



**Lopatcong Township Board of Education
Regular Meeting
Minutes January 24, 2017**

**A. CALL MEETING TO ORDER, FLAG SALUTE, OPENING STATEMENT:
7:00PM**

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 Star Gazette. 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, Gena James,
Barbara Lance, Stephen Ruane, Matthew Herzer, and William Taggart

Absent: Debbie Hille

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:

1). Student Council Presentation: Care Center Visitation by Mrs. Susan Mahoney

Mrs. Susan Mahony along with the President and Vice President of the Student Council gave a brief presentation on their October 27, 2016 Care Center Visit. The Student Council members took a trip to the Lopatcong Care Center to do arts and crafts with the residents for the upcoming Halloween holiday. The Students and some residents cut out pumpkin shapes, eyes, noses, and various shaped mouths to create their very own Halloween pumpkin decoration.

The student council participates in various activities during the school year. 1). Care Center Visits twice a month to either Lopatcong Care Center or Brakely Park. 2). Fundraiser for the Lopatcong Fire House of \$1,500 3). A.E.G Fundraiser 4). Spirit Week Activities in the Fall and Spring 5). Candy Gram Sales – Fundraiser and 6). School Dances.

2). EVVRS-ITP Reporting Period #1 Submission: Mrs. Roncoroni, Superintendent Electronic Violence and Vandalism Reporting System and the Harrassment, Intimidation and Bully, Trainings and Programs Report for Reporting Period One (July 1 – December 31, 2016). The following details occurred: 1). 9 HIB investigations that were confirmed at the MS; 2). Zero at the Elementary School; 3). HIB Investigators include Mrs. Roncoroni as the coordinator, Mrs. Conner, and Mrs. Sodtalbers (school counselors) as the HIB Specialists and the building principals when necessary; 4). HIBS were founded on the basis of race, physical characteristics and ethnicity; 5). Discipline imposed included detentions, one day in school suspensions and 2 days of ISS depending on the infraction and repeated offenses; 6). HIB Trainings occurred for all staff members, substitute teachers, student observers and volunteers who spend a substantial amount of time with students on six separate occasions; 7). Programs or other measures provided by staff for students to reduce HIB included: social Skill Groups, Character Education Lessons, and Week of Respect Activities at both schools. Counseling sessions or conferences occur as needed. The next reporting period will be from January 1 – June 30, 2017.

E. PUBLIC COMMENTS ON AGENDA ITEMS: - NONE

F. REVIEW OF OFFICIAL CORRESPONDENCE: - NONE

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS (Attachment)

- January 3, 2017 – Reorganizational Meeting Minutes
- January 3, 2017 – Regular Meeting Minutes
- January 3, 2017 – Executive Session Minutes

Voice Vote:

Motion: by Mr. Robert McFarlane, second by Mr. Matthew Herzer, motion carried, **Vote: 8-0**

Mr. Steve Ruane mentioned that he would like to see each of the board members unique skill sets to be utilized in the Board of Education Committees.

H. COMMITTEE REPORTS

a. Ad-hoc - None

b. Education:

Mrs. Thomas stated that the Committee met on January 11th to discuss District Goals and action plans for 2016-2017. The majority of the meeting was understanding Goal #1. The Principals shared how the teachers use the data

collected. The Principals felt that the teachers become more familiar with the process, they will become more comfortable.

c. Facilities and Technology - None

d. Finance:

Mr. Ruane stated that the Committee had met on January 17th and again on January 24th to discuss multiple iterations of the various budget scenarios. Phillipsburg Tuition is still tentative and we have no state aid numbers yet. It is all very preliminary at this point. Our next meeting is February 7th.

e. Negotiations – None

f. Policy:

Mr. Taggart stated that the Committee met on January 17th to review the policies listed in the latest Alert #210. Some were revisions of old and some were new ones. The only one the Committee had some concerns about was the Administering of Opioid Antidote. The recommendation was to discuss with your individual board attorney and district nurses.

I. FINANCE

Resolutions R-216-17 through R-222-17 and R-242-17 will be moved in one roll call

R-216-17 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 January 4, 2017 through January 24, 2017 be approved as recommended by the Superintendent and School Business Administrator.

