

1. **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 has been notified by mail that this public meeting is to convene at the Administration Building Board Meeting Room at 7:00 p.m. on December 15, 2014.

2. **Roll Call**

Members present: Mrs. Antonelli (7:25), Mrs. Bongiorno, Mr. Farruggia, Mr. Fasano, Mrs. Krowl, Mrs. Madar, Ms. Perrotti, Mr. Lundin.

Members absent: Dr. Lavery

Also present were: Mrs. Randina, Superintendent; Mr. Minkewicz, Interim Business Administrator/Board Secretary; Mr. John Geppert, Legal Counsel

3. **Executive Session** On a motion by Mrs. Bongiorno, seconded by Mrs. Krowl, and unanimous voice vote, the Board entered into executive session at 5:46 p.m.

WHEREAS, C.231, P.L. 1975, known as the Sunshine Law, authorized a public body to meet in executive session under certain limited circumstances; and;

WHEREAS, said law required the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE HOPATCONG SCHOOL DISTRICT:

- a. That it does hereby determine that it is necessary to meet in Executive Session on December 15, 2014 to discuss matters involving contracts and/or personnel.
- b. That the matters discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.

4. **Reconvene/Open Session** On a motion by Mrs. Krowl, seconded by Mrs. Bongiorno and a unanimous voice vote, the Board reconvened at 6:55 p.m. Mr. Lundin opened the public portion of the meeting at 7:00.

5. **Pledge of Allegiance**

6. Minutes

On a motion by Ms. Perrotti, seconded by Mrs. Krowl and a unanimous voice vote, with Mr. Lundin abstaining, the following were approved:

Approval of the minutes of the **Regular Meeting of September 29, 2014**, as reported by the Board Secretary and reviewed by the Board President and members of the Board.

On a motion by Mrs. Bongiorno seconded by Mrs. Krowl and a unanimous voice vote, the following were approved:

Approval of the minutes of the **Regular Meeting of November 17, 2014**, as reported by the Board Secretary and reviewed by the Board President and members of the Board.

On a motion by Mr. Farruggia, seconded by Ms. Perrotti and a unanimous voice vote, with Mrs. Bongiorno abstaining, the following were approved:

Approval of the minutes of the **Special Meeting of December 2, 2014**, as reported by the Board Secretary and reviewed by the Board President and members of the Board.

On a motion by Mrs. Krowl, seconded by Mrs. Bongiorno and a unanimous voice vote, with Ms. Perrotti abstaining, the following were approved:

Approval of the minutes of the **Special Meeting of December 8, 2014**, as reported by the Board Secretary and reviewed by the Board President and members of the Board.

7. Superintendent's Report and HIB Report

Mrs. Randina introduced Dr. Kaufhold to share the schools' reports. Dr. Kaufhold spoke about many good things happening at each school including "Building Friendships" at Hudson Maxim, food drives and holiday baskets at Tulsa Trail, National-Wreaths-Across-America at Durban Avenue, holiday concerts and fund raisers at the middle school and the fall play, food drive and blood drive at the high school. Mrs. Randina commended the students for their tremendous giving over the past couple of months. Mrs. Randina then reported on training for arts and music teachers, preparing for PARCC, the return of high school graduates on January 7th, the fall play (Alice in Wonderland), teacher facilitators and the many new courses that are being offered.

On a motion by Mrs. Krowl, seconded by Ms. Perrotti and a unanimous roll call vote, the Board accepted the Superintendent’s Report and District/Schools’ Updates.

8. Presentation

Board President, Mr. Cliff Lundin, spoke on behalf of the Lake Hopatcong Foundation, regarding the Lake Hopatcong walking/biking trail network. Mr. Lundin reported that there are conceptual plans underway to join together a twenty two mile trail network that runs around the lake through the four boroughs of Hopatcong, Stanhope, Byram and Jefferson.

On a motion by Mr. Fasano, seconded by Mrs. Bongiorno and a unanimous voice vote, with Mr. Lundin abstaining, the following was approved:

Acceptance of a conceptual approval of a four-town trail around Lake Hopatcong, using Hopatcong Board of Education property, subject to negotiation of a successful licensing agreement.

9. Acknowledgements/Correspondence

- a. Mr. Lundin recognized the **Honor roll students** for the first marking period in Durban Avenue School, as attached.
- b. Mr. Lundin reported that the following students were chosen as Hopatcong High School’s *Students of the Month* for their performances in November 2014.

<i>Michael Hon</i>	-	Scholastic (Science)
<i>Melissa Vilaro</i>	-	Scholastic (AP Chemistry)
<i>Tiffany DeFranza</i>	-	Specialty Area (Psychology AP)
<i>Ria Esteves</i>	-	Athletics (Varsity Cheerleading)
<i>Barbara Ortiz</i>	-	Athletics (Girls Soccer)
<i>Paige Garland</i>	-	United Way 2015 Scholar Athlete

- c. For their time and dedication to the outstanding production of and performance in, “*Alice in Wonderland*,” the board acknowledges and thanked **the entire cast, backstage crew, technicians and the HHS Drama Club**.
- d. The Hopatcong Chapter of the **National Honor Society** launched its annual **Thanksgiving Food Drive** and collected and delivered twenty-seven turkeys and over two thousand canned and boxed food items to needy families in the Hopatcong community. Thank you **Mrs. Kenny**, NHS advisor, for organizing these efforts.
- e. The board thanked **All teams and coaches** involved in the Fall Sports Program.

Mrs. Madar commended Ryan Taesler for his calm response and help in an emergency situation in the chemistry room.

