

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

January 20, 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	__McLean	__Perrotti
__Schindelar	__Falconi-Shubert	__Smith	__Trumpore	

6. **RECONVENE**

Motion to Reconvene

(ACTION) Motion by _____, seconded by _____

__Francis	__Gallagher	__Jacobus	__McLean	__Perrotti
__Schindelar	__Falconi-Shubert	__Smith	__Trumpore	

HOPATCONG BOARD OF EDUCATION

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7. **SCHOOL BOARD RECOGNITION**

WHEREAS, The New Jersey School Boards Association has declared January 2020 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Hopatcong Board of Education is one of 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Hopatcong Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Hopatcong Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2020 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Hopatcong Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

Motion to approve Resolution to Recognize our School Board:

(ACTION) Motion by _____, seconded by _____

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

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

8. 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:

- December 16, 2019 – Regular Meeting
- December 16, 2019 – Executive Session

Motion to approve 8a – 8b:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

9. ACKNOWLEDGEMENTS/CORRESPONDENCE

- Thank you to Mr. Anthony J. Fasano for six years of dedication to the Hopatcong Borough School District and best wishes for him in his new position as Sussex County Freeholder.
- Congratulations to the following teachers and education support staff members who have been named **2019 – 2020 Governor's Teacher and Educational Services Professional Recipients of the year:**

Durban Avenue School:

Teacher of the Year: Erica Strzepek

Educational Services Professional of the Year: Rosemary Smith

Tulsa Trail School:

Teacher of the Year: Emily Minervini

Educational Services Professional of the Year: Mary Narcise

Hopatcong Middle School:

Teacher of the Year: Nancy Drury

Educational Services Professional of the Year: Nicole Roman-Gerena

Hopatcong High School:

Teacher of the Year: Karen Cubberly

Educational Services Professional of the Year: Linda Padula

- Congratulations to 4th grade students **Alesi May** and **Alejandro Aciego** for being chosen for publication in the Young Writers' Spooky Sagas book *Spooky Sagas 2019 – Mid Atlantic Tales*. Their stories were chosen from a group of over 10,000 entries! Additionally, 4th grade teacher **Mrs. Noonan** deserves recognition for submitting the students' stories. We are very proud of our young writers and the teachers that are helping them succeed!

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- d. Congratulations to the Hopatcong High School Students who made High Honor Roll and Honor Roll for the first marking period of the 2019 – 2020 school year.
- e. The following students were chosen as **Hopatcong High School's Students of the Month** for their outstanding performance in January 2019:

Kaylee Post, Junior	Scholastics (Algebra 2 CP)
Nicholas Coats, Junior	Scholastics (Pre-Calculus Honors)
Odalis Mendez, Senior	Specialty Area (Fine Arts, Art 2)
Bronson Percy, Senior	Specialty Area (Fine Arts, Art 1)

- f. The following students were chosen as **Hopatcong High School Scholar Athlete of the Month** for their outstanding performance in January 2019:

Luis Palmer, Junior	Boys Basketball
Christy Brennan, Sophomore	Girls Basketball

Motion to approve 9a – 9f:

(ACTION) Motion by _____, seconded by _____

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

10. **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 December, 2019 as presented to the Board at the December meeting on December 16, 2019. Approval of the HIB report for January, 2020 for first reading and review.

Motion to approve 10a – 10b:

(ACTION) Motion by _____, seconded by _____

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

11. **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 11a – 11d:

(ACTION) Motion by _____, seconded by _____

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Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shiubert	Smith	Trumpore	

12. PUBLIC COMMENT – GENERAL DISCUSSION

13. FINANCE

Approval of the following finance items, **13a – 13h**, 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, December 17, 2019 through January 20, 2020 in the following amounts:
General Fund and Special Revenue (Grants) account - \$1,508,039.55
Cafeteria account - \$ 52,485.44
- b. Approval of the Board Secretary's Report for November 2019.
- c. Approval of the Transfer Report for the month of November 2019.
- d. Approval of the Treasurer's Report for the month of November 2019.
- e. Acceptance of the 2018 – 2019 audit.
- f. Approval of Correction Action Plan for the 2018-19 Audit (CAP).
- g. Approval of the Resolution for Authorize Participation under the State Health Benefits Program (SHBP) and/or School Employees' Health Benefits Program (SEHBP) effective June 1, 2020.
- h. Approval of the Resolution to Limit the Medical Plans Offered under SEHBP.

Motion to approve 13 – 13h:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

14. PERSONNEL

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

- a. Acceptance of the resignation, with regret, of **Rocco Passerini** from his position as Lead Custodian in the Hopatcong School District, for the purpose of retirement, effective February 29, 2020. Mr. Passerini has served the district for 12 years.
- b. Acceptance of the resignation, with regret, of **Mary Narcise**, from her position as Teacher in the Hopatcong School District, for the purpose of retirement, effective July 1, 2020. Mrs. Narcise has served the district for 21 years.
- c. Approval of **Donald Forst** to retroactively extend his medical leave of absence from his position as Custodian from January 1, 2020 to January 16, 2020 with a return date of January 31, 2020.
- d. Approval of the request of **Jill Gleason** to extend her unpaid leave of absence from her position as Paraprofessional in the Hopatcong School

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District retroactive to December 3, 2019 through January 6, 2020 with a return date of January 7, 2020.

- e. Approval of the employment of **Jennifer Maniquis** 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 January 21, 2020.
- f. Approval of the request of **Joanne Carr** for a New Jersey Family Leave of Absence/Federal Leave of Absence from her position as High School Science Teacher retroactive to January 9, 2020 through January 17, 2020 with a return date of January 20, 2020.
- g. Approval of the request of **Alison Ibaceta** to extend her Maternity Leave of Absence/New Jersey Family Leave of Absence/Federal Leave of Absence, from her position as Teacher at Tulsa Trail School from March 2, 2019 to June 30, 2019.
- h. Approval of **Janice Hero** to extend her employment as Grade 2 Long Term Substitute Teacher at a prorated salary of \$55,783, based upon Level BA/Step 3, from March 2, 2019 through the remainder of the school year.
- i. Approval of **Pamela Brennan** as High School ELA Portfolio Teacher at a rate of \$30.00 per hour, for 3 hours of instructional time and 5 hours of preparation time per week, for a total of 8 hours per week, effective February 1, 2020 to May 1, 2020.
- j. Approval of **Doug Merkler** as High School Math Portfolio Teacher at a rate of \$30.00 per hour, for 3 hours of instructional time and 5 hours of preparation time per week, for a total of 8 hours per week, effective February 1, 2020 to May 1, 2020.
- k. Approval of the following education student to conduct field experience in the Hopatcong School District during the 2019 – 2020 school year:

Student Name	Date(s)	University	Experience	School	Staff Member
Eliana Casqueira	January 2020	East Stroudsburg	Observation	Durban Avenue	Various Staff

- l. Approval of the following Extra Duty/Extra Pay position of Cafeteria Monitor/Duty for the 2019 – 2020 school year in the Hopatcong School District:

Name	Nature of Action	School	Salary	Date Effective	Date Terminated
Craig Vallaro	Resign	Middle School (Grade 6)	\$2,400.00	9/1/19	12/31/19
Christine DeRosa	Appoint	Middle School (Grade 6)	\$2,400.00 (Prorated)	1/2/20	6/30/20

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

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

Motion to approve 14a – 14m:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

15. STUDENTS AND SERVICES

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

- a. Approval for home instruction services for student no. 13786 for a total of 6 hours. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective January 6, 2020.
- b. Approval for home instruction services for student no. 14244 for 5 hours per week. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective January 10, 2020 through April 10, 2020.

Motion to approve 15a-15b:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

16. CURRICULUM

Approval of the following item, **16a**, as recommended by the Superintendent of Schools and Student Achievement Committee of the Board:

- a. Approval of Anatomy and Physiology II CP as a semester course beginning semester 2 of the 2019 – 2020 school year.

Motion to approve 16a:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

17. POLICIES AND REGULATIONS

Approval of item **17a**, 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 8600

Title
Student Transportation (M) (Revised)

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P 8630 *Bus Driver/Bus Aide Responsibility (M)* (Revised)
 P 8670 *Transportation of Special Needs Students (M)*
 (Revised)
 P 9210 *Parent Organizations* (Revised)

<u>Regulation #</u>	<u>Title</u>
R 5850	<i>Social Events and Class Trips</i> (Adopt)
R 8600	<i>Student Transportation</i> (Revised)
R 8630	<i>Emergency School Bus Procedures (M)</i> (Revised)

- b. Approval of modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revise, for SECOND READING:

NONE

Motion to approve 17a:

(ACTION) Motion by _____, seconded by _____

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

18. TRAVEL

It is recommended by the Superintendent that the Hopatcong Board of Education approve travel costs, conferences, tuition reimbursements and field trips as related in this resolution which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursement listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1. seq.

