



**Lopatcong Township Board of Education  
Regular Meeting  
July 13, 2021 Minutes**

**A. CALL MEETING TO ORDER, FLAG SALUTE** by Mrs. Lance, Board President

Mrs. Lance called the meeting to order at 7:00 pm.

**B. OPENING STATEMENT** by Mrs. Lance, Board President

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

**C. ROLL CALL** by Mr. Arifaj, Business Administrator

Present: Ernest Gallant, Matthew Herzer, Shawn Leahy, Sandra Moore, Tia Steinhardt, Pamela Thomas, Stephen Ruane arrived 7:13, Barbara Lance  
Absent: None

**D. READING OF MISSION STATEMENT** by Dr. Mercora, 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.

**E. PRESENTATIONS**

- LEA Scholarship Presentation

Michelle Balogh presented awards to five seniors and congratulations for their achievement.

- 2019-2020 HIB School Grade Report

Dr. Mercora presented the 2019-2020 HIB School Grade Report and talked about 77% in three years and Mr. Bonney will present additional information because he was not able to attend tonight.

- Board Member Candidate Interviews

Board members interviewed the candidates, Bevin Subocz and Juan Bustos.

**F. 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

**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.

Motion by Mr. Herzer and second by Mr. Gallant to go into executive session at 7:50 p.m.  
Against: None                                                  Abstained: None                                                  Absent: None

**G. RECONVENE PUBLIC SESSION**

Motion by Mr. Ruane and second by Ms. Steinhardt to leave executive session at 8:07 p.m.  
Against: None                                                  Abstained: None                                                  Absent: None

**BOARD CANDIDATE NOMINATIONS AND VOTE (Replacement for Bob McFarlane)**

A. Nominations:

Mr. Ruane nominated Mr. Juan Bustos.

Motion by Mr. Ruane, second by Mrs. Thomas, motion carried.

Against: None                                                  Abstained: None                                                  Absent: None

**H. CORRESPONDENCE**

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

June 16, 2021 – Special Meeting Minutes  
June 16, 2021 – Executive Session Minutes

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

Against: None                                                  Abstained: Mr. Leahy, Ms. Steinhardt, Mr. Ruane                                                  Absent: None

**J. PUBLIC COMMENTS ON AGENDA ITEMS**

**K. COMMITTEE REPORTS**

a. Education- Mrs. Lance

Mrs. Lance talked about Reopeing, G&T, Kindergarten, ESSER, ESEA, plans for loss during Covid and support, CRT.

b. Operations- Mr. Ruane

c. Personnel- Mrs. Lance

Mrs. Lance talked about new hires, teaching process, dual certification, where would play out with resigantions, minimal impact with our budget.

d. Policy- Mrs. Thomas

Mrs. Thomas will step down for the time being and Mr. Gallant will be chairperson.

**L. ADMINISTRATOR’S REPORT**

Dr. Mercora met with parents who had concerns at the last board meeting and talked about transition to the high school, ideas, critical race theory and leader in me.

Education committee meeting last night and three resolutions were added to the agenda about aftercare and kindergarten there will be no change in the rates for aftercare. A letter will be going out for aftercare and kindergarten.

A letter will be going out regarding masks and discussed mandates and executive order from Governor Murphy.

Subs for the districts and a letter to the parents.

**M. REPRESENTATIVE REPORTS**

a. Phillipsburg BOE Reporter- Mr. Herzer

Mr. Herzer talked about the next meeting is scheduled for August 19<sup>th</sup>.

b. Town Council Rep- Mr. Herzer

Mr. Herzer talked about volunteers for recreation committee, economic development, movie nights, music nights and community day.

c. PTA Rep- Dr. Moore

d. Warren County SBA Representative- Mr. Gallant

**N. LEGISLATIVE UPDATE**

Ms. Steinhardt talked about the last meeting. She reviewed bills, grade repetition A-5365/S-3872 and actions discussed at the meeting.

**O. NJSBA LEGISLATIVE DELEGATE**

**P. FINANCE**

*Resolutions R-001-22 through R-004-22 will be moved in one roll call*

**R-001-22 Authorization for Payment of Bills (Attachment)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the bill’s list as submitted for the dates between June 21, 2021 through July 11, 2021.

