MINUTES OF THE LOPATCONG TOWNSHIP BOARD OF EDUCATION

President Taggart called the meeting to order on December 14, 2010 at 7:31 pm. Mrs. Barna read the following opening statement: "I would like to announce and have placed in the minutes that 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. A copy of the agenda has been filed with the Township Clerk and posted at both school locations.

The Pledge of Allegiance was recited by all present.

ROLL CALL

Present: Wade Caccese, Dennis Drake, Robert Edinger, Ernie Gallant, Kurt Kessler, Ed Krusman, Bob McFarlane and Bill Taggart

Absent: Joe Kennedy

Others Present: Vicki J. Pede, Superintendent; Teresa E. Barna, Business Administrator/Board Secretary; Rosemary Kowalchuk, Principal; Stephen Geisel, Asst. Principal and approximately 5 members of the public.

READING OF THE MISSION STATEMENT

Mrs. Pede recited the District Mission Statement.

CORRESPONDENCE

1. Mrs. Flanagan – Letter expressing her gratitude towards Ms. Theresa Duaime for the help she gave her son last school year.
2. Honk Jr. – Thank you note to the Board of Education for supporting the drama performance this year.
3. Lopatcong PTA – Thank you to the Board of Education for their help in the success of the All-you-can-eat Pancake Breakfast and Holiday Bizarre.

CLASSROOM HIGHLIGHTS

Mrs. Brons summarized some of the activities that are taking place in each building.

MINUTES

Motion by Mr. Krusman, second by Mr. Edinger, that the minutes of the November 9, 2010 meeting be approved and filed as presented. Vote: 8 – Yes. Motion carried.

BILL LISTS

Motion by Mr. Krusman, second by Mr. McFarlane, that the bills submitted for the December 14, 2010 meeting for the Operating Account in the amount of $529,488.16 and the Food Service Bill List in the amount of $27,417.36 be approved for payment. Vote: 8 – Yes. Motion carried.

SECRETARY/TREASURER'S REPORTS

Motion by Mr. McFarlane, seconded by Mr. Gallant, that the Secretary/Treasurer's Reports submitted for the month ending October 31, 2010 which agree with each other and the bank, be approved and filed. Motion carried on unanimous voice vote.

FINANCIAL REPORTS CERTIFICATION

Motion by Mr. Gallant, seconded by Mr. Edinger, as follows: Pursuant to N.J.A.C. 6A:23A-13.3(c)3, the Board Secretary certifies that no line account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.

6A:23A-16.10(a) and; pursuant to N.J.A.C. 6A:23A-13.3(c)4, we certify that as of October 31, 2010, after review of the monthly report and upon consultation with the appropriate officials, to the best of our knowledge no major line account or fund has been overexpended 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 entire fiscal year. Motion carried on unanimous voice vote.

PUBLIC COMMENT ON AGENDA ITEMS

None

NEW BUSINESS

a. Education

R-132-11 Student Practicum at the Middle School

Motion by Mr. Gallant, second by Mr. Kessler,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve a 15 week Teaching Practicum in the 5th grade Social Studies class beginning January 18, 2011 through May 9, 2011 for Elena McCormick from Centenary College.

Roll Call Vote: 8 – Yes. Motion carried.

R-133-11 Life Skills Program

Motion by Mr. Drake, second by Mr. Gallant,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve follow up lessons for the Life Skills Program facilitated by the Family Guidance of Warren County for 6th graders.

Vote: 8 - Yes. Motion carried.

R-134-11 Long Term Substitute, BSI

Motion by Mr. Gallant, second by Mr. Drake,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the hiring of Lauren Beruta as a .5 long term substitute teacher for BSI at locator UU/BA on the salary guide commencing on January 3, 2011 through February 25, 2011.

Roll Call Vote: 8 - Yes. Motion carried.

R-135-11 Instructional Aide

Motion by Mr. McFarlane, second by Mr. Drake,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the emergent hiring of Valerie Turker as a .5 instructional aide at the rate of $15.00 per hour commencing January 3, 2011 through June 30, 2011.

Roll Call Vote: 8 - Yes. Motion carried.

R-136-11 Substitutes for 2010-2011

Motion by Mr. Krusman, second by Mr. Gallant,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve a list of substitutes for the 2010-2011 school year as attached.

Roll Call Vote: 8 - Yes. Motion carried.

R-137-11 **Rescind Resolution R-114-11**

Motion by Mr. Drake, second by Mr. Kessler,

Be it, RESOLVED, that the Board f Education, upon recommendation by the Superintendent, rescind resolution R-114-11 entitled Long-Term Substitute, Grade 2.

