



**Lopatcong Township Board of Education
Reorganization/Regular Meeting
January 2, 2019 Minutes**

**A. CALL MEETING TO ORDER, FLAG SALUTE, OPENING STATEMENT
6:57 PM**

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 and Star Gazette. A copy of the agenda has been filed with the Township Clerk and posted at both school locations.

B. ANNOUNCEMENT OF ELECTION RESULTS AND OATHS OF OFFICE

Mr. Comegno swore in Pamela Thomas, William Taggart and Stephen Ruane, newly elected/appointed board members for a term January 01, 2019 until December 31, 2021.

Mr. Comegno swore in Sandra Moore, newly elected/appointed board members for a term January 01, 2019 until December 31, 2019.

Results of the November 6, 2018 School Board Elections are as follows:

3422 Ballots Cast

Three Year Term

1792 Pamela Thomas

1783 William Taggart

1757 Stephen Ruane

One Year Term

1134 Sandra Moore

C. ROLL CALL by Atilla Sabahoglu, Business Administrator

Present: Ernest Gallant, Barbara Lance, Stephen Ruane William Taggart, Pam Thomas, Kenney Lutz, Sandra Moore, Bob McFarlane

Absent: Matthew Herzer

Also present Mr. John Comegno, board attorney from Comegno Law Firm.

D. NOMINATION AND ELECTION OF OFFICERS

Starting with nominations for Board President:

Mr. Robert McFarlane

Motion by Mrs. Pam Thomas

Second by Mr. William Taggart
There were no other nominations.

Roll Call: by Atilla Sabahoglu, Business Administrator
Motion by Mrs. Pam Thomas, second by Mr. William Taggart, *all motions carried.*
Against: None Abstained: None Absent: Matthew Herzer

Nominations for Board Vice President:

Mr. Stephen Ruane
Motion by Mr. Bob McFarlane
Second by Mrs. Pam Thomas

There were no other nominations.

Roll Call: by Atilla Sabahoglu, Business Administrator
Motion by Mr. Bob McFarlane, second by Mrs. Pam Thomas, *all motions carried.*
Against: None Abstained: Stephen Ruane Absent: Matthew Herzer

Newly elected Board President, Mr. Robert McFarlane thanked everyone for supporting the Lopatcong Board of Education. He also mentioned that the board as a team will be a big contribution to the District.

E. REORGANIZATIONAL ITEMS

Motions R-178-19 through R-184-19 will be moved in one roll call.

R-178-19 Approve Schedule of Meetings for Year

BE IT RESOLVED, that the below listed meeting dates be approved for Lopatcong School Board of Education Meetings at 7:00pm, as recommended by the Superintendent:

- | | |
|-------------------|--------------------|
| January 22, 2019 | June 25, 2019 |
| February 12, 2019 | July 9, 2019 |
| March 12, 2019 | August 13, 2019 |
| April 9, 2019 | September 10, 2019 |
| April 25, 2019 | October 15, 2019 |
| May 14, 2019 | November 12, 2019 |
| June 11, 2019 | December 10, 2019 |
| January 6, 2020 | |

BOARD RETREAT: July 16, 2019 at 5 pm

R-179-19 Board Member Code of Ethics

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent adopts the New Jersey School Boards Association Code of Ethics as read.

R-180-19 Adoption of Board Policies, ByLaws, and Regulations

BE IT RESOLVED, that the Board of Education readopt all current written policies, by-laws and regulations in the official Policy Manual of the Lopatcong Township School District from the date of the Organization Meeting until the Organization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and /or regulations.

R-181-19 Approve Parliamentary Procedures

BE IT RESOLVED, that the Board of Education, to the extent consistent with the State Law, Policies, and By-Laws of the Board, will be guided by “Robert’s Rules of Order” as per Policy #0164.

R-182-19 Board Committee Assignments

BE IT RESOLVED, that the following Tentative Board Committees be established with the members appointed to each committee as attached:

Education Committee

Barbara Lance - Chair
Ernie Gallant
Pam Thomas
Kenney Lutz

Facilities & Technology Committee

Ernie Gallant, Chair
Matt Herzer
Steve Ruane
Barbara Lance

Policy Committee

Bill Taggart, Chair
Sandra Moore
Pam Thomas
Barbara Lance

Finance Committee

Steve Ruane, Chair
Chair
Matt Herzer
Bill Taggart
Barbara Lance

Ad Hoc

Kenney Lutz, Chair

Pam Thomas
Barbara Lance
Sandra Moore

Negotiations

Bob McFarlane,

Matt Herzer
Barbara Lance
Bill Taggart

Phillipsburg Board of Education Representative: Robert McFarlane

Other Representative Groups for the Operation of the District

Teacher/Administrator Liaison

- 1. Pam Thomas - Chairperson
- 2. Matthew Herzer
- 3. Sandra Moore
- 4. Kenney Lutz- Alternate

