

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING - MINUTES

MARCH 22, 2021

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

7:00 p.m. Live Only

1. **CALL TO ORDER**

Time: 7:00 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 Regular meeting will take place in the Hopatcong Board of Education Board Room, Hopatcong, NJ at 7:00 p.m. on March 22, 2021.

4. **ROLL CALL**

Present	Alex McLean	Present	Scott Francis	Present	Warren Gallagher
Present	Dr.Schindelar	Present	Candice Smith	Absent	Michelle Perrotti
Present	Jackie Turkington	Present	Nicole Falconi-Shubert	Present	Jayna Gulan

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 Smith, seconded by Turkington

Yes	Alex McLean	Yes	Scott Francis	Yes	Warren Gallagher
Yes	Dr.Schindelar	Yes	Candice Smith	Yes	Michelle Perrotti
Yes	Jackie Turkington	Yes	Nicole Falconi-Shubert	Yes	Jayna Gulan

6. **RECONVENE**

Motion to Reconvene

(ACTION)Motion by Smith, seconded by Dr. Schindelar

Yes	McLean	Yes	Francis	Yes	Gallagher
Yes	Schindelar	Yes	Smith	Absent	Perrotti
Yes	Turkington	Yes	Falconi-Shubert	Yes	Gulan

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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. February 22, 2021 – Regular Meeting

Motion to approve 7a:

(ACTION) Motion by Smith, seconded by Turkington

Yes	McLean	Yes	Francis	Yes	Gallagher
Abstain	Schindelar	Yes	Smith	Absent	Perrotti
Yes	Turkington	Yes	Falconi-Shubert	Yes	Gulan

8. SUPERINTENDENT'S REPORT AND HIB REPORT

- a. Superintendent's Report – **Art DiBenedetto, Superintendent of Schools**

- 1. Updates and agenda review

- b. Whereas there have been no HIBs reported for the month of February 2021, acceptance of the report indicating no findings.

Motion to approve 8a – 8b:

(ACTION) Motion by Smith, seconded by Francis

Yes	McLean	Yes	Francis	Yes	Gallagher
Yes	Schindelar	Yes	Smith	Absent	Perrotti
Yes	Turkington	Yes	Falconi-Shubert	Yes	Gulan

9. PARENT/TEACHER

- a. Parent/Teacher Organization Representatives.

- HEPTO – virtual talent show

- HSPTO/Drama Music Booster Trick Tray Donations contact Ms. Turkington

10. PUBLIC COMMENT – GENERAL DISCUSSION

Mr. Gruenfelder addressed cooperative pricing agreement resolution.

11. FINANCE

Approval of the following finance items, **11a – 11g**, as recommended by the Superintendent of Schools and the Operations Committee of the Board:

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, February 22, 2021 through March 22, 2021 be approved in the following amounts:

- General Fund and Special Revenue (Grants) account - \$987,274.54

- Cafeteria account - \$22,581.74

- b. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of December 2020 and January 2021.

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- c. It is recommended by the Superintendent that the board approve the Board Secretary’s Report for the month of January 2021.
- d. It is recommended by the Superintendent that the board approve the Transfer Report for the month of January 2021.
- e. It is recommended by the Superintendent for the approval of 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 2021-2022 school year.
- f. It is recommended by the Superintendent that the board accepts Mr. Joseph Memoli’s \$50 donation to the Barbara Carlon Character Award Scholarship and the \$250 donation to the Krisina R. Threlkeld Scholarship.
- g. Approval of the following resolution for submission of the tentative 2021/2022 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 2021/2022 tentative School District Budget in the total amount of \$34,076,842 as follows; and

WHEREAS, the Board approves a Local Tax Levy of \$24,630,333;

THEREFORE, BE IT RESOLVED the Hopatcong School District preliminary 2021/2022 tentative budget for submission to the Sussex County Superintendent’s Office is approved as follows on the Meeting Agenda of March 22, 2021.”