Roll Call Vote: 8 - Yes. Motion carried.

R-138-11 **Long Term Substitute, Second Grade**

Motion by Mr. Gallant, second by Mr. Krusman,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the hiring of Casey Unangst as a long term, second grade substitute teacher at locator UU/BA+15 on the salary guide commencing November 10, 2010 through February 28, 2011.

Roll Call Vote: 8 – Yes. Motion carried.

R-139-11 **Provisional Teacher Program**

Motion by Mr. McFarlane, second by Mr. Gallant,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, assign teacher mentors for the Provisional Teacher Program as follows:

Mentor	Provisional Teacher
Linda Taggart	Cynthia Hennebry
JoAnn Scott	Casey Unangst

Roll Call Vote: 7 – Yes. Motion carried. Mr. Taggart – abstain.

R-140-11 **Field Trips**

Motion by Mr. Krusman, second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve the following field trip:

Grade	Destination	Date	Company	Amount
5/6 chorus	Flynn's	12-7-10	B & K Dalrymple	$140.00
8	NJ State House	1-25-11	B & K Dalrymple	$300.00
1st & 2nd grade G&T	Blairstown Evangelical Church	01-13-11	Transportation being secured by Washington Township	-

Roll Call Vote: 8 - Yes. Motion carried.

R-141-11 **Volunteers for 2010-2011**

Motion by Mr. Drake, second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve volunteers for the 2010-2011 school year as attached.

Vote: 8 - Yes. Motion carried.

R-142-11 **Before School Tutoring Position**

Motion by Mr. Gallant, second by Mr. Drake,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve Sara Greene as a substitute for the Before School Tutoring Program at the rate of $43.85 per hour to be paid through Title I federal entitlement funds for the 2010-2011 school year.

Roll Call Vote: 8 - Yes. Motion carried.

b. Facilities and Technology

R-143-11 **Facility Use Requests**

Motion by Mr. Edinger, second by Mr. Kessler,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve facility use requests for the 2010-2011 school year as follows:

Middle School:

Organization	Date	School Area
PTA - Fundraising Committee	12-10-10	MPR
LAA – Cheerleading	11-29-10 to 2-28-11	Buckeley Hill Entrance Lobby
PTA – Pancake Breakfast	12-11-10 start time changed to 6:30 a.m.	MPR
Boy Scouts	1-8-11	MPR
Ron Marinelli- Energy Training	5-18-11	Band Room
Stateliners Soccer Club	2-2-11	MPR

Vote: 8 – Yes. Motion carried.

c. Finance

R-144-11 **CAFR and Auditor's Report of Administrative Findings, Financial Compliance and Performance**

Motion by Mr. Gallant, second by Mr. Krusman,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, accept the Comprehensive Annual Finance Report (CAFR) and the Report of Administrative Findings, Financial Compliance and Performance for the fiscal year ending June 30, 2010 as prepared by William Colantano, Jr., CPA and presented by the administration with no recommendations and a negative corrective action plan.

Roll Call Vote: 8 – Yes. Motion carried.

R-145-11 Joint Transportation Contract with Phillipsburg Board of Education

Motion by Mr. Kessler, second by Mr. Gallant,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve a joint transportation agreement with the Phillipsburg Board of Education for the transport of students from Opportunity Period and Algebra Class for the 2010-2011 school year at a cost of $4211.00 to be paid to the Phillipsburg Board of Education.

Roll Call Vote: 8 - Yes. Motion carried.

R-146-11 Employee Travel and Expense Reimbursement

Motion by Mr. Krusman, second by Mr. Gallant,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, approve employee travel and expense reimbursement as attached.

Roll Call Vote: 8 - Yes. Motion carried.

R-147-11 E-Rate Consultant for 2011-2012

Motion by Mr. Gallant, second by Mr. Edinger,

Be it, RESOLVED, that the Board of Education, upon recommendation by the Superintendent, enter into an agreement with On-Tech Consulting, Inc., for the purpose of filing the district's 2011-2012 E-Rate application with On-Tech Consulting receiving 20% of all funding received.

Roll Call Vote: 8 – Yes. Motion carried.

ADMINISTRATOR'S REPORT

Mrs. Pede reported that the agenda has been revised to remove the resolution to hire a math teacher. The candidate that was being recommended has declined the position. The administration is working to have a candidate in place for January 3, 2011.

The high school guidance director, Mr. Robert Feltmann, will be in attendance at the January board meeting. The 8th grade parents will be invited to the meeting.

Several staff members will be participating in Social Skills Training which in the hot topic in special education. This training is paid for with ARRA funds.

As a recommendation by the Emergency Crisis Management Team, room numbers have been posted in the windows so that classrooms can be identified from the exterior.

