



**Lopatcong Township Board of Education
Regular Meeting
Minutes April 25, 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 and 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: Ernest Gallant, Bob McFarlane, Pam Thomas, Gena James, Debbie Hille,
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. PRESENTATIONS:

1). JAZZ Band:

Mr. Rudy Crevani, along with his Jazz Band students preformed three selections for the audience. The students did an outstanding job. They are surely a talented group.

2). BUDGET PRESENTATION 2017-2018:

Mrs. Roncoroni and Ms. Tolley presented the 2017-2018 School Budget. Mrs. Roncoroni opened the presentation: As you know we had a difficult year last year 2015-2016. Planning

our budget for 2016-2017 was challenging at best with many staff cuts and reductions. Moving forward we will continue to uphold the integrity of the school within the constraints of the budget. The 2017-2018 Budget will continue to meet the District Goals from a financial perspective.

Ms. Tolley stated that the budget meets the 2% state levy cap guidelines and utilizes a waiver on healthcare costs of 0.29% for a total tax increase of 2.29%. The 5 sources of revenues were discussed with the local tax levy of 73%. The five main factors causing rising costs were discussed with PHS tuition at the top of the list at 37%. With a slight increase in real estate assessment values and increase in the average home, the tax increase equals \$63.13 per average home assessment of \$232,102.

E. PUBLIC COMMENTS ON AGENDA ITEMS:

Mrs. Theresa Duaine asked about the increased cost of benefits shown in the budget presentation. Was the number represented the total increase or the net of employee contributions?

Ms. Tolley said that it was the net of contributions made by the employees.

F. REVIEW OF OFFICIAL CORRESPONDENCE: - None

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS (Attachment)

April 11, 2017 – Regular Meeting Minutes
April 11, 2017 – Executive Session Minutes

Voice Vote:

Motion: by Mr. Robert McFarlane, second by Mr. Matthew Herzer, motion carried, **Vote: 9-0**

H. COMMITTEE REPORTS

a. Ad-hoc:

Mrs. Hille stated that the Committee did not meet, but they have published their second BOE Newsletter. It can be found on the school website. This is another source of communication for our community.

b. Education:

Mrs. James stated that the Committee did meet on Monday, April 24th to discuss the following: 1). They reviewed District Goal #1 Student Achievement; 2). DEAC and QSAC update regarding new requirements. 3). The Middle School Principal interview process update.

c. Facilities and Technology: - None

d. Finance: - None

e. Negotiations:

Mr. McFarlane stated that the Committee did meet on Thursday, April 20th to further discuss and finalize the non-union and Superintendent contracts. They also discussed the Middle School Principal position.

f. Policy: - None

I. FINANCE

Resolutions R-309-17 through R-315-17 will be moved in one roll call

R-309-17 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 April 12, 2017 through April 25, 2017 be approved as recommended by the Superintendent and School Business Administrator.

Fund 10 – Current Expense	\$ 1,061,453.28
Fund 20 – Special Revenue	13,023.60
Fund 30 – Capital Outlay	0.00
Fund 40 - Debt Service	0.00
Fund 60 – Food Service	24,769.19
Fund 62 - Enterprise Fund (After Care)	\$ 1,705.16
Grand Total	\$ 1,100,951.23

R-310-17 Line Item Transfers for March 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-311-17 Report of the Treasurer and Board Secretary for March, 2017 (Attachment)

BE IT RESOLVED, that the Board of Education accept the Treasurer and Board Secretary’s Financial Reports for the month of March, 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-312-17 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 April 25, 2017, after review of the Secretary’s monthly financial reports for March 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.

R-313-17 Line Item Transfers for April 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 16 days in the amount of \$ 826.72.

R-314-17 Approve Auditor for 2016-2107 School Year.

BE IT RESOLVED, that the Board of Education upon recommendation of the Superintendent, approve Mr. William Colantano of BKC, CPA’s PC as the District auditor in the amount of \$18,900 for the 2016-2017 school year.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Robert McFarlane, second by Mrs. Gena James, all motions carried, **Vote: 8-0-1**
(Mrs. Barbara Lance Abstained from the Vote)

R-315-17 Approval of the Final Adopted Proposed 2017-2018 School District Budget

WHEREAS, the 2017/2018 budget includes sufficient funds to implement the proposed planning process as described in this district’s Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards and Core Curriculum State Standards;

WHEREAS, the 2017/2018 budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

THEREFORE BE IT RESOLVED the Lopatcong Township Board of Education approves the 2017/2018 budget in the amount of \$18,217,318 as follows:

FUNDING	TAX LEVY	TOTAL
General Fund	\$ 13,176,071	\$ 16,904,986
Special Revenue Fund	\$	\$ 219,000
Debt Service Fund	\$ 883,234	\$ 1, 093,332
Total	\$ 14,059,305	\$ 18,217,318

Also resolved, that the Board of Education approve the use of the Health Care Cost adjustment within this Budget.

Maximum Travel Amount – Per Employee--\$1,500.00 Limit

Pursuant to N.J.S.A. 18A:11-12(f) and N.J.A.C. 6A:23A-7.3(b)(1) The Board of Education authorizes an annual maximum amount per employee for regular business travel not to exceed \$1,500.00. Any additional travel amount beyond the maximum amount requires Board of Education approval.

