



Stanhope Board of Education
24 Valley Road, Stanhope, New Jersey
Media Center
Regular Meeting/Public Hearing
April 25, 2018

Time: _____

Pledge of Allegiance

Roll Call			
Mr. Najib Iftikhar		Mr. Steven Hagemann, Superintendent	
Mrs. Cynthia Percarpio		Mrs. Alicia Finklea-DiCataldo, Principal	
Mrs. Mattia Scharfstein		Mr. Gordon Gibbs, Board Secretary/Business Administrator	
Mr. Jonathan Clauson			
Mrs. Daniele Ferrone		Faculty (number)	
Mr. Frank Shay		Community (number)	
Mr. Gil Moscatello			

Sunshine Law Statement – N.J.S.A. 10:4-8d; N.J.S.A. 10:4-10a

This is to advise the general public and to instruct that it be recorded in the minutes that in compliance with Chapter 231 of the Public Laws of 1975, entitled the "Open Public Meetings Act," Stanhope Board of Education, located at 24 Valley Road, Stanhope, New Jersey, has caused this notice to be posted at the office of the Stanhope Board of Education, mailed to the New Jersey Herald, the Municipal Clerk of the Borough of Stanhope, the Stanhope Post Office, and posted at the Valley Road School and Linden Avenue School, setting forth the time, date, and location of the meeting.

Mission Statement

The Stanhope School District will provide a diverse and challenging educational environment that encourages individual initiatives, fosters success through teamwork, promotes accountability, demonstrates a passion for educational excellence and ensures student achievement related to the New Jersey Student Learning Standards. The Stanhope School District is committed to the development of our students and staff, so that individual aspirations can be achieved through their lifelong learning.

Presentations

1. #WeAreVRS Staff Recognition Award

Public Hearing

1. Presentation of the 2017-2018 Budget – Mr. Steven Hagemann

Superintendent's Report – Mr. Steven Hagemann

1. HIB/ABS/Suspensions
2. Lenape Valley H.S. Reunification Drill
3. PARCC testing begins April 30, 2018
4. Spelling Bee Winners
 - a. Grades 3-4 Michael Kmec
 - b. Grades 5-6 Sila Ozbay
 - c. Grades 7-8 Jason Worthington
5. QSAC Review
6. \$Treps Marketplace
 - a. Thank you - Mrs. DiCataldo, Mrs. Jardine, Mrs. Beattie, and Mrs. Ettinger
7. Student Faculty Volleyball Game
8. Arbor Day
9. TransOptions Programs

Business Administrator's Report – Mr. Gordon Gibbs

1. Stanhope Board of Education District Goals for School Year 2017-2018
 - a. Undertake a comprehensive study of best practices in middle school and elementary programs to assess the feasibility of application in the Stanhope School District.
 - b. Examine opportunities to increase revenue and resources to support school programs, school culture, and student achievement.
 - i. AlphaBest Before and Aftercare Program
 - ii. Fundraising for new playground
 - iii. Additional tuition received for new Special Education students
2. Stanhope Board of Education Goals for School Year 2017-2018
 - a. Increase recognition awards to celebrate and communicate the achievements of staff, students, and community members.
 - i. Honor Roll Awards handed out a Board Meetings
 - ii. Staff and Student Members recognized at Board Meetings

- iii. Visual Display in the Central Office mentioning those staff and students with accomplishments
- b. Continue to develop Board member participation at SCSBA meetings in order to bring information to the Board and Administration in support of District Goals, and to support further Board member professional development.
3. All Ethics Disclosure Statements have been submitted and approved by the County.

Personnel and Curriculum Committee Meeting Update – Mrs. Cynthia Percarpio (Chair)

Business Services Committee Meeting Update – Mr. Najib Iftikhar (Chair)

Sussex County Educational Services Commission Update – Mr. Gil Moscatello

Board President’s Report – Mr. Gil Moscatello

Public Session #1 – Agenda Items

Policy #0167; Each statement made by a participant shall be limited to five (5) minutes duration, during times when an audience of ten (10) or more residents exists.

