



**Lopatcong Township Board of Education
Regular Meeting
Minutes January 3, 2017**

**A. CALL MEETING TO ORDER, FLAG SALUTE, OPENING STATEMENT:
7:14PM**

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.

B. ROLL CALL by Donna Tolley, Business Administrator

Present: Ernest Gallant, Bob McFarlane, Pam Thomas, Debbie Hille, Gena James, Barbara Lance, Stephen Ruane, Matthew Herzer, and William Taggart

Absent: None

C. READING OF MISSION STATEMENT Mrs. Roncoroni, Superintendent

The Lopatcong School District is committed to provide a safe, secure and supportive learning environment that challenges all students to meet or exceed developmentally appropriate expectations based on New Jersey Core Curriculum Content and Common Core State Standards through interactions with highly qualified and dedicated staff.

With community collaboration, the district will promote a positive atmosphere that acknowledges diversity and encourages students to be self-reflective and civically responsible.

By providing a comprehensive educational program using varied instructional strategies, recognizing individual differences, incorporating technology and digital literacy and encouraging critical thinking, the district will prepare students for college and careers in the 21st century.

D. PRESENTATION: Mr. William Colantano of BKC & Co. 15-16 Audit

Mr. William Colantano presented to the Board members a summary of the 2015-2016 Audit results with no Findings nor Recommendations.

Mr. Colantano presented the B-2 Exhibit to compare revenues and expenses from 2015 to 2016. The tax levy went up 3% over last year with expenses decreasing by \$865,194 from last year. This was a direct result of the staff reductions, non-replacements, and budget cuts during the past year to restore the District's bottom line which was in deficit at 2015 year end. The Salary Comparison charts from 2015 to 2016 showed large reductions in Salary and Benefits expenses.

At the end of 2015 budget year, the District surplus was in deficit. The Emergency, Maintenance, and Tuition reserves were all depleted and appropriated into the 2015-2016 budget due to the shortfall. The implementation of all the budget cuts during 2015-2016 closed the budget year with a small replenishment in Tuition reserve and a 1% surplus.

The J-4 Exhibit shows revenue and expenditure comparisons over 8 years. The District revenues increased 18.87% while the expenditures increased 22.19%. The District revenues are not keeping up with the rate of expenditures. The Tuition analysis reflected the best comparison of revenue to expense. Over the past 6 years, the total operating budget increased 18.03% . The High School and Vo-Tech Tuition budget increased 174.10% but the expenditures for High School and Vo-Tech Tuition increased 178.28%.

The District financial goals should be to increase revenues and legislatively or contractually cap the tuition increases with the 2% allowable increments. If something does not change, these expenditure patterns reflect a continued need for budget cuts and reductions to pay for increasing tuition costs.

E. PUBLIC COMMENTS ON AGENDA ITEMS: None

E. REVIEW OF OFFICIAL CORRESPONDENCE:

A). SDA Section 15 Grant Agreement Execution Letter

Mrs. Tolley stated that the District finally received the SDA Section 15 ROD Grant Agreement Approval from the DOE to begin the Elementary Window and Door project with a reimbursement to the district of 40% of costs. The District may now begin submission for reimbursement of expenses already incurred and paid on the project.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS (Attachment)

- December 13, 2016 - Regular Meeting Minutes
- December 13, 2016 – Executive Session Minutes

Voice Vote:

Motion by: Mrs. Gena James, second by Mr. William Taggart, motion carried **VOTE: 6-0-3.**
(Mr. Matthew Herzer, Mrs. Barbara Lance, and Mr. Steve Ruane Abstained from the Vote)

H. COMMITTEE REPORTS

- a. Ad-hoc - None
- b. Education - None
- c. Facilities and Technology – None

- d. Finance:
Mrs. James stated that we had a Committee meetings today on January 3, 2017 prior to this meeting. It was to work on the tentative budget for 2017-2018.
- e. Negotiations – None
- f. Policy:
Mr. William Taggart stated that Strauss Esmay has just published an Alert 210 that he will be preparing policies for the Committee and for the next board meeting.

