

MINUTES OF THE LOPATCONG TOWNSHIP BOARD OF EDUCATION

President Krusman called the meeting to order on October 11, 2011 at 7:03 pm. Mrs. Kutz read the following opening statement: "I would like to announce and have placed in the minutes that adequate notice of this regular meeting of the Lopatcong Township Board of Education has been provided in accordance with the Open Public Meetings Act by publication of the annual notice in the Express-Times. A copy of the agenda has been filed with the Township Clerk and posted at both school locations.

The Pledge of Allegiance was recited by all present.

OATH ADMINISTERED TO NEW BOARD MEMBER

The oath of office was recited by Mr. Terry Glennon. Mr. Glennon replaces Mr. Drake who resigned from office.

ROLL CALL

Present: Wade Caccese, Robert Edinger, Ernie Gallant, Kurt Kessler, Ed Krusman, Bob McFarlane, Lee Rozycki, Terry Glennon and Bill Taggart

Others Present: Vicki J. Pede, Superintendent; Abigail E. Kutz, Interim Business Admin./Board Secretary; Rick Bonney, Asst. Principal; Jeanene Dutt, Principal and Noelle Kondikoff (arrived 7:11 p.m.) and approximately 12 members of the public.

READING OF THE MISSION STATEMENT

Mrs. Pede recited the Mission Statement.

CORRESPONDENCE

1. Letters of interest in board vacancy, received after deadline from Mr. Perez and Mr. Horun
2. Letter from SAIF that we are eligible for a Safety Award
3. Lopatcong Township Newsletter

SUPERINTENDENT'S PRESENTATION

Mrs. Pede introduced new elementary teacher, Valerie Turker

Violence and Vandalism Report and Public Hearing

The following report was given by Mrs. Pede:

This public hearing is specifically conducted to fulfill the district's legal obligation to present school violence and vandalism information to the public and to conduct public hearings on the report in accordance with the requirements of N.J.S.A. 18A:17-46, N.J.A.C. 6A:16-5.2(a)4 and N.J.A.C. 6A:16-5.3(f).

Tonight is part of the district's obligation for the Superintendent "...to report on all acts of violence and vandalism which occurred during the previous school year, including a report on the district's [or charter school's] verified violence and vandalism data submitted under the Electronic Violence and Vandalism Reporting System (EVVRS) to the NJDOE for the previous school year (2010-2011)." This being so, the Superintendent is legally obligated to report on the acts of violence and vandalism in

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the previous school year (2010-2011). To my knowledge, the Board had been informed of suspensions as they occur in our school district. This will continue during the current school year as well. Tonight I can report that there were four (4) acts of violence/vandalism at the middle school and one (1) at the elementary school that met the requirements for reporting on the annual EVVRS that was submitted for the 2010-2011 school year this past summer. Three of the four incidents at the middle school were in the last three weeks of school (the elementary incident was a verbal threat for which the student received an ISS, one was a weapon incident related to the community pool event, two were for threatening remarks on facebook accounts, and one was when knives were brought to school and shown to classmates with no intent to harm). To date, there have been no incidences for inclusion as part of this year's (2011-2012) EVVRS reporting requirements.

The week of October 17th is designated as School Violence Awareness Week, which we will be observing. Per the requirements of the new Harassment, Intimidation, and Bullying Law (District Policy #5512, the first week of October (October 3-7) is designated as a Week of Respect. To that end, please note that the following activities took place or will take place in our district, either at the Elementary School or at the Middle School:

