



**Lopatcong Township Board of Education  
Regular Meeting  
February 12, 2019 Rescheduled to February 28, 2019 Minutes**

**A. CALL MEETING TO ORDER, FLAG SALUTE, OPENING STATEMENT 7:00 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. ROLL CALL** by Atilla Sabahoglu, Business Administrator

Present: Ernest Gallant, Matthew Herzer, Barbara Lance, Stephen Ruane William Taggart, Pam Thomas, Kenney Lutz, Sandra Moore, Bob McFarlane  
Absent: None

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 21<sup>st</sup> century.

**D. PRESENTATIONS:**

Student Safety Data Systems – Mrs. Roncoroni went over the SSDS report in detail.  
Mindfulness Program – Mrs. Koehler explained the Mindfulness Program, fundraising effort and the process to start the program.  
2017-2018 Audit – Miss. Atwell explained 2017-18 audit report and did a 10-year comparison about District's financial status.

**E. PUBLIC COMMENTS ON AGENDA ITEMS**

None.

**F. REVIEW OF OFFICIAL CORRESPONDENCE:**

None.

**G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

January 22, 2019 – Regular Meeting Minutes  
January 22, 2019 – Executive Session Minutes

Voice Vote:

**Motion** by Mr. Matthew Herzer, second by Mr. Ernie Gallant, *all motions carried.*

Against: None    Abstained: None    Absent: None

## H. COMMITTEE REPORTS

### a. Ad-hoc

Mrs. Thomas talked about the top four topics below to be shared with Warren County legislative group and Legislators for the 23rd. district.

1) Relief from 2% cap for sending districts concerning tuition. Either limit the receiving school tuition increases or allow the sending districts an exception to the cap for same amount.

2) Concern about requirement to provide sick days for substitute teachers.

3) Requesting financial help/aid to increase school counselor hours/availability for social and emotional learning as a safety preventative. We are down to 1 ½ counselors at our Elementary School.

4) Asking for more awareness to not pass unfunded mandates. Example would be full day kindergarten.

### b. Education

### c. Facilities and Technology

### d. Finance

Mr. Taggart informed the Board that Finance Committee will start the budget meetings soon.

### e. Legislative Updates

Mrs. Thomas talked about some of the topics including School Bus Safety, LGBT instructions and Minimum Wage changes.

### f. Negotiations

Mr. McFarlane informed the Public that both parties agreed on a tentative contract at the negotiations meeting on 02/27/2019. Mr. Comegno explained the situation with PERC and why it took so long to settle the contracts.

### g. Policy

Mr. Taggart said that First Reading of Alert 217 will be approved at the policy section of this meeting.

### h. Report from Phillipsburg BOE Reporter

Mr. Herzer talked about the topics that were discussed at Phillipsburg BOE meeting including declining enrollment, tuition rates and the budget.

### i. Teacher/Administrator Liaison

### j. Town Council Rep

Mr. Herzer talked about the security matters for the Township. The biggest focus is the sidewalks on Belvidere Rd.

### k. PTA Rep

Mr. Taggart talked about the Day of the Arts and Build a Bear events that will be held in the school.

### l. Warren County SBA Representative

Mr. Taggart talked about the final discussions at the last Warren County SBA

meeting which are legal concerns and STEM.  
 m. NJSBA Legislative Delegate

## I. FINANCE

*Resolutions R-212-19 through R-216-19 will be moved in one roll call*

### **R-212-19 Authorization for Payment of Bills (Attachment 1)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, approves the bill's list as submitted for the dates between January 21, 2019 through February 24, 2019.

<b>Fund 10 – Current Expense</b>	<b>\$ 1,758,840.29</b>
<b>Fund 20 – Special Revenue</b>	<b>\$ 21,638.70</b>
<b>Fund 30 – Capital Outlay</b>	<b>\$ -</b>
<b>Fund 40 - Debt Service</b>	<b>\$ -</b>
<b>Fund 60 – Food Service</b>	<b>\$ 18,077.75</b>
<b>Fund 62 - Enterprise (After Care)</b>	<b>\$ 5,560.14</b>
<b>Grand Total</b>	<b>\$ 1,804,116.88</b>

### **R-213-19 Approve Treasurer and Board Secretary Reports for January 2019 (Attachment 2 and 3)**

**BE IT RESOLVED**, that the Treasurer and Board Secretary's Financial Reports are in agreement for the month of January 2019, approved by the Board as recommended by the School Business Administrator.

