



**Lopatcong Township Board of Education  
Regular Meeting  
April 25, 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, Matthew Herzer, Stephen Ruane William Taggart, Kenney Lutz (Arrived at 7:20 pm), Sandra Moore, Bob McFarlane  
Absent: Pamela Thomas

**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:**

Jazz Band – Mr. Crevani  
2019-2020 Budget Presentation – Mrs. Rainie Roncoroni and Mr. Atilla Sabahoglu presented the 2019-2020 budget to the public.

**E. PUBLIC COMMENTS ON AGENDA ITEMS**

None.

**F. REVIEW OF OFFICIAL CORRESPONDENCE:**

None.

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

April 9, 2019 – Regular Meeting Minutes  
April 9, 2019 – Executive Session Minutes

Voice Vote:

**Motion** by Mr. William Taggart, second by Mr. Ernie Gallant, *all motions carried.*  
 Against: None    Abstained: Matthew Herzer    Absent: Pamela Thomas

## H. COMMITTEE REPORTS

- a. Ad-hoc- Mrs. Thomas  
None.
- b. Education- Mrs. Lance  
None.
- c. Facilities and Technology- Mr. Gallant  
None.
- d. Finance- Mr. Ruane  
None.
- e. Legislative Updates- Mrs. Thomas  
None.
- f. Negotiations- Mr. McFarlane  
None.
- g. Policy- Mr. Taggart  
Mr. Taggart talked about the last policy committee meeting which emergency crisis, sports related injuries, etc. were discussed. The policies should be ready for First Reading soon.
- h. Phillipsburg BOE Reporter- Mr. Herzer  
Mr. Herzer said that PHS field is 95% completed.
- i. Teacher/Administrator Liaison- Mr. Lutz  
Mr. Lutz said that the meeting will be held before end of year.
- j. Town Council Rep- Mr. Herzer  
None.
- k. PTA Rep- Mr. Taggart  
Mr. Taggart informed the Board about the upcoming meeting on May 2<sup>nd</sup>, 2019.
- l. Warren County SBA Representative- Mr. Taggart  
Mr. Taggart said that the meeting on April 11<sup>th</sup> was very informative.
- m. NJSBA Legislative Delegate- Mr. Taggart  
Mr. Taggart said that there's an upcoming NJSBA meeting.

## I. FINANCE

*Resolutions R-286-19 through R-288-19 will be moved in one roll call*

### **R-286-19 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 April 8, 2019 through April 21, 2019.

<b>Fund 10 – Current Expense</b>	<b>\$331,027.91</b>
<b>Fund 20 – Special Revenue</b>	<b>\$1,350.00</b>
<b>Fund 30 – Capital Outlay</b>	<b>0</b>
<b>Fund 40 - Debt Service</b>	<b>0</b>
<b>Fund 60 – Food Service</b>	<b>0</b>
<b>Fund 62 - Enterprise (After Care)</b>	<b>\$1,340.63</b>
<b>Grand Total</b>	<b>\$333,718.54</b>

**R-287-19 Approval of the Final Adopted 2019-2020 School District Budget**

**BE IT RESOLVED**, that the Board of Education upon recommendation of the Superintendent, approve the Final Adopted 2019-2020 School District Budget in the amount of \$19,467,453.00 approved by the Warren County Office of the Department of Education as follows:

**WHEREAS**, the 2019/2020 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 NJ Student Learning Standards;

**WHEREAS**, the 2019/2020 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 Final Adopted 2019/2020 budget in the amount of \$19,467,453 as follows:

<b>FUND</b>	<b>TAX LEVY</b>	<b>TOTAL</b>
<b>General Fund</b>	<b>\$ 13,776,605.00</b>	<b>\$ 18,100,485.00</b>
<b>Special Revenue Fund</b>	<b>\$</b>	<b>\$ 275,624.00</b>
<b>Debt Service Fund</b>	<b>\$ 881,628.00</b>	<b>\$ 1,091,344.00</b>
<b>Total</b>	<b>\$ 14,658,233.00</b>	<b>\$ 19,467,453.00</b>

**ALSO RESOLVED**, that the Board of Education approve the Position Control Roster; Budget Submission Checklist within this Budget.