Fund 10 – Current Expense	\$ 1,119,301.52
Fund 20 – Special Revenue	6,837.92
Fund 30 – Capital Outlay	0.00
Fund 40 - Debt Service	250,971.88
Fund 60 – Food Service	1,458.80
Fund 62 - Enterprise Fund (After Care)	\$ 2,060.02
Grand Total	\$ 1,380,630.14

R-217-17 Line Item Transfers for December 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-218-17 Report of the Treasurer and Board Secretary for December 2016 (Attachment)

BE IT RESOLVED, that the Board of Education accept the Treasurer and Board Secretary’s Financial Reports for the month of December 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-219-17 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 24, 2017, after review of the Secretary’s monthly financial reports for December 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 24, 2017

R-220-17 Line Item Transfers for January 2017 for the Aftercare Maint.

BE IT RESOLVED, that the Board of Education upon recommendation of the Superintendent, approve the budget transfers to cover 1 hour a day for the aftercare program for the maintenance cost of cleaning after the program’s conclusion. Transfer of \$51.67 x 21 days in the amount of \$ 1,085.07.

R-221-17 Appropriate Fund Balance to Fund 40.

BE IT RESOLVED, that the Board of Education upon recommendation of the Superintendent, approve the appropriation from Fund 40-101 Cash to Fund 40-303 Budgeted Fund Balance one penny to cover January 15th Interest Payment (budgeted rounding issue).

R-222-17 Approve Food Service Fund Bill List

BE IT RESOLVED, that the Food Service Fund Bill List as submitted for December 19, 2016 be approved as recommended by the Superintendent and School Business Administrator

Fund 60 – Enterprise Fund – Food Service Bills CK #1709 \$20,356.20

R-242-17 Approve SEMI Waiver 2017-2018:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, **Whereas**, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2017-2018, and

Whereas, the Lopatcong Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 30 Medicaid eligible classified students and the participation in SEMI would not provide a cost benefit to the district based on the projection of the district’s available SEMI reimbursement for the 2017-2018 budget year.

Now Therefore Be It Resolved, that the Lopatcong Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Warren an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2017-2018 school year.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Robert McFarlane, second by Mrs. Gena James, motion carried, **Vote: 8-0**

J. EDUCATION

Resolutions R-223-17 through R-238-17 and R-243-17 will be moved in one roll call

R-223-17 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- 224-17 Approve Medical Leave

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the medical leave of Gary Hank beginning on December 16, 2016 using sick days through January 20, 2017, until his return to work on January 23, 2017 for the 2016-2017 school year.

R- 225-17 Approve Medical Leave

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the medical leave of Margaret Fehnel beginning on January 9, 2017 using a combination of sick and personal days through February 8, 2017, then unpaid days until her return to work on or about March 6, 2017 for the 2016-2017 school year.

R- 226-17 Approve Medical Leave

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the medical leave of Amanda Wayne beginning on January 18, 2017 using a combination of sick and personal days with a return to work on or about February 15, 2017 for the 2016-2017 school year.

R- 227-17 Approve Medical Leave

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the medical leave of Jeanene Dutt beginning on January 13, 2017 using sick days with a return to work on or about February 24, 2017 for the 2016-2017 school year.

R-228-17 Approve Hiring of Medical Leave Replacement:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the hiring of Kimberly Peterson as long term math sub for Gary Hank at the substitute rate of \$90 per day for the first 20 days of employment, beginning January 2, 2017 and continuing through January 20, 2017 until Mr. Hank's return on January 23, 2017.

R-229-17 Approve Hiring of Medical Leave Replacement:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the hiring of Kimberly Peterson as long term sub for Amanda Wayne at the substitute rate of \$90 per day for the first 20 days of employment, beginning January 26, 2017 and continuing on guide on February 28, 2017 or until Mrs Wayne's return on or about February 15, 2017 in the amount of \$240.25 per day (BA Step Z) per the Collective Bargaining Agreement.