- The physical education teachers, Trish Steele and Heather Arnold taught all the students in the school a Respect dance in Gym class. The dance is to the Aretha Franklin song "Respect". They have been teaching about Respect and what it means. This has also been addressed in character education lessons. The dance is intended to be a reminder of these lessons. Matt Shea videotaped the dance with one of their gym classes. A link has been sent out to staff, and on Friday, the song Respect was played in the morning while all the students did the dance in their classrooms. A poem or story on Respect was read in the cafeteria during both lunch periods on Friday, followed with the Respect dance as a reminder of what Respect means.
- Each morning an announcement about Respect was read at the elementary school. This will remind students of how to be respectful in these settings. (Monday – classroom, Tuesday – hallway, Wednesday – lunchroom, Thursday – cafeteria, and Friday – playground). The fourth grade teachers read a book about respect that was followed with a writing activity on respect.
- Suggested activities were provided to staff members so that areas of character education could be addressed (i.e., write what respect means to me, complete an acrostic poem for respect, consider a journal entry on what respect means to oneself, draw picture of respect and add a caption, create a respect poster or collage, emphasize respect in 5 areas of the school, one area each day)
- The Chain Links Leaders at the Middle School designed the display case at the entrance to the building with the word "RESPECT" having every students' picture in the middle school on each of the letters
- Each grade level will have character education lessons regarding "respect"
- During morning announcements throughout the week, different forms of "respect" will be discussed in relation to the school environment (example: respect in the hallways, interactions with others, in the cafeteria, etc.); portions of the song "Respect" by Aretha Franklin will be played at the end of each announcement

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- A Rachel's Challenge quote pertaining to "respect" will also be announced daily
- The Memorandum of Agreement is on tonight's BOE agenda; the chief of police has met with the school superintendent multiple times to assure cooperation between the parties.
- Red Ribbon Activities will also take place during the month of October in coordination with these weekly events.
- The district has partnered with Community Prevention Resources for various programs including the ASSET program.
- The district has also partnered with the PTA, and at the October general membership meeting there will be a presentation by Community Prevention Resources and our own Matt Shea who will present Digital Citizenship which honestly exemplifies the merits of both the "Week of Respect" and "Violence Awareness Week".

The messages of respect, anti-bullying, anti-violence and healthy choices are infused throughout our district and community, and it is our intention to continue in this manner throughout this school year. When everyone works together, the true understanding of Violence Awareness comes through as students witness how many positive things can happen when people do work together for a common cause. Energies spent for the right reasons promote positive discussions on conflict resolution, issues of student diversity, and tolerance. We intend to continue our efforts in this area for the kind of environment our students, staff, and families deserve.

Classroom Highlights by Joan Dziedzic, Teacher

MINUTES of August 30, 2011 Minutes and Executive Session; September 27, 2011 Minutes and Executive Session

Motion by Mr. McFarlane, seconded by Mr. Edinger that the minutes of the August 30, 2011 Regular Meeting and Executive Session and the minutes of the September 27, 2011 Minutes and Executive Session be approved and filed as presented. Motion carried on unanimous voice vote.

SECRETARY/TREASURER REPORTS

Motion by Mr. McFarlane, seconded by Mr. Edinger, that the Secretary/Treasurer's Reports submitted for the months ending July 31, 2011 and August 31, 2011 which agree with each other and the bank, be approved and filed. Motion carried on unanimous voice vote.

FINANCIAL REPORTS CERTIFICATION

Motion by Mr. McFarlane, seconded by Mr. Edinger, as follows: Pursuant to N.J.A.C. 6A:23A-13.3(c)3, the Board Secretary certifies that no line account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10(a) and; pursuant to N.J.A.C. 6A:23A-13.3(c)4, we certify that as of July 31, 2011 and August 31, 2011 after review of the monthly reports and upon consultation with the appropriate officials, to the best of our knowledge no major line account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(b), and that sufficient funds are available to meet the district's financial obligations for the entire fiscal year. Motion carried on unanimous voice vote.

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BILL LISTS

Motion by Mr. McFarlane, second by Mr. Edinger, that the bill lists submitted for the October 11, 2011 meeting for the Operating Funds from September 15, 2011 to October 11, 2011 in the amount of \$1,077,166.75 and the September Food Service Account in the amount of \$1,154.99 be approved for payment.

Motion carried on unanimous voice vote.

PUBLIC COMMENT ON AGENDA ITEMS

None

a. Education

R-106-12

Maternity Leave Extension

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves a maternity/child care leave extension for Lisa Beenders with a return date of January 3, 2012 instead of November 25, 2011 as requested.

Roll Call Vote: 9-0 Motion carried

R-107-12

Long-Term Substitute Extension

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves an extension to the Long-term Substitute Contract for Barbara Salas through December 23, 2011.

