



**Lopatcong Township Board of Education
Regular Meeting
MINUTES April 11, 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: Kindergarten Presentations:

The Kindergarten students did a science project about learning the life cycle of the Butterfly. They set up a terrarium with butterfly eggs. The students watched the eggs hatch into caterpillars (larva), then turn into chrysalis (pupa), and then re-appear as a butterfly (Imago). Mrs. Lee showed a brief video clip of the classroom project. Mrs. Lee along with Madison Wayne and Collin Burton and Mrs. Wayne with Henry Gamaz and Alexa Kouretas individually talked about the project. They talked about words they learned about and letters the students wrote about the project

E. PUBLIC COMMENTS ON AGENDA ITEMS - None

F. REVIEW OF OFFICIAL CORRESPONDENCE: - None

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS (Attachment)

March 16, 2017 – Regular Meeting Minutes

March 16, 2017 – Executive Session Minutes

Voice Vote:

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

H. COMMITTEE REPORTS

a. Ad-hoc: - None

b. Education:

Mrs. Gena James stated that the Committee met on April 5th for the following: 1) QSAC Update 2) Reviewed our School Performance Report statistics. Reasons why percentages were lower than last year. Movement of staff to new positions, new science curriculum, etc. 3) Reviewed District Goal 2 and Goal 3 4) School Calendar for 17-18 for approval this evening 5) Middle School Principal position discussed. Interviews are scheduled for 4/10 and 4/12.

c. Facilities and Technology: - None

d. Finance: - None

e. Negotiations:

Mr. Robert McFarlane stated that the Committee met on March 27th to discuss non- union member contracts for the 17-18 school year.

f. Policy:

Mr. William Taggart stated that the second half of the alert 211 policies are out and on the agenda this evening for a vote:

I. FINANCE

Resolutions R-286-17 through R-288-17 will be moved in one roll call

R-286-17 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 March 17, 2017 through April 11, 2017 be approved as recommended by the Superintendent and School Business Administrator.

Fund 10 – Current Expense	\$	586,908.27
Fund 20 – Special Revenue		24,776.97
Fund 30 – Capital Outlay		14.59
Fund 40 - Debt Service		0.00
Fund 60 – Food Service		2,002.82
Fund 62 - Enterprise Fund (After Care)	\$	<u>2,234.66</u>
Grand Total	\$	615,937.31

R-287-17 Accept So. Warren Municipal Alliance Donation:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the South Warren Municipal Alliance Donation of \$1,500.00 toward the cost of the 2 day Bullying presentation on February 27th and 28th to the students of the Lopatcong Township School District for the 2016-2017 school year.

R-288-17 Accept PTA Donation:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the PTA Donation of \$1,000.00 toward the cost of the 2 day Bullying presentation on February 27th and 28th to the students of the Lopatcong Township School District for the 2016-2017 school year.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Matt Herzer, second by Mrs. Pam Thomas, all motions carried, **Vote: 8-0**

J. EDUCATION

Resolutions R-289-17 through R-300-17 and R-308-17 Addendum will be moved in one roll call

R-289-17 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- 290-17 Approve Extended Medical Leave

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the extended 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 through June 30, 2017 the remainder of this school year. She plans on returning to work for the start of next school year in August 2017.

R-291-17 Approve Hiring of Medical Leave Replacement:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the hiring of Anna Kish as long term sub for Maggie Fehnel at the substitute rate of \$90 per day for the first 20 days of employment, beginning March 31, 2017 and continuing on guide on May 5, 2017 through the remainder of the school year on June 15, 2017 in the amount of \$240.25 per day (BA Step Z) per the Collective Bargaining Agreement.

R-292-17 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.

Kathleen Horsch as Substitute Teacher / Aide

R-293-17 Approve Student Teacher Observation Hours RVCC:

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, approve Devin Mohammed, a Raritan Valley Community College student, to receive 20 hours of osbervation experience in District beginning on or about April 12, 2017 through April 24, 2017 for the 2016-2017 school year.

R-294-17 Approve Fitness Friday's Program:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the Fitness Friday's Program on May 5, 12, 19, 2017 and June 2, 2017 for the Elementary School for the 2016-2017 school year.

R-295-17 Approve Increase Hours for Speech:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the increase of 3 hours per week for Jessica Verrelli from 21 hours per week (0.6 FTE) to 24 hours per week (0.68 FTE) effective approximately May 1, 2017 through the remainder of the school year on June 15, 2017 in the amount of \$49,286.40 pro-rated (MA Step KK) per the Collective Bargaining Agreement.

R-296-17 Approve Tuition Contract with First Cerebral Palsey of NJ:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the tuition contract for Student State ID 9980977660 effective April 3, 2017 on a per diem basis of \$306.84 per day until the students relocation back to Lopatcong Elementary School for the remainder of the School Year 2016-2017..