### **R-214-19 Approve Line Item Transfer (Attachment 4)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, approve the budget line item transfers for January 2019.

### **R-215-19 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 January 31, 2019, after review of the Secretary's monthly financial reports for January 2018 (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-216-19 Accept the Audit (CAFR Report) for 2017-2018 (Attachment 5)**

**BE IT RESOLVED**, that the Board of Education upon recommendation of the School Business Administrator, approve and accept the District's Audit (CAFR Report) for the 2017-2018 school year. There were no findings or recommendations presented.

**Roll Call:** by Atilla Sabahoglu, Business Administrator

**Motion** by Mr. Matthew Herzer, second by Mr. Ernie Gallant, *all motions carried.*

Against: None Abstained: None Absent: None

**J. EDUCATION**

*Resolutions R-217-19 through R-242-19 will be moved in one roll call*

**R-217-19 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 2018-2019 school year. Any such emergent hires are subject to ratification and approval by the Board at its next regularly scheduled meeting.

**R-218-19 Approve Substitute Teachers/Aides/Nurse**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the following substitutes for 2018-2019 school year. (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5).

Rodney Exavier - teacher and aide

**R-219-19 Approve HIB Report (Attachment 6)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the HIB Report from January 22, 2019 to February 28, 2019 for the 2018-2019 school year.

**R-220-19 Approve Volunteer List (Attachment 7)**

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

**R-221-19 Approve Softball Director Presentation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves Cortney Torres, Softball Director, to talk about softball during lunch periods in the Elementary School on February 21, 2019 and Middle School on February 22, 2019 for the 2018-2019 school year.

**R-222-19 Approve Pillowcase Project Presentation for 3<sup>rd</sup> Grade Students**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the Pillowcase Project presented by the American Red Cross to teach 3<sup>rd</sup> Grade students Home Safety Skills in March 2019.

**R-223-19 Approve Mindfulness Lessons for 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Grades**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves Brooke Koehler and Sarah Dennehy from Shanthi Project to teach Mindfulness lessons to 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> graders starting in March 2019 for 8 weeks for the 2018-2019 school year.

**R-224-19 Approve Unpaid Days**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves unpaid days for Mary Olsen, 1/31/19, 2/6/19, 2/7/19, 2/8/19 and 2/21/19.

**R-225-19 Approve Part-time Teacher Aide Resignation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the resignation of Mary Olsen as a Part-time Teacher Aide effective February 22, 2019.

**R-226-19 Approve Special Ed. Teacher Resignation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the resignation of Valerie Turker effective March 8, 2019.

**R-227-19 Approve Teacher Aide Retirement**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the retirement of Susan Yount effective July 1, 2019.

**R-228-19 Correction of R-204-19 Approve Maternity Leave Replacement**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves Andrea Hartman as long term sub for 3<sup>rd</sup> Grade teacher, Lauren Umholtz, at the substitute rate of \$90 per day for the first 20 days of employment beginning on February 5, 2019 and on guide on or about March 12, 2019 through on or about May 30, 2019 in the amount of \$48,450 pro-rated (BA Step Y) per the Collective Bargaining

**R-229-19 Approve Student Teacher Observation Hours WCCC**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves Nikita Quick, Warren County Community College student, to receive 20 hours of observation experience in District beginning on or about February 19, 2019 at the Elementary School for the 2018-2019 school year.

**R-230-19 Approve Student Teacher Observation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves Jessica Taylor, Northampton County Community College student, to receive up to 10 hours of observation experience in the Elementary School beginning on or about February 19, 2019 for the 2018-2019 school year.

**R-231-19 Approve Student Teacher Observation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves Catherine Burton, Warren County Community College student, to receive 5 hours of observation experience in the Elementary School beginning in March, 2019 for the 2018-2019 school year.

**R-232-19 Approve Home Instruction for 2018-2019**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves Micayla Pisani for home instruction for Pohatcong BOE effective January 28, 2019 for the 2018-2019 school year.

**R-233-19 Approve Memorandum of Agreement**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the Uniform State Memorandum of Agreement between Lopatcong School District and the Lopatcong Police Department for the 2018-2019 school year.

**R-234-19 Approve 2017-2020 Mentoring Plan Revisions (Attachment 8)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the 2017-2020 Mentoring Plan Revisions.

