



**Lopatcong Township Board of Education
Regular Meeting
May 14, 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, Matthew Herzer, Barbara Lance, Kenney Lutz, Sandra Moore, Stephen Ruane, William Taggart, Pamela Thomas
Absent: Bob McFarlane

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

Geography Bee Winner – Michele Balogh - 7th grade student Joseph Abrugao received his certificate and medal from Mrs. Balogh for winning the Geography Bee contest.

E. PUBLIC COMMENTS ON AGENDA ITEMS

None.

F. REVIEW OF OFFICIAL CORRESPONDENCE

Mr. Ruane read the thank you letter from the LEA for the Board contribution to Teacher Appreciation week program.

G. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

April 25, 2019 – Regular Meeting Minutes
April 25, 2019 – Executive Session Minutes

Voice Vote:

Motion by Mr. Matthew Herzer, second by Dr. Sandra Moore, *all motions carried.*

Against: None Abstained: Pamela Thomas Absent: Bob McFarlane

H. COMMITTEE REPORTS

- a. Ad-hoc- Mrs. Thomas
Mrs. Thomas talked about the School Funding Formula.
- b. Education- Mrs. Lance
None.
- c. Facilities and Technology- Mr. Gallant
Mr. Gallant talked about the infrared roof inspection for both buildings.
- 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 first reading of the new policies that will be approved by the Board.
- h. Phillipsburg BOE Reporter- Mr. Herzer
None.
- i. Teacher/Administrator Liaison- Mr. Lutz
Mr. Lutz informed the Board that the meeting will be scheduled soon.
- j. Town Council Rep- Mr. Herzer
None.
- k. PTA Rep- Mr. Taggart
Mr. Taggart said that the new officers are selected for PTA. He also mentioned that the Mindfulness Breakfast was a great success.
- l. Warren County SBA Representative- Mr. Taggart
None.
- m. NJSBA Legislative Delegate- Mr. Taggart
Mr. Taggart said that the meeting will be held on May 18th, 2019.

I. FINANCE

Resolutions R-302-19 through R-305-19 will be moved in one roll call

R-302-19 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 22, 2019 through May 12, 2019.

Fund 10 – Current Expense	\$ 1,235,315.85
Fund 20 – Special Revenue	\$ 17,242.22
Fund 30 – Capital Outlay	\$ -

Fund 40 - Debt Service	\$ -
Fund 60 – Food Service	\$ 2,388.08
Fund 62 - Enterprise (After Care)	\$ 2,822.44
Grand Total	\$ 1,235,315.85

R-303-19 Report of the Treasurer and Board Secretary for April 2019 (Attachment 2&3)

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

R-304-19 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 April 2019.

R-305-19 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 April 30, 2019, after review of the Secretary's monthly financial reports for April 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.

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: Mr. Bob McFarlane

J. EDUCATION

Resolutions R-306-19 through R-320-19 and Addendum R-324-19 through R-329-19 will be moved in one roll call

R-306-19 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-307-19 Approve Home Instruction for 2018-2019

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves Russa Nollstadt for home instruction up to 10 hours per week for student ID# 1882814859 effective May 8, 2019 for the 2018-2019 school year. (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5)

R-308-19 Approve Recognition of Long-Term Substitute Teacher

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves recognition of Amy Elphick's placement as a long term 4th grade temporary replacement at the substitute rate of \$90 per day for the first 20 consecutive days of employment beginning August 24, 2018 and continuing on guide on November 28, 2018 through June 13, 2019 in the amount of \$55,234 pro-rated (BA+45/Masters Step Y) per the Collective Bargaining Agreement.

R-309-19 Approve Collective Bargaining Agreement for 2018-2021 and Salary Guides (Attachment 5&6)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the Collective Bargaining Agreement for 2018-2021 and Salary Guides.

R-310-19 Approve Re-Employment of Tenured Certified Staff for 2019-2020

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the re-employment of the following Tenured Certified Staff for the 2019-2020 school year.

