



**Lopatcong Township Board of Education
Minutes – November 1, 2016**

**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 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: Yvette Day, Steve Ruane, Terry Glennon, Ernie Gallant, Bill Taggart, Debbie Hille, Bob McFarlane, Pam Thomas, and Gena James

Absent: None

C. READING OF MISSION STATEMENT by 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): Coffee Cart Presentation Mrs Barna's Class

Mrs. Barna and Mrs. Eleni Burd had their students provide coffee and refreshments to the board members and public to show how their life skills coffee cart program works. Mrs. Barna explained that twice a week the students serve the middle school staff coffee, tea, hot chocolate and baked goods. This helps the students with life skills training that they can utilize in a future career. The students learn communication skills, utilize their fundamental academics, and learn to support their community. The local businesses and community members made donations to help

supply the students with all the tools, supplies, and merchandise they will need to run the Coffee Cart for the school year. The program is a huge success. The students enjoy being out of the classroom and interacting with other students and staff within the Middle School Building.

E. PUBLIC COMMENTS ON AGENDA ITEMS - None

F. REVIEW OF OFFICIAL CORRESPONDENCE: - None

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS (Attachment)

October 11, 2016 - Regular Meeting Minutes

October 11, 2016 – Executive Session Minutes

Voice Vote:

Motion: by Mr. Robert McFarlane, second by Mr. Stephen Ruane, motion carried **Vote: 8-0-1**
(Mrs. Pam Thomas Abstained from the Vote)

H. COMMITTEE REPORTS

a. Ad-hoc:

Mr. Gallant stated that the Committee met on 10/19/16 at town hall with the representatives from the Sycamore Landing Development regarding proposed bus stops and bus shelters for the incoming residents. The planning board is requesting that the developer install bus shelters that the school district is not requiring. The Committee will meet again later in the year to discuss specific areas for the bus stops once we have identified what residences are being occupied with Lopatcong students.

b. Education:

Mrs. Hillie stated that the Committee met on 10/24/16 to review the curriculum overview that will be voted on this evening and posted to the school website.

c. Facilities and Technology:- None

d. Finance - None

e. Negotiations - None

f. Policy - None

I. FINANCE

Resolutions R-154-17 through R-158-17 will be moved in one roll call

R-154-17 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 October 12, 2016 through November 1, 2016 be approved as recommended by the Superintendent and School Business Administrator.

Fund 10 – Current Expense	\$ 1,533,543.80
Fund 20 – Special Revenue	50,998.92
Fund 30 – Capital Outlay	0.00
Fund 40 - Debt Service	0.00
Fund 60 – Food Service	33,082.26
Fund 62 - Enterprise Fund (After Care)	\$ <u>4,125.55</u>
Grand Total	\$ 1,621,750.53

R-155-17 Line Item Transfers for September 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.

Motion: by Mr. Ernest Gallant, second by Mrs. Gena James, motion carried **Vote: 8—0-1**
(Mr. Stephen Ruane Abstained from the Vote)

R-156-17 Report of the Treasurer and Board Secretary for September 2016 (Attachment)

BE IT RESOLVED, that the Board of Education accept the Treasurer and Board Secretary’s Financial Reports for the month of September 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-157-17 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 November 1, 2016, after review of the Secretary’s monthly financial reports for September 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.

November 1, 2016

R-158-17 Line Item Transfers for October 2016 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 20 days in the amount of \$ 1,033.40.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Ernest Gallant, second by Mrs. Gena James, motion carried **Vote: 9--0**
(Mr. Stephen Ruane only Abstained from R-155-17)

J. EDUCATION

Resolutions R-159-17 through R-175-17

R-159-17 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-160-17 Approve Field Trips for 2016-2017

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

Class	Date	Destination	Location
Bower 8 th Grade	March 8, 2017	Princeton Plasma Physics lab	Princeton, NJ
Duffy 7 th Grade	March 23, 2017	Medieval Times	Lyndhurst, NJ
Hall 5 th Grade	May 24, 2017	DaVinci Science Center	Allentown, PA
Crevani – Choir	March 10, 2017	Pburg High School	Phillipsburg, NJ
Barna – LLD Class	December 19, 2016	Lehigh Valley Mall	Whitehall, PA

R-167-17 Approve Student Teacher Observation Experience: Northampton CC:

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, approve Jennifer Peters Northampton Community College student to receive 10 hours of classroom observation experience in our Elementary School for the 2016-2017 school year.

R-168-17 Approve Unpaid Days:

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, approve Susan Yount for two unpaid days on December 15rd and December 16, 2016 for the 2016-2017 school year.

R-169-17 Approve Unpaid Days:

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, approve Tami Stucker for one unpaid day on October 19, 2016 for the 2016-2017 school year.

R-170-17 Approve New Chess Club:

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, approve a new chess club as an additional extra/co-curricular activity with no stipend for the 2016-2017 school year.

Motion: by Mr. Ernest Gallant, second by Mrs. Gena James, motion carried **Vote: 8-0-1**
(Mrs. Yvette Day Abstained from the Vote)

R-171-17 Approve A+School Rewards Participation:

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, approve Lopatcong Township School District to participate in the A+ School Rewards Program sponsored by Stop & Shop for the 2016-2017 school year.

R- 172-17 Approve Hring Maternity Leave Replacement Teacher:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Andrea Hartman as the maternity leave replacement teacher for Michelle Balogh beginning on or about November 28, 2016 through Friday, March 24, 2017. The first 20 days at a sub rate of \$90 per day and then on the guide as a MA Step Z at a rate of \$54,834 pro-rated for the 2016-2017 school year.