<b>Fund 10 – Current Expense</b>	<b>\$ 405,280.73</b>
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<b>Fund 20 – Special Revenue</b>	<b>\$ 4,117.54</b>
<b>Fund 40 - Debt Service</b>	
<b>Fund 60 – Food Service</b>	<b>\$ 10,338.93</b>
<b>Fund 62 - Enterprise (After Care)</b>	<b>\$ 30.76</b>
<b>Grand Total</b>	<b>\$ 419,767.96</b>

**R-002-22 Report of the Treasurer and Board Secretary for June 2021 (Attachments)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, that the Treasurer and Board Secretary's Financial Reports are in agreement for the month of June 2021, approved by the Board as recommended by the School Business Administrator.

**R-003-22 Certification of Line Items**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, that pursuant to N.J.A.C. 6A:23A-2.11(c) 3, the Board of Education certify that as of June 30, 2021, after review of the Secretary's monthly financial report for June 2021 (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-004-22 Approve Line Item Transfer (Attachment)**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent,, approves the budget line item transfers for June 2021.

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

Against: None

Abstained: None

Absent: None

**Q. EDUCATION**

***Resolutions R-005-22 through R-019-22 will be moved in one roll call***

**R-005-22 Approve Tuition Contract with Warren Glen Academy for 2021-2022**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approve the tuition contract with Warren Glen Academy for Student State ID# 5180332358 from July 5, 2021 through June 30, 2022 in the total amount of \$49,510.80 for regular tuition, \$8,251.80 for ESY tuition and \$51,450.00 for extraordinary services for the 2021-2022 school year.

**R-006-22 Approve Additional Summer ESY Staff**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the additional ESY staff below for program period July 6, 2021 through August 2, 2021 not to exceed;

<b>Staff Member</b>	<b>Position</b>	<b>Hours</b>	<b>Rates</b>
Susan Gurneak	School Nurse	16 hrs/wk	\$40/ per hour as per the CBA*
Cara Yaccarino	Sub Nurse	*As needed	Sub Rate

Ann Bertsch	Sub Nurse	*As needed	Sub Rate
Betsy Fania	Sub Nurse	*As needed	Sub Rate
Brianne Wheatley	Sub Nurse	*As needed	Sub Rate
Jessica Verelli	Speech	*As needed – evals and meetings only	as per the CBA*
Jessica Garcia	Aide	*As needed	*(not to exceed 16 hrs/week)
Elizabeth Reilly	Aide	*As needed	*(not to exceed 16 hrs/week)
Kathleen Horsch	Aide	*As needed	*(not to exceed 16 hrs/week)
Becky Brinkofski	Aide	*As needed	*(not to exceed 16 hrs/week)
Ashley Raylock	Aide	*As needed	*(not to exceed 16 hrs/week)
Tatyana Hinka	Aide	*As needed	*(not to exceed 16 hrs/week)
Sara Wanisko	Aide	*As needed	*(not to exceed 16 hrs/week)
Kaitlyn Wambold	Aide	*As needed	*(not to exceed 16 hrs/week)
Sharon Orth	Sub Aide	*As needed	Sub Rate
Cheryl Doerfer	Sub Aide	*As needed	Sub Rate
Angela Schappert	Sub Aide	*As needed	Sub Rate
Penny Torcivia	Sub Teacher	*As needed	Sub Rate
Heather Weidlick	Tutor	As needed	*(not to exceed 10 hrs)

**R-007-22 Accept Board Member’s Resignation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, accepts Mr. Bob McFarlane resignation from the Lopatcong Board of Education effective June 22, 2021.

**R-008-22 Approve Middle School Math Teacher Hiring**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the hiring of Jessica Read as a full-time teacher beginning August 30, 2021 at MA/Z and at a salary as per the 2021-2022 Collective Negotiations Agreement for the 2021-2022 school year (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5).

**R-009-22 Approve Middle School Math Teacher Hiring**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the hiring of Lendy Gayan as a full-time teacher beginning August 30, 2021 at MA/W and at a salary as per the 2021-2022 Collective Negotiations Agreement for the 2021-2022 school year (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5).

**R-010-22 Approve Elementary School Teacher Hiring**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the hiring of Shannon Hickey as a full-time teacher beginning August 30, 2021 at BA+15/U and at a salary as per the 2021-2022 Collective Negotiations Agreement for the 2021-2022 school

year (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5).

**R-011-22 Approve Middle School Special Education Teacher Hiring**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the hiring of Donnalee Carroll as a full-time teacher beginning August 30, 2021 at BA+30/U and at a salary as per the 2021-2022 Collective Negotiations Agreement for the 2021-2022 school year (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5).