R-230-17 Approve Hiring of Medical Leave Replacement:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the hiring of Courtney Compton as long term sub for Maggie Fehnel at the substitute rate of \$90 per day for the first 20 days of employment, beginning January 23, 2017 and continuing on guide on February 22, 2017 or until Mrs Fehnel's return on or about March 6, 2017 in the amount of \$240.25 per day (BA Step Z) per the Collective Bargaining Agreement.

R-231-17 Approve Substitutes for 2016-2017

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, Approve the following substitutes for the 2016-2017 school year.

Alyssa Fillmore as Substitute Teacher / Aide

R-232-17 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:

A. Boyer	2/10/17	PARCC Training	Whippany, NJ
J. Dutt	2/10/17	PARCC Training	Whippany, NJ
R. Roncoroni	2/10/17	PARCC Training	Whippany, NJ
T. Duaine	1/27/17	Positive Behavior Mgt	Phillipsburg, NJ
A Pogirnicki	1/27/17	Positive Behavior Mgt	Phillipsburg, NJ
T. Duaine	2/17/17	Positive Behavior Mgt	Phillipsburg, NJ
A Pogirnicki	2/17/17	Positive Behavior Mgt	Phillipsburg, NJ

R-233-17 Approve Cat in the Hat Assembly:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve a Cat in the Hat Assembly through NJEA on February 3, 2017 for Preschool through 2nd Grade for the 2016-2017 school year.

R-234-17 Approve The Grand Falloons Assembly ES:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the Grand Falloons presenting Earth-Science Assembly “Garbage What A Waste” for the Elementary School on February 8, 2017 for the 2016-2017 school year.

R-235-17 Approve The Grand Falloons Assembly MS:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the Grand Falloons presenting Earth-Science Assembly “Professor W’s Earth Science Circus: Our Earth: What a Gas” for the Middle School on April 5, 2017 for the 2016-2017 school year.

R-236-17 Approve PHS Guidance Assembly for 8th Graders:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Jeanette Schinstein the PHS Director of Guidance and her staff presenting an Assembly to the 8th Graders on February 7, 2017 for the 2016-2017 school year.

R-237-17 Approve HIB Report (Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the HIB Report from January 1, 2017 through January 20, 2017 for the 2016-2017 school year.

R-238-17 Approve Electronic Violence & Vandalism Reporting System – HIB Investigations, Trainings and Programs (EVVRS-HIB ITP) for Report Period #1:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the EVVRS-HIB-ITP Report Period #1 (July 1 - December 31, 2016) Submission.

R-243-17 Approve Jump Rope For Heart Fundraiser:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the “Jump Rope for Heart” fundraiser for the American Heart Association on February 16, 2017 for the 2016-2017 school year.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Matthew Herzer, second by Mrs. Gena James, motion carried, **Vote: 8-0**

K. FACILITIES & TECHNOLOGY

Resolutions R-239-17

R-239-17 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>Girl Scouts</i>	<i>International Night</i>	<i>3/6/17</i>	<i>MS APR</i>	<i>None</i>		
<i>Pburg Summer Youth Theatre</i>	<i>Performing Arts Camp</i>	<i>6/19/17 thru 7/29/17</i>	<i>MS MPR Music Etc</i>	<i>YES</i>		
<i>PTA</i>	<i>Graduation Mtg</i>	<i>2-27-17 or 3-6-17</i>	<i>MS MPR and Library</i>	<i>No</i>		
<i>Robin Wodzisz</i>	<i>Day of the Arts</i>	<i>3/4/17</i>	<i>MS MPR</i>	<i>Yes</i>		
<i>Rudy Crevani</i>	<i>Lopat Music Program</i>	<i>2/7 2/8 and 2/9/17</i>	<i>MS MPR and Music</i>	<i>No</i>		

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Robert McFarlane, second by Mr. William Taggart, motion carried, **Vote: 8-0**
(Mrs. Pam Thomas Abstained only from Girl Scouts since it is her Troop)

L. POLICY

Resolutions R-240-17 through R-241-17 will be moved in one roll call

R-240-17 Approve FIRST Reading of Revised Policies and Regulations:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the FIRST reading of the revised Policies and Regulations:

- 1510/R-1510 – Americans with Disabilities Act (M).
- 5116/R-5116 – Education of Homeless Children.
- 8330/R-8330 – Student Records (M)

R-241-17 Approve FIRST Reading of New Policies and Regulations:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the FIRST reading of the new Policies and Regulations:

- 2415.30 – Title 1 – Educational Stability for Children in Foster Care (M)
- 2418/R-2418 – Section 504 of the Rehabilitation Act of 1973 – Student (M).