R-297-17 Approve MS Principal Resignation

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, accept and approve the resignation of Mrs. Jeanene Stettner-Dutt as Middle School Principal effective June 30, 2017.

R-298-17 Approve MS Principal Job Description (Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the revised Middle School Principal Job description effective June 30, 2017.

R-299-17 Approve 2017-2018 School Calendar (Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the 2017-2018 School Calendar for the upcoming school year.

R-300-17 Approve HIB Report (Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the HIB Report from March 13, 2017 through April 7, 2017 for the 2016-2017 school year.

R-308-17 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 as follows:

- Commander-Brown, Elodia School Activities
- Brown, Carl School Activities

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Bob McFarlane, second by Mr. Matt Herzer, all motions carried, **Vote: 8-0**

K. FACILITIES & TECHNOLOGY

Resolutions R-301-17 through R-303-17 will be moved in one roll call

R-301-17 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>Student Council</i>	<i>Volleyball Tournament</i>	<i>4/21/17</i>	<i>MS Gym</i>			
<i>Rainie Roncoroni</i>	<i>Hidden in Plain Sight</i>	<i>5/23/17</i>	<i>MS MPR</i>	<i>No</i>		

R-302-17 Approve GXP Memorandum of Understanding (MOU)(Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the GXP Memorandum of Understanding (MOU) between the Warren County Prosecutor’s Office and the Public School Districts located within Warren County to provide safety and security through a software based system to the Lopatcong School District at the annual rate of \$800.00 or pro-rata share of the cost allocated to all Warren County School Districts participating in the program for the 2017-2018 school year.(See Attached)

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE WARREN COUNTY PROSECUTOR’S OFFICE AND THE PUBLIC SCHOOL
DISTRICTS LOCATED WITHIN WARREN COUNTY**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made between the Warren County Prosecutor’s Office (“Prosecutor’s Office”) and the participating Warren County Public School Districts as set forth on Schedule A attached hereto (which shall be referred to collectively as the “School Districts”), all of which are located in the County of Warren, State of New Jersey. (the Prosecutor’s Office and the School Districts shall be referred to collectively as the “Parties”).

WHEREAS, the Warren County Prosecutor is the Chief Law Enforcement Officer for the County of Warren, and as such is charged with, inter-alia, the responsibility of providing for the safety and welfare of the citizens of Warren County and does so by ensuring that the law enforcement professionals that serve said citizens are provided with state of the art technology and equipment;

WHEREAS, in accordance with those responsibilities the Prosecutor’s Office intends to enter into a contract for the acquisition and implementation of an advanced geospatial mapping software program that utilizes geographic information and intelligence systems to display maps with data overlaid and develop images (the “software program”) in order to allow a more efficient and effective response in the event of an emergency;

WHEREAS, the Parties recognize that the Prosecutor’s Office’s use of this software program will provide for more effective emergency scene management, more accurate data and mapping, better coordination and staging of emergency personnel, equipment and resources and will drastically improve the ability of the Prosecutor’s Office and emergency personnel to respond to emergencies at schools and other critical locations;

WHEREAS, the Parties agree the safety and security of the schools and students within the County is paramount to the current and future welfare and wellbeing of the citizens of Warren County;

R-303-17 Approve CRG Services Vendor:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Critical Response Group (CRG) to provide integrated floor plans of our school buildings for the GXP project with the Warren County Prosecutor’s Office for safety and security of our school district at the rate of \$800.00 per floor times 3 floors or \$2,400.00 as a one time set up fee, for the 2016-2017 school year.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Stephen Ruane, second by Mrs. Gena James, all motions carried, **Vote: 8-0**

L. POLICY

Resolutions R-304-17 through R-307-17 will be moved in one roll call

R-304-17 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:

- 0000 – Foreword and Introduction (M)
- 2320 – Unsafe School Choice (M)
- 2464 – Gifted and Talented Students (M)
- 2622 – Student Assessment (M)
- 3160/R3160 – Physical Examination (M)
- 4160/R4160 – Physical Examination (M)
- 5116/R5116 – Education of Homeless Children

R-305-17 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:

- 8530 – Records Retention

R-306-17 Approve SECOND 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:

- 2460/R-2460 – Special Education
 - R-2460.01 – Special Education – Location, Identification and Referral
 - R-2460.08 – Special Education – Free and Appropriate Public Education
 - R-2460.09 – Special Education – Transition from Early Intervention Programs to Preschool Programs
 - R-2460.16 – Special Education – Instructional Material for Blind or Print-Disabled Students
- 2467 – Surrogate Parents and Foster Parents

R-307-17 Approve SECOND 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:

- R2460.15 – Special Education – In-Service Training Needs for Professional and Paraprofessional Staff

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Matt Herzer, second by Mrs. Pam Thomas, all motions carried, **Vote: 8-0**

M. ADMINISTRATOR’S REPORT:

Mrs. Roncoroni stated that 1) Mr. Crevani held his “Lopat Got Talent” fundraiser last week. It was so much fun to watch the students. She thanked the Board members who attended and supported the students and staff. 2) 15 minute child break assembly for parents to encourage time with their children. Mrs. Roncoroni wants to bring this assembly back each year to keep the parents involved with the process. 3) Thanked all the Board members and volunteers who helped out this month at the NORWESCAP Food Bank.