**R-012-22 Approve Elementary School Special Education Teacher Hiring**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the hiring of Stephanie Albiani as a full-time teacher beginning August 30, 2021 at MA/U and at a salary as per the 2021-2022 Collective Negotiations Agreement for the 2021-2022 school year (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5).

**R-013-22 Approve Elementary School Teacher Hiring**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the hiring of Hannah Marshall as a full-time teacher beginning August 30, 2021 at MA/U and at a salary as per the 2021-2022 Collective Negotiations Agreement for the 2021-2022 school year (Employment contingent upon satisfying necessary components of employment history as per P.L. 2018, c.5).

**R-014-22 Approve Teacher Resignation**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the resignation of Diane Bower, Teacher, effective September 1, 2021.

**R-015-22 Approve Summer Remediation School Teachers**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the following personnel for the Summer Remediation School from 7/5/21- 7/28/21, Mondays through Wednesdays.

Stefanie Parmese - 9:00-10:00 Math - not to exceed 16 hours  
 Lauren Mazza-Spigner - 10:00-11:00 ELA - not to exceed 16 hours

**R-016-22 Approve Employee Travel and Expense Reimbursements**

**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
Jeanna Walsh	8/11/21-8/13/21	ABA Teaching Strategies (vital)	\$ -	\$ -	\$ 250.00	\$ 250.00

**R-017-22 Approve Reinstatement of Aftercare Program**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the reinstatement of the Lopatcong Aftercare Program at the Lopatcong Elementary School for the 2021-2022 school year.

**R-018-22 2021-2022 Aftercare Tuition Rates**

**BE IT RESOLVED** that the Board of Education, upon recommendation by the Superintendent, approve the following 2021-2022 tuition rates:

<b>Full Time Fees:</b>	<b>Monthly</b>
1 <sup>st</sup> Child	\$ 260
2 <sup>nd</sup> Child	\$ 195
3 <sup>rd</sup> Child	\$ 140

<b>Part Time Fees:</b>	<b>Monthly</b>
1 <sup>st</sup> Child	\$ 195
2 <sup>nd</sup> Child	\$ 125
3 <sup>rd</sup> Child	\$ 100

<b>Drop In Fees:</b>	<b>Daily</b>
1 <sup>st</sup> Child	\$ 8
2 <sup>nd</sup> Child	\$ 4
3 <sup>rd</sup> Child	\$ 3

**R-019-22 Approve Increase in Hours for Kindergarten Instructional Day**

**BE IT RESOLVED**, that the Board of Education, upon recommendation by the Superintendent, approves the increase in hours for the kindergarten instructional day to 7:50 am – 12:00 pm for the 2021-2022 school year.

**Motion** by Mr. Herzer, second by Mr. Ruane, *all motions carried.*  
 Against: None                      Abstained: None                      Absent: None

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

**R. OPERATIONS**

**Resolutions R-020-22 through R-020-22 will be moved in one roll call**

**R-020-22 Approve Anticipated Facility Use Forms**

**BE IT RESOLVED**, that the Board of Education upon recommendation by the Superintendent approves the Anticipated Facility Use Forms for the alternate method of compliance in lieu of individual toilet rooms in room 103 and room 113 at the Lopatcong Township Elementary School in the 2021-2022 school year which will be submitted to the Executive County Superintendent for approval.

**Motion** by Mr. Herzer, second by Mrs. Thomas, *all motions carried.*  
 Against: None                      Abstained: None                      Absent: None

**S. POLICY**

**T. OTHER ITEMS OF EMERGENT NATURE**

**U. OTHER 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.

**V. 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:

**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.

Motion by, \_\_\_\_\_ and second by, \_\_\_\_\_ to go into executive session at \_\_\_\_\_ p.m.  
**Voice Vote:**

**W. RECONVENE PUBLIC SESSION**

Motion by, \_\_\_\_\_ and second by, \_\_\_\_\_ to leave executive session at \_\_\_\_\_ p.m.  
**Voice Vote:**



**X. ADJOURNMENT**

Motion by Mr. Herzer and second by Mr. Gallant to adjourn the meeting at 8:41 p.m.

Against: None

Abstained: None

Absent: None

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Bert Arifaj, Board Secretary

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Barbara Lance, President of the Board