Hopatcong Board of Education – Regular Meeting Minutes – August 25, 2014 Executive Session 5:30 p.m. – Public Portion 7:00 p.m.

1 RM 8/25/14

## 1. Opening Statement

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 in Executive Session at 5:30 p.m. and in Public at 7:00 p.m. on August 25, 2014.

2. Roll Call Mr. Lambe called roll at 5:51 p.m.

Roll Call

Members present: Mrs. Antonelli Mrs. Bongiorno, Mr. Farruggia, Mr. Fasano, Mrs. Krowl, Dr. Lavery, Mrs. Madar, Ms. Perrotti, Mr. Lundin

Members absent: none

Also present were: Mrs. Randina, Superintendent; Mr. Lambe, Business Administrator/Board Secretary; Mr. Paul Kalac, Legal Counsel

**3.** Executive Session On a motion by Lavery, seconded by Fasano, and unanimous voice vote, the Board entered into executive session at 5:52 p.m.:

**Executive Session** 

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:

That it does hereby determine that it is necessary to meet in Executive Session on August 25, 2014 to discuss matters involving personnel listed on this evening's agenda.

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** On a motion of Lavery, seconded by Krowl and a unanimous voice vote, the Board reconvened at 7:19 p.m.

Reconvene

**5.** <u>Pledge of Allegiance</u> Mr. Lundin lead the board and public in the Pledge of Allegience.

**Pledge** 

**6. Presentations** There were no presentations.

**Presentations** 

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## 7. Minutes

**Minutes** 7/28/14

- a. Approval of the public and executive session minutes of the Regular Meeting of July 28, 2014, as reported by the Board Secretary and reviewed by the Board President and members of the Board.
- **Minutes 8/4/14**
- b. Approval of the public and executive minutes of the **Special Meeting of August 4, 2014**, as reported by the Board Secretary and reviewed by the Board President and members of the Board.

At the request of Mrs. Bongiorno, the board agreed did not take action on the minutes from the 7/28 or 8/4 meetings, items 7 a - b, until some edits could be made. The minutes would be approved at the September meeting.

# **Committee 8.** Committee Reports Each of the committee chairs listed gave their reports. Reports

- a. **Curriculum/Technology** Mrs. Madar, Chairperson
- b. **Facilities** Mr. Frank Farruggia, Jr., Chairperson
- c. **Finance** Mrs. Margaret Bongiorno, Chairperson
- d. Legislative Mrs. Judith Antonelli, Chairperson no report
- e. **Negotiations** Dr. Richard Lavery, Chairperson
- f. **Personnel** Mrs. Dolores Krowl, Chairperson
- g. **Policy** Ms. Michele Perrotti, Chairperson;
- h. **Public Relations** Mr. Anthony Fasano, Chairperson
- i. Municipal Alliance Mr. Clifford Lundin, Chairperson
- j. Student Liaison none
- k. **HEPTO Liaison** Sondra Kiss

On a motion of Krowl, seconded by Bongiorno and a unanimous voice vote, the committee reports for August 2014 were approved: 9 Ayes, 0 Nayes

## Supt Report

**9.** <u>Superintendent's Report</u> Mrs. Randina reviewed the some of the initiatives going on throughout the district as we prepare for the opening of school.

## Public Comments

10. Meeting Open to the Public for Discussion of Agenda Items Only — Several members of the public commented on a variety of topics, including: Sue Hill, Jeff Ryder, Sondra Kiss, Joanne Passerini, Rocco Passerini, Sarah Schindelar, Stacy Yanko, Jennifer McCarrick, Attilla Kills and Marlene Lupo.

## Finance 11. Finance

Approval of the following finance items, items 11a-11o, as recommended by the Administration and as reviewed by the Finance Committee:

## No items overexpended

a. Approval of the **certification by the Board Secretary** pursuant to <u>N.J.A.C.</u> that as of August 25, 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).

b. Approval of the **certification by the Board of Education** that all major account expenditures August 25, 2014 have been within the constraints of the adopted 2014/2015 budgets and that sufficient funds are available to meet the district's financial obligations for both fiscal years.

Sufficient funds available

c. Approval of **intra-account and intra-fund budgetary transfers** to offset credits and deficits.

**Budget Transfers** 

d. Approval of the report of the Secretary of the Board of Education regarding the current operating fund, **Form A148**, for the period ending June 30, 2014.

Board Secretary Report

On a motion of Bongiorno, seconded by Krowl and a unanimous roll call vote, finance items 11 a – d, were approved: 9 Ayes, 0 Nayes

**Bills List** 

e. Approval of **bills** for the regular account, cafeteria account and special projects account in the amount of **\$843,833.24**, as attached.