Field Trips				
Name	Class/Activity	Date	Trip Location	Cost
Martinez, Stephanie	Forensics	2/26/2020	PA College Tour	\$2,600.00
		2/27/2020		
Munoz, Christina	Academic	3/31/2020	Morris Museum	\$0.00

Professional Meetings				
Name	Meeting Type	Date	Location	Travel Cost
Dinnocenzo, Mary	Observation	1/9/2020	Northern Hills	\$ 11.90
Anthes, Leticia	IEP	1/16/2020	Mt. Olive HS	\$ 4.97

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Pallotta, Susan	IEP	12/13/2019	Lakeland Andover	\$	12.67
Dinnocenzo, Mary	Observation	1/10/2020	Totowa Daycare	\$	21.35
Total				\$	50.89

Conferences/Professional Development					
Name	Conference	Date	Location	Cost	Travel Cost
McFadden, Katherine	NJTSS Meeting	1/6/2020	Trenton, NJ	-	\$ 52.50
Gambuzza, Jamie	NJTSS Meeting	1/6/2020	Trenton, NJ	-	\$ 52.50
Hallenbeck, Jeff	State Test Training	2/27/2020	Whippany, NJ	-	\$ 14.00
Hallenbeck, Jeff	Safety Special Training	1/31/2020	Morris Academy	-	\$ 9.45
Kennedy, Melissa	Counselor Assoc.	2/1/2020	Tech School	-	\$ 11.20
Martin, Hilary	Social Media – Mental Health	3/18/2020	Newton, NJ	-	\$ 5.42
Pallotta, susan	Social Media – Mental Health`	2/27/2020	Newton, NJ	-	\$ 10.99
Kennedy, Melissa	Social Media – Mental Health	3/18/2020	Newton, NJ	-	\$ 10.50
Total				0	\$ 178.46

Course Approval*			
Name	Course	Cost	School
Bauer, Audra	Principles Practices Supv.	\$ 1,825.00	Centenary
Amelio, Lindsay	Teacher Leadership	\$ 825.00	American College of Education

*Reimbursement as per contract

Motion to approve Travel for January 2020:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

19. **RESOLUTIONS**

Approval of the following items, **19a – 19c**, as recommended by the Superintendent of Schools and the Committees of the Board:

- Approval of the revised MOA between Hopatcong and The Family Resource Network for an aftercare program for MD and Autistic in-district students, previously approved at the December 16, 2019 Board of Education meeting.
- Approval of the MOU detailing a formal partnership with the TeachRock organization for the 2020 – 2021 school year.

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

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

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

- c. **WHEREAS**, the Hopatcong Board of Education (“Board”) has been allocated \$85,840 through the Securing our Children’s Future Bond Act and

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 Security Camera Upgrade Project;

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 grant allocation for these projects shall be paid for utilizing local funds.

Motion to approve 19a – 19c:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

20. CALENDAR

- Approval of the revised 180-day school calendar for the 2019/20 school year due to weather related closings.
- Approval of the 180-day school calendar for the 2020/21 school year.

Motion to approve 20a – 20b

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

21. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **21a – 21e9**, as recommended by the Superintendent of Schools and the Operatives committee of the Board:

- BE IT RESOLVED** that the Sussex County Regional Transportation Cooperative/Hopatcong Board of Education, approve to exclude R&V Transportation from bidding on student transportation routes for the West Orange Public Schools for five (5) years or the maximum years allowed by NJ Code due to prior negative experience.

HOPATCONG BOARD OF EDUCATION

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

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

- b. The Superintendent and the Director of Transportation recommend the approval of bills for the Sussex County Regional Cooperative Operating account for December 17, 2019 through January 20, 2020 in the amount of \$22,951.57 for Regular bills and \$3,452,251.75 for Bus Contractor bills.
- c. The Superintendent and the Director of Transportation recommend the approval of **Kathy LaRosa** as a **substitute bus driver** at a rate of \$20.00 per hour.
- d. The Superintendent and the Director of Transportation recommend the approval of one (1) **new Member District, Dover Board of Education.**
- e.
 - 1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations** for **Special Education Routes** for the 2019-20 School Year as listed on Exhibit 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 **contract renewals** for 2019-20 School Year Routes as listed on Exhibit A.
 - 7. The Superintendent and the Director of Transportation recommend the **acceptance** of **student transportation bids** submitted on **November 12, 2019** for the 2019-20 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 **November 12, 2019** bid for the 2019-20 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 **November 12, 2019** for the 2019-20 School Year as listed on Exhibit A.

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

Motion to approve 21a – 21e9:

(ACTION) Motion by _____, seconded by _____

Francis	Gallagher	Jacobus	McLean	Perrotti
Schindelar	Falconi-Shubert	Smith	Trumpore	

22. BOARD OF EDUCATION – MEMBER COMMENTS

23. ADJOURNMENT

Motion to adjourn:

(ACTION) Motion by _____, seconded by _____

All in favor _____ Time: _____ pm

(8a)

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

December 16, 2019

5:30 p.m. (Administration Building Room 41 - Open the meeting and enter Executive Session)

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

A Regular Meeting of the Board of Education of the Hopatcong Borough School District was held on December 16, 2019 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 7:03 p.m.

2. FLAG SALUTE

3. NEW JERSEY OPEN PUBLIC MEETING ACT STATEMENT

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 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 December 16, 2019.

4. MEMBERS PRESENT:

Mr. Anthony Fasano, President
Mr. Alex McLean, Vice President
Mr. Scott Francis
Mr. Warren Gallagher
Ms. Erin Jacobus
Ms. Michele Perrotti
Dr. Sarah Schindelar
Mrs. Candice Smith
Ms. Carol Trumpore

MEMBERS ABSENT:

Also Present: Mr. Art DiBenedetto, Superintendent, Mr. Joseph Piccirillo, Assistant Superintendent, Ms. Carolyn B. Joseph, Board Secretary, Richard Bauch, 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. Perrotti. 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. November 25, 2019 – Regular Meeting
- b. November 25, 2019 – Executive Session

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

Scott Francis	Yes	Warren Gallagher	Yes	Erin Jacobus	Yes
Alex McLean	Yes	Michele Perrotti	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Motion to approve Minutes 7a – 7b passed.

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

December 16, 2019

5:30 p.m. (Administration Building Room 41 - Open the meeting and enter Executive Session)

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

8. ACKNOWLEDGEMENTS/CORRESPONDENCE

- a. The following students were chosen as **Hopatcong High School's Students of the Month** for their outstanding performance in October 2019:

Michael Hartman, Freshman	Scholastics (Biology Honors)
Sierra Ostman, Senior	Scholastics (Anatomy/Physiology)
Serena Rawle, Senior	Scholastics (Anatomy/Physiology)
Veronica Carreras, Senior	Specialty Area (Digital Arts)
Bronson Percy, Senior	Specialty Area (Design Process)

- b. The following students were chosen as **Hopatcong High School Scholar Athlete of the Month** for their outstanding performance in October 2019:

Roger White, Senior	Football
Christine Fasano, Junior	Cheerleading

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

All board members voted in favor.

9. SUPERINTENDENT'S REPORT AND HIB REPORT

- a. Superintendent's Report – **Art DiBenedetto, Superintendent of Schools** – **Superintendent DiBenedetto reports that we are in QSAC prep mode for our February, 2020 review. Asst. Superintendent Piccirillo has taken the lead on this endeavor. There were 2 incidents investigated; neither were HIB or Code of Conduct.**
- b. A second reading and approval of the Superintendent's HIB Report for November 2019 as presented to the Board at the November meeting on November 25, 2019. Approval of the Superintendent's HIB report for December 2019 for first reading and review as presented to the Board at the December meeting on December 16, 2019.

Motion to approve Superintendent's Report and HIB 9a – 9b was made by Mrs. Smith, seconded by Dr. Schindelar:

Scott Francis	Yes	Warren Gallagher	Yes	Erin Jacobus	Yes
Alex McLean	Yes	Michele Perrotti	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Superintendent's report and HIB report were approved.

10. COMMITTEE REPORTS

- a. Student Achievement – Community Relations, Curriculum, Personnel and Special Education: **Chairperson - Candice Smith** – Carol Trumpore reported as Mrs. Smith had attended her sons' performance in the Holiday Ensemble that evening. Ms. Trumpore reports that everything discussed at the committee meeting is on the agenda for approval.
- b. Operations – Finance, Facilities, Security and Transportation: **Chairperson - Alex McLean** – What was discussed is on the agenda. Also discussed options for the High School track and the sale of Hudson Maxim School.
- c. Negotiations – **Chairperson - Sarah Schindelar** – Dr. Schindelar reported that the Negotiations committee and the HEA are "almost there."
- d. Parent/Teacher Organization Representatives – None present.

