



**Lopatcong Township Board of Education  
Minutes – July 12, 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: Steve Ruane, Terry Glennon, Ernie Gallant, Bill Taggart, Debbie Hille,  
Pam Thomas, and Gena James

Absent: Yvette Day, and Bob McFarlane

**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 21<sup>st</sup> century.

**D. PRESENTATION: NONE**

**E. PUBLIC COMMENTS ON AGENDA ITEMS: NONE**

**F. REVIEW OF OFFICIAL CORRESPONDENCE: NONE**

**G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS (Attachment)**

June 30, 2016 - Regular Meeting Minutes

June 30, 2016 - Executive Session Minutes

**Voice Vote:**

Motion by Mrs Thomas, second by Mr. Gallant, unanimous, **Vote: 7-0**

**H. COMMITTEE REPORTS**

- a. Ad-hoc** - None
- b. Education** - None
- c. Facilities and Technology:**

Mr. Glennon stated that the Committee did meet regarding the Facility Use Forms that were tabled at a previous meeting for the LAA/LWA. The Committee has another meeting scheduled for July 18<sup>th</sup> to discuss all four activities schedules.

- d. Finance** - None
- e. Negotiations** - None
- f. Policy** - None

**I. FINANCE**

Motion by \_\_\_\_\_, second by \_\_\_\_\_,

*Resolutions R-001-17 will be moved in one roll call*

**R-001-17 Report of Awarded Contracts:**

**BE IT RESOLVED**, Pursuant to PL 2015, Chapter 47 the Lopatcong Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18.et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

- |   |                                    |
|---|------------------------------------|
| Barnes & Nobel Book Fair  | Midland School                     |
| Camp Warren Education and Recreation Ctr.                                       | MRESC                              |
| Natural Gas Contract with the Alliance for Competitive Energy Services (“ACES”) |                                    |
| CDK Systems   | New Road School                    |
| Cisco   | NJCIE for Consultative Services    |
| Comegno Law Group. P.C  | Commission for the Blind           |
| De Lange Landen   | Penn Tele Data                     |
| Dalrymple Transportation Contract for 2016-17                                   | Eastern Data Communications        |
| Phillipsburg School Distict   | Greenwich Township School District |
| ESC of Morris County  | Pitney Bowes                       |
| Educators, Inc. for Educational Services  | Pohatcong Township School District |
| Extel, Inc  | RICOH USA                          |
| Genesis Educational Services  | R & L Payroll Systems              |
| HCESC   | Honeywell Building Solutions       |
| School Alliance Insurance Fund  | Brown and Brown                    |
| HP Financial Services   | Shoretel                           |
| IEP Direct  | Transfinder                        |
| Integra One   | Settebrino Architects              |

Maschio’s Food Service  
 Warren County Technical School  
 Centris Group  
 Elliott Lewis  
 Eccotrol Inc.  
 Aqua of New Jersey  
 Matheny Medical and Education Center  
 Arrow Elevator  
 Security Services Company

Warren County Health Department  
 WCSSD  
 Strauss Esmay Assoc.  
 Integra Business Center  
 Crowder Jr. Company  
 JCP&L  
 Meals Plus  
 Kistler O’Brien  
 RAMM Environmental Services

**Roll Call:** by Donna Tolley, Business Administrator

**Motion** by Mr. Gallant, second by Mrs. Hillie, unanimous, motion carried **Vote:7-0**

**J. EDUCATION**

***Resolutions R-002-17 through R-014-17 and R-024-17***

**R-002-17 Approve HIB Self Assessment Grade Reports: (Attached)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the year end HIB Self-Assessment Grade Reports with an overall score of 68/78 for the Elementary School and 70/78 for the Middle School for the reporting period July 1, 2015-June 30, 2016.

**R-003-17 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 and the 2016 summer programs. Any such emergent hires are subject to ratification and approval by the Board at its next regularly scheduled meeting.

**R-004-17 Vacation Payout:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the vacation payout to Kevin Osifchin as former Vice Principal, for 18 vacation days at a rate of \$275.43/day for a total payout of \$4,957.74.

**R-005-17 Vacation Payout:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the vacation payout to Michele McCann as former Business Administrator, for 10 vacation days at a rate of \$350/day for a total payout of \$3,500.00.