**R-235-19 Approve Student Safety Data System (SSDS) for Report Period #1 (Attachment 9)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the Student Safety Data System Report Period #1 (July 1 - December 31, 2018) Submission. This Submission replaces the previous reporting system known as the Electronic, Violence and Vandalism Reporting System (EVVRS).

**R-236-19 Board Committee Assignments**

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

**Education Committee**

- Barbara Lance - Chair
- Sandy Moore
- Pam Thomas
- Kenney Lutz

(Personnel issues handled by this committee.)

**Facilities & Technology**

- Ernie Gallant, Chair
- Bill Taggart
- Steve Ruane
- Barbara Lance

**Policy**

- Bill Taggart, Chair
- Matt Herzer
- Pam Thomas
- Barbara Lance

**Finance Committee**

- Bill Taggart, Chair
- Matt Herzer
- Ernie Gallant
- Barbara Lance

**Ad Hoc**

- Pam Thomas, Chair
- Matt Herzer
- Barbara Lance
- Sandy Moore

**Negotiations**

- Bob McFarlane, Chair
- Matt Herzer
- Barbara Lance
- Bill Taggart

**Other Representative Groups for the Operation of the District**

**Teacher/Administrator Liaison**

- Kenney Lutz, Chair
- Matt Herzer
- Sandy Moore
- Bill Taggart

**Town Council Representative**

- Matt Herzer
- Ernie Gallant
- Sandy Moore

**PTA Representative**

- Bill Taggart, Chair
- Pam Thomas
- Sandy Moore

**R-237-19 Appointment of Legislative Delegates and Representatives**

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

- NJSBA Legislative Delegate – Bill Taggart
- Alternate – Bob McFarlane
- Warren County SBA Representative – Bill Taggart
- Alternate – Pam Thomas
- Phillipsburg BOE Representative – Bob McFarlane
- Phillipsburg BOE Reporter – Matt Herzer
- Alternate – Ernie Gallant
- Legislative Representative – Pam Thomas
- Alternate – Ernie Gallant

**R-238-19 Approve Legislative Advocacy Topics**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the Legislative Advocacy topics as discussed in the committee report to be presented to legislature on behalf of Lopatcong Township School District.

**R-239-19 Approve United Business Systems Lease Agreement for MS and ES Copiers**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, approves the lease agreement with United Business Systems for 5 years in the amount of \$1,780/month for MS and ES copiers. The District saves \$43,200 for the full lease term compared to the existing lease.

**R-240-19 Approve Tuition Contract with Ranch Hope, Inc. for 2018-2019**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the tuition contract for student ID# 8223435544 with Ranch Hope, Inc. from December 13, 2018 through June 30, 2019 based upon a per diem rate of \$365.97/Day for 2018-2019 school year.

**R-241-19 Approve Field Trips for 2018-2019 (Attachment 10)**

**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-242-19 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:

<b>Travel Reimbursement Requests</b>						
<b>Name</b>	<b>Date(s)</b>	<b>Purpose</b>	<b>Mileage Parking &amp; Tolls</b>	<b>Lodging</b>	<b>Registration Fee</b>	<b>Total</b>
Rainie Roncoroni	3/18/2019	School Safety-Gang Awareness	\$35.96	0	0	\$35.96
Rick Bonney	2/20/2019	Mandatory Test/Tech Training	0	0	0	0
Adam Boyer	2/20/2019	Mandatory Test/Tech Training	\$33.00	0	0	\$33.00

**Roll Call:** by Atilla Sabahoglu, Business Administrator

**Motion** by Mr. Matthew Herzer, second by Mr. Ernie Gallant, *all motions carried.*

Against: None    Abstained: Mr. Lutz abstained from R-221-19    Absent: None.