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. William Taggart, second by Mrs. Gena James, motion carried, **Vote: 8-0**

M. ADMINISTRATOR’S REPORT:

Mrs. Roncoroni, Superintendent, gave here monthly report. Mr. Gary Hank wanted to thank the board of education for allowing him to participate with the Association of Math Professionals in N.J. Workshop “Math Rocks”. She also mentioned that the students are taking part in “Jump Rope for Heart” on Feb 16th for the Heart Association fundraiser. Mrs. Roncoroni would also like to recognize the Lopatcong Board of Education for January 2017 as NJ School Board’s Recognition Month.

Where, New Jersey’s public schools serve approximately 1.4 million children from pre-kindergarten through 12th grade; and

Whereas, The direction of public education in New Jersey is charted locally by individual school boards, whose 5,000 members serve as advocates for public education as they work with administrators, teachers, parents and local residents; and

Whereas, Boards of education provide accountability to the public, they communicate the needs of the school district to the community, and they convey to school administrators the public's expectations for the school district; and

Whereas, The Lopatcong Township School District is justly proud of the academic, athletic and social achievements of the students in our community; and

Whereas, The New Jersey School Boards Association has declared January 2017 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members. Now, therefore, be it

Resolved, That the Lopatcong Township School District does hereby commend the service of the Lopatcong Board of Education and its members to our community and its children; and be it further

Resolved, That the Lopatcong Township School District proclaims January 2017 as School Boards Recognition month in Lopatcong Township, and urges all citizens to join in recognizing the dedication of local school board members, past and present, as we work together to advance educational opportunities for our children.

Mrs. Roncoroni handed out Certificates to each board member in appreciation for they dedication to the Lopatcong Township Students and Community.

Mrs Noelle Kondikoff, Elementary Principal gave here monthly report. The Elementary School held it's 2nd school wide Positive Behavior Support Celebration by each student bringing in their favorite stuffed animal for the day. The students would spend time reading to their stuffed animals. The PTA held a "Family Fun Night Carnival" for the community. Today ends the 2nd marking period. Mid-Year benchmarks are now available. A local dentist is holding an assembly for our students on proper dental care. Mrs. Highet arranged for a "Cat In The Hat" assembly for Preschool thru 3rd graders. The Elementary students also wanted to celebrate NJ School Boards Recognition Month by making cards for each of the Board Members.

N. LEGISLATIVE UPDATES:

Mr. Matthew Herzer stated that he was going to look into legislative help in getting some stability around the amount of tuition that is charged to Lopatcong from Phillipsburg. We would like to see it capped at the 2% mark to stay in line with our annual allowable budget increases.

O. REPORT FROM PHILLIPSBURG BOARD OF EDUCATION REPRESENTATIVE:

Mr. Ernest Gallant stated that Phillipsburg has had two meetings this year. The board received 5 new members from this election. They have completed setting up committees and getting to know each other. Congratulations to Phillipsburg on their great wrestling season.

P. ITEMS OF EMERGENT NATURE: - NONE

Comments by Board of Education members

Q. PUBLIC COMMENTS: - NONE

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: 7:35 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:

- Personnel, Negotiations and 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, second by Mrs Gena James, to go into executive session at 7:35 p.m. **Vote: 8-0**

S. RECONVENE PUBLIC SESSION: 8:25 PM

Voice Vote:

Motion: by Mr. Robert McFarlane, second by Mr. Matthew Herzer, to leave executive session at 8:25 p.m. **Vote: 7-0**

T. ADJOURNMENT: 8.28 PM

Voice Vote:

Motion: by Mr. Robert McFarlane, second by Mrs. Gena James, to adjourn the meeting at 8:28 p.m. **Vote: 7-0**

Respectfully Submitted:

Donna Tolley, Board Secretary