LAST	FIRST	DEGREE	LOCATOR
Allmer	Jennifer	MA+30	UU
Alvino	Michael	BA+30	KK
Arnold	Janine	BA	KK
Balogh	Michelle	MA	OO
Barna	Maria	BA	CC
Beenders	Lisa	MA	LL
Behme	Stacie	BA+30	OO
Bellfy	Donna	MA	QQ
Bertsch	Ann	MA	HH
Bower	Diane	BA	VV
Boylan	Rene	BA+15	VV
Burke	Heather	MA	KK
Cherry	Kelli	BA	UU
Chew	Susanne	MA+15	MM
Conner	Stacy	MA+15	PP
Crevani	Rodolfo	BA+30	LL
Duaine	Theresa	MA+15	MM
Duffy	Julie	BA	DD
Fania	Betsy	BA+15	JJ
Fehnel	Margaret	BA+15	QQ
Fernandez	Renee	BA+15	RR
Gable	Jennifer	MA	II
Gotimer-Mahoney	Susan	MA	KK
Hall	Sonnie	MA	PP
Hank	Gary	BA	G
Harman	Amy	BA	II
Hayes	Jocellyn	MA	JJ (0.6)

Highet	Deborah	BA+15	RR
Knarr	Kathleen	MA	CC
Lee	Jessica	MA	RR
Ludlow	Susanna	MA+30	II
Maisto	Richard	MA+30	MM
Mansfield	Elizabeth	MA	RR
Mazza- Spigner	Lauren	BA+15	HH
Mehlman	Benjamin	MA+15	II
Nassi	Angela	MA	LL
Osifchin	Kevin	MA	SS* off Guide
Piccolo	Cortney	MA+30	PP
Pogirnicki	Alison	MA	KK
Raniszewski	Patricia	BA	EE
Roberts	Lisa	BA+15	NN
Ruane	Traci	BA	QQ
Ruesch	Bonnie	BA+15	LL
Stansberry	Noreen	MA+30	UU
Steele	Patricia	MA+30	LL
Stone	Lynette	MA	NN
Thompson	James	MA+30	KK
Thompson	Kimberly	MA	NN
Umholtz	Lauren	MA+15	VV
Verrelli	Jessica	MA	KK (0.6)
Wayne	Amanda	MA+30	UU
Wayne	Krista	MA+30	RR
Weidlick	Heather	MA	GG
White	Juanita	MA+30	RR
Zittis	Lisa	MA	JJ

R-311-19 Approve the Re-Employment of Non-Tenured Certificated Staff for 2019-2020

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the re-employment of the following non-tenured certified staff for the 2019-2020 school year.

LAST	FIRST	DEGREE	LOCATOR
Hernandez	Patricia	BA	Z
Jenning	Sarah	MA	Y (0.4)
Loukas-Yeasley	Melissa	BA	Y
Pisani	Micayla	BA	Y
Schutima	Nicole	BA	ZZ
Sessions	Kelsey	MA	ZZ (0.64)
Sodtalbers	Angela	MA	Z (0.5)

R-312-19 Approve the Re-Employment of Non-Certified Aide Staff for 2019-2020

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the re-employment of the following non-certified staff for the 2019-2020 school year.

LAST	FIRST	POSITION	FTE
Barbati	Madeline	Aide	0.5
Burd	Eleni	Aide	0.83
Cahill	Sheila	Aide	0.5
Doerfer	Cheryl	Aide	0.5
Franklin	Barbara	Aide	0.83
Grundt	Ana	Aide	0.5
Horsch	Kathleen	Aide	0.5
Johnson	Rebecca	Aide	0.5
Hoffman	Jennifer	Aide	0.83
Lawler	Megan	Aide	0.5
Lazorchak	Annie	Aide	0.5
McGann	JoAnn	Aide	0.83
Orth	Sharon	Aide	0.5
Parmese	Stephanie	Aide	0.5
Reber	Timothy	Aide	0.5
Schappert	Angela	Aide	0.5
Smart	Melissa	Aide	0.83
Stucker	Tami	Aide	0.5
Stumpf	Mary	Aide	0.5
Tietjen	Krista	Aide	0.83
Buckley	JoAnn	Lunchroom Supervisor	2 hrs/ day
Koslowski	Kimberly	Lunchroom Supervisor	2 hrs/ day
McQuade	Linda	Lunchroom Supervisor	2 hrs/ day

R-313-19 Approve the Re-Employment of Custodial and Maintenance Staff for 2019-2020

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the re-employment of the following custodial staff for the 2019-2020 school year.

