



**Lopatcong Township Board of Education
Minutes December 13, 2016**

**A. CALL MEETING TO ORDER, FLAG SALUTE, OPENING STATEMENT:
7:02PM**

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, Terry Glennon, Ernie Gallant, Bill Taggart, Debbie Hille,
Bob McFarlane, Pam Thomas, and Gena James

Absent: Steve Ruane

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: Google Classroom Mr. Bonney's Class

Mr. Rick Bonney and several of his students demonstrated the use of google chrome books and the google classroom program. It is an electronic version of a classroom that has subjects like math, science, reading, social studies all on line. The books are all in pdf version on the software so no books are purchased for the classroom. All activities such as quizzes, tests, and projects are run though the software and the documents are stored on the google cloud. It is a one stop shop for digital literacy for the students. It provides assessment, instant feedback, interactive and differentiated learning at all levels for each student. It motivates them to learn and move to the next level.

E. PUBLIC COMMENTS ON AGENDA ITEMS - None

F. REVIEW OF OFFICIAL CORRESPONDENCE: -

Mrs. Roncoroni received approval from the county office regarding our Digital Learning Tech Plan for 2016-2019.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS (Attachment)

November 1, 2016 - Regular Meeting Minutes
November 1, 2016 – Executive Session Minutes

Voice Vote:

Motion: by Mrs. Pam Thomas, second by Mrs. Gena James, motion carried **Vote: 8-0**

H. COMMITTEE REPORTS

a. Ad-hoc – None

b. Education:

Mrs. Hille stated that the Committee met on Dec 7th. They discussed Teacher of the year. Positive Behavior Signage proposal for the Middle School Campus, and the creation of a Health and Wellness Fair to be held on May 23rd.

c. Facilities and Technology

Mr. Glennon stated that the Committee met on Dec 7th to discuss the facilities use calendar previously developed for the LAA and LWA due to the change from Wrestling to Strength and Agility Training usage. The Committee determined that the schedule would remain as previously set. The Committee had originally set a \$1,500 overtime allowance for LWA, LAA Wrestling and LAA Basketball. It was determined that LAA Wrestling now strength and agility training had no plans to utilize the building on weekends therefore the \$1,500 allowance was no longer granted. The LWA was determined to be a new organization not affiliated with the township, but a private organization. The District bylaws and policies have not given private organizations fee usage so therefore the \$1,500 allowance was no longer granted. The LAA basketball will continue to receive the \$1,500 overtime allowance for the 2016-2017 school year. They were informed that next year the allowance will no longer exist due to the current financial strains on the District.

d. Finance

Mrs. James stated that the Committee had met on Nov 28th and earlier this evening to begin the 2017-2018 budget process. They have also surveyed the Board members on how they see Lopatcong’s future. The Committee has reached out to the Phillipsburg Finance Committee to meet in January to discuss sharing of expenses and long term planning.

e. Negotiations – No Report

f. Policy

Mr. Taggart stated that there is a new Alert 2009 coming out soon that addresses the following topics: ADA policy, stability for foster care students; 504 programs, and homeless students.

I. FINANCE

Resolutions R-178-17 through R-184-17 will be moved in one roll call

R-178-17 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 November 2, 2016 through December 13, 2016 be approved as recommended by the Superintendent and School Business Administrator.

Fund 10 – Current Expense	\$	1,502,413.39
Fund 20 – Special Revenue		47,656.98
Fund 30 – Capital Outlay		0.00
Fund 40 - Debt Service		0.00
Fund 60 – Food Service		32,360.05
Fund 62 - Enterprise Fund (After Care)	\$	<u>3,958.12</u>
Grand Total	\$	1,586,388.54

R-179-17 Line Item Transfers for October 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-180-17 Report of the Treasurer and Board Secretary for October 2016 (Attachment)

BE IT RESOLVED, that the Board of Education accept the Treasurer and Board Secretary’s Financial Reports for the month of October 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-181-17 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 December 13, 2016, after review of the Secretary's monthly financial reports for October 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.

December 13, 2016

Donna Tolley, Business Administrator/Board Sec.

R-182-17 Line Item Transfers for November 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 18 days in the amount of \$ 930.06.

R-183-17 Line Item Transfers for December 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 17 days in the amount of \$ 878.39.