On a motion by Mrs. Krowl, seconded by Ms. Perrotti and a unanimous voice vote, the acknowledgements and correspondence for December 2014 were approved.

10. Committee Reports

On a motion by Mr. Fasano, seconded by Mrs. Antonelli and a unanimous voice vote, the committee reports for December 2014 were approved.

- a. **Curriculum/Technology** – Chairperson, Mrs. Madar
- b. **Facilities** – Chairperson, Mr. Farruggia
- c. **Finance** – Chairperson, Mr. Farruggia
- d. **Negotiations** – Chairperson, Mr. Lundin
- e. **Personnel** – Chairperson, Mrs. Krowl
- f. **Policy** – Chairperson, Ms. Perrotti
- g. **Public Relations** – Chairperson, Mr. Fasano
- h. **High School Student Liaisons** – James Vilardo

11. Meeting Open to the Public for Discussion of Agenda Items Only

Members of the public commented on several topics including a district public-relations video, the annual school audit, achievement coaches and personnel.

12. Finance

Approval of the following finance items, items 12a-i as recommended by the Administration and as reviewed by the Finance Committee:

- a. Approval of the **certification by the Board Secretary** pursuant to N.J.A.C. that as of December 15, 2014, no budgetary line item account has been overexpended in the 2014/2015 budget in violation of N.J.A.C. 6:20-2.12 (a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- b. Approval of **intra-account and intra-fund budgetary transfers** to offset credits and deficits.
- c. Approval of the report of the Secretary of the Board of Education regarding the current operating fund, **Form A148**, for the period ending October 2014 and November 2014.
- d. Approval of the report of the Treasurer of School Monies, **Form A149**, for the period ending October 2014 and November 2014.

- e. Approval of **bills** for the regular account and cafeteria account for December 2014 in the amount of \$1,310,175.13, as attached.
- f. Approval of **bills** for the Sussex County Regional Cooperative for December 2014 in the amount of \$2,138,273.33, as attached.
- g. Approval of the acceptance by the Hopatcong Board of Education of a \$500.00 check from the **School Alliance Insurance Fund** provided as a Safety Incentive Award.
- h. Approval of the acceptance of a check from a private donor for \$1,000.00 to be used to help disadvantaged students in our district.
- i. Approval of the following **Corrective Action Plan** relative to the Fiscal Audit findings for the period July 1, 2013 to June 30, 2014 which were publicly reviewed and discussed at the Special Board of Education meeting on December 2, 2014.

NEW JERSEY DEPARTMENT OF EDUCATION
CORRECTIVE ACTION PLAN

NAME OF SCHOOL DISTRICT Hopatcong BOE COUNTY Sussex
 TYPE OF AUDIT Comprehensive Annual Financial Report (CAFR)
 DATE OF BOARD MEETING 12/15/14
 CONTACT PERSON Jim Minkewicz/Interim SBA
 TELEPHONE NUMBER (973) 770-8844

Recommendation Number	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
(I.)	The Treasurer of School Monies/Board designee surety bond coverage be increased in accordance with the New Jersey Administrative Code.	Request to School Alliance Insurance Fund (SAIF) to amend surety bond coverage of Treasurer/ Board designee.	School Business Administrator, Assistant School Business Administrator, SAIF Insurance Agent	10/01/14
(II.1.)	All purchase orders and supporting documentation will be retained and available for audit.	Purchase orders and supporting documents will be filed in the Business office, in order by month and alphabetically.	Assistant School Business Administrator and Business Administrator	10/01/14
(II.2.)	Internal control procedures over purchasing be	A new requisition system has been implemented	Department Supervisors, Principals, Assistant School	10/01/14

Recommendation Number	Action Approved By the Board	Corrective Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
	enhanced to ensure goods	(Systems 3000) and will	Business Administrator,	
	and/or service are ordered only after the issuance of an approved requisition and purchase order.	be utilized going forward	Business Administrator	
(II.3.)	All purchase orders contain a receipt of goods/services certification prior to payment.	New purchase orders are being utilized with a blue copy for receipt of goods certification. This signed copy will accompany all PO's for payment.	Assistant School Business Administrator and the Business Administrator	12/03/14
(II.4)	All purchase orders contain a payment approval certification prior to payment.	All purchase orders will contain approval from the Principal/Supervisor/Superintendent and/or Business Administrator and reviewed by the finance committee and approved for final payment by the Business Administrator	Superintendent and Business Administrator	12/03/14
(II.5)	All non-incorporated vendors paid in excess of \$600 annually be	Copy B of Form 1099 will be furnished to each recipient who was paid in	Business Administrator and Assistant School Business Administrator	02/01/15

Recommendation Number	Issued a tax form 1099. Corrective Action Approved By the Board	excess of \$600 annually by Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
				February 1, 2015. Copy A will be filed with the IRS.
(II.6)	Internal controls over travel and expense reimbursements be reviewed and enhanced.	School District Policy 6471.School District Travel define the procedures in accordance with NJSA 18A:11-12 to be implemented.	District Principals, Supervisors, Assistant School Business Administrator, School Business Administrator, School Superintendent	12/03/14
(II.7)	Payroll registers to be Certified by the Board President.	A new payroll software program is being implemented that produces a payroll report for review and certification by the Board President.	School Business Administrator, Assistant to the Business Administrator, Board President	01/01/15
(II.8)	All compensation for additional pay and/or stipends be included in employment contracts and/or Board Resolutions.	All compensation for additional pay and/or stipends will be included in employment contracts and/or Board Resolutions prior to payment.	District Principals, Supervisors, School Business Administrator, Payroll Supervisor, School Superintendent	12/03/14
(II.9)	All year-end outstanding purchase orders be reviewed to ensure	Prior to year end, each outstanding purchase order will be reviewed	Assistant School Business Administrator and School Business Administrator	12/03/14