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

December 16, 2019

5:30 p.m. (Administration Building Room 41 - Open the meeting and enter Executive Session)

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**Mrs. Smith made a motion to accept 10a – 10c, seconded by Dr. Schindelar:
All board members voted in favor.**

11. PUBLIC COMMENT

NONE

12. FINANCE

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

- a. Approval of bills for the General Fund and Special Revenues (Grants) account, November 26, 2019 through December 19, 2019 in the following amounts:
General Fund and Special Revenue (Grants) account - \$607,176.89
Cafeteria account - \$ 0.00
- b. Approval of the Transfer Report for the month of October 2019.
- c. Approval of the Board Secretary's Report for October 2019.
- d. Approval of the Treasurer's Report for the month of October 2019

Motion to approve Finance 12a -12d made by Mr. McLean and seconded by Dr. Schindelar:

Scott Francis	Yes	Warren Gallagher	Yes	Erin Jacobus	Yes
Alex McLean	Yes	Michele Perrotti	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Finance motions 12a – 12d passed.

13. PERSONNEL

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

- a. Approval of the amendment to the employment of **Dannette Swanson** as a long-term substitute for Middle School Physical Education Teacher at a salary of \$110.00 per day, retroactively effective to November 18, 2019 through December 16. Effective December 17, 2019, salary will be \$55,783 prorated, based upon BA/Step 3, until February 19, 2020 or until the employee is medically cleared by their physician.
- b. Approval of **Concetta Spano** to be a substitute monitor, as needed, for Homework Club at the Hopatcong Middle School for the 2019 – 2020 school year as needed at a rate of \$28 per hour.
- c. Approval of the following **Lynn Masterson** to be an Athletic Event Staff Member for 2019-2020 athletic events, to be paid at the Board Approved rate of pay per position.
- d. Approval of an additional 5 hours per work for **Sandra Hornick**, Part-Time Facilities Secretary, retroactively effective starting July 11, 2019.
- e. Approval of **Maureen Warden** as Substitute Nurse at Hopatcong High School pending a search for a full-time replacement retroactively effective December 4, 2019 until further notice at a rate of \$210 per day.
- f. Approval of the employment of **Crystal Mastroeni** 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 January 2, 2020.
- g. Approval of the following salary guide movement, retroactively effective September 1, 2019. Salaries are based upon the 2017 – 2018 HEA Salary Guide and may change based upon the outcome of negotiations:

Name	From	To	Effective Date
Kathleen Brennan	BA	BA + 15	9/1/2019

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

Motion was made by Mr. Francis and seconded by Dr. Schindelar to approve Personnel

13a – 13h:

Scott Francis	Yes	Warren Gallagher	Yes	Erin Jacobus	Yes
Alex McLean	ABSTAIN	Michele Perrotti	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Personnel items 13a – 13h were approved.

14. STUDENTS & SERVICES

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

- a. Approval to extend home instruction services for student no. 13871 for 5 hours per week. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour through December 20, 2019.

Motion to approve Students and Services, 14a, and Curriculum items 15a – 15x, was made by Mr. Francis, seconded by Ms. Perrotti:

Scott Francis	Yes	Warren Gallagher	Yes	Erin Jacobus	Yes
Alex McLean	Yes	Michele Perrotti	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Students and Services item 14a, and Curriculum items 15a -15x were approved.

15. CURRICULUM

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

- a. Approval of Pre-Calculus Honors as a concurrent Seton Hall University Course through the Project Acceleration Program beginning in September 2020.
- b. Approval of the submission of the Child Care CTE program to the New Jersey Department of Education.
- c. Approval of the submission of Digital Communications and Multimedia CTE program to the New Jersey Department of Education.
- d. Approval of the request by the parent of Student No. 413068, currently a third grade Tulsa Trail Elementary School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Byram Township School District, Byram Township, New Jersey for September 2020, if accepted into their program.
- e. Approval of the request by the parent of Student No. 12863, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey or the Roxbury Township School District, Succasunna, New Jersey for September 2020, if accepted into their program.
- f. Approval of the request by the parent of Student No. 12222, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2020, if accepted into their program.

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- g. Approval of the request by the parent of Student No. 11749, formally a tenth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at Morris Hills Regional School District, Rockaway, New Jersey for September 2020, if accepted into their program. *Student transferred out of Hopatcong High School on November 7, 2019 and continues to reside within the Hopatcong Borough School District.
- h. Approval of the request by the parent of Student No. 12263, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2020, if accepted into their program.
- i. Approval of the request by the parent of Student No. 13525, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at either the Lenape Valley Regional School District, Stanhope, New Jersey for September 2020, if accepted into their program.
- j. Approval of the request by the parent of Student No. 12559, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2020, if accepted into their program.
- k. Approval of the request by the parent of Student No. 12247, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2020, if accepted into their program.
- l. Approval of the request by the parent of Student No. 12273, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2020, if accepted into their program.
- m. Approval of the request by the parent of Student No. 12255, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2020, if accepted into their program.
- n. Approval of the request by the parent of Student No. 13606, currently a sixth grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Byram Township School District, Byram Township, New Jersey for September 2020, if accepted into their program.
- o. Approval of the request by the parent of Student No. 14014, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey or Roxbury Township School District, Succasunna, New Jersey for September 2020, if accepted into their program.
- p. Approval of the request by the parent of Student No. 12726, currently a sixth grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Roxbury Township School District, Succasunna, New Jersey for September 2020, if accepted into their program.
- q. Approval of the request by the parent of Student No. 12923, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope, New Jersey for September 2020, if accepted into their program.
- r. Approval of the request by the parent of Student No. 14467, currently a fifth grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Netcong Elementary School, Netcong, New Jersey or Byram

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Township School District, Byram Township, New Jersey for September 2020, if accepted into their program.

- s. Approval of the request by the parent of Student No. 13310, currently a fifth grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Byram Township School District, Byram Township, New Jersey for September 2020, if accepted into their program.
- t. Approval of the request by the parent of Student No. 13447, currently a fourth grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Byram Township School District, Byram Township, New Jersey for September 2020, if accepted into their program.
- u. Approval of the request by the parent of Student No. 412032, currently a seventh grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Byram Township School District, Byram Township, New Jersey for September 2020, if accepted into their program.
- v. Approval of the request by the parent of Student No. 14204, currently a seventh grade Hopatcong Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Roxbury Township School District, Succasunna, New Jersey for September 2020, if accepted into their program.
- w. Approval of the request by the parent of Student No. 412010, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope New Jersey for September 2020, if accepted into their program.
- x. Approval of the request by the parent of Student No. 13281, currently an eighth grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional School District, Stanhope New Jersey for September 2020, if accepted into their program.

SEE ITEM 14 FOR ROLL CALL VOTE

16. POLICIES AND REGULATIONS

- a. Approval of modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for FIRST READING:
NONE
- b. Approval of modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revise, for SECOND READING:
NONE

17. TRAVEL

It is recommended by the Superintendent that the Hopatcong Board of Education approve travel costs, conferences, tuition reimbursements and field trips as related in this resolution which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursement listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1. seq.

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Field Trips			
Name	Class/Activity	Date	Trip Location
Olsen, Ken	FIT Trip	2/27/2020	Camelback Lodge
DelBagno, Heather	Academic Competition	2/19/2020-2/25/2020	Jefferson High School
Villani, Martina	ELL	12/5/2019	NYC
Zimmermann, Kurt	Holiday Ensemble	12/5/2019	Hopatcong Seniors Inc.
Mulvihill, Jason	FIT Trip	12/12/2019	NYC
Wilson, Julie	High School MD	12/13/2019	SWAP, Lafayette, NJ

Professional Meetings				
Name	Meeting Type	Date	Location	Travel Cost
Anthes, Leticia	IEP	12/11/2019	Lakeland Andover	\$ 12.39
Anthes, Leticia	IEP	1/15/2010	Roxbury HS	\$ 4.27
Anthes, Leticia	IEP	1/8/2020	Midland School	\$ 20.86
Stephens, Nancy	Evaluation	12/11/2019	Chapel Hill Academy	\$ 18.90
Pallotta, Susan	IEP	12/13/2019	Lakeland Andover	\$ 12.67
Total				\$ 69.09

Conferences					
Name	Conference	Date	Location	Cost	Travel Cost
Weber, Rebecca	Conquer Math	2/27/2020	Pompton Lakes, NJ	\$ 160.00	\$ 11.90
Fata, Mary Ellen	Suicide Prevention	12/5/2019	Piscataway, NJ	\$ 95.00	\$ -
Total				\$ 255.00	\$ 11.90

Course Approval		
Name	Course	Cost
Amelio, Lindsay	Digital Educator 5023	\$ 825.00

Ms. Perrotti made a motion to approve Travel, item 17, and table Calendar item 18, which was seconded by Dr. Schindelar:

Scott Francis	Yes	Warren Gallagher	Yes	Erin Jacobus	Yes
Alex McLean	Yes	Michele Perrotti	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Item 17 was approved and the Calendar, item 18 was tabled.