**R-288-19 Approve Amendment to A4F for 2019-20**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, approves to amend 2019-20 A4F to increase \$81,000 due to the county tax administrator’s error on 2018 tax rate data.

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

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

Against: None Abstained: None Absent: Mrs. Pamela Thomas

**J. EDUCATION**

***Resolutions R-289-19 through R-297-19 and Addendum R-299-19 through R-301-19 will be moved in one roll call***

**R-289-19 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-290-19 Approve Teacher Retirement**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the retirement of Denise Cumiskey as a Health and PE Teacher effective July 1, 2019.

**R-291-19 Approve HIB Report (Attachment 2)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the HIB Report from April 6, 2019 to April 18, 2019 for the 2018-2019 school year.

**R-292-19 Approve Unpaid Day**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves unpaid 1/2 day for Heather Burke, 4/18/19.

**R-293-19 Approve Mindfulness Sponsor Breakfast**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve Mindfulness Sponsor Breakfast on May 13, 2019 at the Elementary School at no cost to the District.

**R-295-19 Approve Contract for Professional Services from WCSSSD for 2019-2020**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approves the the contract with WCSSSD, as a contractor for the services below from September 1, 2019 thru June 30, 2020.

Service	Rate
Occupational, and/or Speech Therapy	\$89.50/hour
Physical Therapy (Effective through 2022)	\$90.50/hour
Educational Support Services (LDTC)	\$97.50/hour
Psychologist Services	\$97.50/hour
Evaluations*	\$450.00/evaluation
Behavioral Support Services as provided by BCBA/Behavioral Supervisor	\$97.50/hour (3 hours/week minimum)
Behavioral Plans & Functional Behavior Assessments	\$97.50/hour
Behavioral Support Services as provided by a Behaviorist	\$97.50/hour
Reading Specialist	\$85.00/hour
Home Instruction	\$71.00/hour
Social Work Services	\$76.00/hour
*Paraprofessional Services	\$30.00/hour
Teacher of the Deaf Services	\$143.00/hour
Teacher of Students with Disabilities	\$58.00/hour
Nurse Services	\$58.00/hour

**R-296-19 Approve Contract for Professional Services from J&B Therapy for 2019-2020**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approves the the contract with J&B Therapy, as a contractor for the services below from September 1, 2019 thru June 30, 2020.

Service	Rate
Occupational, and/or Speech Therapy	\$87.00/hour
Physical Therapy	\$89.00/hour
Educational Support Services (LDTC)	\$92.00/hour
Psychologist Services	\$92.00/hour
Evaluations*	\$405.00/evaluation
Behavioral Support Services as provided by BCBA/Behavioral Supervisor	\$92.00/hour (3 hours/week minimum)
Behavioral Plans & Functional Behavior Assessments#	\$92.00/hour
Behavioral Support Services as provided by a Behaviorist	\$92.00/hour
Reading Specialist	\$80.00/hour
Home Instruction	\$65.00/hour
Social Work Services	\$80.00/hour
*ABA Paraprofessional Services	\$35.00/hour
*Paraprofessional Services	\$28.00/hour
Teacher of the Deaf Services	\$135.00/hour

**R-297-19 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	5/1/2019	CDK Personnel Meeting	0	0	0	0

Debra Winters	5/1/2019	CDK Personnel Meeting	0	0	0	0
Christine Ferri	5/2/2019	CDK Accounting Meeting	0	0	0	0
Atilla Sabahoglu	5/2/2019	CDK Accounting Meeting	0	0	0	0