General Fund

Fund 10	Charter School Tuition	\$ 249,414.00
Fund 10-606	Interest Maintenance Reserve	\$ 200.00
Fund 11	General Operating Fund	\$32,052,655.00
Fund 12	Debt Services Assessment	\$ 1,114.00
	Capital Reserve	\$ 168,500.00

Special Revenue Fund

Fund 20	Federal/State Grants	\$ 1,604,959.00
	Debt Service	\$ -

Total Budget

\$34,076,842.00

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Motion to approve 11a – 11g:

(ACTION) Motion by Smith, seconded by Falconi-Shubert

Yes	McLean	Yes	Francis	Yes	Gallagher
Yes	Schindelar	Yes	Smith	Absent	Perrotti
Yes	Turkington	Yes	Falconi-Shubert	Yes	Gulan

Dr. Schindelar abstains on item G

12. PERSONNEL

Approval of the following personnel items, **12a – 12l**, as recommended by the Superintendent of Schools and the Student Achievement Committee of the Board:

- a. Approval of a "Temporary Assistance" position for ELA at HHS to assist a teacher on leave in lesson planning and grading at a rate of \$35 per hour for 1-2 hours per week/ per class, effective retroactively beginning January 29, 2021. Ending date TBD.
- b. Approval of **Jason Mulvihill**, **Barbara Sanders** and **Traci Duffy** for the "Temporary Assistance" position for ELL lesson planning and grading at a rate of \$35 per hour for 1-2 hours per week/ per class as needed.
- c. Approval of the resignation with regret of **Donna Annett** from her position as Child Study Secretary effective May 1, 2021 for the purpose of retirement. Donna Annett has worked in the Hopatcong District for 19 years.
- d. Approval of **Jim McKowen** as spring E-Sports advisor at the HEA class B, level 1 with a prorated salary of \$1,876.
- e. Approval of **Gary Andolena** to work athletic events as needed for the winter/spring season.
- f. Approval for **Employee #81281** to use 4 personal days and 31 sick days for medical leave from March 12- May 10, 2021.
- g. Approval for **Employee #80227** to extend medical leave from February 12, 2021 to May 11, 2021.
- h. Approval of the following lunch/recess monitors should the district go back to full days with a prorated salary of \$2,400 based on numbers of days worked/180 days.

Christine LoPresti	Middle School Grade 4 Lunch Monitor, Grade 5 Lunch Monitor
Donald Dippel	Middle School Grade 6 Lunch Monitor
Leeanne Juliano	Middle School

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	Grade 7 Lunch Monitor
Danielle Ferrara	Durban Ave Recess Monitor

i. Approval of the following coaching positions for the Spring Season:

Name	Nature of Action	Position	Class	Level	Salary	Date Effective	Date Terminated
Mike Juskus	Appoint	Head Boys Track Coach	A	4	\$7,712.00	3/1/21	6/30/21
Pete Oesen	Appoint	Head Girls Track Coach	A	4	\$7,712.00	3/1/21	6/30/21
Patrick Neal	Appoint	Asst. Track Coach	A	4	\$5,034.00	3/1/21	6/30/21
Wilson Cusano	Appoint	Asst. Track Coach	A	4	\$5,034.00	3/1/21	6/30/21
Jamie Douglas	Appoint	Asst. Track Coach	A	4	\$5,034.00	3/1/21	6/30/21
Chris Buglovsky	Appoint	Head Baseball Coach	A	4	\$7,712.00	3/1/21	6/30/21
Mike Farrell	Appoint	Asst. Baseball Coach	A	4	\$5,034.00	3/1/21	6/30/21
Christian Ammiano	Appoint	Asst. Baseball Coach	A	2	\$3666.00	3/1/21	6/30/21
Paul Miller	Appoint	Head Softball Coach	A	4	\$7,712.00	3/1/21	6/30/21
Craig Vallaro	Appoint	Asst. Softball Coach	A	4	\$5,034.00	3/1/21	6/30/21
Kyle O'Brien	Appoint	Asst. Softball Coach	A	1	\$3187.00	3/1/21	6/30/21
Loren Turner	Appoint	Head Golf Coach	B	2	\$3666.00	3/1/21	6/30/21
Traci Duffy	Appoint	Head Boys Tennis Coach	B	4	\$5,034.00	3/1/21	6/30/21
Heather DelBagno	Appoint	Asst. Boys Tennis Coach	B	4	\$3,287.00	3/1/21	6/30/21

** - Pending Certification.

Salaries will be pro-rated if season is cancelled due to COVID-19.