R-184-17 Approve Capital Reserve Withdrawal:

BE IT RESOLVED, that the Board of Education upon recommendation of the Superintendent, approve the Capital Reserve Withdrawal in the amount of \$20,000.00 for the purpose of retrofitting the Middle School Parking Area Lighting for more energy efficient lighting.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Bill Taggart, second by Mr. Ernie Gallant, motion carried **Vote: 8-0**

J. EDUCATION

Resolutions R-185-17 through R-196-17

R-185-17 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-186-17 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
6 th Grade Band	March 2, 2017	P’burg High School	Phillipsburg, NJ
Jazz Band	April 5 th 2017	Alexandria M.S.	Pittstown, NJ

R-187-17 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.

- Maureen DeMaio as Substitute Nurse
- Debra Maisto as Substitute Teacher/ Aide

R-188-17 Approve Kindergarten Community Helpers Program:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Mary Duaima to do a presentation on her job being a crossing guard to the Kindergarten class on Wednesday, December 14, 2016 for the 2016-2017 school year.

R-189-17 Approve Volunteers for 2016-2017 (Attached)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the list of Volunteers for the 2016-2017 school year as attached.

R-190-17 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 11/14 for the Elementary School in the front entrances by Rick Bonney and Patricia Steele.

R-191-17 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 January 1, 2017 as per the Collective Bargaining Agreement as follows:

Name	Old Locator	New Locator	
Theresa Duaimé	MA Step MM	MA + 15 Step MM	
Noreen Stansberry	MA 15 Step UU	MA 30 Step UU	

R-192-17 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:

W. Taggart 12/10/16 NJSBA Delegate Assembly Trenton, NJ

Motion: by Mr. Ernie Gallant, second by Mrs. Gena James, motion carried **Vote: 7-0-1**
(Mr. Bill Taggart Abstained from the Vote)

R-193-17 Approve Guest Speaker in 7th Grade Social Studies:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Mr. Angelo Calcavecchio to do a presentation on his job being a Vice President of Logistics Company to the 7th Grade Social Studies class on Wednesday-Friday, December 14-16, 2016 based on his availability for the 2016-2017 school year.

R-194-17 Approve Dental Health Presentation for 2nd Grade:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve DeMartino Dental to do a dental health presentation on January 30, 2017 to the 2nd grade students on January 30, 2017 for the 2016-2017 school year.

R-195-17 Approve HIB Report(Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the HIB Report from October 31, 2016 thru December 9, 2016 for the 2016-2017 school year.

R-196-17 Approve Signage on Middle School Campus:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the collaboration with the Community Action Partnership, a drug free community coalition, to post positive message signage on the middle school campus during the 2016-2017 school year.

Motion: by Mr. Ernie Gallant, second by Mrs. Gena James, motion carried **Vote: 7-0-1**
(Mrs. Yvette Day Abstained from the Vote)

Roll Call: by Donna Tolley, Business Administrator

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

K. FACILITIES & TECHNOLOGY

Resolutions R-197-17

R-197-17 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>PTA</i>	<i>Family Fun Night</i>	<i>- 1/13/17</i>	<i>Elem APR</i>	<i>No</i>		
<i>Girl Scouts</i>	<i>Carnival of Caring</i>	<i>- 4/21/17</i>	<i>MS Café</i>	<i>No</i>		
<i>LAA</i>	<i>Speed & Agility Training</i>	<i>11/28/16 4/13/17</i>	<i>ES APR</i>	<i>No</i>		

Roll Call: by Donna Tolley, Business Administrator

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

(Mrs. Yvette Day, Mrs Pam Thomas Mrs Gena James Voted No on LAA **Vote: 5-3-0**)

(Mrs. Pam Thomas, Abstained from Girl Scouts **Vote:7-0-1**)

L. POLICY – NONE

M. ADMINISTRATOR'S REPORT

Mrs. Roncoroni, Superintendent gave her administrative report. On May 23rd the District will be holding a Health and Wellness Fair for the students and the community. We have 30 organizations already scheduled for participation in the Fair with many more showing interest. We are also working on a student assembly called "Hidden in Plain Sight" with Norwescap. Faculty and staff who had previously signed up for helping with the food bank this weekend will be rescheduled for February 25th. There was an overwhelming response from the community to help and prepare for the holidays.

