



**Lopatcong Township Board of Education
Regular Meeting
April 9, 2019 Minutes**

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

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:

2nd Grade Google Slide Presentation – Mrs. Rene Boylan

2nd Grade students presented their Google slide presentations about animal body parts.

E. PUBLIC COMMENTS ON AGENDA ITEMS

None.

F. REVIEW OF OFFICIAL CORRESPONDENCE

None.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

March 12, 2019 – Regular Meeting Minutes

March 12, 2019 – Executive Session Minutes

Voice Vote:

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

Against: None Abstained: None Absent: Matthew Herzer

H. COMMITTEE REPORTS

- a. Ad-hoc- Mrs. Thomas
Mrs. Thomas talked about the topics at the last legislative meeting including Charter Schools, State Funding Formula, Chapter 78 and Minimum Wage.
- b. Education- Mrs. Lance
Mrs. Lance talked about the last education meeting topics including PARCC scores and ELA Reading Specialist.
- c. Facilities and Technology- Mr. Gallant
Mr. Gallant explained the last facilities meeting topics. The meeting was about the capital projects for next year including roof-top A/C unit, MS doors and drainage project. He also talked about the possibility of the solar project along with the carport at the Elementary School. He mentioned that limiting the power rates might help the District to move on the solar project.
- d. Finance- Mr. Ruane
Mr. Ruane said they talked at the last finance meeting about the capital projects costs in the budget.
- e. Legislative Updates- Mrs. Thomas
Mrs. Thomas talked about Governor's major health care savings agreement for the state and local government employees. She mentioned that this won't affect the District. She also talked about the bill Governor signed which requires students having IDs for the field trips. This is not mandatory for the schools. She also informed the Board that there will be a Legislative Day in May 16th in Trenton.
- f. Negotiations- Mr. McFarlane
Mr. McFarlane said that the Board is very happy to approve the MOA tonight.
- g. Policy- Mr. Taggart
Mr. Taggart is planning to have a policy meeting soon.
- h. Phillipsburg BOE Reporter- Mr. Herzer
Mr. McFarlane said that the turf for PHS is going to be completed soon.
- i. Teacher/Administrator Liaison- Mr. Lutz
Mr. Lutz is setting up a meeting date soon.
- j. Town Council Rep- Mr. Herzer
Dr. Moore briefed the Board about the last Township meeting regarding the sidewalks on Belvidere Rd. Mr. Lutz also said that the maintenance of the sidewalks will be the Township's responsibility.
- k. PTA Rep- Mr. Taggart
Mr. Taggart said that there will be a meeting on Thursday.
- l. Warren County SBA Representative- Mr. Taggart
None.
- m. NJSBA Legislative Delegate- Mr. Taggart
None.

I. FINANCE

Resolutions R-267-19 through R-273-19 will be moved in one roll call

R-267-19 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 March 11, 2019 through April 7, 2019.

Fund 10 – Current Expense	\$ 1,555,688.52
Fund 20 – Special Revenue	\$ 43,002.49
Fund 30 – Capital Outlay	
Fund 40 - Debt Service	
Fund 60 – Food Service	\$ 22,502.89
Fund 62 - Enterprise (After Care)	\$ 5,395.07
Grand Total	\$ 1,626,588.97

R-268-19 Report of the Treasurer and Board Secretary for March 2019 (Attachment 2&3)

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

R-269-19 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 March 2019.

R-270-19 Certification of Fund Balances

BE IT RESOLVED, that pursuant to N.J.A.C. 6A:23A-2.11(c) 3, the Board of Education certify that as of March 31, 2019, after review of the Secretary’s monthly financial reports for March 2019 (appropriations section), and upon consultation with the appropriate district officials, Lopatcong BOE is in compliance with N.J.A.C 6A:23-2.11 (c) 4 and 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-271-19 Approve Board Contribution for Health Reimbursement Arrangement

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approves the following contribution amounts for out-of-pocket maximum expenses for employee health reimbursement arrangement (HRA) account for Horizon Omnia 10 plan as follows;

- Single: \$2000
- Two Adults: \$4000
- Parent & Child: \$4000
- Family: \$4000

R-272-19 Approve Travel Budget Amount

BE IT RESOLVED, that the Board of Education, upon recommendation by the School Business Administrator, approves the following maximum travel budget amounts.

Maximum Travel Budget:

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 establishes an annual maximum travel budget for the 2019-2020 school year in the amount of \$35,000.00 for regular business travel not to exceed \$35,000.00.

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.

R-273-19 Approve Memorandum of Agreement (Attachment 5)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the Memorandum of Agreement (MOA) between Lopatcong Board of Education and Lopatcong Education Association dated 2/27/2019.

Roll Call: by Atila Sabahoglu, Business Administrator

Motion by Mr. Bob McFarlane, second by Mr. William Taggart, *all motions carried*.

Against: None Abstained: Mr. Gallant abstained from R-273-19, Mrs. Thomas abstained from R-273-19, Mr. Ruane abstained from R-271-19 and R-273-19 Absent: Mr. Matthew Herzer

J. EDUCATION

Resolutions R-274-19 through R-283-19 will be moved in one roll call

R-274-19 Approve Part-time Teacher Aide Resignation

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the resignation of Carol Crawford as a Part-time Teacher Aide effective April 12, 2019.