I. FINANCE

Resolutions R-204-17 through R-208-17 will be moved in one roll call

R-204-17 Authorization for Payment of Bills (Attachment)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the bill’s list as submitted for the period December 14, 2016 through January 3, 2017 be approved as recommended by the Superintendent and School Business Administrator.

Fund 10 – Current Expense	\$	845,186.94
Fund 20 – Special Revenue		15,993.20
Fund 30 – Capital Outlay		0.00
Fund 40 - Debt Service		0.00
Fund 60 – Food Service		1,458.80
Fund 62 - Enterprise Fund (After Care)	\$	<u>2,441.54</u>
Grand Total	\$	865,080.48

R-205-17 Line Item Transfers for November 2016 (Attachment)

BE IT RESOLVED, that the Board of Education approve the budget transfers as listed in the attachment for the 2016-2017 School Year.

R-206-17 Report of the Treasurer and Board Secretary for November 2016 (Attachment)

BE IT RESOLVED, that the Board of Education accept the Treasurer and Board Secretary’s Financial Reports for the month of November 2016 revised as per the procedure instituted by the State Department of Education, wherein the required certification by the Board Secretary is adhered to in the attachment.

R-207-17 Certification of Fund Balances

BE IT RESOLVED, that pursuant to N.J.A.C. 6A:23A-16.10(b), the Board of Education certify that as of January 3, 2017, after review of the Secretary’s monthly financial reports for November 2016 (appropriations section), and upon consultation with the appropriate district officials, shall certify in the minutes of the Board each month that no major 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 remainder of the fiscal year and we request the Board Secretary to addend a copy of the Secretary’s Report to the minutes.

Donna Tolley, Business Administrator/Board Sec.

January 3, 2017

R-208-17 Accept the Audit (CAFR Report) for 2015-2016.

BE IT RESOLVED, that the Board of Education upon recommendation of the Superintendent, approve and accept the District’s Audit (CAFR Report) for the 2015-2016 school year. There were no findings or recommendations presented.

Roll Call: by Donna Tolley, Business Administrator

Motion by: Mr. Robert McFarlane, second by Mrs. Gena James, motion carried **VOTE: 9-0.**

J. EDUCATION

Resolutions R-209-17 through R-214-17

R-209-17 Permission to Hire Staff

BE IT RESOLVED, that the Board of Education hereby authorizes the Superintendent to take appropriate action to effectuate any necessary emergent hires in order to address any unfilled summer positions, unanticipated resignations and/or retirements that may occur between today and the date of the next Board meeting so that the District’s schools are appropriately staffed to provide support and instruction during the 2016-2017 school year. Any such emergent hires are subject to ratification and approval by the Board at its next regularly scheduled meeting.

R-210-17 Approve Emergency Bus Evacuation Drills

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the drills completed for N.J.A.C. 6A:27-11.2d on 12/19 for the Middle School in the front entrances by Rick Bonney.

R-211-17 Employee Travel and Expense Reimbursement:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve employee travel and expense reimbursement as follows:

- B. Fleming 3/13-15/17 B&G Annual Conf Harrahs A/C, NJ
- R. Roncoroni 12/28/16 Legal Conference Princeton, NJ

R-212-17 Approve HIB Report (Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the HIB Report from December 12, 2016 through December 31, 2016 for the 2016-2017 school year.

R -213-17 Approve Tuition Contract Phillipsburg 2016-2017

BE IT RESOLVED, that the Board of Education, by recommendation by the Superintendent, approve the tuition contract with Phillipsburg for Student State ID#8250518635 from January 2, 2017 through June 30, 2017 in the amount of \$8,945.00 for the school year 2016-2017.

