

**MINUTES OF THE LOPATCONG TOWNSHIP  
BOARD OF EDUCATION**

President Krusman called the meeting to order on November 8, 2011 at 7:02 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.

**ROLL CALL**

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

Absent: Wade Caccese

Others Present: Vicki J. Pede, Superintendent; Abigail E. Kutz, Interim Business Admin./Board Secretary; Rick Bonney, Asst. Principal; Jeanene Dutt, Principal and Noelle Kondikoff and approximately 6 members of the public.

**READING OF THE MISSION STATEMENT**

Mrs. Pede recited the Mission Statement.

**CORRESPONDENCE** - none

**SUPERINTENDENT'S PRESENTATION**

Mrs. Pede introduced new elementary teacher, Stephanie Condon

**PRINCIPALS' PRESENTATION OF State Curriculum Expectations and Administrative Power Walkthroughs**

Mrs. Dutt, Mrs. Kondikoff and Mr. Bonney gave a Power Point presentation of the core curriculum content standards and demonstrated the type of skills sets that are expected to be achieved by the various grade levels and the types of activities the staff may use to reach these expectations. They also reviewed what they learned during the recent Administrative Power Walkthroughs and demonstrated how they are implementing it on an everyday basis.

**Bond Sale Highlights**

Mrs. Kutz reported that via a conference call on Thursday with the board of education bond attorney and financial advisor, it was decided to reach out to the bond market for a favorable rate to refinance the balance of the bonds. A positive response was received and accepted. The board will realize a budgetary savings of approximately \$846,000 for the sale of \$5,245,000 in bonds. The bond sale will be on November 16, 2011. There is no liability or cost for the board of education.

**Classroom Highlights by Jenn Larsen, LEA President**

Mrs. Larsen mentioned that Lopatcong has been chosen to have legislators attend our Teacher for a Day this month.

**MINUTES of September 13, 2011 Minutes and Executive Session; October 11, 2011 Minutes and Executive Session**

Motion by Mr. Edinger, seconded by Mr. Gallant that the minutes of the September 13, 2011 Regular Meeting and Executive Session and the minutes of the October 11, 2011 Minutes and Executive Session be approved and filed as presented. Motion carried on unanimous voice

vote.

### **SECRETARY/TREASURER REPORTS**

Motion by Mr. Edinger, seconded by Mr. Gallant that the Secretary/Treasurer's Reports submitted for the month ending September 30, 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. Edinger, seconded by Mr. Gallant, 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 September 30, 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.

### **BILL LISTS**

Motion by Mr. Edinger, second by Mr. Gallant that the bill lists submitted for the November 8, 2011 meeting for the Operating Funds from October 12, 2011 to November 8, 2011 in the amount of \$1,152,171.20 and the October Food Service Account in the amount of \$33,810.25 is approved for payment.

Motion carried on unanimous voice vote.

### **PUBLIC COMMENT ON AGENDA ITEMS**

None

## **NEW BUSINESS – ACTION ITEMS**

### **a. Education**

#### **R-136-12**

#### **Maternity Leave Extension**

Motion by Mr. McFarlane , second by Mr. Taggart ,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves a maternity/child care leave extension for Elizabeth Mansfield with a return date of November 14, 2011 instead of November 7, 2011 as requested.

Roll Call Vote: 9-0 Motion carried

#### **R-137-12**

#### **Maternity Leave Extension**

Motion by Mr. McFarlane , second by Mr. Taggart ,

Be It, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves a maternity/child care leave extension for Cristen Tierney through June 30, 2012 instead of January 3, 2012 as requested.

Roll Call Vote: 9-0 Motion carried

#### **R-138-12**

#### **Long-Term Substitute Extension**

Motion by Mr. McFarlane , second by Mr. Taggart ,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves an extension to the Long-term Substitute Contract for Cynthia Wiseburn through November 9, 2011.

Roll Call Vote: 9-0 Motion carried



Roll Call Vote: 9-0 Motion carried

**R-144-12** **Volunteers for 2011-12**

Motion by Mr. McFarlane , second by Mr. Taggart ,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the volunteers for the 2011-12 school year as presented pending the receipt of the appropriate documents from each volunteer.

Roll Call Vote: 9-0 Motion carried

**R-145-12** **Designate Education Jobs Fund Positions**

Motion by Mr. McFarlane , second by Mr. Taggart ,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the following staff positions to be funded in part by the Education Jobs Fund:

Marianne Burd	Guidance Counselor	\$82,847
Tammi Sarnoski	BSI Teacher	8,690

Roll Call Vote: 9-0 Motion carried

**R-146-12** **Permission to Hire Staff**

Motion by Mr. McFarlane , second by Mr. Taggart ,

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 December 13, 2011.

Roll Call Vote: 9-0 Motion carried

**R-147-12** **Hire Home Instruction Staff**

Motion by Mr. McFarlane , second by Mr. Taggart ,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent approves hiring David Maccagnan and Jessica Senk, at the board approved rate, to provide homebound instruction for Student ID No. 7729608013.

Roll Call Vote: 9-0 Motion carried

**R-148-12** **Approve Home Instruction Placement**

Motion by Mr. McFarlane , second by Mr. Taggart ,

Be it, RESOLVED, that the board of education, upon recommendation by the Superintendent approves providing homebound instruction to Student ID#7729608013 for up to 5 hours per week until a return date is determined by the attending physician.

Roll Call Vote: 9-0 Motion carried



approves employee travel and expense reimbursement as attached.