Recommendation Number	validity. Corrective Action Approved By the Board	and followed up upon. Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
(II.10)	Internal control over financial accounting and reporting procedures be reviewed and enhanced to ensure financial transactions are properly recorded and reported in the District’s internal accounting records.	Monthly audit and reconciliation of the general ledger will be performed to ensure that the Board records agree with subsidiary records and supporting records. Documentation.	Assistant School Business Administrator and School Business Administrator	11/01/14
(II.11)	Budget appropriation transfers be submitted to the Board for approval on a timely basis to ensure line items are not over-expended.	Adherence to Board Policy 6422. Budget Transfers shall be reported to the Board, ratified and duly recorded not less than monthly.	Assistant School Business Administrator and School Business Administrator	11/01/14
(II.12)	District request reimbursement of funds for Federal grant program expenditures in a timely manner.	Federal Funds will be requested on a regular and as-needed basis for IDEA through SAGE (System for Administering Grants Electronically) and NCLB Funds through EWEG (Entitlement Web Enabled Grant System)	Director of Special Services, Director of Curriculum, and Assistant Business Administrator	11/01/14

Recommendation Number	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
(II.13)	Final expenditure report for the NCLB grant programs be reconciled to and in agreement with the District's accounting records prior to their submission.	Special Projects as approved and listed on Exhibit K-3 and Exhibit K-4 located in the CAFR will be reconciled to and in agreement with the District accounting records prior to submission.	Director of Special Services, Director of Curriculum, Assistant School Business Administrator, School Business Administrator	06/01/15
(III.1)	Internal controls will be reviewed and enhanced to ensure purchases and contract awards are made in accordance with the Public School Contracts Law.	In accordance with NJSA 18A:18A-2-3(a) it will be determined whether expenditures in any category will exceed the statutory thresholds Within the fiscal year.	Assistant School Business Administrator, Transportation Supervisor, Business Administrator, COOP Supervisor and Supervisor of Buildings and Grounds	12/03/14
(IV.1)	Appropriate action will be taken to ensure adequate funds are available to sustain the operations of the Food Service Fund.	The fiscal year end 2013-2014 deficit of \$178,142 will be addressed in the 2014-15, 2015-16 and subsequent budgets with a plan to bring the deficit balance to a positive balance.	School Business Administrator, Assistant School Business Administrator Food Service Management Co.	09/01/14
(IV.2)	The District prepare a detailed list of ending inventory at the close of the	A new food service vendor, Maschio's, is now under contract and will prepare	Assistant School Business Administrator, School Business Administrator,	09/01/14

Recommendation Number	fiscal year for food service. Corrective Action Approved By the Board	A detailed list of Method of Implementation	Food Service Management Co. Person Responsible For Implementation	Completion Date of Implementation
		Inventories, both regular and Federal commodities for the food service fund.		
(IV. 3)	Daily sales reports be reviewed and reconciled to the respective register reports.	A new food service vendor Maschio's, is now under contract and will prepare daily sales reports to review and reconcile to respective register reports.	Assistant School Business Administrator, School Business Administrator, and Food Service Management Co.	09/01/14
(V.1)	All transactions of the Day Plus Enterprise Fund be properly posted to the Board Secretary's financial ledgers and the subsidiary records be reconciled to the general ledger on a monthly basis.	A new requisition system has been implemented (Systems 3000), which has capability to record financial information and post to the general ledger for inclusion with the Board Secretary's financial ledgers.	Day Plus Supervisor, Assistant School Business Administrator and School Business Administrator	12/03/14
(V.2)	Internal controls over revenue collection of the Day Plus Program be reviewed and enhanced.	Internal controls will be enhanced to consistently charge late fees, regular fees and require a monthly calendar/payment form.	Day Plus Supervisor, Assistant School Business Administrator and School Business Administrator.	12/03/14

Recommendation Number	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
(V.3)	All checks issued from the Day Plus account contain at least two authorized signatures.	New signature cards are in the process of being completed and filed with the district bank and the account will require two signatures.	Day Plus Supervisor, Assistant School Business Administrator, School Business Administrator, Valley National Bank Government Services Officer	12/12/14
(VI.1)	All transportation contracts and related addendums be approved by the County and be in agreement with what is charged to participating Districts for transportation services.	Contracts/addendums will be approved/ provided in certain instances to agree to what the District charged participating Districts for Transportation.	Sussex County Regional Transportation Coop Director, Sussex County Regional Transportation Coop Office Manager	12/03/14
(VI.2)	The District reconcile general ledger balances to detailed accounting records to accurately report any outstanding accounts receivables and amounts due to participating districts in the Transportation Services Fund.	The District will provide supporting documentation for prior year accounts receivables and amounts due to participating districts in the Regional Co-Operative reported in the district's general ledger.	Sussex County Regional Transportation Coop Director, Sussex County Regional Transportation Coop Office Manager	06/30/15