18. CALENDAR

Approval of the revised 180-day school calendar for the 2019/20 school year due to weather related closings. (Amended to 2020/2021 during meeting)

SEE ITEM 17 ROLL CALL VOTE

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19. SUSSEX COUNTY REGIONAL COOPERATIVE

Approval of the following items, **19a – 19e7**, 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 DFK Transportation from bidding on student transportation routes for the Irvington School District 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 November 26, 2019 through December 16, 2019, in the amount of \$48,399.67 for Regular bills and \$3,806,559.27 for Bus Contractor bills.
- c. The Superintendent and the Director of Transportation recommend the **approval to increase the hourly rate of Jennifer Fox and Theresa Gould, Bus Aides**, to \$11.00 per hour effective January 1, 2020.
- d. The Superintendent and the Director of Transportation recommend the **approval of an emergent purchase of a 2019 Dodge Caravan** at a cost of \$27,797.50 as a replacement for the 2015 Dodge Caravan Vehicle #16.
- e.
 1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations** for **Special Education Routes** for the 2019-20 School Year as listed on Exhibit 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 **approval of Joint Transportation Agreements with High Point Regional High School and Sparta Township Board of Education** for the 2019-20 School Year as listed on Exhibit A.
 7. The Superintendent and the Director of Transportation recommend the **approval of a Transportation Services Agreement with Northern Region Educational Service Commission** as listed on Exhibit A.

Mrs. Smith made a motion to approve 19a – 19e7, which was seconded by Dr. Schindelar:

Scott Francis	Yes	Warren Gallagher	Yes	Erin Jacobus	Yes
Alex McLean	Yes	Michele Perrotti	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Sussex County Regional Cooperative items 19a – 19e7 were approved.

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Board President Anthony Fasano introduces Addendum for approval:

20.

ADDENDUM

December 16, 2019

Regular Meeting

- a. It is recommended by the Superintendent that the Hopatcong Board of Education accept the resignation of Carolyn Joseph, with regret, for the purpose of retirement from her position as Business Administrator in the Hopatcong School District effective August 1, 2020.
- b. It is recommended by the Superintendent that the Hopatcong Board of Education approve merit pay for Joseph Piccirillo as per contract for the following grants:

NWAC Ski Grant	-	\$ 784.00
Pell Grant	-	\$1,730.00
Play Unified Grant	-	\$ 133.00

- c. It is recommended by the Superintendent that the Hopatcong Board of Education approve tuition reimbursement for Joseph Piccirillo, as per contract, in the amount of \$4,430 for courses EDU 917 and EDU 945.
- d. It is recommended by the Superintendent that the Hopatcong Board of Education approve conference for Amanda Maliszewski at High Point Regional on January 11, 2020 on the topic of Social-Emotional Learning for the BD Class at a cost to the district of \$18.20.
- e. It is recommended by the Superintendent that the Hopatcong Board of Education approve the track reconditioning project for July 2020 with ATT Sports, Inc. Cooperative Purchasing Network, Sourcewell in the amount of \$438,180.00.
- f. It is recommended by the Superintendent that the Hopatcong Board of Education approve the MOA with Family Resource Network for an aftercare program for MD and Autistic in-district students.
- g. It is recommended by the Superintendent that the Hopatcong Board of Education approve the a paid personal leave of absence for employee number 80054 effective December 17, 2019 for a time to be determined.

Mrs. Smith made a motion to approve Addendum items 20a – 20e, 20g and table 20f which was seconded by Mr. Gallagher:

Scott Francis	Yes	Warren Gallagher	Yes	Erin Jacobus	Yes
Alex McLean	Yes a - e Abstain g	Michele Perrotti	Yes	Sarah Schindelar	Yes
Candice Smith	Yes	Carol Trumpore	Yes	Anthony Fasano	Yes

Addendum Items 20a – 20e, 20g were approved and item 20f was tabled.

21.

BOARD OF EDUCATION - MEMBER COMMENTS

- Michele Perrotti – Thanked Anthony Fasano for his many years of service. Merry Christmas!
- Scott Francis – Night of Hope was awesome. Commended Anthony Fasano on doing a great job and appreciates what he has accomplished here.
- Erin Jacobus – Thanked everyone for coming out. Thanked Carolyn Joseph and congratulated Ms. Joseph on her planned retirement. Mr. Fasano served the district well and Ms. Jacobus appreciated his calm level-headedness and availability to listen. Happy Holidays!
- Candice Smith – Thanked Anthony for his service; wished him continued success.
- Alex McLean – Congratulated Anthony on the job he has done here. Merry Christmas.

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- Warren Gallagher – Pleased to note an investment in a new track; thanked Carolyn and Anthony for their work in the district. Merry Christmas!
- Carol Trumpore – Thanked everyone for coming and wished all a Merry Christmas and Happy Holidays. Addressed Mr. Fasano and told him he was one of a kind and it had been a privilege and honor for her to watch him grow.
- Sarah Schindelar – Thanked Ms. Joseph for the great job she had done for our district and wished her well. Commended Anthony as well for getting the district to a better place.
- Anthony Fasano – Very proud of the progress that has been made in this district and with Art and Joe at the helm, the future looks very positive as well. The last six years as President of the Hopatcong Board of Education he had the honor to be part of something special – to look back and see how far we have come; Full day kindergarten, Chromebooks for all, STEAM education and the recognition the district has earned due to our fantastic programs. We have enhanced security; integrated Lake Hopatcong into our curriculum; overhauled Professional Services at less of an expense; managed state aid cuts; built a school district we can be proud of. It has been an honor to serve with these board members and they have made a lot of progress together. Mr. Fasano thanked everyone for the trust placed in him and thanked the hard working Hopatcong Borough Schools staff who embrace the challenge to make our district great.

22. ADJOURNMENT

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

All in favor

Time: 7:50 p.m.

Respectfully submitted,

Carolyn B. Joseph

Board Secretary

Hopatcong High School 1st Marking Period High Honor Roll & Honor Roll

High Honor Roll

Grade 12

Daniel Anastasia, Kayla Bird, Veronica Carreras, Lily Christiana, Summer Christie, Angela Costanza, Sean Cranmer, Jessica Du, Marissa Fattorusso, Alexander Feinberg, Danijela Filipovic, Josue Guardado, Deja Gutierrez, Korina Hand, Kevonnah Hayes, Yarien Hernandez-Castellanos, Keara King, Lillian King, Julia LaManna, Brittney Lengkong, Fernando Leyva, Claudia Luca, Sofia Mantila, Anataina Marquez, Marisa Mejia, Odalis Mendez, Anily Merino, Trisha Midel, Nicholas Milan, David Nikolovski, Leeann Olson, Sierra Ostman, Nicole Parks, Bronson Percy, Caitlin Petersen, Derek Ramistella, Sharif Ramsey, Serena Rawle, Viannys Reyes, Erika Ruiz, Matthew Smith, Amanda Sutton, Teresa Turnage, Tyler Turnage, Olivia Vasquez, Charlotte Whritenour, Alexandra Wied.

Grade 11

Alyssa Alvarez, Justin Basile, Nicolas Bozanov, Kylie Brown, Cobia Bruno, Emma Cameron, Justin Cerullo, Nicholas Coats, Shelby Cole, Andrew Costa, Dominick Czarnecki, Connor Davenport, Dylan Dixon, Matthew Dockendorf, Jessica Dooley, Kelly Du, Kayla Francis, Nadya Galarza, Alyssa Giering, Emily Hinczynski, Francesca Madalena, Faith Malizzi, Madison Maniquis, Daniella Mendez, Shannon O'Sullivan, Rachel Owen, Kaylee Post, Bridget Reed, Shawna Roebuck, Maiah Zaky.

Grade 10

Christy Brennan, Camryn Cobb, Jillian Dodenhoff, Emilyanne Eckardt, Isabel Feliciano, Omar Galarza, Brittany Motyka, Mary Nguyen, Chloe O'Mahoney, Morgan Panfile, Nicholas Rawle, Jenna Salayko, Myla Salvato, Alexander Santos, Nicolle Trinidad, Ashley Wallis.

Grade 9

Cesar Arana, Nicolas Benjumea, Dante Bonefede, Nicole Castaneda, Isabella Christiano, Nina Cid, Jason Delurski, Grace Dunn, Brandon Egner, Kayla Engle, Jenna Fattorusso, Julianne Fernandes, Mohamed Fofanah, Mia Francis, Lindsay Hand, Michael Hardman, Michael Hartman, Hannah Hassan, Nicolas Jarrell, Josiah Joerger, Jonathan Karram, Vanessa Kruczek, Alyssa LaTorre, Conor Loven, Christopher McCaul, Benjamin Merino, Jayson Morton, Abigail Polowchena, Fiona Reed, Brianna Ruud, Julia Santiago, Martin Szabo, Leah Turkington, Isabella Willson, Frankie Wulf, Angelina Zammito.