Travel & Workshop Reports

1. Jardine/DiCataldo (attachment #1)
2. Ruschmeyer (attachment #2)
3. Morrissey (attachment #3)
4. Percarpio (attachment #4)
5. Gibbs (attachment #5)
6. Gibbs (attachment #6)
7. Fehir (attachment #7)

- 8. Davis (attachment #8)
- 9. Lalama (attachment #9)
- 10. Lalama (attachment #10)
- 11. Truesdell (attachment #11)
- 12. Gambino (attachment #12)
- 13. Collinson (attachment #13)

Minutes for Approval (Agenda Items 1 & 2)

A motion was presented by _____, and seconded by _____, to approve the following:

Upon recommendation of the Superintendent, motion to approve the following:

- 1. March 27, 2018 Regular Meeting Minutes (attachment #14)
- 2. March 27, 2018 Executive Session Meeting Minutes (attachment #15)

Voice Vote:

Yes: _____
 No: _____
 Abstain: _____

2018-2019 Budget Adoption (Agenda Items 1 - 5)

A motion was presented by _____, and seconded by _____, to approve the following:

Upon recommendation of the Superintendent, motion to approve the following:

- 1.

**Adoption of Budget
 2018-2019**

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year using the 2018-2019 state aid figures and the Secretary of the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2018-2019 Total Expenditures	\$6,002,419.00	\$151,887.00	\$340,400.00	\$6,494,706.00
Less: Anticipated Revenues	\$1,772,587.00	\$151,887.00	\$0.00	\$1,924,474.00

Capital Reserve	\$55,349.00	\$0.00	\$0.00	\$55,349.00
Taxes to be Raised	\$4,174,483.00	\$0.00	\$340,400.00	\$4,514,883.00

And to advertise said tentative budget in the New Jersey Herald in accordance with the form suggested by the State Department of Education and according to law.

2. Approve the acceptance of additional Emergency State Aid in the amount of \$3,168.00 for the 2018-2019 school year. The additional State Aid will be used to purchase additional security supplies.

3.

**Adjustment
 Health Benefits
 2018-2019**

BE IT FURTHER RESOLVED, that the Stanhope Board of Education does not include in the proposed budget the adjustment for increased costs of health benefits in the amount of \$69,734.00. The additional funds will not be used to pay for the additional increases in health benefits.

4.

**Capital Reserve Resolution
 2018-2019**

Approve the use of the 2018-2019 Capital Reserve Funds in the amount of \$55,349.00 for the installation of additional security to the entrance of the school building and partial payment of a new playground at the Valley Road School, in accordance with the 2018-2019 proposed budget.

5.

**Travel and Related Expense Reimbursement
 2018-2019**

WHEREAS, the Stanhope Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not

be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$15,000 for all staff and board members.

Roll Call:

Mr. Najib Iftikhar	_____
Mrs. Cynthia Percarpio	_____
Mrs. Mattia Scharfstein	_____
Mr. Jonathan Clauson	_____
Mrs. Daniele Ferrone	_____
Mr. Frank Shay	_____
Mr. Gil Moscatello	_____

Administrative Action Items (Agenda Items 1 & 2)

A motion was presented by _____, and seconded by _____, to approve the following:

Upon recommendation of the Superintendent, motion to approve the following Administrative action items:

1. Approve the Suspension and Harassment, Intimidation, and Bullying Report. (attachment #16)
2. Approve sidebar agreement between the Stanhope Education Association and the Stanhope Board of Education to offer a duty free lunch period during 8th period, with the understanding that this period is not during the daily lunch periods offered by the Board; retroactively effective from April 1, 2018 through June 30, 2018.

Roll Call:

Mr. Najib Iftikhar	_____
Mrs. Cynthia Percarpio	_____
Mrs. Mattia Scharfstein	_____

Mr. Jonathan Clauson	_____
Mrs. Daniele Ferrone	_____
Mr. Frank Shay	_____
Mr. Gil Moscatello	_____

Education Action Items (Agenda Item 1)

A motion was presented by _____, and seconded by _____, to approve the following:

Upon recommendation of the Superintendent, motion to approve the following Education action items:

1. Approve the trips for the 2017-2018 school year as per attached. (attachment #17)

Roll Call:

Mr. Najib Iftikhar	_____
Mrs. Cynthia Percarpio	_____
Mrs. Mattia Scharfstein	_____
Mr. Jonathan Clauson	_____
Mrs. Daniele Ferrone	_____
Mr. Frank Shay	_____
Mr. Gil Moscatello	_____

Personnel Action Items (Agenda Items 1 - 3)

A motion was presented by _____, and seconded by _____, to approve the following:

Upon recommendation of the Superintendent, motion to approve the following Personnel action items:

1. Approve request from Centenary University Clinical Intern, Valerie Puco to complete clinical field experience during the Extended School Year program of four half days per week, beginning July 2, 2018 through August 2, 2018 under the supervision of cooperating teacher Deborah McNear.
2. Approve dismissal of employee #49216, Classroom Paraprofessional, effective April 11, 2018.
3. Approve appointment of the following individuals as substitute teachers and substitute custodians for the 2017-2018 school year pending criminal history review clearance:

Name	Position	Certificate
Noelle Wheeler	Substitute Teacher	Substitute Certificate

Katherine Stiner	Substitute Teacher	Substitute Certificate
Carol Vanderhoof	Substitute Custodian	N/A

Roll Call:

Mr. Najib Iftikhar	_____
Mrs. Cynthia Percarpio	_____
Mrs. Mattia Scharfstein	_____
Mr. Jonathan Clauson	_____
Mrs. Daniele Ferrone	_____
Mr. Frank Shay	_____
Mr. Gil Moscatello	_____

Business Services Action Items (Agenda Items 1 - 11)

A motion was presented by _____, and seconded by _____, to approve the following:

Upon recommendation of the Superintendent, motion to approve the following Business Services action items:

1. Approve the line item appropriation transfers for the month of February 2018 as recommended by the Superintendent and the Business Administrator. (attachment #18)
2. Approve the Treasurer’s Report for the month of February 2018. (attachment #19)
3. Approve the Board Secretary’s report for the month of February 2018. Pursuant to N.J.A.C. 6A:23-2.12(c) that as of February 28, 2018, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a). Pursuant to N.J.A.C. 6A:23.2.14(c) 4, the Stanhope Board of Education, after review of the Board Secretary’s and Treasurer’s monthly financial reports certify that as of February 28, 2018 and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (attachment #20)
4. Approve the following resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE BOROUGH OF STANHOPE IN THE COUNTY OF SUSSEX, NEW JERSEY DETERMINING TO FINANCE THE ACQUISITION OF COMPUTER EQUIPMENT BY MEANS OF AN EQUIPMENT LEASE PURCHASE FINANCING IN AN AMOUNT NOT EXCEEDING \$98,000, AUTHORIZING AN ADVERTISEMENT FOR BIDS, IF NECESSARY, DELEGATING THE AWARD OF THE BID, AUTHORIZING THE EXECUTION OF THE LEASE AND RELATED DOCUMENTS AND AUTHORIZING OTHER ACTIONS NECESSARY TO COMPLETE THE TRANSACTION

WHEREAS, The Board of Education of the Borough of Stanhope in the County of Sussex, New Jersey (the "Board") is created and is charged by law with the responsibility to provide a system of public education within the school district over which it has jurisdiction and to acquire and install equipment therefor; and

WHEREAS, the Board has determined to fund the acquisition of computer equipment including related work and equipment, financing and incidental or related costs (the "Equipment") by means of a lease purchase financing for a term that does not exceed five (5) years pursuant to the provisions of N.J.S.A. 18A:20-4.2(f) and N.J.S.A. 18A:18A-1 *et seq.*; and

WHEREAS, the Board has selected Phoenix Advisors as financial advisor (the "Financial Advisor") and McManimon, Scotland & Baumann, LLC as special counsel (the "Special Counsel") for the purpose of advising and assisting with the proposed lease purchase financing of the Equipment; and

WHEREAS, in accordance with the procedures set forth in N.J.S.A. 18A:18A-1 *et seq.* (the "Public School Contracts Law") and the regulations promulgated thereunder, a notice of the bid will be published if required and bids or quotes (hereinafter simply referred to as bids) will be returned to the Business Administrator/Board Secretary, who, with the assistance of the Special Counsel and possibly the Financial Advisor, will determine the lowest responsive and responsible bidder to purchase the Lease (as hereinafter defined) from the Board (hereinafter referred to as the "Purchaser"); and

WHEREAS, the Board will enter into a lease purchase agreement (the "Lease") and other related documents with the Purchaser in an amount not to exceed \$98,000 to finance the Equipment; and

WHEREAS, the Board desires to authorize the delegation of the award of the bid to the Business Administrator/Board Secretary and further authorizes the Board President, Business Administrator/Board Secretary, Financial Advisor and Special Counsel to prepare and to execute the Lease and certain other documents and agreements necessary or incidental to the transactions contemplated thereby;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF STANHOPE IN THE COUNTY OF SUSSEX, NEW JERSEY as follows:

Section 1. The Board hereby determines to finance the Equipment by means of a lease purchase financing in a principal amount not exceeding \$98,000 in accordance with the requirements of the Public School Contracts Law. The Lease shall be for a period not to exceed five years and the interest portion of rent shall be calculated at a rate per annum not in excess of the rate set forth in the legally responsive bid producing the lowest yield. The Business Administrator/Board Secretary, the Financial Advisor, if necessary, the Special Counsel and other appropriate representatives of the Board are hereby authorized to prepare the necessary timetables, bid documents and other related

documents as may be necessary and to take other steps necessary to prepare for and to implement the proposed financing.