Employees are notified that they are to carefully monitor their costs for Regular School Business Travel costs to ensure it does not exceed the \$1,500.00 per employee maximum.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Robert McFarlane, second by Mrs. Gena James, all motions carried, **Vote: 9-0**
(Mrs. Barbara Lance Abstained from the Vote only on R-314))

J. EDUCATION

Resolutions R-316-17 through R-320-17 will be moved in one roll call

R-316-17 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-317-17 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:

Thomas, Keith School Activities

R-318-17 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	5/19/17	Bullying Law Update	Annandale, NJ
R Roncoroni	5/19/17	Bullying Law Update	Annandale, NJ
B. Fleming	5/12/17	Vendor Exposition	Somerset, NJ

R-319-17 Approve Phillipsburg HS Athletics Assembly:

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve a Phillipsburg Athletics Assembly to educate the 8th graders of the opportunities at the High School in mid May 2017 for the 2016-2017 school year.

R-320-17 Approve HIB Report (Attachment):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the HIB Report from April 8, 2017 through April 21, 2017 for the 2016-2017 school year.

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. Robert McFarlane, second by Mrs. Pam Thomas, all motions carried, **Vote: 9-0**

K. FACILITIES & TECHNOLOGY

L. POLICY

Resolutions R-321-17 through R-322-17 will be moved in one roll call

R-321-17 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:

- 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-322-17 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:

- 8530 – Records Retention

Roll Call: by Donna Tolley, Business Administrator

Motion: by Mr. William Taggart, second by Mrs. Pam Thomas, all motions carried, **Vote: 9-0**

M. ADMINISTRATOR’S REPORT:

Mrs. Roncoroni gave an update since the last meeting. 1). We received the third marking period results from the High School and 25% of our Lopatcong Students were in the high honor roll. 28% of the students were in the honor roll. Congratulations to our students, great job.

2). The District did Safety and Security training last week provided by the Prosecutor’s office. The topic was Call Taker training in the event of a bomb threat or other emergency. 3). The Health and Wellness fair will be held on May 23rd. We have 29 confirmed vendors to participate. There will be flyers going out, information on our website, and in the PTA newsletter about the

event. 4). It is National Volunteer week and Mrs. Roncoroni wanted to acknowledge the Board members and PTA for all their hours of hard work and dedication to the well-being and benefit of our students and our community.

Elementary School:

Mrs. Kondikoff stated that 1) Kindergarten registration started this week. 2). Kindergarten orientation is scheduled for Wednesday, April 26th at 6:30pm. 3). May 4th is the Art Show at the Elementary School. 4). Next week is PARCC testing for Elementary. The week of May 8th is Math and the week of May 15th is Language Arts. 5). We are scheduling a Book Fair at Barnes and Nobles, so come buy a book.

Middle School:

Mrs. Dutt stated that 1). Friday, April 21st the student council held volleyball night and they had a great time. 2). We will be holding Spirit Week to celebrate the end of the PARCC testing. 3). Set up another volleyball night with Mrs. Mahoney. Let the two teams play each other and then the winner of that game play a team of staff members.

N. LEGISLATIVE UPDATES: - NONE

O. REPORT FROM PHILLIPSBURG BOARD OF EDUCATION REPRESENTATIVE:

Mr. Gallant stated that Monday, April 24th was the longest board meeting. It was 4 hours long. The meeting was packed with community members and students to discuss the Superintendent search process and their overwhelming support for the Assistant Superintendent Mr. Troxell. There have been several large articles about the community support for the Board of Education to pick Mr. Troxell as their new Superintendent. The evening ended by the Board members voting down the Phillisburg High School proposed 2017-18 School Budget 6-6. The board has rescheduled another meeting for Monday, May 1st.

P. ITEMS OF EMERGENT NATURE:

Comments by Board of Education members

1). Student Achievement:

Mrs. Gena James thanked the Jazz Band for their wonderful performance this evening. She also recognized their recent competition in Bridgewater where they were recognized with an outstanding rating.

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 asked about the Phillipsburg Budget vote at last night's meeting. Can Phillipsburg change their budget either positively or negatively and have it effect what we just approved this evening on our budget?

Mr. Gallant said that there had been no discussion of that and feels that they must want some small changes done to the budget.

R. EXECUTIVE SESSION: 7:42 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 Mrs, Barbara Lance, and second by Mr. Matthew Herzer, to go into executive session at 7:42 p.m. **Vote: 9 – 0.**

S.RECONVENE PUBLIC SESSION: 8:02 PM

Voice Vote:

Motion by Mr. Robert McFarlane, and second by Mrs. Gena James, to leave executive session at 8:02 p.m. **Vote: 9 – 0.**

The Education Committee will be responsible for exit interviews to gather valuable information regarding the District and retention of staff. Mrs. Roncoroni will select a few dates and set up the meeting prior to the school year end.

The Teacher/Administrator Liaison Committee would like to set up a meeting with the LEA Committee for a meet and greet now that it has new membership. Mrs. Roncoroni will select a few dates and set up the meeting prior to the school year end.

The Negotiations Committee would like to suggest that each individual Board member plan to put some time aside to start the review process of the documentation Mrs. Tolley has gathered in preparation for the September start of negotiations with the LEA. We ask that each board member review the documentation at their leisure and make any comments or suggestions and provide that list to Mrs. Tolley before the school year ends. The Committee would like to meet in July once all board member input has been collected to review the comprehensive list. The folders will be made available at the next board meeting, May 9th.

T. ADJOURNMENT: 8:24 PM

Voice Vote:

Motion by Mrs. Gena James, and second by Mr. Robert McFarlane to adjourn the meeting 8:24 p.m. **Vote: 9 – 0.**

Respectfully Submitted:

Donna Tolley, Board Secretary