



**Lopatcong Township Board of Education
Regular Meeting
Minutes February 21, 2017**

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

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(late 7:40pm), 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:

A). The Lion King Jr. – Mrs. Bellfy Student Activity Drama

The Cast of the Lion King Jr performed four songs from the upcoming play scheduled for February 23rd thru February 25th for the Board Members and Audience. The students did an outstanding job of displaying their young talent.

E. PUBLIC COMMENTS ON AGENDA ITEMS - None

F. REVIEW OF OFFICIAL CORRESPONDENCE: - None

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS (Attachment)

January 24, 2017 – Regular Meeting Minutes
January 24, 2017 – Executive Session Minutes

Voice Vote:

Motion: by Mrs. Pam Thomas, second by Mrs. Gena James, motion carried, Vote: 5-0-3
(Mr. Ruane, Mrs. Lance, and Mr. Herzer Voted No to Regular Minutes)

H. COMMITTEE REPORTS

a. Ad-hoc: - None

b. Education:

Mrs. James stated that the Committee did meet on February 13th to discuss the 16-17 School Adjustment Calendar; 17-18 School Calendar; Anti-bullying assembly; 15 minute child break assembly; and NJ Transit update on the additional stops for students going to the new high school campus.

c. Facilities and Technology: -None

d. Finance:

Mr. Ruane stated that the Committee did meet on February 7th to discuss 17-18 budget options. We also extended meetings to the non-finance board members to get them up to speed as to the budget process. The budget must be voted on at our next board meeting in March. The Committee then took 17-18 and expanded it three years out for just salary increases, healthcare, and Phillipsburg High School Tuition rates to see if we were sustainable. A handout was provided to the audience. Mr. Ruane explained that if we keep everything the same and make no changes we would be 2017-18 in the hole \$263,000; 2018-19 in the hole \$486,000 2019-20 in the hole \$740; and 2020-21 in the hole \$1,010,000. This is not sustainable and changes have to be made. The primary drivers in the budget are salaries, benefits, and the high school tuition. The high school tuition rate for 17-18 is \$14,939 per student. This was a 2.5% increase from 16-17 rate. Since the District tax levy cap is a maximum 2% we will always need to make adjustments to help control costs. We need support from our legislators, the state funding formula, and a collaboration with the high school to keep costs controlled or increase the revenues to the District.

e. Negotiations – None

f. Policy:

Mr. Taggart stated that recently some legislative changes occurred that now requires updates to several policies and one new one for proposal. He will revise the existing policies to reflect the necessary changes and send them out to the members for review. He hopes to get the first reading of them on the March agenda with final approval the first meeting in April.

I. FINANCE

Resolutions R-244-17 through R-248-17 will be moved in one roll call

R-244-17 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 25, 2017 through February 21, 2017 be approved as recommended by the Superintendent and School Business Administrator.

Fund 10 – Current Expense	\$ 1,483,800.25
Fund 20 – Special Revenue	25,634.42
Fund 30 – Capital Outlay	38,227.94
Fund 40 - Debt Service	0.00
Fund 60 – Food Service	26,452.56
Fund 62 - Enterprise Fund (After Care)	<u>\$ 3,970.66</u>
Grand Total	\$ 1,578,085.83

R-245-17 Line Item Transfers for January 2017 (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-246-17 Report of the Treasurer and Board Secretary for January, 2017 (Attachment)

BE IT RESOLVED, that the Board of Education accept the Treasurer and Board Secretary’s Financial Reports for the month of January, 2017 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-247-17 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 February 21, 2017, after review of the Secretary’s monthly financial reports for January 2017 (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.