Legislative Representative

- 1. – Pam Thomas
- 2. – Ernie Gallant

Town Council Representative

- 1. Matthew Herzer
- 2. Ernie Gallant
- 3. Sandra Moore

PTA Representative

- 1. Bill Taggart - Chair
- 2. Pam Thomas
- 3. Ernie Gallant
- 4. Sandra Moore

R-183-19 Appointment of Legislative Delegates

BE IT RESOLVED, that the Board of Education make the following appointments for legislative delegates:

- NJSBA Legislative Delegate – Bill Taggart
- Alternate Delegate – Pam Thomas
- Warren County Legislative Delegate – Bill Taggart

Alternate Delegate – Pam Thomas

R-184-19 Approve Early Payment of Bills

Resolution to designate a Board Member to review and approve early payment of bills as follows:

WHEREAS, the Board of Education does recognize that there is an advantage to paying their obligations in a timely manner, and

WHEREAS, the Board of Education does recognize that some billings become due before an official Board meeting, and that payment of said billings would benefit the Board monetarily and business wise, and therefore, be it:

BE IT RESOLVED, that the Board of Education does hereby designate Business Administrator as their delegate to review and approve early payment of certain bills with official approval by the full Board at this official meeting following said approval. The list of bills that will be paid early is followed;

- Utility Bills
- Rent
- Advertisement and Public Notice Bills
- Insurance payments
- The accounts that functions with the limits, has certain payment dates and late/finance charges

Roll Call: by Atilla Sabahoglu, Business Administrator

Motion by Mr. Ernie Gallant, second by Mrs. Barbara Lance, *all motions carried.*

Against: None Abstained: None Absent: Matthew Herzer

REGULAR BOARD MEETING- JANUARY 2, 2019

A. 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 Express Times and Star Gazette. A copy of the agenda has been filed with the Township Clerk and posted at both school locations.

B. ROLL CALL by Atilla Sabahoglu, Business Administrator

Present: Ernest Gallant, Barbara Lance, Stephen Ruane William Taggart, Pam Thomas, Kenney Lutz, Sandra Moore, Bob McFarlane
Absent: Matthew Herzer

Also present Mr. John Comegno, board attorney from Comegno Law Firm.

C. READING OF MISSION STATEMENT by Mrs. Roncoroni, Superintendent

The Lopatcong School District, a diverse learning community, is committed to providing a safe and supportive environment that challenges each student to achieve academic excellence. Through

the collaboration of dedicated staff, families and the community, the district will prepare students for success in high-school, college and careers in the 21st century.

D. PRESENTATIONS:

Facility Project Updates - Mr. Brian Fleming

Mr. Fleming talked about the newly installed Rooftop Unit for 3rd Grade pod, Security Cameras and Windows Filming project.

E. PUBLIC COMMENTS ON AGENDA ITEMS

None.

F. REVIEW OF OFFICIAL CORRESPONDENCE

Mr. McFarlane read the thank you letter from the LEA for the lunch provided for Teachers' In-Service day that is paid by the Board members.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

December 11, 2018 – Regular Meeting Minutes

December 11, 2018 – Executive Session Minutes

Voice Vote:

Motion by Mrs. Pam Thomas, second by Mr. Stephen Ruane, *all motions carried.*

Against: None Abstained: None Absent: Matthew Herzer

H. COMMITTEE REPORTS

- a. Ad-hoc
- b. Education
- c. Facilities and Technology
- d. Finance
- e. Legislative Updates
- f. Negotiations
- g. Policy
- h. Reports from Phillipsburg BOE Representative
Mr. Mcfarlane talked about the updates for the Turf Project for Phillipsburg High School

I. FINANCE

Resolutions R-185-19 through R-187-19 will be moved in one roll call

R-185-19 Authorization for Payment of Bills (Attachment 1)

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approve the bill’s list as submitted for the dates between December 10, 2018 through December 30, 2018.

Fund 10 – Current Expense	\$ 842,010.07
Fund 20 – Special Revenue	\$ 4,200.00
Fund 30 – Capital Outlay	\$ -
Fund 40 - Debt Service	\$ -
Fund 60 – Food Service	\$ -
Fund 62 - Enterprise (After Care)	\$ 2,427.00
Grand Total	\$ 848,637.07

R-186-19 Approve Line Item Transfer (Attachment 2)

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approve the budget line item transfers for December 2018.