Section 2. The Board hereby authorizes the publication of a request for bid if required in accordance with the Public School Contracts Law or the solicitation of quotes in order to prepare for the proposed transaction.

Section 3. The Board President and/or the Business Administrator/Board Secretary are authorized to award the bid and the Lease in accordance with the terms of this resolution to the lowest bidder in accordance with the bid proposals or quotes submitted to the Business Administrator/Board Secretary, which winning bid proposal or quote will be retained on file in the Business Administrator/Board Secretary's office. The Purchaser's interest rate will be held fixed for a period of thirty (30) days from the date of the bid. If the closing does not occur within thirty (30) days of the date of the bid, the interest rate will be calculated in accordance with the index rate recommended by the Financial Advisor as set forth in the bid specifications.

Section 4. The Board President and/or the Business Administrator/Board Secretary are hereby authorized to execute and deliver the Lease, an agent or an escrow agreement, an assignment agreement, if necessary, and such other documents as may be necessary to consummate the transaction in a form approved by Special Counsel. Specifically, the Board authorizes the Board President or the Business Administrator/Board Secretary to establish an escrow account for the deposit of the Lease proceeds and to direct the deposit and investment of the Lease proceeds in the escrow in accordance with the requirements of law. The Business Administrator/Board Secretary is also authorized to pay any agreed upon fees in connection with the transaction including any escrow agent fee. The Board President and/or Business Administrator/Board Secretary are also authorized and directed to take on behalf of the Board such other actions as shall be necessary and appropriate to accomplish the lease purchase financing for the Equipment in accordance with the terms of the Lease and this resolution and pursuant to the terms of the agreements and instruments authorized to be prepared hereby and to accomplish the performance of the obligations of the Board in respect thereto.

Section 5. The payment of rent or other monies due under the Lease shall be made only from the General Fund of the Board. Neither the Board, nor any agency, department or political subdivision thereof, shall be obligated to pay any sum due under the Lease to the Purchaser from any taxing source unless an appropriation is made in a duly approved budget of the Board. The obligations of the Board shall not constitute indebtedness of the Board or of the Borough of Stanhope or of any department, agency or political subdivision thereof. The Lease shall set forth the term of the lease purchase agreement for the Equipment, the rental payments to be paid by the Board in respect thereof and the dates on which such rent shall be due and payable.

Section 6. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the "Code"), in order to preserve the exemption from taxation of interest on the Lease, including the requirement to rebate all net investment earnings on the gross proceeds above the yield on the Lease, if applicable. The Board authorizes the Business Administrator/Board Secretary to act and determine on behalf of the Board whether the Lease will be designated as "bank qualified" within the meaning of Section 265 of the Code. The Board hereby declares its intent to issue the Lease in the expected maximum principal amount of the Lease set forth herein and to use the proceeds of the Lease to pay or to reimburse expenditures for the costs of the purpose for which the Lease is authorized herein. This resolution is a declaration of intent within the meaning and for the purposes of Treasury Regulations Section 1.150-2 or any successor provisions of federal income tax law.

Section 7. This resolution shall take effect immediately.

5. Approve the March 17, 2018 through March 31, 2018 bill list in the amount of \$235,394.08. (attachment #21)
6. Approve the April 1, 2018 through April 19, 2018 bill list in the amount of \$660,070.30. (attachment #22)
7. Approve the disposition of technology equipment as per attached. (attachment #23)
8. Approve the service agreement between Cintas / Stat Pads, LLC. and the Stanhope Board of Education to provide one additional AED unit with maintenance services and supplies during the contract effective April 26, 2018.
9. Approve Mr. Gibbs, Business Administrator/Board Secretary, to send out Request for Proposal (RFP) for a School Food Service provider for the 2018-2019 contract year.
10. Approve the Professional Development Requests as per attached. (attachment #24)
11. Approve the Facilities Use Requests as per attached. (attachment #25)

Roll Call:

Mr. Najib Iftikhar	_____
Mrs. Cynthia Percarpio	_____
Mrs. Mattia Scharfstein	_____
Mr. Jonathan Clauson	_____
Mrs. Daniele Ferrone	_____
Mr. Frank Shay	_____
Mr. Gil Moscatello	_____

New Business

Old Business

Public Session #2 – Non Agenda Items

Policy #0167; Each statement made by a participant shall be limited to five (5) minutes duration, during times when an audience of ten (10) or more residents exists.

Adjournment

A motion was presented by _____, and seconded by _____, that the Stanhope Board of Education adjourn the meeting at _____ p.m.:

Voice Vote:

Yes: _____

No: _____

Abstain: _____