Grade 8

Aliana Acevedo, Adrian Baez, Benjamin Branca, Samantha Burney, Lana-Beatrice Cocal, Jessica Colgan, Katya Daly, Nadija Daly, Madison Danley, Erika Dietz, Caroline Eckardt, Jayla Elias, Jenna Fallon, Derek Fawthrop, Jessica Friedman, Dea Garcia, Steven George, Janie Henderson, Nicole Kelly, James Kirchner, Brenna Loven, Nicholas Madrid, Daniella McMillin, Alejandro Rivas, Olivia Sachse, Joshua Schneider, Emily Serio, Phoenix Sherlock, Gabriel Simpson, Gregory Smith, Alexander Syto, Victoria Tarsitano, Emelia Turkington, Catalina Villacis, Ryan White.

Honor Roll

Grade 12

Jillian Ammiano, Gabrielle Auriemma, Marcus Bagay, Danica Berchin, Jacob Boehm, Matthew Castano, Kevin DeSanto, Jonathon Dzikowicz-McMullen, Harrison Hadowanetz, Jessica Hassan, Jesse Huapaya, Elizabeta Kelesovska, Olivia Mastroeni, Shawn Nelson, Lauren Riker, Omar Seliman, Sarah Smith, Ryan Tremblay, Gage Trignano, Robin Wall, Faith Wood.

Grade 11

Michelle Arana, Alexa Araya, Leonardo Arocho, Christopher Ascione, Isabella Coats, Emily Contreras Ordenana, Rylee Crouch, Hannah Dodenhoff, Sarah Donnelly, Philip Engle, Thomas Hardman, Julianna Loor Rodas, Kiefer Luca, Douglas Mackenzie, Kaitlyn Mueller, Emily Rennie, Victoria Semiz, Dylan Siegel, Celia Wardlow, Ian Yori.

Grade 10

Sophia Aciego, Andrew Bilter, Dylan Castro, Hailey Chudley, Danna Contreras Ordenana, Joseph Gagnon, Nicolas Galloza, Sydnee Henderson, Matthew Marshall, Michael Martinez, Colin O'Sullivan, Gavin Orchard, Teah Peterson, Autumn Rennie, Jason Schwartzman, Jacqueline Tamayo, Patrycja Tomaszewska, Leilani Vasco.

Grade 9

Maxine Coddington, Daniella Cornacchia, Angel Feliciano, Dejanaeh Getty, Aiden Iberer, Salah Ibrahim, Katelyn Kowal, Nadia Madalena, Michelle Marks, Juan Miguel Panesso Osorio, Elijah Reyes, Abdul Kareem Sheikh, Tatiana Sinegra, Kate Lynn Smith, Jeremy Viera Alicea.

Grade 8

Lucy Barahona, Blake Brown, Francesca Campbell, Glyn Davies, Megan Dunlap, Samuel Fara, James Fawthrop, Cole Ferrer, Michael Forrester, Sophia Garcia, Shawn Garrison, Jack Gonzales, Anthony Haines, Samara Ibrahim, Lacie Joyner, Sofija Kelesovska, Frank Kenyon, Victor Leal, Abigail Lemmerman, Mercedes Martinez, Antonio Mastroeni, Gabriel Morat, Kevin Olshefski, Connor Pepe, Yadeliz Perez, Cassandra Puco, Chico Range, Dora Robles, Austin Roman, Emanuel Stupar, Ava Szluka, Samantha Van Beekum, Gabriel Wecht, Abigail Whritenour.



Hopatcong Borough Schools
Hopatcong High School

P.O. Box 1029 • Hopatcong, New Jersey 07843
(973) 398-8803 • FAX (973) 398-9048

9e

To: Mr. Art DiBenedetto

From: Mr. Chris Buglovsky

Date: January 13, 2020

Re: **High School's Student of the Month - January**

The following students were chosen as Hopatcong High School's Students of the Month for their outstanding performance in January, 2020.

SCHOLASTICS (Algebra 2 CP) – Kaylee Post - Junior

Kaylee is excelling (100% +) in her Algebra 2 CP class. She actively participates in class and when it is time for independent practice, she is always willing to work with another student in class who is struggling. In addition, she participates in Math League on her own time.

SCHOLASTICS (Pre-Calculus Honors) – Nicholas Coats - Junior

Nicholas is an outstanding student in Pre-Calculus Honors. Not only does he have a 100% average in class, he goes above and beyond what is asked of him. He is always helping his classmates, whether it be because they were absent and have missed notes/new material, or they just need extra help.

SPECIALTY AREA (Fine Arts, Art 2) – Odalis Mendez, Senior

Odalis has demonstrated an impressive level of focus, attention to detail and quality of production. The projects she has completed thus far have required perseverance, a willingness to experiment and a determination to adapt and change course when necessary. She is very aware that this work lays the foundation for a future she wants to pursue and she takes this work seriously.

SPECIALTY AREA (Fine Arts, Art 1) – Bronson Percy, Senior

Bronson is an exceptional artist. He consistently works hard to complete his projects with great skill and often offers assistance and feedback to other students.

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Hopatcong Borough Schools
Hopatcong High School

P.O. Box 1029 λ Hopatcong, New Jersey 07843
(973) 398-8803 λ FAX (973) 398-9048

To: Mr. Art DiBenedetto

From: Mr. Christopher Buglovsky

Date: January 13, 2020

A handwritten signature in black ink that reads 'Chris Buglovsky'.

Re: **High School's Scholar Athlete of the Month - January**

The following students were chosen as Hopatcong High School's Scholar Athletes of the Month for their outstanding performance in January, 2020.

ATHLETICS (Boys Basketball) – Luis Palmer, Junior

Luis is a leader on and off the court for a team without any seniors. Luis is always matched up defensively with the other team's top player. Luis is one of the hardest working players in the program.

ATHLETICS (Girls Basketball) – Christy Brennan – Sophomore

Christy constantly displays a fantastic work ethic. She has developed and demonstrated leadership skills. Christy embraces challenging situations and is determined and committed to the sport.

LIST OF APPROVED SUBSTITUTES

DISTRICT: Hopatcong

COUNTY: Sussex

Date adopted by Local Board of Education Subject to Criminal Background Check January 20, 2020

NAME	INSTITUTIONS ATTENDED	DATES OF ATTENDANCE	DEGREE RECEIVED	MAJOR	CERTIFICATE(S)
Ana Soares Nieves	William Paterson Univ.	2001-2005	BA	English Minor: Journalism/film	Cty. Substitute Cert
Isabelle Becker	East Stroudsburg Univ.	2016-2019	BS	Early Childhood/Special Ed prek-8grade	Cty. Substitute Cert.
SUBSTITUTE PARAPROFESSIONALS	SUBSTITUTE CUSTODIANS/ MECHANIC	SUBSTITUTE VAN/BUS DRIVERS	SUBSTITUTE School Nurse		SUBSTITUTE DAY PLUS

POLICY

HOPATCONG BOARD OF EDUCATION

Operations
8600/Page 1 of 5
TRANSPORTATION (M)

8600 STUDENT TRANSPORTATION (M)

[See POLICY ALERT Nos. 106, 109, 125, 140, 149, 156 and 218]

M

~~The Board of Education shall transport eligible pupils to and from school and school related activities in accordance with law and this policy. Transportation shall be provided only to eligible public and nonpublic school pupils, authorized school staff members, and adults serving as approved chaperones.~~

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

The Board will provide transportation to and from school for public school pupils **students** in grades K-8 who live more than 2.0 miles from the school they attend and in grades 9-12 who live more than 2.5 miles from the school they attend. No student shall be transported by the Hopatcong Board of Education to or from a child care provider or facility outside the boundaries of the Borough of Hopatcong.

~~Pupils eligible for transportation shall meet the criteria for determination as to which non-remote students walk and ride to school within the Borough of Hopatcong for the 1982-83 school year and thereafter:~~

- ~~1. No student on the north side of Riverstyx Bridge, K-12, will walk to school.~~
- ~~2. No student south of Brooklyn Stanhope Road, K-8, will walk to school.~~



POLICY

HOPATCONG BOARD OF EDUCATION

Operations
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TRANSPORTATION (M)

- ~~3. No student east of Lakeside Boulevard, K-12, will walk to school.~~
- ~~4. No student who lives in the Ingram Hill area, K-4, will walk to school.~~
- ~~5. No student who lives north of Broadway, K-4, will walk to Durban Avenue School. No student who lives north of Madison, 5-8, will walk to Hopateong Middle School. No student who lives north of Geneva, 9-12, will walk to Hopateong High School.~~
- ~~6. No student who lives on Holiday Drive, K-8, will walk to either Tulsa Trail School or Hopateong Middle School.~~
- ~~7. No student who lives north of Hopatchung, 5-12, will walk to Hopateong Middle School or Hopateong High School.~~

The Board will transport students certified by a physician, the Supervisor of Instructional Support Services, or the Superintendent, as temporarily disabled regardless of the distance between their home and school.