Facilities Bids

On a motion of Bongiorno, seconded by Krowl and a roll call vote, Finance item 11e, the bills list, was approved:

ndin

- 8 Ayes: Antonelli, Bongiorno, Farruggia, Fasano, Krowl, Lavery, Madar, Lundin. 1 Naye: Perrotti
- f. Approval of the acceptance of the following bids for the Facilities Department, as amended to reflect the corrected price / gallon for East River Energy:

Category	Vendor	Lowest Bid
Fuel Oil, floating price	Mansfield Oil Co.	\$0.0997
September – December 2014		per gallon
Fuel Oil, fixed price	East River Energy	January: \$3.1953 / gallon
January – February 2015		February: \$3.1934 / gallon

Vestibule Upgrades	A+ Glass	\$26,375.00

<b>Custodial Supplies</b>	All American Ploy	\$1,784.00
Total Award: \$50,531.22	Central Poly	\$917.00
	Interboro Packaging	\$1870.00
	United Sales	\$7,384.70
	BCB Janitorial	\$19,063.00
	Northeast Janitorial	N/A
	Tri State Paper	\$360.00
	Scoles Floor Shine	N/A
	Pyramid	\$2,380.45
	Allen Paper	\$6,748.50
	American Paper	\$9,200.31
	Atra Janitorial	\$823.26

Fuel Oil

Vestibules

**Custodial Supplies** 

# Special Audit RFQ

On a motion of Bongiorno, seconded by Krowl and a unanimous roll call vote, finance items 11f, facilities bids, was approved. 9 Ayes, 0 Nayes

g. Discussion on parameters for a Request for Qualifications (RFQ) for a Cost Review and Operational Efficiency Audit.

At the request of Mrs. Bongiorno, no vote was taken on finance item 12g, special audit RFQ, as the board was seeking input from the public before moving forward. Mr. Lundin reminded the public that there were feedback forms for the public to complete if they would like specific items to be included in a special audit.

## Personnel 12. Personnel

Approval of the following personnel item 12a - 12bb, as recommended by the Superintendent of Schools and the Personnel Committee of the Board.

## Extra Duty Extra Pay

a. Approval of the following for the **Extra Duty/Extra Pay Lunch Duty positions** at the Hudson Maxim School for the 2014/2015 school year:

Tanya Pagano	½ session	\$1,425.00
Dayna Monro	½ session	\$1,425.00
Linda Blazier	½ session	\$1,425.00

## Jennifer Bisignani, Kennedy Leave Replace't

b. Approval of the employment of **Jennifer Bisignani** as a Kindergarten Maternity Leave Replacement in the Hopatcong School District at the salary of \$100.00 per day effective September 2, 2014 through October 14, 2014. Effective October 15, 2014 through the end of the school year in June 2015, salary will be \$51,185, pro-rated, based upon BA Guide, Level "1" with no health benefits. This salary is based upon the 2013/2014 HEA salary guide and may change based upon the outcome of negotiations. This position is a Maternity Leave Replacement for Melissa Kennedy.

## Emily Minervini

c. Approval of the employment of **Emily Minervini** as an Elementary Teacher in the Hopatcong School District at the salary of \$51,185 based upon BA Guide, Level "1" effective September 1, 2014 through June 30, 2015. This salary is based upon the 2013/2014 HEA salary guide and may change based upon the outcome of negotiations. This position is a replacement due to the retirement of Patricia Terwillegar.

#### Marcia Garcia

d. Acceptance of the resignation of **Maria Garcia** from the approved position as a Spanish Teacher in the Hopatcong School District. Ms. Garcia was appointed to the position on the July 28, 2014 agenda and has since withdrawn her employment to accept a position in another district.

e. Acceptance of the resignation of **Gina Cinotti**, with regret, from her position as Director of Guidance, for the purpose of career advancement, effective October 15, 2014 or sooner if a replacement is secured.

Gina Cinotti

f. Acceptance of the resignation of **Susan Bruggermann**, with regret, from her position as Paraprofessional, for effective immediately.

Susan Bruggermann

g. Acceptance of the resignation of **Kelley Anne McGann** from her position as Treasurer of School Monies with the District for personal reasons, effective August 31, 2014.

Kelley Anne McGann

h. Acceptance of the resignation of **Danielle Rennie** from her position as a Paraprofessional in the District effective August 2014 for personal reasons.