R-214-17 Approve Horizontal Salary Guide Movement

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the Horizontal Salary Guide Movement, effective February 1, 2017 as per the Collective Bargaining Agreement as follows:

Name	Old Locator	New Locator	
Krista Wayne	MA + 15 Step RR	MA + 30 Step RR	

Roll Call: by Donna Tolley, Business Administrator

Motion by: Mrs. Gena James, second by Mr. Robert McFarlane, motion carried **VOTE: 9-0.**

K. FACILITIES & TECHNOLOGY

Resolutions R-215-17

R-215-17 Approve Facilities Use Request

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve facilities use requests as follows:

<i>Organization</i>		<i>Date</i>	<i>Building</i>	<i>Fees</i>		
<i>LEAD</i>	<i>LEAD Picnic</i>	<i>05/25/2017</i>	<i>MS Outside or Gym (weather)</i>	<i>None</i>		
<i>LAA-Basketball</i>	<i>Team Photo Day</i>	<i>1/11/17</i>	<i>MS APR</i>	<i>None</i>		

Roll Call: by Donna Tolley, Business Administrator

Motion by: Mrs. Gena James, second by Mr. Robert McFarlane, motion carried **VOTE: 9-0.**

L. POLICY - NONE

M. ADMINISTRATOR’S REPORT - NONE

N. LEGISLATIVE UPDATES - NONE

O. REPORT FROM PHILLIPSBURG BOARD OF EDUCATION REPRESENTATIVE- NONE

P. ITEMS OF EMERGENT NATURE - NONE

Comments by Board of Education members

Q. PUBLIC COMMENTS:

A member of the community asked now that the new high school is finished and open, will the District be expecting higher tuition costs for our 9th thru 12th graders being sent to the High School? How is the tuition cost calculated? Will we receive any discounts since the High School is in Lopatcong Township and using our resources?

Mr. Gallant responded by saying that the High School will need to operate for a minimum of a year before the actual costs of operation are determined. We do expect an increase in our tuition charges, but do not know the number at this time. He also stated that Lopatcong does not receive any discount for the High School being built in our township.

Pursuant to the Open Public Meetings Act, the Board has set aside two portions of this meeting for public comment. Specifically, during both the "Public Comment on Agenda Items" and the "Other Public Comments" sections noted on the agenda, this meeting will be open to members of the public who wish to speak or make comment on agenda items or a school district issue that may be of concern to the residents of the Township of Lopatcong. In that respect, please limit your comments or questions during the "Public Comment on Agenda Items" to agenda items only, and save any other questions or comments that you may have for the "Other Public Comments" portion of the meeting.

During both portions of the meeting, the Board requests that the following procedures be observed:

1. Any person who wishes to speak must wait until they have been recognized by the presiding Board Officer;
2. Before beginning, each speaker must state their name and address and, if speaking on behalf of an organization, the name of that organization;
3. Each speaker is limited to one (1) opportunity to speak during each of the two (2) portions that have been set aside;
4. Each speaker is limited to three (3) minutes in length so that other members of the public who wish to speak may have an opportunity to do so. Additional time may be afforded to a speaker at the sole discretion of the presiding Board Officer;
5. The presiding Board Officer will advise each speaker when the three (3) minute period has expired;
6. Out of respect for other members of the public that may wish to speak, the Board requests that each speaker cede the floor to the next member of the public as soon as they finished making their respective comment(s) and/or when their allotted time has expired; and
7. If your questions or comments pertain to litigation, student or personnel matters, the Board asks that you see the Superintendent after the meeting since the Board does not, pursuant to the Open Public Meetings Act, discuss or respond to these items in public.

R. EXECUTIVE SESSION: 7:45 PM

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 by the Lopatcong Township Board of Education, that it is necessary to meet in executive session to discuss certain items involving:

- HIB Student Matters

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.

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

Voice Vote:

Motion by, Mrs Pam Thomas and second by, Mr. Steve Ruane to go into executive session at 7:45 p.m. **VOTE: 9-0**

S. RECONVENE PUBLIC SESSION: 8:00 pm

Voice Vote:

Motion by, Mr. Steve Ruane and second by, Mrs. Gena James to leave executive session at 8:00 p.m. **VOTE: 9-0**

T. ADJOURNMENT: 8:00 PM

Voice Vote:

Motion by, Mr. Steve Ruane and second by, Mrs. Gena James to adjourn the meeting at 8:00p.m. **VOTE: 9-0**

Respectfully Submitted:

Donna Tolley, Board Secretary