Corrective Recommendation Number	Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
(VI.3)	All expenditures from the Transportation Services Enterprise Fund have proper supporting documentation from transportation vendors and be in agreement with the amount the District charges for transportation fees.	All purchase orders will have attached to them a corresponding invoice that agrees to the amount the District charged for transportation fees. If needed, revised vendor invoices will be obtained to reflect adjustments/corrections to services provided.	Sussex County Regional Transportation Coop Director, Sussex County Regional Transportation Coop Office Manager	12/03/14
(VII.1)	The receipts and Disbursements analysis for all student activity funds be maintained on a monthly basis. In addition, bank reconciliations will be performed on a monthly basis.	Receipts and disbursements detail and analysis will be maintained and updated on a monthly basis. And the bank reconciliations will be performed monthly.	School Principals, Administrative Assistants, School Business Administrator, School Treasurer	12/03/14
(VII.2)	Actions be taken to ensure student activity funds subaccounts are not in a deficit position.	Accounts and sub-accounts will be reviewed for usage and brought into balance to ensure a deficit position does not exist.	School Principals, Administrative Assistants, Business Administrator	12/03/14

Recommendation Number	Corrective Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
(VII.3)	Proper supporting documentation for all student activity receipts and disbursements be maintained and available for audit.	Pre-numbered receipts will be utilized for deposits and requisitions will contain approval by the principal and be available for audit	School Principals, Administrative Assistants, School Business Administrator	12/03/14
(VII.4)	Prenumbered receipts be utilized for all accounts and include the proper composition of the deposit (checks vs cash)	Pre-numbered receipts will be utilized and the composition of deposits (cash and checks) will be delineated	School Principals, Administrative Assistants, School Business Administrator	12/03/14
(VII.5)	Mini Grants be accounted for in the Special Revenue Fund.	Mini Grants will be accounted for in the District Fund 20	School Principals, Administrative Assistants, Assistant Business Admin	12/03/14
(VII.6)	Scholarships be accounted for separately from student activities.	Scholarships will be accounted for in the District Fund 20	School Principals, Administrative Assistants, School Business Administrator	12/03/14
(VII.7)	Expenses only be for student activity or athletic related expenses.	Expenses will only be student activity or athletic related	School Principals, Administrative Assistants, Athletic Director, School Business Administrator	12/03/14
(VII.8)	All checks issued contain at least two signatures.	All checks will contain two signatures	School Principals, Admin Assistants, Athletic Director,	12/03/14

Recommendation Number	Corrective Action Approved By the Board	Method of Implementation	School Business Administrator Person Responsible For Implementation	Completion Date of Implementation
(VII.9)	Checks be issued sequentially.	Checks will be Issued sequentially.	School Principals, Administrative Assistants	12/03/14
(VII.10)	Outstanding checks be reviewed and cleared of record.	Stale dated checks beyond 12 months will be researched and cancelled and/or re-issued as needed.	School Principals, Administrative Assistants, School Business Administrator	12/03/14
(VIII)	Internal controls be enhanced to ensure that documentation is retained, updated and in agreement with students reported on the ASSA.	Amounts reported on the ASSA will be in agreement with supporting work papers and documentation for the respective categories.	School Administrative Assistants, Special Services Director, Supervisor of Information and Technology, Assistant School Business Administrator	12/03/14
(IX)	Internal controls be Enhanced to ensure the District Report of Transported Resident Students is in agreement With supporting documentation. In addition, the District should adopt a Hazardous Bus Route Policy.	Amounts reported will be in agreement with supporting documentation. Additionally, a Hazardous Bus Route policy will be adopted.	Transportation Supervisor, Transportation Department Administrative Assistant	12/03/14

Corrective Recommendation Number	Action Approved By the Board	Method of Implementation	Person Responsible For Implementation	Completion Date of Implementation
--	---------------------------------	-----------------------------	---	---

(X)	The District's capital asset Appraisal report be updated On an annual basis.	The capital asset appraisal will be updated to reflect current year changes.	Supervisor of Buildings & Grounds, School Business Administrator	6/01/15
-----	--	--	--	---------

On a motion by Mrs. Antonelli, seconded by Mr. Farruggia and a unanimous roll call vote, Finance items 11a-i passed.

8 Ayes

0 Nays

Approval of the following finance item 12j., as recommended by Mrs. Bongiorno:

- j. To meet with the auditors** to explore the extension of the audit and expand areas of critical need and follow up on more sampling.

On a motion by Mrs. Bongiorno, seconded by Mr. Fasano and a roll call vote, Finance item 12j. did not carry.

4 Ayes - Mr. Fasano, Mrs. Madar, Mrs. Bongiorno, Mr. Lundin

4 Nays – Mrs. Antonelli, Mr. Farruggia, Mrs. Krowl, Ms. Perrotti

13. Personnel

Approval of the following personnel item 13a-p, as recommended by the Superintendent of Schools and the Personnel Committee of the Board of Education.

- a.** Approval of the request of **Ruth DeSalvia** for a Maternity Leave of Absence from her position as 5th Grade LLD Teacher of 25 Sick Days during the period of February 9, 2015 to March 17, 2015, followed by New Jersey Family Leave of Absence/Federal Leave of Absence for the period of March 18, 2015 to April 29, 2015.
- b.** Approval of the corrected salary of **Julie Wilson** as 11th Grade Class Advisor, which appeared as \$781.00 on the September 29, 2014, Regular Meeting Agenda, should have appeared as \$1,562.00 based upon the Extra Duty/Extra Pay Guide, as per the 2013/2014 Salary Guide and may change pending the outcome of negotiations.
- c.** Approval of **Melissa Gordon-Sant** to the position of Confidential Secretary, effective December 16, 2014, at current salary of \$36,243.00.
- d.** Approval of **Carmen Garcia** as Substitute ESL Teacher for the Hopatcong School District at the per diem salary of \$100.00 per day, effective December 1, 2014 to December 19, 2014.
- e.** Approval of the following teachers for Curriculum Work at a rate of \$28.00 per hour in preparation for the November 11, 2014 InService Training, as per the 2013/2014 Salary Guide and may change pending the outcome of negotiations:

Craig Vallaro	C3 Framework SS and ELA	4 hours
Kelly Carney	Early Childhood Academy	6 hours
Jamie Gambuzza	Daily Five	6 hours
Yvonne Mortello	Daily Five and Early Childhood Academy	18 hours

- f. Approval of the corrected salary of **Craig Vallaro** as Assistant Boys Basketball Coach, which appeared as \$3,325 based upon the Extra Duty/Extra Pay Guide/Step 2, which should have appeared as \$3,980, based upon the Extra Duty/Extra Pay Guide/Step 3, as per the 2013/2014 Salary Guide and may change pending the outcome of negotiations.
- g. Approval of the salary adjustment for **Steve Wenz**, Custodial Special Projects person, from the current salary of \$15.00 per hour to the proposed salary of \$20.00 per hour.
- h. Approval of the recommendation for **change in employment status** for **Edric Debos** from 0.5 FTE Middle School Art Teacher in Semester 1 of the 2014/2015 school year to 1.0 FTE Middle School Art Teacher for Semester 2 of the 2014-15 school year, effective January 28, 2015. Mr. Debos will remain at BA+30/Step 8, \$56,935 adjusted to reflect full time status, prorated, according to the 2013/2014 Salary Guide, which may change pending the outcome of negotiations. Mr. Debos will also be eligible for benefits.
- i. Approval of **Craig Vallaro** for the Intramural Advisor position at the Middle School for the 2014/15 school year at the salary of \$427 based upon the Extra Duty/Extra Pay Guide/Level 1, prorated for the Winter Season, as per the 2013/2014 Salary Guide and may change pending the outcome of negotiations.
- j. Acceptance of the resignation of **Craig Vallaro** from the approved position as a Junior Class Co-Advisor in the Hopatcong High School. Mr. Vallaro was appointed to the position on the September 29, 2014 agenda and has since withdrawn his application.
- k. Approval of **Meghan Tobin** as Assistant Girls Basketball Coach for the 2014/2014 school year at a rate of \$2,890, as per the 2013/2014 Salary Guide and may change pending the outcome of negotiations.
- l. Approval of the employment of **Michelle Fischer** as a Secretary at the salary of \$31,862, to be prorated, effective December 16, 2014, as per the 2013/2014 HOPA Salary Guide and may change pending the outcome of negotiations.
- m. Approval of the following **paraprofessionals** for employment for the 2014/2015 school year.
Brittany Juskus: High School Security, Effective: January 5, 2015 at \$9.50/hr
Leah Masterson: PreSchool Personal Aide, Effective: November 24, 2014 at \$9.50/hr + \$.70 Differential for toileting = \$10.20/hr
- n. Approval of the following **Spring Coach** positions at the High School for the 2014/15 school year – Class A, Level 4 (Stipends based on the 2013/14 HEA salary guide and may change based upon the outcome of negotiations):

Head Baseball Coach	Jason Mulvihill	\$6,995
---------------------	-----------------	---------

- o. **Approval of the following William Paterson student placements: The following students will conduct their student teaching in Hopatcong for the SPRING 2015 semester, January 13, 2015 – April 30, 2015.**

The assignments are as follows:

School	Grade/Subject	Student Teacher	Cooperating Teacher
High School	Phys. Ed.	Aubrey Pellerin	Mr. Canzone, 1/13/15 - 3/6/14
Durban and Hudson Maxim	Phys. Ed.	Aubrey Pellerin	Mr. Miller, 3/9/15 - 4/30/15
Hudson Maxim	Grade 1	Lindsay Fisher	Mrs. Barroqueiro

The following William Paterson University student will conduct a Practicum Field Experience in Hopatcong during the SPRING 2015 semester, February 2, 2015 – April 30, 2015. The assignment is as follows:

School	Grade/Subject	Practicum Student	Faculty Member
Tulsa Trail	Grade 3 Resource	Chad Strother	Mrs. Neu

The following Centenary College student will conduct a Practicum Field Experience in during the SPRING 2015 semester, January 20, 2015 – May 11, 2015. The assignment is as follows:

School	Grade/Subject	Practicum Student	Faculty Member
Tulsa Trail	Grade 3	Sara Anlas	Mrs Ferrara

- p. **Approval of twelve (12) teachers/presenters for Parent Academy at the rate of \$210 total for preparation and presentation:**

Teacher	School
Diana Fratangelo	Hudson Maxim
Dana DeMetro	Hudson Maxim
Kelly Carney	Tulsa Trail
Norman Sutton	Tulsa Trail
Jennifer Neu	Tulsa Trail
Alison Ibaceta	Tulsa Trail
Danielle Kovach	Tulsa Trail
Nancy Drury	Middle School
Cathy Giugliano	Middle School
Craig Vallaro	Middle School
TBD	High School
TBD	High School

On a motion by Mrs. Krowl, seconded by Mrs. Madar and a unanimous roll call vote, Personnel items 13a through 13p passed.

8 Ayes
 0 Nays

Approval of the following personnel item 13q, as recommended by the Superintendent of Schools and the Personnel Committee of the Board of Education.

- q. Approval of seven (7) Achievement facilitators at a rate of \$5,500, prorated and pending the outcome of negotiations. Positions are as follows:

Early Childhood Achievement Facilitator – HMX
Elementary Literacy Achievement Facilitator – Tulsa
Elementary Literacy Achievement Facilitator – Durban
Elementary Math Literacy Achievement Facilitator – Tulsa
Elementary Math Literacy Achievement Facilitator – Durban
Middle School Achievement Facilitator Math Literacy
Middle School Achievement Facilitator Literacy

On a motion by Mr. Farruggia, seconded by Mrs. Antonelli and a roll call vote, Personnel item 13q passed.