**R-006-17 Retirement Payout:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the retirement payout to Rosemary Azzilina, retired BSI Teacher, for 26 years at a rate of \$450/year for a total payout of \$11,700.00

**R-007-17 Retirement Payout:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the retirement payout to Teri Fogt, retired HR Assistant, for 26 years at a rate of \$450/year for a total payout of \$11,700.00.

**R-008-17 Retirement Payout:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the retirement payout to Dave Bommieno, retired Custodian, for 32 years at a rate of \$450/year for a total payout of \$14,400.00.

**R-009-17 Retirement Payout:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the retirement payout to Marianne Burd, retired Guidance Counselor, for 36 years at a rate of \$450/year for a maximum payout of \$15,000.00.

**R -010-17 Approve Ancillary Ed. Services Contract with ESC of Sussex County 2016-2017**

**BE IT RESOLVED**, that the Board of Education, by recommendation by the Superintendent, approve the Ancillary Educational Services contract with **ESC of Sussex County** for Student State ID#2143437538 on an as needed basis for the 2016-2017 school year.

**R -011-17 Approve Contract with Commission for the Blind 2016-2017**

**BE IT RESOLVED**, that the Board of Education, by recommendation by the Superintendent, approve the contract with the New Jersey Commission for the Blind and Visually Impaired as per individual student needs for Student State ID#8519869570 and Student State ID#8944858641 for the 2016-2017 school year.

**R -012-17 Approve Contract Clinical Affiliates 2016-2017**

**BE IT RESOLVED**, that the Board of Education, by recommendation by the Superintendent, approve the contract with Clinical Affiliates as per individual student needs for Student State ID#8519869570 for the 2016-2017 school year.

**R -013-17 Approve Contract with Jennifer K. Rueber Consulting Services 2016-2017**

**BE IT RESOLVED**, that the Board of Education, by recommendation by the Superintendent, approve the contract with Jennifer K. Rueber Consulting Services as per individual student needs for Student State ID#8519869570 for the 2016-2017 school year.

**R-014-17 Acknowledge The Data Submission for the Electronic Violence and Vandalism Reporting System (EVVRS): (Attachment)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, acknowledge the data submitted for the Electronic Violence and Vandalism Reporting System (EVVRS) for the Report Period Two, January 1, 2016 through June 30, 2016 and Harassment and Bullying – Investigations, Trainings and Programs (HIB-ITP) for Report Period Two, January 1 – June 30, 2016.

**Roll Call:** by Donna Tolley, Business Administrator

**Motion** by Mrs. James, second by Mrs. Thomas, motion carried **Vote: 7-0**  
(Mr. Ruane and Mrs. Thomas said No to R-024-17)

**R-024-17 Approve Part Time Guidance Counselor:**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the hiring of Ms. Angela Sodtalbers, as Elementary School Part Time (0.5) Guidance Counselor effective August 30, 2016, at Step MA/Z as per the Collective Bargaining Agreement..

**Roll Call:** by Donna Tolley, Business Administrator

**Motion** by Mrs. James, second by Mrs. Thomas, motion carried **Vote: 5-2**  
(Mr. Ruane and Mrs. Thomas said No to R-024-17)

**K. FACILITIES & TECHNOLOGY**

***Resolutions R-015-17 through R-020-17***

**R-015-17 Approve Contract with Kistler O'Brien:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the contract with Kistler O'Brien for \$1,730 for the annual fire system inspections at the elementary school.

**R-016-17 Approve Contract with Kistler O'Brien:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the contract with Kistler O'Brien for \$3,708.40 for the annual fire system inspections at the middle school.

**R-017-17 Approve Contract with LMR Clean Out and Disposal:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the contract with LMR Clean Out and Disposal for \$7,160 for annual regular trash and recycling pick up at both schools

**R-018-17 Approve Contract with Honeywell Building Solutions:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the contract with Honeywell Building Solutions in the amount of \$6,430 for 5 visits in the 2016-2017 school year.

**R-019-17 Approve Contract with Arrow Elevator:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the contract with Arrow Elevator for \$2,256.00 for annual elevator preventative maintenance for the middle school.

**R-020-17 Approve Contract with Security Services Company:**

**BE IT RESOLVED**, that the board of Education, upon recommendation by the Superintendent, approve the contract with Security Services Company for \$1,642.32 for annual monitoring of fire and burglar alarms at both schools.