R-173-17 Approve Hiring W/C Leave Replacement Custodian:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Kim Koslowski as w/c leave replacement custodian (Whitehead Leave) as of October 12, 2016 for 5 hours per day at a rate of \$15.91 per hour for the 2016-2017 school year.

R-174-17 Approve Revised Part-Time Spanish Teacher:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the revised start date of Patricia Hernandez as a 0.5 FTE Part-Time Elementary Spanish Teacher (replaces L. Cushing retirement) beginning on or before December 13, 2016 on BA Step Z in the amount of \$24,025.00, pro-rated as per the Collective Bargaining Agreement for the 2016-2017 school year.

R-175-17 Approve HIB Report(Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the HIB Report from October 11, 2016 thru November 1, 2016 for the 2016-2017 school year.

Motion: by Mr. Ernest Gallant, second by Mrs. Gena James, motion carried **Vote: 8-0-1**
(Mrs. Pam Thomas Abstained from the Vote)

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Ernest Gallant, second by Mrs. Gena James, motion carried **Vote: 9-0**
(Mrs. Pam Thomas only Abstained from R-166-17 and R-175. Mrs. Yvette Day only Abstained from R-179-17)

K. FACILITIES & TECHNOLOGY

Resolutions R-176-17

R-176-17 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>Warren Cty Tech Coordinators</i>	<i>Adam Boyer</i>	<i>- 12/7/16</i>	<i>Middle Media Ctr</i>	<i>NO</i>		
<i>LWA Wrestling</i>	<i>Neil Day</i>	<i>- 10-10-16</i> <i>- -</i> <i>- 10-11-16</i>	<i>ES – APR Morning</i>	<i>NO</i>		

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Robert McFarlane, second by Mrs. Gena James, motion carried **Vote: 9-0**
(Mrs. Yvette Day only Abstained from LWA Organization Request)

L. POLICY

M NEGOTIATIONS -

N. ADMINISTRATOR'S REPORT:

Mrs. Roncoroni, Superintendent gave an update about the NJ Transit route requests to help the Lopatcong student walkers on Belvedere Road. NJ Transit is proposing four stops to pick up students: Red School Lane, Brakely Gardens, Canterbury, and Charles. The final destination will be on the corner of Roseberry across from the new Phillipsburg High School entrance. This does not solve the issue of walking up the hill to the High School, but it does keep kids safe off Belvedere Road. The proposal will be presented at the Town Council Meeting tomorrow and will be voted on. Once approved, Mrs. Roncoroni will work with NJ Transit on verbiage and how to get the information out to the public to increase ridership with NJ Transit and keep the students safe. Mrs. Roncoroni stated that she has completed five HIB training sessions for the volunteers. The District held one evacuation drill in each building and it was very successful.

Mrs. Kondikoff gave the Elementary School Update for the month. The fire department came to school to demonstrate fire safety to the elementary school students. The Elementary school had a Halloween party provided by the PTA. The students held their Halloween parade. On Election Day the students will have a mock election to choose the best T-Shirt Design. The end of the first marking period is November 8th. On November 15th report cards will be available. The conference request forms will be going home on November 8th. Conferences are scheduled for November 17th through November 22nd. American Education Week is November 15th. The Book Fair is scheduled for November 15th from 6-8:00pm at the Easton Barnes and Noble's.

Mrs. Kondikoff gave the Middle School Update for Mrs. Dutt. Student Council along with the PTA held the 5th Grade Dance on October 21st. Student Council held the 6th -8th Grade dance on October 28th. The school held a positive behavior day where students and staff dressed up. There was a contest for the best team costume. Mrs. Roncoroni stated that the students were amazing, responsible, respectfull during the event.

O. LEGISLATIVE UPDATES – NONE

P. REPORT FROM PHILLIPSBURG BOARD OF EDUCATION REPRESENTATIVE

Mr. Glennon stated that the Board has not met. He stated that he did meet with the Phillipsburg Superintendent and Board President to share with them our interest in regionalization/consolidation. They were very interested and mentioned that Alpha might not be too far behind us. Since Phillipsburg is providing so many shared services to Alpha this year, their financial situation is very strained.

Q. ITEMS OF EMERGENT NATURE: None

Comments by Board of Education members

Mr. Glennon stated that 6 of the board members attended the school boards workshop last week in Atlantic City.

R. PUBLIC COMMENTS:

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.

Mrs Terry Nicinski when will the curriculum be available on line?

Mrs. Roncoroni stated that it will be posted tomorrow.

S. EXECUTIVE SESSION: 7:39pm

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:

- Legal Update, Negotiations, and 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 Mr. Ernest Gallant, second by Mrs. Gena James, to go into executive session at 7:39 p.m. **Vote: 9-0**

T. RECONVENE PUBLIC SESSION: 9:25pm

Voice Vote:

Motion: by Mr. Robert McFarlane, second by Mr. William Taggart, to leave executive session at 9:25 p.m. **Vote: 9-0**

R-177-17 Approve Facilities Schedule Update:

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, authorize the Facilities Committee upon reievw of facilities use documentation provided at the November 7th meeting to revise the Facilities Schedule if necessary for the best use of the building for the students and outside groups.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Robert McFarlane, second by Mr. Stephen Ruane, motion carried **Vote: 8-0-1**
(Mrs. Yvette Day Abstained from the Vote)

ADJOURNMENT: 9:37pm

Voice Vote:

Motion: by Mr. Steve Ruane, second by Mrs. Gena James, to adjourn the meeting at 9:37 p.m.
Vote: 9-0

Respectfully Submitted:

Donna Tolley, Board Secretary