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

Course Approval

Name	Course Title	Credit(s)	Cost
Pam Brennan	Content-based Instructional Strategies for ELL	3	\$359

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Amanda McCarthy	705:480 School Nursing	6	\$3,261
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k. Approval of the following salary guide movement*

Name	From	To	Effective Date
Leslie Woodworth	BA+30	MA+15	September 1, 2021

*Approval of the listed staff member to move up on the HEA guide due to increased education credentials.

l. Approval of substitutes, teachers, paraprofessionals, custodians, and van drivers.

Motion to approve 12a – 12l:

(ACTION) Motion by Smith, seconded by Dr. Schindelar

Abstain	McLean	Yes	Francis	Yes	Gallagher
Yes	Schindelar	Yes	Smith	Absent	Perrotti
Yes	Turkington	Yes	Falconi-Shubert	Yes	Gulan

13. 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

Course Reimbursements*

Name	Course Title	Credit(s)	Cost
Pam Brennan	Meeting the Needs of English Language Learners in Your Classroom EDU 620	3	\$374
Gregory Smyth	Environmental Stewardship, Code Compliance and Sustainability	-	\$760
Jennifer Valenti	Strategies for Supporting Children with ADHD EDSP509WE	3	\$336.75

Motion to approve Travel and Professional Development for March 2021:

(ACTION) Motion by Smith, seconded by Dr. Schindelar

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Yes	McLean	Yes	Francis	Yes	Gallagher
Yes	Schindelar	Yes	Smith	Absent	Perrotti
Yes	Turkington	Yes	Falconi-Shubert	Yes	Gulan

14. RESOLUTIONS

- a. It is recommended by the Superintendent that the Board of Education approve the following students whose family is moving in April, be allowed to stay in Hopatcong schools until the end of the school year.
Hopatcong High School student, grade 12, Student ID: 11496
Hopatcong High School student, grade 10, Student ID: 12030
Hopatcong Middle School student, grade 7, Student ID: 12666
- b. It is recommended by the Superintendent that the Board of Education approve maternity leave replacement Suzanne Balogh to work an additional day on March 24th to complete conferences.
- c. It is recommended by the Superintendent that the Board of Education approve the adjustment of school athletics door security position from \$50 to \$25 for the 2020-2021 school year.
- d. It is recommended by the Superintendent that the Board of Education approve the following:

WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-4.1a, authorizes district boards of education to competitively contract for the procurement of proprietary computer software and services; and

WHEREAS, the New Jersey School Boards' Association (NJSBA), N.J.S.A. 18A:6-45 et. seq., on behalf of its membership has competitively contracted to procure on an aggregated basis digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis; and

WHEREAS, N.J.S.A. 18A:18A-11 specifically authorizes two or more local district boards of education (hereinafter referred to as local boards) to enter into a Cooperative Pricing Agreement for the purchase of work, materials, and supplies; and

WHEREAS, NJSBA is conducting a voluntary Cooperative Pricing System within the State of New Jersey, utilizing the administrative purchasing services and facilities of NJSBA; and

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WHEREAS, this Cooperative Pricing Agreement (hereinafter referred to as the Agreement) is to effect substantial economies in the purchase of energy and technology products and services for local boards across this State; and

WHEREAS, all parties to this Agreement have approved this Agreement by resolution, in accordance with N.J.S.A. 18A:18A-1 et. seq. and regulations promulgated thereunder; and

WHEREAS, it is the desire of all parties to enter into such Agreement for said purposes;

NOW, THEREFORE, IN CONSIDERATION OF the promises and of the covenants, terms, and conditions hereinafter set forth, it is mutually agreed as follows:

1. The products and services to be priced cooperatively may include, on an aggregated basis or not, digital and electronic products and services, E-Rate Consulting and Processing Services, and other technology products and programs to enhance Members readiness for Future Ready Schools-NJ, as well as energy aggregation services, supplies and materials, time and materials; and such other services and products as two or more participating local boards in the system agree can be purchased on a cooperative basis.
2. The services and classes of services which may be designated by the participating local boards hereto may be purchased cooperatively for the period commencing with the execution of this Agreement and continuing until terminated as hereinafter provided.
3. The NJSBA, on behalf of all participating contracting units, shall, upon approval of the System's registration and upon the anniversary of the system's registration publish a legal ad in such format as required by N.J.A.C. 5:34-7.12 in a newspaper normally used for such purposes by it, to include such information as:
 - a. NJSBA's full name and the fact that it may be soliciting competitive bids or informal quotations; and
 - b. NJSBA's address and telephone number; and
 - c. The names of the participating contracting units; and

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- d. The State Identification Code for the Cooperative Pricing System,
and
 - e. The expiration date of the Agreement.
4. Each of the participating local boards shall designate, in writing, to NJSBA, products and services to be purchased and indicate therein the approximate quantities desired, the location for delivery and other requirements, to permit the preparation of specifications as provided by law.
 5. The specifications shall be prepared and approved by NJSBA and no changes shall thereafter be made except as permitted by law.
Nothing herein shall be deemed to prevent changes in specifications for subsequent purchases.
 6. A single advertisement for bids or the solicitation of informal quotations for the work, materials or supplies to be purchased shall be prepared by NJSBA on behalf of all of the participating local boards desiring to purchase products and services and some or all of the other services specified in this Agreement.
 7. NJSBA shall receive bids or quotations on behalf of all participating local boards. Following the receipt of bids, NJSBA shall review said bids and on behalf of all participating local boards, either reject all or certain of the bids or make one award to the lowest responsible bidder. This award shall result in the opportunity for individual local boards to enter into individual contracts with the successful bidder providing for the estimated aggregate quantities to be purchased during the term of the individual contracts.
 8. Upon determining to accept the bid provided through this Agreement, each participating local board shall:
 - a. Certify the funds available only for its own needs ordered;
 - b. Enter into a formal written contract directly with the successful bidder(s);
 - c. Issue purchase orders in its own name directly to successful bidder(s) against said contract;
 - d. Accept its own deliveries;

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- e. Be invoiced and receive statements from the successful bidder(s);
 - f. Make payment directly to the successful bidder(s) and
 - g. Be individually responsible for any tax liability associated with the individual contract.
9. No participating local board in the Cooperative Pricing System shall be responsible for payment for any services ordered or for performance generally by any other participating local board. Each participating local board shall, accordingly be liable only for its own performance and for items ordered and received by it and none assumes any additional responsibility or liability.

The provisions of paragraphs 7, 8 and 9 above shall be quoted or referenced and sufficiently described in all specifications so that each bidder shall be on notice as to the respective responsibilities and liabilities of the participating contracting units.

10. No participating local board in the Cooperative Pricing System shall issue a purchase order or issue a contract for a price which exceeds any other price available to it from any other such system in which it is authorized to participate or from bids which it has itself received.
11. NJSBA reserves the right to exclude any item or service from within said system if, in its opinion, the pooling of purchasing requirements or needs of the participating contracting units is either not beneficial or practicable.
12. NJSBA shall appropriate sufficient funds to enable it to perform the administrative responsibilities assumed pursuant to this Agreement.
13. This Agreement shall become effective upon signing, subject to the review and approval of the Director of the Division of Local Government Services and shall continue in effect for the duration of the Cooperative Pricing System's Registration with DCA unless any party to this Agreement shall give written notice of its intention to terminate its participation.
14. Additional local boards may from time to time, execute this Agreement by means of a Rider attached hereto, which addition shall not invalidate this Agreement with respect to the other signatories. NJSBA is authorized to

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execute the Rider(s) on behalf of the members of the Cooperative Pricing System.