R-275-19 Approve Proposed 2019-2020 School Year Calendar (Attachment 6)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the Proposed 2019-2020 School Year Calendar.

R-276-19 Approve HIB Report (Attachment 7)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the HIB Report from March 11, 2019 to April 5, 2019 for the 2018-2019 school year.

R-277-19 Approve Dental Lessons to Middle School Students

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Dr. Brianne McGuinness to teach dental health lessons to Middle School students on April 26, 2019.

R-278-19 Approve Watershed Ambassador Lessons to 5th Grade Students

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Mr. Ryan Jiorle from Musconetcong Watershed Association to teach lesson focused on water cycle to 5th grade students on April 18, 2019.

R-279-19 Approve Chick Observation for Elementary School Students

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Stacie Behme to bring chicks for Elementary School students for observation and tracking of the growth purposes, the dates between April 10, 2019 and April 18, 2019.

R-280-19 Approve Unpaid Days

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves unpaid days for Angela Nassi, 4/15/19 and 4/16/19.

R-281-19 Approve Student Teacher Observation Hours NCC

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves Kaitlyn Tallamy, Northampton Community College student, to receive 10 hours of observation experience in District on April 17, 2019 and April 18, 2019 at the Middle School for the 2018-2019 school year.

R-282-19 Approve New Board Retreat Date

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves changing Board Retreat date from July 16, 2019 to August 6, 2019.

R-283-19 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:

Travel Reimbursement Requests						
Name	Date(s)	Purpose	Mileage Parking & Tolls	Lodging	Registration Fee	Total
Christine Ferri	5/30/2019	Payroll Meeting	0	0	0	0
Debra Winters	5/30/2019	Payroll Meeting	0	0	0	0
Stacy Conner	5/31/2019	Social Emotional Learning	\$27.22	0	\$149.00	\$176.22
Christine Ferri	6/5/19-6/7/19	Annual NJASBO Conference	0	0	\$275.00	\$275.00

Addendum R-286-19 Approve Unpaid Day

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves unpaid day for Carol Crawford, 4/11/19.

Addendum R-287-19 Approve Unpaid Day

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves unpaid day for Michael Alvino, 4/05/19.

Roll Call: by Atilla Sabahoglu, Business Administrator

Motion by Mrs. Pamela Thomas, second by Mr. Bob McFarlane, *all motions carried.*

Against: None Abstained: None Absent: Mr. Matthew Herzer

K. FACILITIES & TECHNOLOGY

Resolutions R-284-19 and R-285-19 will be moved in one roll call

R-284-19 Approve 5-Year Long Range Facility Plan (Attachment 8)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the 5-year Long Range Facility Plan.

R-285-19 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
L.A.A	Football Sign-ups	4/2/19	MS Foyer	No
St. Luke’s Univ. Health	Phillipsburg Open House	4/13/19	ES Parking Lot	No
Promotion Committee	8th Grade Class Party	5/31/19	MS MPR, Gym, Hallways	No

Roll Call: by Atilla Sabahoglu, Business Administrator

Motion by Mr. Bob McFarlane, second by Mr. William Taggart, *all motions carried.*

Against: None Abstained: Mr. Lutz abstained from R-285-19 Absent: Mr. Matthew Herzer

L. POLICY

None.

M. ADMINISTRATOR’S REPORT

Mrs. Roncoroni informed that Bus Safety drills are completed successfully. She also talked about the school performance report. She mentioned that a letter will be going out to the parents to explain how they can reach the students growth data and the complete school performance report. She also mentioned that she is working with parents to address the chronic absenteeism.

Mrs. Kondikoff explained the details about the Mindfulness Program. She also said that the Spring Concert was a great success. She also gave a brief information about Spring Party.

Mr. Bonney also talked about the Spring Concert. He also mentioned the water study that the

students will do by taking samples from Lopatcong creek. He also said that the state test will be administered soon.

N. ITEMS OF EMERGENT NATURE

Mrs. Thomas handed an information to Mr. Sabahoglu about mercury vapors from gym floor. Mr. Sabahoglu will discuss this with the Building & Ground manager.

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.

None.

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:

- HIB
- Superintendent Search
- Superintendent Contract
- Non-Union Employees' Contracts

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. Pamela Thomas and second by Mr. Ernest Gallant to go into executive session at 7:36 p.m.

Against: None Abstained: None Absent: Matthew Herzer, Mr. Ruane left at 7:36pm, Mrs. Roncoroni and Mr. Sabahoglu left at 8:13 p.m.

Q. RECONVENE PUBLIC SESSION

Voice Vote:

Motion by Mr. Bob McFarlane and second by Mrs. Pamela Thomas to leave executive session at 8:35 p.m.

Against: None Abstained: None Absent: Mr. Herzer, Mr. Ruane, Mrs. Roncoroni and Mr. Sabahoglu

R. ADJOURNMENT

Voice Vote:

Motion by Bob McFarlane and second by Mr. Ernest Gallant to adjourn the meeting at 8:35 p.m.

Against: None Abstained: None Absent: Mr. Herzer, Mr. Ruane, Mrs. Roncoroni and Mr. Sabahoglu



Atilla Sabahoglu, Board Secretary