February 21, 2017

R-248-17 Line Item Transfers for February 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 18 days in the amount of \$ 930.06.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mrs. Gena James, second by Mr. Matthew Herzer, motion carried, **Vote: 9-0**

J. EDUCATION

Resolutions R-249-17 through R-261-17

R-249-17 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-250-17 Approve Volunteers for 2016-2017

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

William M. Fricke School Activities for all three Children

R-251-17 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:

S. Conner	3/3/17	Warren Cty SC Assoc Mtg	Washington, NJ
A. Sodtabers	3/3/17	Warren Cty SC Assoc Mtg	Washington, NJ
S. Conner	3/31/17	Annual SC Conference at Kean	Union, NJ

R-252-17 Approve Poison Prevention Assembly:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve a Poison Prevention Assembly through Jessica Cahill of Shop-Rite on March 22, 2017 for Preschool and Kindergarten for the 2016-2017 school year.

R-253-17 Approve Dental Lessons Assembly ES:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Dr. McGuinness from Roseberry Dental to provide dental lessons for the preschool and kindergarten students on February 28, 2017 for the 2016-2017 school year.

R-254-17 Approve Student Teacher Field Experience: WCCC:

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, approve Jore Benjamin Belen, a Warren County Community College student, to receive 5 hours of field experience in District beginning on or about February 1, 2017 through March 31, 2017 for the 2016-2017 school year.

R-255-17 Approve Student Teacher Field Experience: Centenary:

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, approve Marina Kruckmeyer, a Centenary University College student, to receive 4 hours of field experience in District beginning on or about February 1, 2017 through march 31, 2017 for the 2016-2017 school year.

R-256-17 Approve Bully Busters-Unite Assembly:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the Lehigh Valley Phantoms present a Bully Busters-Unite Assembly on April 10, 2017 for the Elementary School for the 2016-2017 school year.

R-257-17 Approve 2 Day Bullying Prevention Assembly:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the two day Bullying Prevention Assembly in the amount of \$3,400. The cost to be shared between the South Warren Alliance, PTA, Governor's Council on Alcoholism and Drug Abuse, Community Presentation Resources of Warren County, and the District, for both the Elementary and Middle School and evening parent presentations on February 27th and 28th 2017 for the 2016-2017 school year.

R-258-17 Approve Assistant Chess Club Advisor:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Paul Pierce as an assistant to the chess club advisors at no cost to the District for the 2016-2017 school year.

R-259-17 Approve 2017-2018 ESY Calendar:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the 2017-2018 ESY School Calendar to start July 3rd and run through August 3rd, Monday thru Thursday for five weeks along with the following tuition amounts for the 2017-2018 school year.

ESY Preschool Rate: \$1,500.00

ESY MD Rate: \$1,950.00

R-260-17 Approve HIB Report (Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the HIB Report from January 22st 2017 through February 17, 2017 for the 2016-2017 school year.

R-261-17 Approve 15 Minute Child Break Assembly:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the 15 Minute Child Break Assembly for the Elementary School 3rd and 4th grade parents presentation on March 29, 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: 9-0**

K. FACILITIES & TECHNOLOGY

Resolutions R-262-17

R-262-17 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>Elem Drama</i>	<i>Donna Bellfy</i>	<i>Apr -4 thru June 3rd **Exceptions</i>	<i>MS MPR & Chorus Rm</i>	<i>Yes</i>		
<i>Lopat SD R. Roncoroni</i>	<i>Bullying Assembly Parent Participation</i>	<i>Feb 27th 2017</i>	<i>MS -MPR</i>	<i>None</i>		

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Matthew Herzer, second by Mr. Stephen Ruane, motion carried, Vote: 9-0

L. POLICY

Resolutions R-263-17 through R-264-17

R-263-17 Approve SECOND Reading of Revised Policies and Regulations:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the SECOND 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-264-17 Approve SECOND Reading of New Policies and Regulations:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the SECOND 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. Pam Thomas, motion carried, Vote: 9-0

M. ADMINISTRATOR’S REPORT:

Mrs. Roncoroni, gave her administrative update as follows: The sixth grade all-star band will be held at the high school on March 2nd. The Phillipsburg Honor Role results have been published. High Honor Role has 42 students, 11 are Lopatcong Students or 26%. Honor Role has 360 students, 140 are Lopatcong Students or 29%. The 2 day Anti-Bullying Assembly by Keith Deltano will be held on February 27th and 28th with an evening parents presentation on the 27th at 7:00pm at the Middle School. The Lion King Jr. presentation will be Thursday, Friday, and Saturday, February 23rd thru 25th at the Middle School. Looking for volunteers for February 25th and March 25th at the food bank.