15. All records and documents maintained or utilized pursuant to the terms of this Agreement shall be identified by the code number assigned to the System by the Director, Division of Local Government Services, and such other numbers as are assigned by the Lead Agency for purposes of identifying each contract and item awarded.
16. This Agreement shall be binding upon and enure to the benefit of the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and executed by their authorized corporate officers and their respective seals to be hereto affixed the day and year above written.

Motion to approve 14a-14d:

(ACTION) Motion by Smith, seconded by Falconi-Shubert

Yes	McLean	Yes	Francis	Yes	Gallagher
Yes	Schindelar	Yes	Smith	Absent	Perrotti
Yes	Turkington	Yes	Falconi-Shubert	Yes	Gulan

15. SUSSEX COUNTY REGIONAL COOPERATIVE

- a. The Superintendent and the Director of Transportation recommend the **approval of bills** for the Sussex County Regional Cooperative Operating account for February 23, 2021 through March 22, 2021 in the amount of \$172,815.30 for Regular bills and \$2,093,754.32 for Bus Contractors.
- b.
 1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Special Education Routes** for the 2020-21 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 2020-21 School Year as listed on Exhibit A.

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3. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Athletic/Class/Field Trips** for the 2020-21 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 2020-21 School Year as listed on Exhibit A.
5. The Superintendent and the Director of Transportation recommend the **acceptance of contract addendums** for the 2020-21 School Year as listed on Exhibit A.
6. The Superintendent and the Director of Transportation recommend the approval of a Parental Contract for the 2020-21 School Year as listed on Exhibit A.

(ACTION) Motion by Smith, seconded by Francis

Yes	McLean	Yes	Francis	Yes	Gallagher
Yes	Schindelar	Yes	Smith	Absent	Perrotti
Yes	Turkington	Yes	Falconi-Shubert	Yes	Gulan

16. BOARD OF EDUCATION – MEMBER COMMENTS

17. ADJOURNMENT

Motion to adjourn:

(ACTION) Motion by Smith, seconded by Gallagher

All in favor Yes Time: 7:37

ADDENDUM

March 22, 2020
Regular Meeting

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- a. It is recommended by the Superintendent that the Hopatcong Board of Education approve **Anthony Mastroeni** as a high school volunteer wrestling coach.

- b. It is recommended by the Superintendent that the Hopatcong Board of Education approve the following resolution:
 WHEREAS, The New Jersey School Development Authority (“NJSDA”) and the Office of School Facilities (“OSF”) require the Board to submit “other capital project” applications setting forth the nature and scope of work to be undertaken and

WHEREAS, The Board must make amendments to its Long Range Facility Plan (LRFP) for said work.

NOW THEREFORE BE IT RESOLVED, that the Hopatcong Board of Education grants permission for the Administration to prepare and submit the amendment to the LRFP for the following projects: Fire Alarm System Component Replacement Wiring; Boiler Middle School; Safety Fence Installation and Stadium Lighting;

BE IT FURTHER RESOLVED that the Board grants permission for the Administration to submit all required applications to the OSF and that any costs that exceed the allocation of capital funds for these projects shall be paid for utilizing local funds.

C. 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

Course Reimbursements*

Name	Course Title	Credit(s)	Cost
Jeffrey Hallenbeck	Human Resource Systems – MADS6620 Theory Practice of Admin – MADS 6600 Community Threat and Risk Analysis MADS 6634	9	\$8631

Motion to approve Addendum items a –c:

(ACTION) Motion by Smith , seconded by Francis

Yes	Alex McLean	Yes	Scott Francis	Yes	Warren Gallagher
Yes	Dr.Schindelar	Yes	Candice Smith	Absent	Michelle Perrotti
Yes	Jackie Turkington	Yes	Nicole Falconi- Shubert	Yes	Jayna Gulan

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Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Hallenbeck". The signature is written in a cursive style with a large initial "J".

Jeffrey Hallenbeck
Board Secretary 3/23/21