Roll Call Vote: 9-0 Motion carried

**R-153-12** **Disposition of School Property**

Motion by Mr. Edinger , second by Mr. Gallant ,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, authorize the disposition of computer equipment which is considered obsolete according to the district’s approved Technology Plan. Pursuant to Policy #7300, the following equipment will be disassembled and destroyed.

**Lopatcong Twp School**

**PCA**

- 15 crt monitors
- 25 desktops
- 1 server
- 2 5550 printers
- 1 2500 color laser
- 1 1200 bw laser
- Hp 5180 all in one
- 2 switches
- Nec projector

- Color laser
- B&W laser
- 3 switches
- 10 laptops

Roll Call Vote: 9-0 Motion carried

**R-154-12** **Accept Additional Education Jobs Funding**

Motion by Mr. Edinger , second by Mr. Gallant ,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, accept additional Education Jobs Fund money in the amount of \$3,690 to be used to partially fund BSI teaching staff.

Roll Call Vote: 9-0 Motion carried

**R-155-12** **College Student Observation**

Motion by Mr. Edinger , second by Mr. Gallant ,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the college student observation for Angela Caccese of Ball State University toward her 1500 hours of practicum with Mrs. Penny Torcivia for the 2011-2012 school year.

Roll Call Vote: 9-0 Motion carried

**R-156-12** **Facility Use Requests**

Motion by Mr. Edinger , second by Mr. Gallant ,

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>
PTA	December 5 & 6, 2011	Hallway

PTA

December 10, 2011

Kitchen &amp; MPR

**Elementary School:**OrganizationDateSchool Area

PTA

December 1 &amp; 2, 2011

Stage

Roll Call Vote: 9-0 Motion carried

**R-157-12****Employee Travel and Expense Reimbursement**

Motion by Mr. Edinger , second by Mr. Gallant ,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the Employee Travel and Expense Reimbursement as attached.

Roll Call Vote: 9- Motion carried

**Administrator's Report**

1. Veteran's Day Programs: Rick extended an invitation to BOE members to attend the sessions at the middle school which will be held during Panther Periods.
2. HIB Report: As required, follow-up letters were sent following the Oct. meeting

**October Report**

Elementary School - 8 Reports, 0 confirmed HIB

Middle School - 13 Reports, 3 confirmed HIB

**November Report**

Elementary School - 5 Reports, 2 confirmed HIB

Middle School - 5 Reports, 2 confirmed HIB

3. Emergency Closings: The School Messenger Alert entitled "Trial run" went today at 6:00 p.m. The emergency call list has been typed and distributed to the administrators. In the event of a closing where I would be unavailable, Mrs. Dutt will be making the contacts. I have also checked with Ron, and in his absence, John Feleppo is the person in charge.
4. Curriculum and Instruction/Teaching and Learning & Power Walkthrough Presentations: Thank you to our building administrators for the information provided with regard to the efforts of our school district in working toward the goal of improvement in the areas of reading, writing, and mathematics. The presentation will be videotaped and provided as a podcast on our website during this month.
5. Budget Development Calendar: I have been in contact with Nancy DeRiso regarding the budget development calendar. I will be speaking to our interim business administrator, the BOE president and the Finance Chair to go over the tentative calendar.
6. Almost Anything Goes (AAG): The efforts of the Student Council raised \$1350.00 for the Lopatcong Emergency Squad. I had reported the information to the Board in the Weekly Update, but wanted to announce it publically as well. We thank the Student Council for such a great evening and Mr. Bonney for working with them in the continuation of the program.

### **Legislative Representative Report**

Mrs. Rozycki highlighted topics from the School Law Forum held at the New Jersey School Boards Convention. She also reported on the 1<sup>st</sup> Amendment rights, Impact of Divorce on Student Residency issues and Access to Personnel Records. She mentioned the pdf file sent to the other board members in regard to the upcoming Delegates Assembly. There will be an Ad Hoc Committee set up to do a Finance Review in connection with charter schools, additional funding for special education and putting money behind H.I.B.

### **Information from Phillipsburg Board of Education Representative**

Mr. Edinger reported on the status of the auditorium renovations and the middle school pool. Mr. Sal Patti resigned from the board for health reasons. Mr. Glennon asked about the trailers. No new trailers.

### **Committee Reports**

#### a. Ad-Hoc

The committee will be working on the following goals developed at the July retreat:

1. Develop an action plan for renovation or liquidation of the Delaware Park School
2. Provide moral support for new administrators
3. Improve community relations

#### b. Education

Mr. Kessler said the committee talked about the resignation of an aide, staff interviews and the curriculum presentation

#### c. Facilities and Technology -none

#### d. Finance – Mr. Gallant reviewed the committee minutes in regard to the roof project.

#### e. Negotiations - none

#### f. Policy - none

### **Other Items of Emergent Nature**

Mr. Krusman said there would be a change in committee structure. Mrs. Rozycki will be on the Ad Hoc Committee replacing Mr. Caccese. Mr. Caccese would replace Mr. Glennon on Facilities and Technology.

### **Other Public Comments -none**

### **Executive Session**

Motion by Mr. Gallant , second by Mr. Edinger ,

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 9:33 p.m. to discuss certain items involving:

1. Matters of student confidentiality

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

November 8, 2011

FY12

The board reconvened in open session at 9:43 p.m.

**Adjournment**

Meeting adjourned at 9:44 p.m.

Respectfully submitted,

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Mr. Edward Krusman, President

Abigail E. Kutz, Interim Bd. Sec./  
Business Administrator