**Addendum R-299-19 Approve Superintendent Contract (Attachment 3)**

**WHEREAS**, the Lopatcong Township Board of Education (“Board”), with the assistance of the New Jersey School Boards Association, conducted a search to fill its Board Superintendent position, reviewed interested applicants, conducted interviews, and otherwise took appropriate action to consider applicants for the position; and

**WHEREAS**, following this process, the Board desires to offer the Superintendent position to Dr. Debra Mercora, consistent with the terms and conditions set forth in an agreement negotiated between the parties; and

**WHEREAS**, pursuant to N.J.S.A. 18A:7-8(j) and N.J.A.C. 6A:23A-3.1(a), the Board forwarded the proposed agreement to the Warren County Executive County Superintendent for approval, and has received written approval from the Warren County Executive County Superintendent for the proposed agreement.

**IT IS HEREBY RESOLVED**, that the Board approves and adopts the Contract of Employment for Dr. Debra Mercora as Superintendent, from August 1, 2019 through June 30, 2023 at the initial annual salary of \$147,794 (pro-rated for 2019-20), consistent with the terms and conditions set forth therein. (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5)

**Addendum R-300-19 Approve Replacement Part-time Teacher Aide**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the hiring of Sheila Cahill as a 0.5 FTE Teacher Aide effective March 25, 2019 as per the Collective Bargaining Agreement for the 2018-2019 school year. (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5)

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

**Addendum R-301-19 Approve 2<sup>nd</sup> Amendment to IDEA Grant**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the School Business Administrator, approves the 2<sup>nd</sup> amendment to IDEA grant that budgets \$2985 that’s allocated by NJDOE.

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

**Motion** by Mr. Matthew Herzer, second by Mr. Stephen Ruane to rescind R-294-19

Against: None Abstained: None Absent: Mrs. Pamela Thomas

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

**Motion** by Mr. Matthew Herzer, second by Mrs. Barbara Lance, *all motions carried except R-294-19.*

Against: None Abstained: Mr. Ruane abstained from R-299-19 Absent: Mrs. Pamela Thomas

## K. FACILITIES & TECHNOLOGY

### **R-298-19 Approve Facilities Use Request**

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

Organization	Purpose	Date	Building	Fees
5-6-7-8 Dance	Dance Showcase	05/19/2019	MS MPR, Music Room	Yes
LAA Football	Football Sign-ups	05/7/2019	MS MPR	No

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

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

Against: None    Abstained: Mr. Herzer and Mr. Lutz    Absent: Mrs. Pamela Thomas

## L. POLICY

None.

## M. ADMINISTRATOR'S REPORT

Mrs. Roncoroni talked about the Bring Your Child to Work Day. She mentioned that at least 100 students from each building were absent that day. She also informed the Board that Civil Rights Data Collection survey is submitted.

Mrs. Kondikoff talked about the upcoming Kindergarten orientation. She also asked the public to attend the Art Show that will be held on May 2, 2019. She also talked about the Mindfulness Program Breakfast.

Mr. Bonney talked about the School Band that will compete at Dorney Park Musical Festival.

## 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. Traci Ruane thanked Mr. Atilla Sabahoglu for the hard work he has done for the negotiations and the health insurance. She also thanked him for the Open Door policy.

**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

**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 by Mr. William Taggart to go into executive session at 7:55 p.m.

Against: None    Abstained: None    Absent: Pamela Thomas

**Q. RECONVENE PUBLIC SESSION**

**Voice Vote:**

Motion by Mr. Mathew Herzer and second by Mr. Ernest Gallant to leave executive session at 8:09 p.m.

Against: None    Abstained: None    Absent: Pamela Thomas



**R. ADJOURNMENT**

**Voice Vote:**

Motion by Mathew Herzer and second by Mr. Ernest Gallant to adjourn the meeting at 8:09 p.m.

Against: None    Abstained: None    Absent: Pamela Thomas



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Atilla Sabahoglu, Board Secretary