5 Ayes – Mrs. Antonelli, Mr. Farruggia, Mrs. Krowl, Ms. Perrotti, Mr. Lundin
3 Nays – Mr. Fasano, Mrs. Madar, Mrs. Bongiorno

Approval of the following personnel item 13r, as recommended by the Superintendent of Schools and the Personnel Committee of the Board of Education.

- r. Approval of substitute teachers, aides, custodians and van drivers, as per the attached lists.

On a motion by Ms. Perrotti, seconded by Mrs. Madar and a unanimous roll call vote, Personnel item 13r passed.

8 Ayes
0 Nays

Approval of the following personnel item 13s, as recommended by the Superintendent of Schools and the Board of Education.

- s. Approval of extended sick leave for Joanne Murray to March 2, 2015.

On a motion by Ms. Perrotti, seconded by Mrs. Madar and a roll call vote, Personnel item 13s passed.

7 Ayes - Mrs. Antonelli, Mrs. Krowl, Ms. Perrotti, Mr. Lundin
Mr. Fasano, Mrs. Madar, Mrs. Bongiorno
1 Naye - Mr. Farruggia

14. Curriculum

Approval of the following, 14a-14d, at the recommendation of the Superintendent of Schools and Curriculum committee of the Board of Education:

- a. Approval of Middle School Co-Curricular Requests for the creation of an Academic Bowl and Science Olympiad program. The positions would need to be posted and salary would be subject to negotiation with the HEA for similar positions.
- b. Approval to offer a Key Club program at Hopatcong High School sponsored by the Kiwanis Club of Lenape Valley.
- c. Approval of the Hopatcong High School Curriculum Handbook and Course Guides for the 2015-2016 school year.
- d. Approval for the addition of the following High School courses for the 2015/2016 school year:

1) Photography 1 - This course will introduce students to black & white fine art photography and the essential procedures for understanding the photographic process. The focus of this course will include the history of photography, technical aspects of using a digital camera in full manual mode, digital editing programs, computer printing skills, and applying the elements & principles of design to each photographic image. Historical and contemporary photographers will be studied and applied to student work. Students will be required to keep a binder for sketches, contact sheets, shooting logs, handouts, research, and visual library.

2) Child Development II - Prerequisite: Child Development I

This course is designed for the student who wishes to pursue a career in education. It will help the student to recall, review and expand on the concepts presented in Child Development I. In this course, students will learn how to prepare content specific lesson plans, including but not limited to writing, mathematics, science, social studies, student wellness, and the arts. Students will be encouraged to think more critically when solving problems and making decisions. In addition students will have the opportunity to shadow teachers within the district. Preference will be given to students enrolled in the Future Teacher's Academy program.

Additionally, upon successful completion of course requirements, College Credits may be awarded.

3) Careers in Education - Prerequisite: Child Development I

This course examines the historical and philosophical foundations of education, including introductory knowledge of lesson planning, classroom management, generic teaching methods, special education, learning styles, child development, legal issues, a code of ethics, multicultural education, and the role of reflection in teaching. Preference will be given to students enrolled in the Future Teacher's Academy program.

Additionally, upon successful completion of course requirements, College Credits may be awarded.

4) Mentoring Internship Seminar - Prerequisite: Child Development I and Careers in Education

The Mentorship Internship Seminar is offered to those students who are enrolled in the Future Teachers Academy Program. This course offers students the opportunity to get “hands-on” experience in the professional realm, in addition to utilizing the acquired skills obtained through the Academy. The intention of this mentoring internship is to provide authentic learning experiences preparing students for higher education or employment in the field of education. Additionally, upon successful completion of course requirements, College Credits may be awarded.

5) Tomorrow’s Teachers - This course is designed to introduce the beginning student to the field of education. The course is being offered to Juniors and Seniors who want to become teachers. The course is an overview of what educators get in college, including lessons on multiple intelligence, learning barriers, classroom observations and pedagogy. Preference will be given to students enrolled in the Future Teacher’s Academy program. Additionally, upon successful completion of course requirements, 3 College Credits will be awarded by Fairleigh Dickinson University.

6) AP Music Theory - *Prerequisite: There are no prerequisite courses for AP Music Theory. Students should be able to read and write musical notation, and it is strongly recommended that the student has acquired at least basic performance skills in voice or on an instrument.* The AP Music Theory course corresponds to two semesters of a typical introductory college music theory course that covers topics such as musicianship, theory, musical materials, and procedures. Musicianship skills including dictation and other listening skills, sight-singing, and keyboard harmony are considered an important part of the course. Through the course, students develop the ability to recognize, understand, and describe basic materials and processes of music that are heard or presented in a score. Development of aural skills is a primary objective. Performance is also part of the learning process. Students understand basic concepts and terminology by listening to and performing a wide variety of music. Notational skills, speed, and fluency with basic materials are emphasized.

7) AP Statistics - Prerequisite: Algebra II CP

The AP Statistics course is equivalent to a one-semester, introductory, non-calculus-based college course in statistics. The course introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data. There are four themes in the AP Statistics course: exploring data, sampling and experimentation, anticipating patterns, and statistical inference. Students use technology, investigations, problem solving, and writing as they build conceptual understanding. The use of a graphing calculator in AP Statistics is considered an integral part of the course.