Danielle Rennie

i. Acceptance of the resignation of **Dawn Roberts** from her position as a Paraprofessional in the district effective August 29, 2014 for personal reasons.

Dawn Roberts

j. Acceptance of the resignation of **Danielle Donnelly** from her position as a Paraprofessional in the district effective August 29, 2014 for personal reasons.

Danielle Donnelly

k. Approval of the following **William Paterson University students** to complete their student teaching and practicums in the Hopatcong School District for the Fall 2014 Semester:

Student Teaching & Practicum

Student Teacher	Assignment	Cooperating Teacher
Lindsay Fisher	HMX Grade 1	Mellany Barroqueiro
Adam Lopez	MS Social Studies/Sp. Ed.	Tom Baeli
Kathleen Gallagher	MS Art	Edric DeBos
(through 10/23/14 only)		

Lindsay Fisher, Adam Lopez, Kathleen Gallagher, Kaitlyn Rosario, Diamanto

- Practicum StudentAssignmentCooperating TeacherKaitlyn RosarioHMX Sp. Ed.Nancy BarnardDiamanto TsilliosDA Elem. Sp. Ed.Kristine Mendyk
  - 1. Approval of the employment of **Anna Beth Prescott** as a Special Education Teacher in the Hopatcong School District at the annual salary of \$52,185 based upon BA Guide "Level 6" effective September 1, 2014 through June 30, 2015. This salary is based upon the 2013/2014 HEA salary guide and may change based upon the outcome of negotiations. This position is due to the division of the LLD program to be grade specific.

Anna Beth Prescott

**Tracie** 

Wieczarek

**Tsillios** 

m. Approval of the employment of **Tracie Wieczarek** as a Special Education Teacher in the Hopatcong School District at the annual salary of \$51,585 based upon BA Guide "Level 3" effective September 1, 2014 through June 30, 2015. This salary is based upon the 2013/2014 HEA salary guide and may

change based upon the outcome of negotiations. This position is due to the division of the LLD program to be grade specific.

## Yanet Guevara

n. Approval of the employment of **Yanet Guevara** as a Spanish Teacher in the Hopatcong School District at the annual salary of \$59,435, prorated, based upon MA Guide "Level 8" effective October 27, 2014 through June 30, 2015. This salary is based upon the 2013/2014 HEA salary guide and may change based upon the outcome of negotiations.

## Kevin Malkin

o. Approval of **Kevin Malkin** as In-School Suspension Monitor for the 2014/2015 school year at a rate of \$90 per day.

## Nancy Marinaro

p. Approval of **Nancy Marinaro** as In-School Suspension Monitor for the 2014/2015 school year at a rate of \$90 per day.

#### **Jack Isler**

q. Approval of **Jack Isler** as Safety Officer for the 2014/2015 school year for at a rate of \$90 per day.

## Mike Batche

r. Approval of **Mike Batche** as Event Manger for Lighting and Sound for the 2014/2015 school year at a stipend of \$6,000.

## Chris Buglovsky

s. Approval of an adjustment in the salary for **Chris Buglovsky**, Athletic Director, to \$105,000 annually, prorated, retroactive from August 1, 2014 through June 30, 2015.

## Extra Duty Extra Pay

t. Approval of the following **Extra Duty/Extra Pay** positions for the 2014/2015 school year at the High School:

# Central Detention

**Central Detention Monitors** at the salary of \$28.00 per hour on an as needed basis: *Barbara Fersch, Stephanie Martinez, James Marino, Jim McDonald, Loren Turner, Kathy LaRosa, Lisa Kenny, McKenzie Norris, Sandy DeRose, Joanne Carr* 

#### Saturday Detention

**Saturday Detention Monitors** at the salary of \$100.00 per day on an as needed basis:

Ken Olsen, Jim McDonald, Loren Turner, Kathy LaRosa, Jeff Ryder

#### **HW Club**

**Homework Club Monitors** at the salary of \$28.00 per hour on an as needed basis:

## Extra Duty Extra Pay Middle School

Ken Olsen, Barbara Fersch, Stephanie Martinez, Jim Marino, Kathy LaRosa, Doug Merkler, Jeff Ryder, Lisa Kenny, McKenzie Norris, Sandy DeRose, Joanne Carr, Jim McDonald

u. Approval of the following Extra Duty/Extra Pay positions for the 2014/2015 school year at the Middle School:

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Student Council Advisor – Eric Strand – Class E, Level 2 – \$847 Snowboard/Ski Club Advisor – Voluntary – No Stipend Middle School Chorus – **Shawna Longo** – Class C, Level 3 – \$2,115 Middle School Drama Club – **Shawna Longo** – Class E, Level 2 – \$847 Bring It Club – **Barbara Sanders** – Class E, Level 2 – \$847 Homework Club – **Pam Brennan** – \$28.00 per hour Detention Monitor – **Pam Brennan** – \$28.00 per hour Newspaper Advisor – **Joanne Canizaro** – Class E, Level 4 – \$1,420 Lego/Robotics Club Advisor – Cathy Giugliano – Class E, Level 2 – \$847 Snowboard/Ski Club Advisor – Voluntary – No Stipend Middle School Classbook Advisor – Sue Hill – Class C, Level 4 – \$2,592 Grade 8 Class Advisor – **Sue Hill** – \$1,100 Homework Club – **Craig Vallaro** – \$28.00 per hour Detention Monitor - Craig Vallaro - \$28.00 per hour Intramurals Advisor – **Don Dippel** – Class C, Level 3 – \$2,115 Cafeteria Supervisor – Shawna Longo, Sue Hill, Craig Vallaro, Leeanne Juliano, Karen Carroll, Tom Baeli – \$2,400 each

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Extra Duty
Extra Pay
Middle
School

v. Approval of the following facilitators at Hopatcong High School for the 2014/2015 school year, each at a stipend to be negotiated with the HEA:

High School Facilitators

High School Humanities Facilitator – **Todd Jensen** Future Teacher Academy Facilitator – **Stephanie Martinez** 

**Substitutes** 

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

On a motion of Perrotti, seconded by Krowl and a unanimous roll call vote, personnel items 12 a – w were approved. 9 Ayes, 0 Nayes

Withhold increment

x. Approval of the withholding of increment for **Employee Number 80034** for the 2014/2015 school year.

On a motion of Perrotti, seconded by Krowl and a roll call vote, personnel items 12x, withholding of increment, was approved:

7 Ayes: Antonelli, Bongiorno, Farruggia, Krowl, Lavery, Perrotti, Lundin.

2 Nayes: Fasano, Madar

#### 13. Students and Services

Students & Services

Approval of the following student items, as recommended by the Superintendent of Schools and the Administration:

a. Approval of the attached list of **out-of-district placements** for the 2014/2015 school year for students at a projected tuition of \$1,650,420.72.

Out of District Placements

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LLD Age Range Waiver  Approval of the submission of an application for an age range waiver, as per N.J.A.C.
 6A:14-4.9, for our High School Language Learning Disabled Program for the 2014/2015 school year.

On a motion of Krowl, seconded by Antonelli, and a unanimous roll call vote, students & services items 12 a – b, were approved. 9 Ayes, 0 Nayes

#### Curriculum

## 14. Curriculum

 a. Approval of the following revised curriculum in accordance with the District's curriculum revision plan and requirements established by the NJDOE:

Language Arts	<b>Mathematics</b>
English Language Art	Grades K-5
English Language Arts	Math 6
Language Arts K-5	Math 7
Language Arts 6	Math 8
Language Arts 7	Algebra I (Part A, Part B, Concepts, CP, H)
Language Arts 8	Algebra II (Concepts, CP, H)
Language Arts 8 Advanced	Geometry (Concepts, CP, H)
Global Mosaic	
English 10	
English 11	
English 12	

Child Development course will utilize NJCU psychology syllabus, as per the attached, with plans to offer a potential college credit bearing class in the future.

Additional courses will be placed upon the September agenda for approval once all administrative reviews have been completed.

#### 15. Resolutions

Resolutions

a. Approval of the **2014/2015 Asbestos Notification Letter** in compliance with 40CFR part 763.93(g) (4), as per attached.

Asbestos

b. Approval of the 2014/2015 Integrated Pest Management (IPM) Plan, Notification Letter and Report in compliance with various statutes and regulations, as per attached.

IPM

c. Approval of the **August 2014 Student Field Trips Requests**, as per attached.

Field Trips

d. Approval of the **August 2014 Staff Conference Requests**, as per attached.

