Acceptance of the resignation, with regret, of **Sandra DeRose** from her position as English Teacher in the Hopatcong School District, for the purpose of retirement, effective July 1, 2020. Ms. DeRose has served the district for 22 years.
- b. Acceptance of the resignation, with regret, of **Deborah Kranz** from her position as Elementary Teacher in the Hopatcong School District, for the purpose of retirement, effective July 1, 2020. Ms. Kranz has served the district for 20 years.
- c. Acceptance of the resignation, with regret, of **Luanne Balinski** from her position as Speech and Language Specialist in the Hopatcong School District, for the purpose of retirement, effective July 1, 2020. Ms. Balinski has served the district for 19 years.
- d. Approval of the request of **Employee #80304** for a medical leave of absence effective March 16, 2020 through April 16, 2020. FMLA will run concurrently with earned employee sick days for a total of 19 paid days of leave.
- e. 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	Research Methods	3	\$825
Linda Padula	Take Control of RTI	3	\$381.65
Melanie Ryder	The Kinesthetic Classroom 2: Moving Across the Standards	3	\$1,875
Melanie Ryder	Encouraging Skillful, Critical and Creative Thinking	3	\$1,875

- f. 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
Devin Bellotti	3/17/20 – 5/11/20	SCCC	Field Experience	High School	Christine Kalemba

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

14. STUDENTS & SERVICES

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

- a. Approval for educational instruction services for student no. 13597 for five hours per week beginning February 24, 2020. Instruction will be provided by Saint Clare’s Hospital at a rate of \$55.00 per hour.
- b. Approval for educational instruction services for student no. 12734 for ten hours per week beginning February 25, 2020. Instruction will be provided by Professional Education Services, Inc. at a rate of \$35.00 per hour.
- c. Approval of the settlement agreement between the Hopatcong Board of Education and student no. 13935.
- d. Approval of field trips, as required by the New Jersey Department of Education.

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Field Trips

Name	Class/Activity	Date	Trip Location	Cost*
Emily Minervini	Grade 2 Trip	6/9/2020	Turtle Back Zoo	\$1,342.90**

*cost to district

**Monies to come from grade 2 account

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 Statement of Work between Stronge and Associates Educational Consulting, LLC and the Hopatcong School District for in-district annual recertification and calibration training on June 22, 2020.

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:

<u>Policy #</u>	<u>Title</u>
P 0152	<i>Board Officers (Revised)</i>
P 1581	<i>Domestic Violence (M) (Revised)</i>
P 2422	<i>Health and Physical Education (M) (Revised)</i>
P 3421.13	<i>Postnatal Accommodations (New)</i>
P 3431.1	<i>Family Leave (M) (Revised)</i>
P 4421.13	<i>Postnatal Accommodations (New)</i>
P 4431.1	<i>Family Leave (M) (Revised)</i>
P 5330	<i>Administration of Medication (M) (Revised)</i>
P 7243	<i>Supervision of Construction (M) (Revised)</i>
P 8210	<i>School Year (Adopt)</i>
P 8220	<i>School Day (M) (Revised)</i>
P 8462	<i>Reporting Potentially Missing or Abused Children (M) (Revised)</i>

<u>Regulation #</u>	<u>Title</u>
R 1581	<i>Domestic Violence (M) (New)</i>
R 5330	<i>Administration of Medication (M) (Revised)</i>
R 8220	<i>School Closings (Adopt)</i>

- 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 1110	<i>Organizational Chart (Revised)</i>

<u>Regulation #</u>	<u>Title</u>
R 5850	<i>Social Events and Class Trips (Adopt)</i>

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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
Pamela Brennan	Using Flip Grid and Visual Language to Integrate... and the Arts	2/27/2020	Ramapo College of NJ	\$0	\$0
Susan Exner	School Bus Driver Safety Seminar	3/14/2020	Morris Hills HS	\$20	\$9.94
Kristine Kester	Cognitive & Linguistic Strategies for School-Based Speech	5/18/2020	Quality Inn, Hackettstown	\$90	\$9.31
Tina McGrath	School Bus Driver Safety Seminar	3/14/2020	Morris Hills HS	\$20	\$9.94
Joan Marshall	School Bus Driver Safety Seminar	3/14/2020	Morris Hills HS	\$20	\$9.94
Stacey Montefusco	Assessing & Intervening in Challenging Behaviors	4/3/2020	St. Moritz Grill, Sparta	\$30	\$8.05
Siobhan O'Connor	Cognitive & Linguistic Strategies for School-Based Speech	5/18/2020	Quality Inn, Hackettstown	\$90	\$9.31
Linda Padula	Tour of Catholic Colleges of Northeastern PA	4/1/2020 – 4/3/2020	Wilkes-Barre, PA	\$0	\$56.70
Susan Pallotta	Creating a Trauma Informed Community	5/7/2020	Perona Farms, Byram	\$95	\$8.26
Hillary Reynolds	School Bus Driver Safety Seminar	3/14/2020	Morris Hills HS	\$20	\$9.94
Nancy Stephens	Multisensory Strategies for All	5/1/2020	The Palace, Somerset	\$100	\$25.06

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Professional Meetings

Name	Meeting Type	Date	Location	Travel Cost
Leticia Anthes	IEP	5/4/2020	Chapel Hill Academy	\$19.04
Leticia Anthes	IEP	6/16/2020	Mt. Olive High School	\$4.97
Leticia Anthes	IEP	4/1/2020	DLC – Warren	\$21.56
Leticia Anthes	IEP	4/2/2020	Northern Hills Academy	\$11.76
Leticia Anthes	IEP	4/27/2020	Celebrate the Children, Denville	\$10.29
Stacey Montefusco	IEP	3/25/2020	Northern Hills Academy	\$11.97
Stacey Montefusco	Pre-Eval. Plan Meeting	3/19/2020	P.G. Chambers	\$14.98
Susan Pallotta	Tour for post- secondary placement	3/6/2020	Hackettstown, NJ	\$7.84

18. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **18a – 18d8**, as recommended by the Superintendent of Schools and the Operatives committee of the Board:

- a. **BE IT RESOLVED** that the Sussex County Regional Transportation Cooperative/Hopatcong Board of Education, approve to exclude Speedy Mobility Services from bidding on any future student transportation routes for the Irvington School District for five (5) years or the maximum years allowed by NJ Code due to prior negative experience
- b. The Superintendent and the Director of Transportation recommend the approval of bills for the Sussex County Regional Cooperative Operating account for February 25, 2020 through March 16, 2020 in the amount of \$24,309.96 for Regular bills and \$3,627,072.93 for Bus Contractor bills.
- c. The Superintendent and the Director of Transportation recommend the **approval** of one (1) **new Member District**, Monroe Township School District, for the 2019-2020 school year.
- d.
 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 the **acceptance** of **student transportation bids** submitted on **February 11, 2020** for the 2019-20 School Year as listed on Exhibit A.

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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 11, 2020** bid for the 2019-20 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 on **February 11, 2020** for the 2019-20 School Year as listed on Exhibit A.

ADDENDUM 1 and ADDENDUM 2 were introduced for approval.

ADDENDUM 1
March 16, 2020
Regular Meeting

- a. It is recommended by the Superintendent that the Hopatcong Board of Education approve the employment of **Maureen Warden** as Nurse at Hopatcong High School, at an annual salary of \$62,473 prorated based upon the Salary Guide Level BA+15/Step 5, effective March 17, 2020. This salary is based upon the 2019 – 2020 HEA Salary Guide.
- b. It is recommended by the Superintendent that the Hopatcong Board of Education approve the employment of **Kelly Lisa** as Cosmetology Techer at Hopatcong High School, at an annual salary to be decided in Executive Session effective September 1, 2020. This salary is based upon the 2020 - 2021 HEA Salary Guide.
- c. It is recommended by the Superintendent that the Hopatcong Board of Education approve the contract between Alphabest and the Hopatcong Borough School District effective August 1, 2020 through July 31, 2022.
- d. It is recommended by the Superintendent that the Hopatcong Board of Education approve FMLA for employee #81417 retroactively effective to February 7, 2020 with all days used being unpaid beginning on February 26, 2020.
- e. It is recommended by the Superintendent that the Hopatcong Board of Education approve FMLA for employee #80418 retroactively effective to March 13, 2020 until medically cleared by their physician. Sick days will be used concurrently with FMLA.
- f. It is recommended by the Superintendent that the Hopatcong Board of Education approve home instruction services for student no. 13792 for a total of 5 hours per week. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective March 9, 2020.
- g. It is recommended by the Superintendent that the Hopatcong Board of Education approve educational instruction services for student no. 14466 for ten hours per week beginning March 5, 2020. Instruction will be provided by professional Education Services, Inc. at a rate of \$35.00 per hour.
- h. It is recommended by the Superintendent that the Board of Education approve the revision of effective date of item 13d from March 16, 2020 to approximately March 30, 2020 until medically cleared by their physician.
- i. It is recommended by the Superintendent that the Hopatcong Board of Education approve the following addition to Item 17 on the Agenda:

Conferences/Professional Development

Name	Conference	Date	Location	Cost	Travel Cost
Jaclyn DiBrienza-Cikovic	Creating a Trauma Informed Community	5/7/2020	Perona Farm	\$95	\$0

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- j. It is recommended by the Superintendent that the Hopatcong Board of Education approve 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
Rebecca Weisman	Fall 2020, Spring 2021	Centenary University	Clinical Experience, Internship	High School	Jason Mulvihill

ADDENDUM 2

March 16, 2020
Regular Meeting

- k. It is recommended by the Superintendent that the Hopatcong Board of Education approve the revision to Item 12a as follows:

Approval of the following resolution for submission of the tentative 2020/2021 school budget to the Sussex County Superintendent:

“**WHEREAS**, the Superintendent has presented to the Finance Committee and other members of the Hopatcong Board of Education, a recommended 2020/2021 School District Budget in the total amount of \$35,398,022, as follows; and

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

THEREFORE, BE IT RESOLVED the Hopatcong School District preliminary 2020/2021 budget for submission to the Sussex County Superintendent’s Office is approved as follows on the Meeting Agenda of March 16, 2020.”

<u>General Fund</u>	<u>BUDGET</u>
Fund 10 – Charter School Tuition.....	\$ <u>238,736</u>
Fund 11 – General Operating Fund.....	\$ <u>34,540,221</u>
Fund 12 – Debt Services Assessment.....	\$ <u>1,614</u>
<u>Special Revenue Fund</u>	
Fund 20 – Federal/State Grants.....	\$ <u>617,451</u>
<u>Debt Service</u>	
Debt Service.....	\$ <u>0</u>
<u>Total Budget</u>	\$ <u>35,398,022</u>

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20. BOARD OF EDUCATION - MEMBER COMMENTS

None

21. ADJOURNMENT

Motion to adjourn made by Mrs. Smith, seconded by Ms. Perrotti.

All in favor

Time: 7:15 p.m.

Respectfully submitted,

Art DiBenedetto

Board Secretary Pro Temp