NAME	TITLE
Angela Crosby	Custodian
Giovanni Feleppo	Head Custodian
Stephen Hassan	Custodian
Henry Hooper	Custodian
Robert Marinelli	Custodian/Maint
Matthew Maslonka	Custodian
Maynard Reeves	Custodian/Maint
Benjamin Whitehead	Custodian/Maint

R-314-19 Approve the Re-Employment of Aftercare Staff for 2018-19 & 2019-20

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the re-employment of the following aftercare staff for the 2018-2019 retroactively and 2019-2020 school year.

NAME	POSITION	FTE	18-19 RATE	19-20 RATE
Judith Eriksen	Supervisor	4hr/day	\$21/hr	\$22/hr
Donna Tedesco	Aide (4 days/wk)	3.5hr/day	\$13/hr	\$14/hr
Kelsey Sessions	Aide (1 day/wk)	3.5hr/day	\$13/hr	\$14/hr

R-315-19 Approve Non-Association Support Staff Contracts for the 2018-19 & 2019-20

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, Offer re-employment to the following support staff for the 2018-2019 retroactively and 2019-2020 school year as per their individual terms and conditions of their respective contracts:

NAME	TITLE	18-19 SALARY	19-20 SALARY
Brian Fleming	Supervisor of Buildings and Grounds	\$ 79,717.12	\$ 81,869.48
Adam Boyer	Technology Coordinator	\$ 73,307.70	\$ 75,287.01
Christine Ferri	Assistant to the Business Administrator	\$ 43,957.94	\$ 45,144.81
Virginia Remetta	Admin Assist ES/CST Admin Assist	\$ 43,847.14	\$ 45,031.01
Laura Ruggiero	MS Main Office Secretary	\$ 43,847.14	\$ 45,031.01
Debra Winters	PT Payroll /PT HR	\$ 38,089.22	\$ 39,117.63
Carmen Camunas	ES Main Office Secretary	\$ 33,092.80	\$ 33,986.31

R-316-19 Approve Non-Association Administrator Contracts for the 2018-19 & 2019-20

BE IT RESOLVED, that the board of Education, upon recommendation by the Superintendent, offer the re-employment to the following non-union administrative staff effective July 1, 2018- June 30, 2019 retroactively and July 1, 2019- June 30, 2020 as per individual terms and conditions of their respective contracts.

NAME	TITLE	18-19 SALARY	19-20 SALARY
Noelle Kandikoff	Principal	\$ 99,000.00	\$ 105,000.00
Atilla Sabahoglu	School Business Administrator	\$ 95,000.00	\$ 98,000.00
Rick Bonney	Principal	\$ 90,000.00	\$ 96,000.00

R-317-19 Approve HIB Report (Attachment 7)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the HIB Report from April 24, 2019 to May 10, 2019 for the 2018-2019 school year.

R-318-19 Approve Food Service Contract

BE IT RESOLVED, that the Board of Education upon recommendation by the School Business Administrator hereby award and approve the contract with Maschio's Food Services for 2019-2020 school year. The contract to Maschio's with an annual management fee in the amount of \$9,059.00. Maschio's guarantees a return to the SFA (School Food Authority) in the amount of \$6,000.00. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount. Maschio's shall be responsible for any shortfall with the stated guarantee conditions.

R-319-19 Approve Flag Folding Ceremony for 2018-2019

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves Mr. William Nixon to conduct American Flag Folding Ceremony as part of the Memorial Day celebration at the Elementary School on May 23, 2019 for the 2018-2019 school year.

R-320-19 Approve Office Summer Hours

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve changing the summer school district's office/work schedule to four days per week, 9 hours from Monday through Thursday starting June 17, 2019 through August 9, 2019 (excluding July 5th due to the holiday week to conserve energy and fiscal resources.

Addendum R-324-19 Approve Tuition Contract with Stepping Stone School for 2018-2019

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the tuition contract with Stepping Stone School for Student State ID# 18828114859 from May 13, 2019 through June 30, 2019 per diem rate of \$250.70/day for regular tuition and \$225.00/day for extraordinary services for the 2018-2019 school year.

Addendum R-325-19 Approve Superintendent's New Retirement Date

BE IT RESOLVED, that the Board of Education, upon recommendation of the Superintendent, approve Superintendent Mrs. Rainie Roncoroni's retirement date as 07/31/2019.

Addendum R-326-19 Approve Transportation Stipend

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the transportation stipend for Rick Bonney in the amount of \$4,000 retroactively for 2018-2019 school year.