Conferences

On a motion of Bongiorno, seconded by Krowl, and a unanimous roll call vote, Resolutions items 15 a - d, were approved. 9 Ayes, 0 Nayes

Resolutions

Sussex Tech Tuition

Policies & Regulations

e. Approval of the attached resolution regarding Sussex County Technical School Non Tuition or User Fees

On a motion of Lavery, seconded by Krowl, and a unanimous roll call vote, Resolutions items 15e, Sussex Vo-tech tuition, was approved. 9 Ayes, 0 Nayes

## 16. Policies and Regulations

a. 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 first reading:

Policy #	<u>Title</u>
5610 – Revised	Suspension (Mandatory)
8462 – Revised	Reporting Potentially Missing or Abused Children (Mandatory)

b. Approval of modifications and additions to the regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised and attached, for first reading:

Regulation #	<u>Title</u>
R2412 – Revised	Home Instruction Due to Health Conditions (Mandatory)
R5200 – Revised	Attendance (Mandatory)
R5610 – Revised	Suspension (Mandatory)
R8462 – Revised	Reporting Potentially Missing or Abused Children (Mandatory)

c. 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 approval:

Policy #	<u>Title</u>
2412 – Revised	Home Instruction Due to Health Conditions (Mandatory)
2417 – Revised	Student Intervention and Referral Services (Mandatory)
2481 – Revised	Home or Out-of-School Instruction for a General Education Student
	for Reasons Other Than a Temporary or Chronic Health Condition
	(Mandatory)
3283 – New	Electronic Communications Between Teaching Staff Members and
	Students (Mandatory)
4283 – New	Electronic Communications Between Support Staff Members and
	Students (Mandatory)
5200 – Revised	Attendance (Mandatory)
5611 – Revised	Removal of Students for Firearms Offenses (Mandatory)
5612 – Revised	Assaults on District Board of Education Members or Employees
	(Mandatory)

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## Policies Regulations

S	5613- New	Removal of Students for Assaults with Weapons Offenses (Mandatory)
	5620 – Revised	Expulsion

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

Regulation #	<u>Title</u>	
R2417 – Revised	Student Intervention and Referral Services (Mandatory)	
R2481 – Revised	Home or Out-of-School Instruction for a General Education Student	
	for Reasons Other Than a Temporary or Chronic Health Condition	
	(Mandatory)	
R5611 – Revised	Removal of Students for Firearms Offenses (Mandatory)	
R5612 – New	Assaults on District Board of Education Members or Employees	
	(Mandatory)	
R5613- New	Removal of Students for Assaults with Weapons Offenses	
	(Mandatory)	

On a motion of Lavery, seconded by Farruggia, and a unanimous roll call vote, Policies & Regulations items 16 a – d were approved: 9 Ayes, 0 Nayes

## Coop 17. Sussex County Regional Cooperative

Approval of transportation item 16 for transportation contracts, renewals, bids, quotes, addendums, parent contracts and extensions/reductions, as recommended by the Transportation Coordinator and Superintendent of Schools, as attached.

#### Action Items

#### **Coop Action Items**

Coordinator recommends the following:

Renewal routes, trip quotations, rejected bids, summer quotation routes

- a. Acceptance of renewal routes, trip quotations, rejected bids, and summer quotation routes for approval for the 2014/2015 school year, as attached.
- b. Approval of bills in the amount of **\$1,495,403.67** for the month of August 2014, as attached.
- c. Approval of attorney services for **Robert M. Tosti & Associates, LLC** at a rate of \$175.00 per hour for the 2014/2015 school year.

# Robert Tosti

# d. Approval of consulting services for **KRT Education Consulting, LLC** at a rate of \$125.00 per hour for the 2014/2015 school year.

## KRT Consulting

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- j. A bid was held in behalf of member districts and sixty-four (64) new routes are being awarded for the 2014/2015 school year after an extensive research of all school bus contractor bid documents to ensure compliance.
- k. A bidders meeting was conducted for school bus companies that have received cost penalties due to non-compliance of services in accordance to bid specifications and state requirements. Wayne Threlkeld, Bob Tosti, and Amanda Ferrington clearly outlined state laws, federal laws, code, regulations, and policies to ensure compliance and promote safe pupil transportation services. Bob recommended that this material should be presented to all remaining bus company owners and a future is going to be scheduled to instill safe pupil transportation services.
- 1. Contractors received student transportation forms for their renewal routes for the 2014/2015 school year.

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Public Comments 18. Meeting Open to the Public for General Discussion

Sue Hill, Jeff Ryder, Sondra

Rocco

Passerini

Several members of the public made additional comments, including: Sue Hill, Jeff

Ryder, Sondra Kiss and Joanne Passerini

Sondra
Kiss,

19. Board Member Comments

The board members thanked the public for attending.

20. Adjournment

Board Member Comments

Motion by Krowl with second by Perrotti to adjourn at 9:18 p.m. Motion passed

unanimously by voice vote: 9 Ayes, 0 Nayes

Adjourn

Respectfully submitted,

Thomas Lambe

Thomas Lambe

Business Administrator/Board Secretary