~~The Board will transport disabled students in accordance with Policy No. 8670.~~

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A.18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5

The Board, if necessary, shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior



POLICY

HOPATCONG BOARD OF EDUCATION

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TRANSPORTATION (M)

to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Departments of Education (NJDOE), and the New Jersey Motor Vehicle Commission (NJMVC), Transportation and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

~~The Board will also transport resident children who attend a nonpublic school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of pupils enrolled in the schools of this district. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for pupils enrolled in any public or nonpublic school.~~

~~When the Board provides transportation of pupils to and from county vocational schools and/or classified pursuant to chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year, the Board will utilize one of the agencies identified and published by the Commissioner of Education as providing cooperative transportation services in accordance with N.J.S.A. 18A:39-1. The Board will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation. The Board will provide to the agency any unique limitations or restrictions of the required transportation. When the costs to provide transportation by one of the agencies is less than the aid in lieu of payments, the Board will contract with the agency to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-1 and shall notify the nonpublic school and the parent or guardian of the nonpublic school by August 1 prior to the beginning of the school year.~~



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HOPATCONG BOARD OF EDUCATION

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TRANSPORTATION (M)

~~Transportation by one of these agencies will not be required when the local district can provide transportation at a lower cost than the agencies or the transportation at a lower cost than the agencies or the transportation provided by one of the agencies does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.~~

~~The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends. A pupil may be excluded from the bus for disciplinary reasons by the principal and his parents shall provide for his transportation to and from school during the period of such exclusion.~~

~~The home may be the pick-up point for all children requiring special transportation. Times will be determined and assigned by the Board.~~

~~The Board will not be responsible for the transportation of nonresident pupils to or from school, except that transportation to and from school will be provided for homeless children for whom this district is determined to be the district of residence and for homeless children enrolled in this district when no district of residence has been determined.~~

~~The Board requires that all buses bid or purchased shall be equipped with seat belts. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport pupils wear seat belts in the same manner.~~

~~Buses used to transport pupils must meet state standards. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.~~

~~The Transportation Coordinator shall:~~

- ~~1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;~~



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TRANSPORTATION (M)

- ~~2. Prepare and promulgate procedures to be followed in the event of a bus emergency and rules governing the conduct of all pupils transported by the Board;~~
- ~~3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and~~
- ~~4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board.~~

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:1-1 et seq.; 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6:3-7.9; 6:8-4.3(a) 10vi; 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;

6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;

6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;

6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted: 29 June 1992

Revised: 22 July 1996

Revised: 18 December 2000

Revised: 18 March 2002

Revised:



POLICY

HOPATCONG BOARD OF EDUCATION

Operations
8630/Page 1 of 5
BUS DRIVER RESPONSIBILITY (M)

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164, 205, 209, 214 and 218]

M

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) ~~et seq.~~ and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1. ~~School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).~~



In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC's biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC's biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the "New Jersey Controlled Dangerous Substances Act," (N.J.S.A. 24:21-1 et seq.).

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the "Motor Carrier Safety Improvement Act of 1999," 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the New Jersey



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HOPATCONG BOARD OF EDUCATION

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BUS DRIVER RESPONSIBILITY (M)

Department of Education (NJDOE) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records N.J.A.C. 6A:27-12.1(j)2. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver's license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).



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HOPATCONG BOARD OF EDUCATION

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BUS DRIVER RESPONSIBILITY (M)

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus pursuant to N.J.S.A. 39:3B-27.

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-128;
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;
18A:39-19.6; 18A:39-28

N.J.S.A. 39:3-10.1 et seq.

N.J.S.A. 39:3B-25; 39:3B-27

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:

29 June 1992



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HOPATCONG BOARD OF EDUCATION

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BUS DRIVER RESPONSIBILITY (M)

Revised: April 2003
2nd Reading & Adoption: 25 August 2003

Revised: March 2015
1st Reading: 27 April 2015
2nd Reading & Adoption: 18 May 2015

Revised:



POLICY

HOPATCONG BOARD OF EDUCATION

Operations
8670/Page 1 of 2

TRANSPORTATION OF DISABLED PUPILS (M)

8670 TRANSPORTATION OF SPECIAL NEEDS STUDENTS DISABLED STUDENTS (M)

M

The Board of Education shall provide transportation services for students with special needs in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-5.1, disabilities as required by law and with their Individualized Education Program (IEP) dictated by the student's educational needs and physical welfare. The Board will provide the transportation in accordance with N.J.A.C. 6A:27-5.1 specified as a related service in the program of special education approved for a disabled student with special needs pursuant to N.J.A.C. 6A:14-3.9(a)7. Such transportation will conform to the student's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team or prescribed by the school physician. Such transportation services may include, but are not limited to, special transportation equipment, transportation aides, and special arrangements for other assistance to and from school.

When an out-of-district placement for educational reasons is made, transportation shall be provided consistent the school calendar of the receiving school. A copy of the school calendar shall be submitted to the resident district by May 15 preceding the year in which transportation is required, or at the time of placement if it occurs after May 15.

When necessary, the student's case manager shall provide the transportation coordinator or responsible staff member and the bus driver with specific information about the student including safety concerns, mode of communication, and health and behavioral characteristics of a student for whom transportation services are to be provided.

Students with special needs below the age of five, shall be transported in vehicles equipped with safety belts or other child restraint systems, in accordance with applicable Federal and State regulations.

The transportation of disabled students with special needs to special education programs approved by the Board and located outside the State will conform to guidelines established by the New Jersey State Department of Education pursuant to N.J.A.C. 6A:27-2.2(c)1. Such transportation services will be dictated by the student's IEP and approved by the Child Study Team. The individual plan for a disabled student's out of State transportation will be



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HOPATCONG BOARD OF EDUCATION

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TRANSPORTATION OF DISABLED PUPILS (M)

~~submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out of State disabled students will be by the most economical and expeditious mode consistent with the student's special needs and will be limited to travel at the beginning and the ending of the school year.~~

State aid will be sought for the services provided in accordance with law and this Policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-1 et seq.; 18A:39-2.1; 18A:46-19.6; 18A:46-23
N.J.A.C. 6A:14-3.9(a)7; 6A:27-2.2; 6A:27-5.1 et seq.
~~Cross reference: Policy Guide No. 2460~~

Adopted: 29 June 1992
Revised: 18 December 2000
Revised: 20 July 2005
Revised:



POLICY

HOPATCONG BOARD OF EDUCATION

Community
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PARENT ORGANIZATIONS

9210 PARENT ORGANIZATIONS

[See POLICY ALERT No. 218]

The Board of Education will encourage and support **parent** organizations of ~~parent(s) or legal guardian(s)~~ whose objectives are to promote the educational interests of district students.

Parent organizations are organizations independent from the Board of Education. Therefore, parent organizations shall not make any representations their organization or activities are sponsored or endorsed by the Board of Education without prior approval of the Board of Education. A parent organization shall submit a request for sponsorship or endorsement of a specific activity to the Board of Education.

A ~~No~~ parent organization may **not** organize students, ~~or~~ sponsor school activities, or solicit moneys in the name of this school district or of any school in the district without the prior approval of the **Superintendent or designee** Board. Such approval must be sought by written application to the Superintendent ~~or designee~~.

Representatives of recognized parent organizations shall be treated by district employees as interested friends of the schools and as supporters of public education in the school district. **Representatives of recognized parent organizations shall comply with all applicable Board policies.**

The Board relies upon parent organizations to operate in a manner consistent with public expectations for the schools and reserves the right to withdraw recognition from any parent organization, **at will**, whose actions are inimical to the interests of the **school district and the students** of this district.

Adopted: 29 June 1992
Revised:



REGULATION

HOPATCONG BOARD OF EDUCATION

OPERATIONS
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PUPIL TRANSPORTATION

R 8600 PUPIL STUDENT TRANSPORTATION

~~All student transportation shall be provided in accordance with law, negotiated agreements and with consideration of the following guidelines.~~

~~Insurance~~

~~The Superintendent shall annually determine the amount of insurance needed for drivers and vehicles for which the Board has responsibility. Additional coverage shall be maintained to provide insurance for instances where students may be transported in private vehicles by authorized school personnel.~~

General Requirements - Students Remote From School

A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.4(a)1. and (a)2., from their assigned district school of attendance;
2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;
3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
4. Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1
5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and
6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

Hazardous Routes



REGULATION

HOPATCONG BOARD OF EDUCATION

OPERATIONS
R 8600/Page 2 of 6
PUPIL TRANSPORTATION

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, the Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route. For the 2019 – 2020 school year and thereafter, the current locations are:

1. No student on the north side of Riverstyx Bridge, K-12, will walk to school.
2. No student south of Brooklyn Stanhope Road, K-8, will walk to school.
3. No student east of Lakeside Boulevard, K-12, will walk to school.