Roll Call Vote: 9-0 Motion carried

R-108-12

Substitutes for the 2011-12 School Year

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the list of substitutes as provided for the 2011-12 school year.

Roll Call Vote: 9-0 Motion carried

R-109-12

Teacher Resignation

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the resignation of Kathy Reading as Middle School Technology Teacher, with regret, effective November 18, 2011 or sooner.

Roll Call Vote: 9-0 Motion carried

R-110-12

Teacher Resignation

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the resignation of Debbie Shelly as Grade 3 Teacher, with regret, effective November 25, 2011 or sooner.

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Roll Call Vote: 9-0 Motion carried

R-111-12 **Aide Resignation** **TABLED**

Motion by Mr. McFarlane , second by Mr. Edinger,
Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the resignation of Judy Levermore effective September 30, 2011.

Roll Call Vote:

R-112-12 **Field Trips**

Motion by Mr. McFarlane , second by Mr. Edinger,
Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the following field trips:

<u>Grade</u>	<u>Destination</u>	<u>Date</u>	<u>Company</u>	<u>Amount</u>
2	Raritan Valley C.C.C.	11-7-11	B&K	Dalrymple
				\$525
8	Allentown PA Chamber Theatre	12-12-11	B&K	Dalrymple
				\$522
Sp. Olympics	Warren Lanes	various	N/A	N/A

Roll Call Vote: 8-1 Abstain (Mr. Gallant) Motion carried

R-113-12 **Horizontal Salary Guide Movements**

Motion by Mr. McFarlane , second by Mr. Edinger,
Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves horizontal salary guide movement effective October 1, 2011 as follows:

<u>Name</u>	<u>New Locator</u>
Krista Wayne	RR/BA+30
Mary Ann Curzi	GG/MA+30
James Thompson	KK/BA+30
Patricia Steele	LL/MA
Juanita White	RR/MA

Roll Call Vote: 9-0 Motion carried

R-114-12 **Volunteers for 2011-12**

Motion by Mr. McFarlane , second by Mr. Edinger,
Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the volunteers for the 2011-12 school year as presented.

Roll Call Vote: 9-0 Motion carried

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R-120-12

Teacher Mentors

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the following Teacher Mentors to be paid a maximum of \$550.00 each from NCLB funds:

Deborah Hightet, Jayne Krusman and Heather Weidlick

Roll Call Vote: 8-1 Abstain (Mr. Krusman) Motion carried

R-121-12

Permission to Hire Staff

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it resolved that the Board of Education hereby authorizes its Superintendent to take appropriate action to effectuate any necessary emergency hires in order to address any unanticipated resignations and/or retirements that may occur between today and the date of the next Board meeting so that the Districts school are appropriately staffed in order to start the 2011-2012 school year. Any such emergency hires are subject to ratification and approval by the Board at its next regularly scheduled meeting on November 8, 2011.

Roll Call Vote: 9-0 Motion carried

a. Facilities and Technology

R-122-12

Facility Use Requests

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the facility use requests as follows:

Middle School:

<u>Organization</u>	<u>Date</u>	<u>School Area</u>
Girl Scouts Heart of Lopatcong	March 9, 2012 or March 23, 2012 (snow date)	APR
LAA	October 17, 2011 to March 31, 2012	Gym

Elementary School:

LEA	October 18, 2011 and October 24, 2011	Room 107 ES
LAA	October 17, 2011 to March 31, 2012	Gym

Roll Call Vote: 9-0 Motion carried

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WHEREAS, the Lopatcong Township Board of Education must recognize the actual amount of the fiscal year 2011 year end deposit into the tuition reserve account, THEREFORE BE IT RESOLVED, that the Lopatcong Township Board of Education recognizes the fiscal year end deposit into the tuition reserve account in the amount of \$400,000.

Roll Call Vote: 9-0 Motion carried

R-127-12 Employee Travel and Expense Reimbursement

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves employee travel and expense reimbursement as attached.

Roll Call Vote: 9-0 Motion carried

R-128-12 Contract with Herff Jones for Yearbook

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, appoints Herff Jones as the yearbook publisher for the 2011-12 school year at a cost of \$4,207.50.