8) Organic Chemistry - Prerequisite: Biology CP, Chemistry CP

This course is designed for students entering a medical, nursing, chemical or biological field in college. The course will afford the student the opportunity to study the organic compounds, which are not typically covered in the first year CP Chemistry course. The course will cover the Alkane, Alkene, Alkyne families, also the alcohols, ester, ethers,

aldehydes, ketones, organic acids as well as the aromatics and their derivatives. Lab work will be required.

9) AP Physics 1 - Prerequisite: Geometry CP, Chemistry H, concurrent Algebra II CP. No prior course work in Physics is necessary.

AP Physics 1 is an algebra-based, introductory college-level physics course that explores topics such as Newtonian mechanics (including rotational motion); work, energy, and power; mechanical waves and sound; and introductory, simple circuits. Through inquiry-based learning, students will develop scientific critical thinking and reasoning skills. This course requires that 25 percent of the instructional time will be spent in hands-on laboratory work, with an emphasis on inquiry-based investigations that provide students with opportunities to apply the science practices. No prior course work in physics is necessary. Students should have completed geometry and be concurrently taking Algebra II. Although the Physics 1 course includes basic use of trigonometric functions, this understanding can be gained either in the concurrent math course or in the AP Physics 1 course itself.

10) AP Physics 2 - Prerequisite: AP Physics 1, concurrent Pre-calculus

AP Physics 2 is an algebra-based, introductory college-level physics course that explores topics such as fluid statics and dynamics; thermodynamics with kinetic theory; PV diagrams and probability; electrostatics; electrical circuits with capacitors; magnetic fields; electromagnetism; physical and geometric optics; and quantum, atomic, and nuclear physics. Through inquiry-based learning, students will develop scientific critical thinking and reasoning skills. This course requires that 25 percent of the instructional time will be spent in hands-on laboratory work, with an emphasis on inquiry-based investigations that provide students with opportunities to apply the science practices.

On a motion by Mrs. Madar, seconded by Mrs. Bongiorno, and a unanimous roll call vote, Curriculum items 14a -14d passed.

8 Ayes

0 Nays

Approval of the following Curriculum items 14e, as recommended by the Administration:

- e. Approval of the 2014-15 Progress Targets Action Plan Assurances for Tulsa Trail Elementary School, Durban Avenue Elementary School, Hopatcong Middle School and Hopatcong High School as attached.

On a motion by Mr. Farruggia, seconded by Mrs. Krowl, and roll call vote, item 14e did not carry.

4 Ayes – Mrs. Antonelli, Mr. Farruggia, Mrs. Krowl, Mr. Lundin

4 Nays – Mr. Fasano, Mrs. Madar, Ms. Perrotti, Mrs. Bongiorno

15. Students & Services

Approval of the following Students & Services (items 15a – 15r) as recommended by the Superintendent and the Board:

- a. Approval for the employment of a personal paraprofessional for **Student No. 11837** attending Glenview Academy who has been demonstrating severe and challenging behaviors. The paraprofessional would begin November 17, 2014 at a per diem rate of \$165.00 per day for approximately 139 days. (\$22,935.00)
- b. Approval for educational instruction for **Student No. 11096**, currently a Middle School student under treatment by a physician. The student requires ten hours of educational instruction per week by American Tutor at a rate of \$40 per hour, effective November 5, 2014 and it is anticipated that the student will return to school in two to four weeks.
- c. Approval for **Student No. 413052**, currently a Hudson Maxim student, to receive educational services provided by the New Jersey Commission for the Blind and Visually Impaired for the 2014/2015 school year. Reimbursement shall be in accordance with the Memorandum of Understanding signed by the Department of Human Services and the Department of Education at: Level 1; \$1,800.00.
- d. Approval of the request by the parent of **Student No. 201406**, currently an 8th grade Byram Intermediate student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional High School, Stanhope, New Jersey for September 2015, if accepted into their program.
- e. Approval of the request by the parent of **Student No. 10252**, currently a 10th grade Hopatcong High School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional High School, Stanhope, New Jersey for September 2015, if accepted into their program.
- f. Approval of the request by the parent of **Student No. 201407**, currently an 8th grade Sussex Charter School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional High School, Stanhope, New Jersey for September 2015, if accepted into their program.
- g. Approval of the request by the parent of **Student No. 201408**, currently a PreK student, to allow the student to participate in the Interdistrict Public School Choice Program at the Byram Township School District, Stanhope, New Jersey for September 2015, if accepted into their program.
- h. Approval of the request by the parent of **Student No. 10961**, currently an 8th grade Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional High School, Stanhope, New Jersey for September 2015, if accepted into their program.