R-187-19 Approve the Budget Calendar for 2019-2020 (Attachment 3)

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approves the budget Calendar for 2019-2020 school year.

Roll Call: by Atilla Sabahoglu, Business Administrator

Motion by Mr. Ernie Gallant, second by Dr. Sandra Moore, *all motions carried.*

Against: None Abstained: None Absent: Matthew Herzer

J. EDUCATION

Resolutions R-188-19 through R-193-19 will be moved in one roll call

R-188-19 Approve Employee Travel and Expense Reimbursement

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves employee travel and expense reimbursement as follows:

Travel Reimbursement Requests						
Name	Date(s)	Purpose	Mileage Parking & Tolls	Lodging	Registration Fee	Total
Angela Sodtalbers	12/03/2018	Research Based Bullying	\$20.89	0	0	\$20.89
Adam Boyer	1/31/2019 & 2/1/2019	NJ Techspo	\$93	\$100	\$450	\$643

R-189-19 Approve Field Trips for 2018-2019 (Attachment 4)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the attached field trips for the 2018-2019 school year.

R-190-19 Approve HIB Report (Attachment 5):

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the HIB Report from December 10, 2018 to December 21, 2018 for the 2018-2019 school year.

R-191-19 Approve Volunteer List (Attachment 6)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the volunteer list for 2018-2019 school year.

R-192-19 Approve Visual & Performing Arts Curriculum for Theater and Dance (Attachment 7)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the Visual & Performing Arts Curriculum for Theater and Dance.

R-193-19 Approve 3rd Grade Teacher Maternity Leave

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve maternity leave for Mrs. Lauren Umholtz beginning on or about February 11, 2019 using 4 pre-delivery sick days, 20 post-delivery sick days and utilizing NJFLA/FLMA for 12 weeks unpaid with a return date of on or about Tuesday, June 11, 2019.

Roll Call: by Atilla Sabahoglu, Business Administrator

Motion by Mrs. Barbara Lance, second by Mr. William Taggart, *all motions carried.*

Against: None Abstained: None Absent: Matthew Herzer

K. FACILITIES & TECHNOLOGY

R-194-19 Approve Windows Filming Projects Award

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approves Windows Film Depot quotation for the Windows Filming projects at the Elementary and Middle Schools in the amount of \$24,846.

Roll Call: by Atilla Sabahoglu, Business Administrator

Motion by Mrs. Pam Thomas, second by Mr. Ernie Gallant, *all motions carried.*

Against: None Abstained: None Absent: Matthew Herzer

L. POLICY

R-195-19 Approve SECOND Reading of New Policies and Regulations (Attachment 8)

8508 – School Lunch Offer versus Serve

Roll Call: by Atilla Sabahoglu, Business Administrator

Motion by Mr. William Taggart, second by Mr. Pam Thomas, *all motions carried.*

Against: None Abstained: None Absent: Matthew Herzer

M. ADMINISTRATOR’S REPORT

Mrs. Roncoroni congratulated Rene Boylan and Angela Nassi for being selected as Teacher of the Year.

Mrs. Kondikoff talked about the party that PTA organized.

Mr. Bonney talked about the Middle School Concert.

N. ITEMS OF EMERGENT NATURE

Dr. Moore asked the teachers who joined Wilson Training workshop to present the information they received to the Board.

Mrs. Thomas asked the Board to participate for the PTA talent show.

Mrs. Thomas also asked the possibilities to post Superintendent Search on the Districts website.

P. 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.

None.

Q. EXECUTIVE SESSION

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:

Personnel
Grievance

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. Ernie Gallant and second by Mrs. Pam Thomas to go into executive session at 7:47 p.m.

Against: None Abstained: None Absent: Matthew Herzer

R. RECONVENE PUBLIC SESSION

Voice Vote:

Motion by Mr. Ernie Gallant and second by Mrs. Pam Thomas to leave executive session at 8:47 p.m.

Against: None Abstained: None Absent: Matthew Herzer

R-196-19 Grievance

BE IT RESOLVED, that the grievance is hereby denied for all the reasons previously discussed.

Roll Call: by Atilla Sabahoglu, Business Administrator

Motion by Mr. Ernie Gallant, second by Mr. William Taggart, *all motions carried.*

Against: None Abstained: None Absent: Matthew Herzer

S. ADJOURNMENT

Voice Vote:

Motion by Dr. Sandra Moore and second by Mrs. Barbara Lance to adjourn the meeting at 8:49 p.m.

Against: None Abstained: None Absent: Matthew Herzer



Atilla Sabahoglu, Board Secretary