**K. FACILITIES & TECHNOLOGY**

**R-243-19 Approve Facilities Use Request**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve facilities use requests as follows:

Organization	Purpose	Date	Building	Fees
Lopatcong BOE	Superintendent Search	3/9/19, 3/13/19, 3/14/19, 3/20/19, 3/27/19, 3/28/19, 4/03/19	MS Media Center	No
PSYT	<i>Performing Arts Camp</i>	6/24/19 thru 08/03/19	MS MPR <i>Music Etc</i>	Yes

**Roll Call:** by Atilla Sabahoglu, Business Administrator

**Motion** by Mr. Matthew Herzer, second by Mrs. Pamela Thomas, *all motions carried.*

Against: None Abstained: None Absent: None

**L. POLICY**

**R-244-19 Approve FIRST Reading of New Policies and Regulations**

**BE IT RESOLVED**, that the Board of Education, on the recommendation of the Superintendent and Policy Committee, approve for the first reading the following revised bylaw, policies and regulations:

- #0141 – Board Member and Term
- #2415.06 – Unsafe School Choice Option
- #2422 – Health and Physical Education
- #R2460.08 – Special Education – Free and Appropriate Public Education
- #2610 – Educational Program Evaluation
- #4219 – Commercial Driver’s License Controlled Substance and Alcohol Use Testing
- #5111/#R5111 – Eligibility of Resident/Non-Resident Students
- #5337 – Service Animals
- #5530 – Substance Abuse
- #5600/#R5600 – Student Discipline/Code of Conduct
- #5611/#R5611 – Removal of Students for Firearms Offenses
- #5612/#R5612 – Assaults on District Board of Education Members or Employees
- #5613/#R5613 – Removal of Students for Assaults with Weapons Offenses
- #5756 – Transgender Students
- #7440/#R7440 – School District Security
- #8461/#R8461 – Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses
- #8860 – Memorials

**Roll Call:** by Atilla Sabahoglu, Business Administrator

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

Against: None Abstained: None Absent: None

**M. ADMINISTRATOR’S REPORT**

Mrs. Roncoroni asked for more volunteers for the Day of the Arts event. She also informed the public that all snow days have been used. She also talked about the Stop Sign that will be installed by Buckley Dr. for the safety of the students.



Mr. Bonney talked about the Adams Family's success. He also mentioned the upcoming Warren County All Star Band.

Mrs. Kondikoff mentioned that 3<sup>rd</sup> and 4<sup>th</sup> Grade teachers are utilizing the Math Consultant very efficiently. She also talked about read Across America program to start soon.

## **N. ITEMS OF EMERGENT NATURE**

None.

## **O. 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. Ruane thanked the Board for the all hard work they did to settle the contracts.
- Mrs. Mansfield also thanked the Board for finalizing negotiations.
- Mrs. Bellfy talked about her experience with the District.
- Mrs. Burton also talked about her experience with the District and congratulate the Board and the teachers for the contracts.
- Mrs. Woods asked about volunteers for the Day of the Art event. She also mentioned that Elementary School play called Annie is also funded by the PTA.
- Mrs. Roncoroni said that it took a long time to settle the contracts but she appreciates that the students were not impacted at this period of time.

## **P. 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:

- Litigation and Personnel Update
- HIB
- Negotiations Update
- Superintendent Search

**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. Matthew Herzer and second Mr. William Taggart by to go into executive session at 8:28 p.m.

Against: None    Abstained: None    Absent: Mr. Sabahoglu and Mrs. Roncoroni left at 8:55 p.m.

**Q. RECONVENE PUBLIC SESSION**

**Voice Vote:**

Motion by Mr. Ernie Gallant and second by Mr. Matthew Herzer to leave executive session at 9:45 p.m.

Against: None    Abstained: None    Absent: Mr. Sabahoglu and Mrs. Roncoroni

**R-245-19 Separation Agreement with Employee# 15610934**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, to approve and adopt the Separation Agreement with employee #15610934.

**Roll Call:** by Bob McFarlane, Board President

**Motion** by Mr. Matthew Herzer, second by Mr. Ernie Gallant, *all motions carried.*

Against: None    Abstained: Mr. Kenney Lutz    Absent: Mr. Sabahoglu and Mrs. Roncoroni

**R-246-19 Approve Teacher Resignation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, to approve and accept the resignation of Jessica Sherwood effective January 31, 2019.

**Roll Call:** by Bob McFarlane, Board President

**Motion** by Mrs. Barbara Lance, second by Mr. Matthew Herzer, *all motions carried.*

Against: None    Abstained: Mr. Kenney Lutz    Absent: Mr. Sabahoglu and Mrs. Roncoroni

**R. ADJOURNMENT**

**Voice Vote:**

Motion by Mr. Ernie Gallant and second by Matthew Herzer to adjourn the meeting at 10:00 p.m.

Against: None    Abstained: None    Absent: Mr. Sabahoglu and Mrs. Roncoroni



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Atilla Sabahoglu, Board Secretary