Mrs. Kondikoff stated that the Elementary School has been very busy. Report cards went out January 31st for the 2nd marking period. February 3rd was the “Cat in the Hat” visitation for Preschool through 2nd grade. Feb 7th was the 100th day of school. The Warren County Grand

Falloons gave an assembly “Garbage: What a Waste” on February 8th. The Sweetheart Dance was held on February 10th. Along with the regularly scheduled in-service programs held on February 17th we held a CPR training and certification class. Kids Fun Night will be held on February 27th. Read Across America is next week.

N. LEGISLATIVE UPDATES:

Mr. Gallant stated that Mrs. Thomas, Mrs. Lance and himself attended a meeting on school funding. They were asked to testify on behalf of the District on how the current funding formula affects the district. There will be a Senate hearing soon that we will be asked to testify there as well.

Mr. Herzer gave a legislative update regarding: 1). School bus driver testing for CDL licenses will be contracted with third parties to speed up the process and eliminate the current lag time in providing available bus drivers for districts. 2). Water Lead testing surveys and latest standards to meet DEP requirements. 3). Special Education Prep Programs will include additional courses and credits in Autism and other specific areas.

O. REPORT FROM PHILLIPSBURG BOARD OF EDUCATION REPRESENTATIVE:

Mr. Gallant stated that Phillipsburg Board of Education met on February 13th. It was a standard meeting with no news to report.

P. ITEMS OF EMERGENT NATURE - None

Comments by Board of Education members

Mrs. Lance stated that at the meeting our stories did not fall on deaf ears. There were many Districts that shared their stories on how they are surviving in this current financial climate. Things must change for the better. They talked about children and special education costs. Some Districts shared their stories of scrap metal and cardboard recycling programs. There are Districts out there that are more underfunded than we are. Talk to your legislators and politicians to see where improvements can be made.

Q. 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. Theresa Duaine: We need legislative help. Our budget is getting tighter and tighter. Class room sizes continue to increase. The high school keeps adding new things to their campus, but we keep cutting here. The high school is our biggest problem. They keep adding more and more, but no cuts in sight that could help us.

Mr. Ruane stated that we need to push the legislature to help us. Tuition increases should also be held within the 2% cap. They are currently outside the cap.

Mr. Gallant stated that he just wants everyone to know that he appreciates the staff doing whatever they can to help hold it all together for us.

R. EXECUTIVE SESSION: 7:50 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, and Student Matters, and Contractual Issues

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. Pam Thomas, to go into executive session at 7:50 p.m. **Vote: 9-0**

S. RECONVENE PUBLIC SESSION: 8:06 PM

Voice Vote:

Motion: by Mrs. Pam Thomas, second by Mrs. Gena James, to leave executive session at 8:06 p.m **Vote: 9-0**

Mr. Gallant stated that at one of our Committee meetings Mr. Thomas mentioned that the outside groups who submit facility usage forms for approval to the board do not hear back after the board meeting. Mrs. Thomas asked if we could put a process in place to notify them after the board meetings that their requests have been approved, denied, or modified in some way. It was asked if we could enter the approvals on the website. We currently don't have a calendar of that type electronically, but Mrs. Roncoroni stated we can look into a process. Mrs. Thomas has volunteered to assist in the process due to the shortage of manpower.

T. ADJOURNMENT: 8:10 PM

Voice Vote:

Motion: by Mr. William Taggart, second by Mrs. Pam Thomas, to adjourn the meeting at 8:10 p.m **Vote: 9-0**

Respectfully Submitted:

Donna Tolley, Board Secretary