Roll Call Vote: 9-0 Motion carried

R-129-12 Interim Business Administrator/Board Secretary

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, and pending written approval by the Executive County Superintendent approve extending the contract for Abigail Kutz as Interim School Business Administrator/Board Secretary to on or before January 1, 2012 at a rate of \$65.00 per hour with no benefits or entitlements.

Roll Call Vote: 9-0 Motion carried

R-130-12 Special Ed. Tuition Contract with Phillipsburg School District

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the placement of one Lopatcong student ID#7433037728 at the Phillipsburg School District in a self-contained class and approve a tuition contract for such placement in the amount of \$1,273.90 per month for a total of \$12,739.00.

Roll Call Vote: 9-0 Motion carried

R-131-12 EIRC Administrative Walk-Through Contract

Motion by Mr. McFarlane , second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent approves contracting with the EIRC for an Administrative Walk-Through

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also note that the law states the following: "...designees only give Epi Pen in the absence of a nurse.

Therefore, if a nurse is anywhere on school property- the designee MAY NOT give the Epi Pen." Ann notes that if she is away from her office- **she must be contacted.** We will be storing all Epi Pens in the nurse's office.

Week of Respect and Violence Awareness Week

Information shared in report

Additional HIB Trainings

N.J. School Boards Convention – October 24, 25, 26

In-service Program on October 10, 2011

The introduction included a presentation on test scores...the day continued with the building administrators explaining the use of the NJDOE website on curriculum, examining curriculum and adding teacher input, 21st Century skills necessary in the curriculum, and meetings across and within grade levels for focus on instruction.

Power Walkthrough Training

Power Walkthrough Training Began today with administrators...interesting quote: "What gets measured gets taught and what gets taught gets learned."

PTA Membership Forms

I put forms at the places of BOE members who had not yet joined the PTA...please consider joining so we have 100% participation. The administrators are at 100% as of now and the PTA is still hoping to add members. They do a lot of positive support for our schools and children.

New Jersey Ask District Test Scores Report

Mrs. Pede gave a report and discussed the scores. A copy will be entered in the official minutes of the board of education.

Legislative Representative Report

Mrs. Rozycki reported on her attendance at the Warren County School Boards meeting. Mr. Ray Kenny, Outreach Coordinator made suggestions for first year implementation of the Bullying Policy.

Discussions in regard to the new state aid formula and unfunded mandates ensued.

The Teacher Effectiveness and Accessibility Bill is before the Senate Education committee. The bill takes authority away from the Board of Education and the Superintendent.

Information from Phillipsburg Board of Education Representative

Mr. Edinger said they did not have a meeting.

Committee Reports

Ad-Hoc – no report

Education – no report

Facilities and Technology – Mr. Edinger said the committee was looking into what they might owe to Eneractive. The committee was not looking to hire another professional at this time for the solar project.

Finance – would like to schedule a meeting for a budget analysis

Negotiations – no report

Policy – Mr. Taggart said he would have a hand out based on the last policy meeting

Other Items of Emergent Nature

Mr. Krusman said that all projects would be on hold until a budget analysis was completed. The hazardous study on Delaware Park is in progress and will be completed.

Other Public Comments

Mrs. Zittis asked what the Girls on the Run was all about.

Mr. Guss expressed concern over the need for administration of the Epi-pen by several staff members in the event someone is not available.

Executive Session

Motion by Mr. Kessler , second by Mr. Gallant ,

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session; now therefore,

Be it, RESOLVED, that the Lopatcong Township Board of Education, hereby recesses into executive session at 8:55 p.m. to discuss certain items involving:

1. Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation of performance, promotion or discipline of any public officer or employee
2. Matters of student confidentiality
3. Matters involving anticipated or pending litigation, including matters of attorney-client privilege

Be it, FURTHER RESOLVED that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

And be it, FURTHER RESOLVED that the Board of Education will return to open session to conduct business at the conclusion of the executive session.

Vote: Unanimous Motion carried

The board reconvened in open session at 9:43 p.m.
Resolution R-117-12 was voted on.

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Adjournment

Mr. Edinger moved to adjourn at 10:00 p.m. second by Mr. McFarlane.

Respectfully submitted,

Abigail E. Kutz, Interim
Business Administration/
Board Secretary