- i. Approval of the request by the parent of **Student No. 10987**, currently an 8th grade Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional High School, Stanhope, New Jersey for September 2015, if accepted into their program.
- j. Approval of the request by the parent of **Student No. 11380**, currently an 8th grade Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional High School, Stanhope, New Jersey for September 2015, if accepted into their program.
- k. Approval of the request by the parent of **Student No. 201409**, currently a 10th grade Pope John student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional High School, Stanhope, New Jersey for September 2015, if accepted into their program.
- l. Approval of the request by the parent of **Student No. 12494**, currently a 2nd grade Tulsa Trail student, to allow the student to participate in the Interdistrict Public School Choice Program, for September 2015, if accepted into the program.
- m. Approval of the request by the parent of **Student No. 10975**, currently an 8th grade Middle School student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional High School, Stanhope, New Jersey for September 2015, if accepted into their program.
- n. Approval of the request by the parent of **Student No. 201410**, currently a PreK student at Little Lerner Academy, to allow the student to participate in the Interdistrict Public School Choice Program if accepted into the program.
- o. Approval of the request by the parent of **Student No. 12747** currently a 1st grade Hudson Maxim student, to allow the student to participate in the Interdistrict Public School Choice Program at the Canfield Avenue School, Mine Hill Township, New Jersey for September 2015, if accepted into their program.
- p. Approval of the request by the parent of **Student No. 12748** currently a 1st grade Hudson Maxim student, to allow the student to participate in the Interdistrict Public School Choice Program at the Canfield Avenue School, Mine Hill Township, New Jersey for September 2015, if accepted into their program.
- q. Approval of the request by the parent of **Student No. 201411**, currently an 8th grade Byram Intermediate student, to allow the student to participate in the Interdistrict Public School Choice Program at the Lenape Valley Regional High School, Stanhope, New Jersey for September 2015, if accepted into their program.
- r. Approval to contract services with **Warren County Special Services School District to participate in their H.I.L.L.S. House – Life Skills Transition Program at Centenary College** for a cost of \$1,800.00 for the 2014/2015 school year. Eleven of our multiply

disabled students would attend 9 sessions at 2.5 hours per session to “rent” the house and work with the program’s transition coordinator to build life skills.

On a motion by Mrs. Antonelli, seconded by Mrs. Madar, and a unanimous roll call vote, item 15a-15r passed.

8 Ayes
0 Nays

Approval of the following Students & Services (item 15s) as recommended by the Superintendent and the Board:

- s. Approval to contract **Professional Services** with Dina Miller for for the MS/HS Child Study Team at a per diem rate of \$425.00, for approximately two days per week during the months of December 2014 and January 2015.

On a motion by Mrs. Antonelli, seconded by Mr. Farruggia, and a roll call vote, item 15s passed.

5 Ayes – Mrs. Antonelli, Mr. Farruggia, Mrs. Krowl, Ms. Perrotti, Mr. Lundin
3 Nays – Mr. Fasano, Mrs. Madar, Mrs. Bongiorno

Approval of the following Students & Services (item 15t) as recommended by the Superintendent and the Board:

- t. Approval of the attached **field trip requests**, as required by the New Jersey Department of Education.

On a motion by Ms. Perrotti, seconded by Mrs. Madar, and a unanimous roll call vote, item 15t passed.

8 Ayes
0 Nays

16. Facilities

Approval of the request for use of the **Hopatcong Ball Field Complex** (adjacent to the Senior Center) for off-site parking on May 9, 2015 by the **Lake Hopatcong Foundation Block Party**. Use will be confined to the gravel areas and the Lake Hopatcong Foundation will have the area patrolled by the police.

On a motion by Ms. Perrotti, seconded by Mrs. Madar, and a unanimous voice vote, item 16 passed.

8 Ayes
0 Nays

17. Travel

Approve the attached **travel related expenses as of December 15, 2014** as attendance at these functions and the work related travel expenses are work related and within the scope of the work responsibilities of the attendee, as promoting the delivery of instruction or furthering efficient operation of the school district; and fiscally prudent. The reimbursements listed in these requests are in compliance with State travel reimbursement guidelines and with guidelines established by the Federal Office of Management and Budget.

On a motion by Ms. Perrotti, seconded by Mrs. Krowl, and a unanimous roll call vote, item 17 passed.

8 Ayes
0 Nays

18. Policies and Regulations

Approval of modifications and additions to the policies of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised and attached, for second reading and adoption.

- a. **First Reading** (*of Mandated Policy & Regulation Revisions & New Policy as per Strauss Esmay*):

<u>Regulation #</u>	<u>Title</u>
R5530 – Revised	Substance Abuse

On a motion by Mrs. Madar, seconded by Mr. Fasano, and a unanimous roll call vote, item 18a passed.

8 Ayes
0 Nays

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

<u>Regulation #</u>	<u>Title</u>
R5536 - Revised	Random Testing for Student Alcohol or Other Drug Use

On a motion by Mr. Fasano, seconded by Mr. Farrugia, and a unanimous roll call vote, the second reading and adoption of items 18b, as amended, passed.

8 Ayes
0 Nays

19. Sussex County Regional Cooperative

Action Items

- a. Coordinator recommends that the acceptance of bids, routes, quotations, trip quotations, jointure routes, and an additional member district for approval for the 2014-15 school year, as attached.
- b. Coordinator recommends the approval of bills in the amount of \$2,138,273.33 for the month of December 2014, as attached.
- c. Coordinator recommends the resignation of Joe Brezowski due to personal reasons as a bus driver for the 2014-15 school year.

On a motion by Mrs. Bongiorno, seconded by Mrs. Krowl, and a unanimous roll call vote, Resolutions items 19a through 19c passed.

8 Ayes
0 Nays

20. Meeting Open to the Public for General Discussion

Members of the public commented on several topics.

21. Board Member Comments

Board member comments included appreciation to the public for coming out to the meeting. Mr. Lundin, on behalf of the board, thanked the outgoing board members, Mrs. Susan Madar, Mrs. Margaret Bongiorno and Dr. Richard Lavery for their dedicated service to the Hopatcong School District.

22. Adjournment of the Regular Portion of the Meeting to go into Executive Session II

On a motion by Mrs. Krowl, seconded by Ms. Perrotti, and a unanimous voice vote, Mr. Lundin adjourned the regular portion of the meeting to go into Executive Session at 10:10 to discuss the annual merit goals of the Superintendent.

Respectfully submitted,

Jim Minkewicz
Interim Business Administrator/Board Secretary