Addendum R-327-19 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
Brian Fleming	5/15/2019	ESCNJ Expo	0	0	0	0

Addendum R-328-19 Approve County Nurse Substitute List (Attachment 8)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves the County Nurse Substitutes list on an emergent need basis for 2018-2019 and 2019-2020 school years. (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5).

Addendum R-329-19 Approve Delta-T Group Contract (Attachment 9)

BE IT RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approves Delta-T contract for substitute staff services for 2018-2019 school year.

Roll Call: by Atilla Sabahoglu, Business Administrator

Motion by Mr. Matthew Herzer, second by Mr. Ernest Gallant, *all motions carried.*
 Against: None Abstained: Mrs. Pamela Thomas abstained from R-309-19, Mr. Steve Ruane
 abstained from all items in this section. Absent: Mr. Bob McFarlane

K. FACILITIES & TECHNOLOGY

R-321-19 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
LAA Cheerleading	Competitive Evaluations	06/3/19 to 6/6/19	ES APR	No
Busy Bees	Graduation	06/14/19	MS MPR	Yes
MS Drama Club	Workshop with Broadway Actors and Directors	10/19/2019	MS MPR, Chorus Room, Community Room	Yes
5 th Grade LEAD	LEAD Picnic	05/30/19	MS Gym and Outside Area	No

Roll Call: by Atilla Sabahoglu, Business Administrator
Motion by Mr. Ernest Gallant, second by Mrs. Pamela Thomas, *all motions carried.*
 Against: None Abstained: Mr. Matthew Herzer abstained from R-321-19, Mr. Kenney Lutz
 abstained from R-321-19 Absent: Mr. Bob McFarlane

L. POLICY

Resolutions R-322-19 and R-323-19 will be moved in one roll call

R-322-19 Approve FIRST Reading of New Policies and Regulations

- 642 – Earned Sick Leave Law (M)
- R1642 – Earned Sick Leave Law (M)
- 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
- R2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
- R5330.04 – Administering an Opioid Antidote (M)

R-323-19 Approve FIRST Reading of Revised Policies and Regulations

- 5330.04 – Administering an Opioid Antidote (M)
- 7510 – Use of School Facilities
- R7510 – Use of School Facilities
- 8420 – Emergency and Crisis Situations (M)
- R8420 – Emergency and Non-Fire Evacuation Plan (M)
- R8420.01 – Fire and Fire Drills (M)
- R8420.02 – Bomb Threats and/or Threats of Violence (M)
- R8420.03 – Natural Disasters and Man-Made Catastrophes (M)
- R8420.04 – Kidnapping (M)
- R8420.05 – Asbestos Release (M)

R8420.06 – Accidents to and from School (M)
 R8420.07 – Lockdown Procedures (M)
 R8420.10 – Active Shooter (M)

Roll Call: by Atilla Sabahoglu, Business Administrator

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

Against: None Abstained: None Absent: Mr. Bob McFarlane

M. ADMINISTRATOR’S REPORT

Mrs. Roncoroni talked about the Honor Roll students after the 3rd marking period. She recommended Strauss Esmay workshop that will be held on June 7, 2019. She also informed the Board that she is in touch with the new superintendent for the transition.

Mrs. Kondikoff informed that the testing is completed for the Elementary School students. She also talked about the Mindfulness Breakfast. She informed the Board that the Memorial Day ceremony will be held on May 23rd, 2019.

Mr. Bonney informed the Board that Middle School testing was still going on. He invited the public to School Band performance that will be held on May 25th, 2019.

N. ITEMS OF EMERGENT NATURE

Mrs. Thomas asked about the remote attendance policy to the Board meetings. Mr. Ruane suggested a policy committee meeting to finalize the remote attendance policy.

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 board members’ contribution for the Teacher Appreciation week breakfast.

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 Mrs. Barbara Lance to go into executive session at 7:24 p.m.

Against: None Abstained: None Absent: Bob McFarlane

Q. RECONVENE PUBLIC SESSION

Voice Vote:

Motion by Mr. Mathew Herzer and second by Mr. Ernest Gallant to leave executive session at 7:29 p.m.

Against: None Abstained: None Absent: Bob McFarlane

R. ADJOURNMENT

Voice Vote:

Motion by Mathew Herzer and second by Mrs. Barbara Lance to adjourn the meeting at 7:30 p.m.

Against: None Abstained: None Absent: Bob McFarlane



Atilla Sabahoglu, Board Secretary