REGULATION

HOPATCONG BOARD OF EDUCATION

OPERATIONS
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PUPIL TRANSPORTATION

4. No student who lives in the Ingram Hill area, K-4, will walk to school.
5. No student who lives north of Broadway, K-4, will walk to Durban Avenue School. No student who lives north of Madison, 5-8, will walk to Hopatcong Middle School. No student who lives north of Geneva, 9-12, will walk to Hopatcong High School.
6. No student who lives on Holiday Drive, K-8, will walk to either Tulsa Trail School or Hopatcong Middle School.
7. No student who lives north of Hopatchung, 5-12, will walk to Hopatcong Middle School or Hopatcong High School.

Cooperative/Coordinated Transportation Services

- A. The Board, if necessary, shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.

School Bus Use and Standards

- A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design



REGULATION

HOPATCONG BOARD OF EDUCATION

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PUPIL TRANSPORTATION

as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

- D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.

Operation and Management of Transportation System

- A. The Transportation Coordinator shall
 - 1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;



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2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;
 3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
 4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE.

Routes

- ~~1. No in-district student shall be transported beyond the boundaries of the Borough of Hopatecong.~~
- ~~2. Routes shall be determined with economy in mind but consideration for the time each student must spend on the bus or van.~~
- ~~3. Stops shall be specified to provide the shortest walk to the bus stop, except that stops shall be at least 3/10ths of a mile apart where possible.~~
- ~~4. Assignment of disabled students to buses and routes shall be done with consideration of the individual student's needs.~~
- ~~5. Routes for transporting eligible nonpublic school students shall be established by the district transportation office, provided the cost does not exceed the state established maximum cost/pupil for nonpublic student transportation. When route costs exceed the allowable amount, parent(s) or legal guardian(s) of eligible nonpublic students shall receive the payment in lieu of transportation established annually by the New Jersey Department of Education, and shall be responsible for transporting their~~



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~~children to and from school. All applications for nonpublic transportation or payments must be made in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6:21-2.1 et seq.~~

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R 8630 EMERGENCY SCHOOL BUS PROCEDURES (M)

[See POLICY ALERT Nos. 164, 205, 209, 214 and 218]

M

~~The following procedures apply to all school bus drivers employed by the Board of Education or under contract with the Board of Education for the transportation of pupils to and from school or in the course of an activity sponsored by the Board of Education.~~

A. Staff Training

1. The employer shall administer a safety education program for all permanent and substitute school bus drivers and school bus aides that it employs. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the employee's ~~district's~~ responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The employer administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.



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43. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:
- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
 - b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
 - c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the New Jersey Department of Education (NJDOE); and/or
 - d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

AB. ~~Bus exit drills~~ Emergency Bus Evacuation Drills



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1. The ~~p~~Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice **within the each** school year for ~~pupils~~ **students** who are transported to and from school and ~~at least once per year for all other pupils and all other~~ **students shall receive school bus evacuation instruction at least once within the school year.**
2. ~~The school bus driver will participate in the drill.~~ **School bus drivers and bus aides shall participate in the emergency exit drills.**
3. Bus exit drills will be conducted on school property and will be supervised by the ~~p~~Principal or by a person assigned ~~by the principal to supervise the drill to act in a supervisory capacity.~~ **The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of ~~pupils~~ **students.****
4. The portion of the drill involving the use of the rear emergency door, which requires ~~pupils~~ **students** to jump ~~a thirty inch drop,~~ **need not be performed by every pupil; a few pupils may demonstrate for the others from the bus to the ground does need not to be performed by every student and may be demonstrated by others.**
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;



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- d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct ~~pupils~~ **students** that lunches and books should be left on the bus in the evacuation procedure;
 - g. Appoint older, bigger pupils to assist younger, smaller pupils in their exit from the bus;
 - h. Have ~~pupils~~ **students** leave bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct ~~pupils~~ **students** to group ~~in a safe place fifty "giant steps" away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority; and a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;~~
 - j. Tolerate no pupil misbehavior in the conduct of the drill; the failure of any pupil to follow directions must be reported to the principal.
 - k. **Provide any other training required by Federal and State law or as deemed appropriate by the Board that will protect the safety of the students in the event the bus needs to be exited due to an emergency.**
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
 - b. The time the drill was conducted;



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- c. The school name;
- d. The location of the drill;
- e. The route number(s) included in the drill; and
- f. The name of the Principal or assigned person(s) who supervised the drill.

BC. Additional Precautions

1. ~~School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid~~ **may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the _____ (Transportation Supervisor or Principal or designee).**
2. **In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.**
 - a. **Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned for whom a student information card has been completed by the parent.**



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3. **School bus drivers shall attend training workshops offered by the NJDOE and this school district and shall be trained in first aid.**
24. Each school bus shall be equipped with
 - a. A list of the students assigned to that bus;
 - b. A basic first aid kit;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. **Any other equipment or supplies determined to be included on the school bus by the administration.**
35. Each school bus driver shall
 - a. ~~Daily survey his or her bus for possible hazards;~~ **Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;**
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain ~~pupil-student~~ discipline on the bus;
 - d. Prohibit the presence of any **non-service** animal, **firearm**, ammunition, weapon, explosive, or any other dangerous or **illegal** material or object on the school bus;
 - e. Report promptly to the Transportation Coordinator any potential driving hazard on ~~his or her~~ **his/her** route, such as construction, road work, etc.;



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- f. Report promptly to the Transportation Coordinator any deviation in the bus route or schedule;
- g. Drive at safe speeds **within speed limits** at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations; and
- i. Not smoke, eat, or drink any liquid or perform any act or behave in any manner that may impair the safe operation of the school bus while it is transporting pupils, ~~while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;~~
- j. Inspect the school vehicle for students left on board the bus at the end of a route; and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

CD. General emergency rules-Emergency Rules

1. The school bus driver is responsible for the safety of the pupils on his or her bus. ~~In the event of an emergency, the school bus driver must exercise responsible leadership. The safety and well-being of pupils must be the driver's paramount consideration. The bus driver will stay with his or her pupils at all times, drivers are~~ responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff



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member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.

2. ~~The bus driver may not leave the school bus when children are aboard except in an emergency and, then, only after he or she has stopped the motor, removed the ignition key, set the auxiliary brake, and put the transmission in gear, for a standard transmission or in "Park" for an automatic transmission. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.~~
3. A school bus must be evacuated when
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; or
 - c. The bus is disabled for any reason and:
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering pupils; or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
 - d. **The risk of remaining in the bus poses a greater safety risk than evacuating the bus.**
4. When a school bus is evacuated, ~~pupils~~ **students** shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.



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5. ~~Pupils~~ **Students** who have been evacuated from a school bus shall be moved to a safe place ~~at least 100 feet~~ **and distance** from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other provisions can be made.
6. No ~~pupil~~ **student** shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. ~~Whenever~~ **In the event** a school bus is disabled in the course of providing ~~pupil student~~ transportation, the driver, or a responsible person ~~appointed~~ **designated** by the driver, will notify the Transportation Coordinator of the number and location of the bus and the circumstances of the disability. The Transportation Coordinator will make arrangements for the safety of the ~~pupils~~ **involved**, ~~by substitute transportation or otherwise~~ **students**.

DE. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented::
 - a. The school bus driver shall, in person or through a responsible ~~delegate~~ **designee**, summon the police and emergency medical services, if necessary, and notify the Transportation Coordinator.
 - b. The school bus driver will attempt to make all pupils as safe and comfortable as possible. If **possible and** necessary, the driver will administer emergency first aid to injured ~~pupils~~ **students**.
 - c. ~~Each pupil on a school bus involved in an accident must be examined for possible injuries, whether or not the pupil appears to have been injured. In the event the school medical inspector is not immediately available, pupils will be examined by the school nurse or by the pupil's personal physician. A written report must~~



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~~be made of the medical condition of each pupil on the bus and submitted to the Transportation Coordinator.~~

- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.



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- de. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- e. ~~The driver will obtain the names and addresses of persons involved in the accident and, if possible, of witnesses.~~
- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the ~~p~~Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Department of Education ~~with the Principal of the receiving school. The written accident report must be accurate and complete~~ Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the ~~NJDOE New Jersey Department of Education.~~
 - (3) In addition, a school bus driver involved in accident resulting in injury or death of any person ~~or property damage in excess of \$500 shall, within ten days after the accident, complete and file, or~~ damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.