**Roll Call:** by Donna Tolley, Business Administrator

**Motion:** by Mr. Gallant, second by Mrs. James, unanimous motion carried **Vote: 7-0**

**L. POLICY*****Resolutions R-021-17 through R-023-17*****R -021-17 FIRST Reading of Revised Policies and Regulations:**

**BE IT RESOLVED**, that the Board of Education, by recommendation by the Superintendent and the Policy Committee, approve FIRST Reading of the following revisions and adoption of the policies and regulations.

1140	Affirmative Action Program
1220	Employment of Chief School Administrator
1310	Employment of School Business Administrator/Board Secretary
1523	Comprehensive Equity plan
1530	Equal Employment Opportunities
R1530	Equal Employment Opportunities Complaint Procedure
1550	Affirmative Action Program for Employment and Contract Practices
2200/R2200	Curriculum Content
2260	Affirmative Action Program for School and Classroom Practices
2411/R2411	Guidance Counseling
2423/R2423	Bilingual and ESL Education
2610	Educational Program Evaluation
2622	Student Assessment

- 3111 Creating Positions
- 3124 Employment Contract
- 3125 Employment of Teaching Staff members
- 3125.2 Employment of Substitute Teachers
- 3126/R3126 District Mentoring Program
- 3141 Resignation
- 3144/R3144 Certification of Tenure Charges
- 3159 Teaching Staff member/School District Reporting Responsibilities
- 3231 Outside Employment as Athletic Coach
- 3240 Professional Development for Teachers and School Leaders
- R3240 Professional Development
- 4159 Support Staff Member/School District Reporting Responsibilities
- 5305 Health Services Personnel
- R5330 Administration of Medication
- 5339 Screening for Dyslexia
- 5350 Student Suicide Prevention
- R5350 Student Suicide
- 5514 Student Use of Vehicles on School Grounds
- 5750 Equal Educational Opportunities
- 5755 Equity in Educational Programs and Services
- 7510 Use of School Facilities
- 8441/R8441 Care of Injured and ill Persons
- 8630 Bus Driver/Bus Aide Responsibilities
- R8630 Emergency School Bus Procedures
- 9541 Student Teachers/Interns

**R -022-17 FIRST Reading of New Policy:**

**BE IT RESOLVED**, that the Board of Education, by recommendation by the Superintendent and the Policy Committee, approve FIRST Reading of the following new policy:

- 7481 Unmanned Aircraft Systems (UAS also known as Drones)

**R -023-17 Abolition of Board Policy and Regulation:**

**BE IT RESOLVED**, that the Board of Education, by recommendation by the Superintendent and the Policy Committee, approve the abolition of the following Policy and Regulation.

- 3244/R3244 In-Service Training

**Roll Call:** by Donna Tolley, Business Administrator

**Motion:** by Mr. Taggart, second by Mrs. Hillie unanimous, motion carried **Vote: 7-0**

**M NEGOTIATIONS** - None

**N. ADMINISTRATOR’S REPORT**- NONE

**O. LEGISLATIVE UPDATES** - NONE

**P. REPORT FROM PHILLIPSBURG BOARD OF EDUCATION REPRESENTATIVE**

Mr. Glennon stated that the Committee has not met recently. He did notice that all the temporary trailers at the high school have wheels under them and are ready to be towed away. The intersection work has been stopped until the utility company moves the light poles to their new location.

#### **Q. ITEMS OF EMERGENT NATURE:**

Mrs. Roncoroni reviewed with the board members the availability dates for the board retreat. The options were Aug 16<sup>th</sup> Aug 17<sup>th</sup> or Aug 24<sup>th</sup>. After some discussion the board decided to schedule Aug 16<sup>th</sup> from 5:00 – 7:00 pm.

#### Comments by Board of Education members

Mrs. Thomas was concerned about budget shortages for the 2016-2017 school year and wanted to make sure that we plan for shortages in the 2017-2018 budget process.

#### **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. Lance has a question about the retirement payouts. She wanted to know if there was anything in the CBA that allowed for delayed payment of these types of payouts.

Mrs. Tolley stated that they have a 90 day payout clause from the date of retirement. Some people we paid by June 30<sup>th</sup> and the balance we put into 2016-2017 since we wanted to make sure we had the maximum funds to place in surplus.

#### **S. EXECUTIVE SESSION: None**



**T. ADJOURNMENT: 7:34 PM**

Motion by, Mr. Gallant, and second by Mr. Taggart to adjourn the meeting at 7:34p.m., unanimous, Vote: 7-0.

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**Donna Tolley, Board Secretary**