Elementary School Update:

Mrs. Kondikoff stated that the third marking period ended last week. Report cards will be available after 3:00 on April 13th. 2) The Bully Buster assembly held for the students was very successful and covered many character education topics. 3) the PTA spring parties are scheduled for tomorrow. 4) Kindergarten registration is scheduled for the last week of April. April 26th at 6:30pm is Kindergarten orientation.

Middle School Update:

Mrs. Dutt stated that PARCC testing is coming up. Our recent chromebook initiative has been very successful and we are now able to test two grades simultaneously which will help speed up testing. Staff training will start this week. Student council is holding a volleyball tournament. The Spring dance is scheduled for April 28th. The 8th Grade parent committee met to work on graduation preparation activities. Mrs. Dutt thanked Mrs. Roncoroni, Mrs. Conner and all the staff and board members for all their support during the past few months during her recent surgery and family tragedy.

N. LEGISLATIVE UPDATES

Mr. Herzer stated that the most recent legislative updates were on topics on: school nurse and non-instructional nurse accreditation; ELL and gifted and talented students; state reimbursement for homeless students; and private school disability funding.

O. REPORT FROM PHILLIPSBURG BOARD OF EDUCATION REPRESENTATIVE

Mr. Gallant stated that Phillipsburg held their meeting last night and they appointed the Russo Firm, as their new board attorney. He attended the recent theatrical presentation of Mary Poppins at the new High School Facility. It was wonderful and very exciting as Mary Poppins “flew” across the stage.

Mr. Gallant also mentioned that Mrs. Thomas, Mrs. Lance and he attended a recent school boards forum on public relations that provided several ideas on how to communicate board of education information to the community.

P. ITEMS OF EMERGENT NATURE: - None

Comments by Board of Education members

1). Student Achievement: - None

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 Duanie asked about the policies approved this evening that related to special education.

Mr. Robert McFarlane stated that he was so pleased to see the Kindergarten presentation tonight at the board meeting. This is the reason that he is involved with the Board of Education. He and his wife attended the "Lopat Got Talent" and they were captivated all evening to see how talented our students are here in Lopatcong.

Mrs. Gena James also commented on the the Kindergarten presentation and "Lopat Got Talent" and how special it was as a teacher and as a parent to watch these kids and to appreciate all the work the staff put into the presentation. She also congratulated the MS Jazz Band for their wonderful performance at Alexandria Middle School and receiving the rating of Excellent.

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:

•**HIB** Personnel, 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. Stephen Ruane, and second by Mrs. Gena James, to go into executive session at 7:35 p.m. **Vote: 8 – 0.**

S. RECONVENE PUBLIC SESSION: 7:45 PM

Voice Vote:

Motion by Mrs. Gena James, and second by Mr. Stephen Ruane, to leave executive session at 7:45 p.m. **Vote: 8 – 0.**

Mr. Gallant stated that we all need to start our Annual Board Review as well as our Annual Superintendent Review through the NJSBA website.

Mrs. Roncoroni stated that she will have her portion of the process completed by April 30th. The Board members will receive an email from NJSBA telling them that the Superintendent has completed her portion of the review and that they can go on the site and so their individual review document.

Mr. Gallant stated that once all the Board members have completed the review NJSBA representatives will collect all the information and create one summary document for review and presentation.

Mr. Herzer asked if there had been any discussion with the Mayor regarding the request to have our Technology Administrator contract with the town to help them with their technology needs.

Mrs. Roncoroni stated that she had talked with the Mayor and they have already contracted with a firm that they are satisfied with to do help with their technology needs. However, they might ask for our help with their website. Rainie and Adam will be meeting with the township to discuss their needs further.

Mr. Gallant stated that the NJSBA Public Relations meeting some of the members attended should be able to help us with community relations in the future if referendum is necessary.

Mrs. Lance stated that it could be helpful for our Newsletters and any board comments that we add to the website. She handed out a brief note for the website prior to the April 25th Board Meeting on the 2017-2018 budget.

Mrs. Thomas asked to set up the next Ad Hoc meeting to discuss the next steps.

T. ADJOURNMENT: 7:53 PM

Voice Vote:

Motion by Mr. Matt Herzer, and second by Mr. Stephen Ruane, to adjourn the meeting 7:53 p.m.
Vote: 8 – 0.

Respectfully Submitted:

Donna Tolley, Board Secretary