It is concert week. The middle school choral concert is Wednesday evening and the elementary concert is Thursday evening.

Positive events are continuing as a result of Rachel's Challenge.

A food drive is underway to help the needy in the area.

PRESENTATION OF THE 2010 FINANCIAL STATEMENTS

Mr. William Colanto, Jr. CPA presented the financial statements to the board of education. The districts fiscal year end fund balance including reserve account balances were reviewed. A 10 year comparison of revenues and expenditures in relation to enrollment changes was presented to show how certain revenue and expenditure categories have changed over the ten year period. It was noted that the Comprehensive Annual Finance Report was prepared and submitted without any audit recommendations. A Corrective Action Plan is not required. The excess surplus calculation was discussed. The district ended the year without any excess surplus. Mr. Colantano also drew attention to certain statistical exhibits from the report that demonstrate the breakdown of the township assessed valuations and the tax rate changes over the last ten years. As a part of the total tax rate, the school district portion of the tax

rate has decreased by 3%, while the municipal portion has increased considerably over the last ten years.

LEGISLATIVE UPDATE

Mr. Drake stated that the Senate Education Committee passed the bill that would allow advertisements on school buses. The Senate and Assembly Education Committees passed anti-bullying legislation. The Department of Education has ordered a review of Superintendent contracts by the Executive County Superintendents. Legislation was recently signed by Governor Christie that prohibits the practice of swapping out of substitutes in classrooms.

REPRESENTATIVE INFORMATION FROM PHILLIPSBURG

Mr. Edinger reported that through the re-registration process, 130 students still have not provided documents. The breakfast program has been implemented. 80% of the student population qualifies for the free and reduced lunch program. The breakfast program is open to all students. All required documents have been submitted for the high school project. No word yet.

COMMITTEE REPORTS

Ad-Hoc Committee – Mr. Krusman reported that the committee will be working on a voter registration program. The goal is to improve communication with the public and help the community gain a better understanding of the school budget.

Education Committee – Mr. Kennedy was absent. Mr. Taggart referred the board to the Education Committee report for information that was discussed.

Facilities and Technology Committee – The committee will be meeting shortly.

Finance Committee – Mr. Gallant stated that the committee met just prior to this meeting. Mrs. Pede and Mrs. Barna met with the Executive County Superintendent this morning to conduct the mid-year budget review. The committee is in the preliminary stages of budget preparation. The Finance Committee would like the Facilities Committee to take a look at solar possibilities.

Negotiations Committee – Mr. Taggart stated the Mr. Kessler has recently taken a job that makes him a member of NJEA. Mr. Kennedy will be the new committee chair and Mr. Drake will be replacing Mr. Kessler on the committee.

Policy Committee – No report.

OTHER ITEMS OF EMERGENT NATURE

Mr. Edinger commented on a letter that was sent to Senator Doherty's office from Mrs. Pede and Mrs. Barna. It appears that the letter was requesting a Cap Waiver on the 2% levy cap for the tuition adjustment to Phillipsburg. Personally, Mr. Edinger cannot support a recommendation to exceed the 2%. Mrs. Pede responded that the letter was not drafted nor sent in isolation. A board member wrote the majority of what was contained in the letter. Two board members accompanied Mrs. Pede and Mrs. Barna to the meeting with the Governor's Chief of Staff, Richard Bagger. Four board committee chairs also met with Senator Doherty prior to the November board meeting to discuss the same topic. Mrs. Pede and Mrs. Barna explained that the letter to the senator's office was not to simply request a waiver so that the tax burden could be placed on the local constituents, but to make that State aware of a unique situation that affects a small number of school districts and to ask them to offer assistance to those districts. Mrs. Pede and Mrs. Barna are aware of the economic state and do not wish to pass a larger tax burden onto the residents, but also recognize what the impact of the high school tuition adjustment may have on the K-8 program if unaddressed.

Mrs. Pede reminded the finance committee that there are meetings scheduled for January 11th and January 25th. Mrs. Pede also invited the board members to attend the Writing Workshop.

PUBLIC COMMENT

Jenn Larsen commented that on November 11th, the Lopatcong Education Association sponsored a "Teacher for a Day" program. Mrs. Larsen thanked the administration for allowing the program. There were many community leaders involved of the eleven participants. It was a very successful day.

ADJOURNMENT

Hearing no further business, the board adjourned at 9:11 pm on a motion by Mr. Gallant, second by Mr. McFarlane. Motion carried on unanimous voice vote.

Respectfully submitted,

Teresa E. Barna, RSBO
Business Administrator/
Board Secretary

William J. Taggart, III
Board President