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- ~~(4) The parents and guardians of pupils involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported per ambulance report.~~ **students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.**
 2. In the event the school bus driver is incapacitated, the following procedures will be implemented.:
 - a. A school bus driver is incapacitated when ~~he or she~~ **he/she** is unable to operate the school bus safely or when ~~his or her~~ **his/her** driving ability is significantly impaired by the driver's physical or mental condition.
 - b. ~~If necessary, the bus will be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and the auxiliary brake set~~ **there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.**
 - c. ~~The bus driver shall, in person or through a responsible delegate, immediately notify the Principal or designee of the number and location of the bus and, to the extent that it is known, the condition of the driver.~~ **shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.**



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- d. The Principal or designee shall immediately arrange for the transportation of the ~~pupils~~ **students** by substitute driver, substitute bus, or other means.
3. In the event of an injury to a ~~pupil~~ **student** on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
 - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a ~~pupil~~ **student** who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the ~~pupil's~~ **student's** injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the ~~pupil~~ **student** until emergency medical help arrives.
 - d. If the ~~pupil's injury is not serious and~~ **student's injury**
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured ~~pupil~~ **student** to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the ~~pupil's~~ **student's** parent; ~~or guardian.~~
 - (2) Occurs on the way to the ~~pupil's~~ **student's** home, the school bus driver ~~will deliver the injured pupil to his or her parent or guardian or to a responsible adult at the pupil's home or if no one is home the injured student will be delivered to the nearest hospital emergency room. or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home~~



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the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or

- (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the pupil and notify the ~~pupil's student's~~ parent or guardian.
- e. The school bus driver will immediately report the incident to the ~~p~~Principal or designee of the school in which the ~~pupil student~~ is enrolled. ~~The principal may request that the school medical inspector examine the pupil or may request the pupil's parent or guardian to submit the report, if any, of the examining physician.~~

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REGULATION GUIDE

STRAUSS ESMAY ASSOCIATES

STUDENTS

R 5850 SOCIAL EVENTS AND CLASS TRIPS

R 5850 SOCIAL EVENTS AND CLASS TRIPS

A. Approval

1. Requests for approval of a social event or class trip must be submitted in writing to the Superintendent not less than 20 working days before the activity is scheduled to occur.
2. Each request must include:
 - a. The name of the sponsoring organization,
 - b. The name of an adult representative of the organization who will assume responsibility for the activity (such as a club's faculty advisor),
 - c. The date on which the activity is to occur,
 - d. For a social event, the place in which it is to occur (if on school premises, the specific room or facility; if off school premises, the specific location with directions and a telephone number),
 - e. For a class trip, the proposed itinerary, with specific locations of any proposed stops, including telephone numbers, and the planned means of transportation,
 - f. The group of students who will participate in the activity and the anticipated number of students,
 - g. The cost of the activity and the manner in which costs will be assessed or funds will be raised,
 - h. If appropriate, the insurance coverage for the activity, and
 - i. The number and names, to the extent they are known, of the chaperones appointed to the activity.
3. The Superintendent will consult the school calendar to determine whether the proposed activity will interfere with the instructional program or a social event or

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class trip given earlier approval. The Superintendent will grant or deny the request within 10 working days of its receipt.

B. Student Participation

1. Social events and class trips are not directly related to the curriculum and students are permitted to participate only in accordance with Policy No. 5850. Students on suspension are not eligible for participation.
2. No minor student may participate in a social event or class trip that extends beyond the school day or takes place away from school premises without the written, signed permission of the student's parent(s) or legal guardian(s).

C. Student Conduct

1. Students who elect to participate in social events and class trips and their guests are subject to district rules for student conduct, including rules for conduct on buses. Infractions of rules will be subject to discipline in the same manner as are infractions of rules during the regular school program. Students shall obey the approved chaperones; disobedience to a chaperone will be tantamount to disobedience of a teaching staff member.
3. Students who violate rules of conduct in the course of a class trip away from school may be dismissed from the trip and sent home in accordance with procedures established for the dismissal of students from field trips, in accordance with Policy No. 2340.
5. The possession, use, and/or distribution of alcohol and/or drugs by any person and the presence of any person under the influence of alcohol or drugs are absolutely prohibited at any school sponsored social event or class trip, regardless of the location of the activity. Violators of this rule will be disciplined in strict accordance with Policy No. 5530.

D. Chaperones

1. Each social event and class trip must be properly chaperoned by responsible adult under the supervision of at least one district staff member per bus.

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5. Chaperones should:
 - a. Arrive promptly at scheduled activity and, if possible, well in advance of the student participants;
 - b. Acquaint themselves with school rules of conduct and with the distinctions between minor and serious rule infractions (minor infractions are punishable by reprimands, conferences, and/or detention; serious rule infractions may involve the imposition of suspension);
 - c. Circulate freely among the participants in order to detect any infractions of rules;
 - d. Frequently check lavatories, entrances, hallways and the like;
 - e. Correct students who engage in minor infractions of rules;
 - f. Report to a teaching staff member any serious infraction of rules that may require school discipline or the dismissal of a student from the activity;
 - g. Report immediately to a staff member any person who may be under the influence of alcohol or drugs so that the teaching staff member can implement Regulation No. 5530; and
 - h. Report immediately to a staff member or police officer any person who may have alcohol, drugs, contraband, or a weapon in his/her possession.

E. Post-activity Requirements

1. The sponsoring organization is responsible for cleaning up any decorations and debris caused by the activity and left on school premises.

Adopted:

HOPATCONG BOROUGH SCHOOLS

2019-2020 CALENDAR

September	3	Tuesday	Teacher In-Service	
	4	Wednesday	Teacher In-Service	
	5	Thursday	Teacher In-Service	
	6	Friday	Schools Re-Opens for Students	17 Days
October	14	Monday	Columbus Day (School Closed for Students) Teacher In-Service	22 Days
November	7	Thursday	NJEA Convention (Schools Closed)	
	8	Friday	NJEA Convention (Schools Closed)	
	27	Wednesday	Early Dismissal	
	28 & 29	Thursday & Friday	Thanksgiving Recess (District Closed)	17 Days
December	20	Friday	Early Dismissal	
	23 - 31	Monday-Tuesday	Holiday Recess (District Closed)	15 Days
January 2020	1	Wednesday	New Year's Day (District Closed)	
	2	Thursday	School Resumes	
	20	Monday	MLK Jr. Day (Schools Closed) Teacher In-Service	21 Days
February	17	Monday	Presidents Day (District Closed)	19 Days
March				22 Days
April	10-17	Friday - Friday	Spring Recess (Schools Closed)	16 Days
May	25	Monday	Memorial Day (District Closed)	20 Days
June	17	Wednesday	Early Dismissal Students/ Teacher In-Service	
	18	Thursday	Early Dismissal Students/Teacher In-Service	
	19	Friday	Early Dismissal/Last Day for Students	<u>15 Days</u>
				180 Student Days
				185 Teacher Days

HOPATCONG BOROUGH SCHOOLS 2020-2021 CALENDAR

20b

				<u>Student Days</u>
September	1	Tuesday	Teacher In-Service	
	2	Wednesday	Teacher In-Service	
	3	Thursday	First Day of School for Students	
	7	Monday	Labor Day (District Closed)	19 Days
October	12	Monday	Columbus Day (School Closed for Students) Teacher In-Service	21 Days
November	5	Thursday	NJEA Convention (Schools Closed)	
	6	Friday	NJEA Convention (Schools Closed)	
	25	Wednesday	Early Dismissal	
	26 & 27	Thursday & Friday	Thanksgiving Recess (District Closed)	17 Days
December	23 - 31	Thursday-Thursday	Holiday Recess (District Closed)	16 Days
January 2021	1	Friday	New Year's Day (District Closed)	
	4	Monday	School Resumes	
	18	Monday	MLK Jr. Day (Schools Closed for students) Teacher In-Service	19 Days
February	15	Monday	Presidents Day (District Closed)	19 Days
March				23 Days
April	2-9	Friday - Friday	Spring Recess (Schools Closed)	16 Days
May	31	Monday	Memorial Day (District Closed)	20 Days
June	15	Tuesday	Early Dismissal Students/ Teacher In-Service	
	16	Wednesday	Early Dismissal Students/Teacher In-Service	
	17	Thursday	Early Dismissal/Last Day for Students	<u>14 Days</u>
				184 Student Days Includes 4 Built-In Days

ADDENDUM

January 20, 2020

It is recommended by the superintendent that the Hopatcong Board of Education approve the following conferences and meetings:

Name	Reason	Location	Registration	Travel
Pallotta S.	IEP Mtg	Windsor School		\$21.98
Debos E.	Steam conf.	Ramapo	\$75	\$28.00
Cubberly K.	Young Adult Lit Conf	Newark	\$279	\$9.10
Mulvihill J.	"	"	"	"