Mrs. Kondikoff, gave her administrative report for the Elementary School. November 15th was American Education Day and over 300 parents joined their children in school and had lunch together. The food drive has reached 700 lbs of food thus far for the food bank. November 15th was also the Book Fair and it sold over \$5,000 worth of books. The District received \$1,000 from the fund raiser for future reading material. Over 400 parents attended the Parent/Teacher conferences and Mrs. Kondikoff thanked the staff for a successful turnout. The PTA Holiday shop ran for three days last week and raised over \$1,000 in profit for the PTA. The Winter Concert for 1st and 2nd grade is coming up. Dec 22nd is pajama day.

Mrs. Dutt, gave her administrative report for the Middle School. Mrs. Mahoney's "Almost Anything Goes" event was very successful. They raised over \$1,500 which was double that of last year. The Chorus and Band Concert was the first combined event. Most of the students that participated practice before and after school. Mr. Crevani received a standing ovation from the parents for his hard work and dedication to the students. The concert is scheduled for the entire school on Dec 23rd. The students will be participating in "Deck the Halls" – Holidays around the world Contest. We have scheduled Holiday Dress Up Day. A mannequin challenge district wide will be held in the MPR and also in each homeroom. There will be a contest for the best homeroom. In January we will be holding a water bottle flipping contest fund raiser as well.

Mrs. Roncoroni thanked the outgoing board members Yvette Day (3 years) and Terry Glennon (11 years) for their hard work and dedication to the students of Lopatcong Township School District and the community for which they served.

Mr. Robert McFarlane also thanked both individuals for all they have done and their commitment to the students.

N. LEGISLATIVE UPDATES

Mrs. Day stated there were two significant items to acknowledge. Oct 27th the joint commission started a committee to the financial issues on school districts. Nov 30th school districts are allowed to hire a class 3 police officer for their campus.

O. REPORT FROM PHILLIPSBURG BOARD OF EDUCATION REPRESENTATIVE

Mr. Terry Glennon stated that the Board had two meetings since last month. The last meeting they had their audit presentation. The Auditor stated that the Districts financial condition is excellent. It shows that they have been financially responsible. Mr. Glennon highlighted three items that were talked about. From 2011-2016 State Aid increased 10%. Local Taxes increased 25% and Tuition increased 233%. Phillipsburg will be doing a Superintendent search due to Mr.

Chando's retirement in on June 30, 2017. The Phillipsburg and Alpha sharing agreement for Superintendent/CST/Tech/Curriculum is still in place. Dec 6th the District had a shelter in place . All policies and procedures were followed to make it a seamless event. The District is looking into proposals for energy savings opportunities. The District is also starting their bleacher project in the respective sports fields to be completed for spring sports.

P. ITEMS OF EMERGENT NATURE

Comments by Board of Education members

Mr. Taggart stated that he attended the Delegate Assembly meeting last Saturday. They passed a resolution to have the NJSBA be an advocate for helping pass a bill that would change the burden of proof regarding special education complaints from the District to the Plaintiff.

Mrs. Day thanked everyone for their collaborative efforts in working with outside entities to provide resources for our students and staff. She was glad to be a part of building this community.

Mr. Glennon stated that he has always urged people to run for the Board of Education. It has been a very difficult year and he wishes everyone well in making decisions for the future. He thanked the custodians, teachers and administrators for doing a great job in light of all the difficulties we faced this year. You should all receive credit instead of always blame. Best of Luck.

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: 8:08 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:

- Budget Update 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. Robert McFarlane, second by Mrs. Gena James, to go into executive session at 8:08 p.m. **Vote: 8-0**

S. RECONVENE PUBLIC SESSION: 8:37 PM

Voice Vote:

Motion: by Mrs. Gena James, second by Mr. Robert McFarlane, to leave executive session at 8:37 p.m **Vote: 8-0**

T. ADJOURNMENT: 8:37 PM

Voice Vote:

Motion: by Mrs. Gena James, second by Mr. Robert McFarlane, to adjourn the meeting at 8:37 p.m. **Vote: 8-0**

Respectfully Submitted:

Donna Tolley, Board Secretary