



**Stanhope Board of Education**  
**24 Valley Road, Stanhope, New Jersey**  
**Media Center**  
**Regular Meeting**  
**August 15, 2018**

Time: \_\_\_\_\_

## Pledge of Allegiance

<b>Roll Call</b>			
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. 2017-2018 School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act

**Superintendent's Report – Mr. Steven Hagemann**

1. HIB/ABS/Suspension
2. Playground update
3. Main entrance construction update
4. Thank you – facilities staff
5. Personnel vacancies update
6. School Safety Specialist Training

**Business Administrator's Report – Mr. Gordon Gibbs**

1. **Board Elections Report** - As of July 31<sup>st</sup>, there are only two Board members that are up for re-election with no new candidates.
2. **Playground Update** - Subject to Board approval and inclement weather delays, the installation of the replacement wood fiber and replacement boarder is anticipated to be scheduled for the third week in August.
3. **Emergency Aid Application** – The Emergency Aid Application has been received and is anticipated to be submitted on or before August 23<sup>rd</sup>. The new Emergency Aid can be in the form of a grant or **loan**.

**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. Cathy Yonki (attachment #1)
2. Courtney Pipher (attachment #2)

**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. July 11, 2018 Regular Meeting Minutes (attachment #3)
2. July 23, 2018 Special Meeting Minutes (attachment #4)

***Voice Vote:***

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Abstain: \_\_\_\_\_

**Administrative Action Items (Agenda Items 1 - 9)**

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 Suspensions and Harassment, Intimidation and Bullying Report. (attachment #5)
2. Approve that the Board of Education delegates to the Superintendent authority to appoint personnel and issuance of contracts for the 2018-2019 school year during the period of August 16, 2018 through the next available meeting whereupon the board will take formal action.
3. Approve the submission of the Comprehensive Equity Plan Annual Statement of Assurance for the 2018-2019 school year.
4. Approve the submission of the Statements of Assurance for the District Mentoring and Professional Development Plans for the 2018-2019 school year.
5. Approve Memorandum of Agreement between Stanhope Education Association and Stanhope Board of Education for the purpose of replacing the current Schedule D of

the SEA Agreement with a revised Schedule D for the Extra Curricular Activities Guide. (attachment #6)

6. Approve the following resolution:

*WHEREAS*, with the goal of achieving greater efficiency, accountability, and utilization of staff skills and expertise, thereby recommends organizational revisions to improve the quality of educational programs and services provided to the district's students, and

*NOW, THEREFORE, BE IT RESOLVED*, that the following changes are to be made and implemented, effective, **September 1, 2018** unless specifically noted otherwise.

**A. Abolishment of the following position and title:**

1. Full-time In-Class Counselor
2. Full-time School Social Worker

**B. Creation of the following positions and titles:**

1. Full-Time School Social Worker/Behavioral Disabilities Counselor;

**C. Approval of Job Description**

The following job description shall be deemed to establish, replace and/or supersede any prior job description for the same or similar title.

1. School Social Worker/Behavioral Disabilities Counselor. (attachment #7)
7. Approve Memorandum of Agreement between Stanhope Education Association and Stanhope Board of Education recognizing the position of School Social Worker/Behavioral Disabilities Counselor. (attachment #8)
8. Approve the School Safety & Security Plan and Emergency Response Template for the 2018-2019 school year. (attachment #9)
9. Approve the 2017-2018 School Safety Data System (SSDS) reporting for the second half of the school year. (attachment #10)

**Roll Call:**

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

Mr. Gil Moscatello \_\_\_\_\_

**Policy 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 Policy action items:

1. Approve the second reading of the following regulations: (attachment #11)  
R2624 Grading

***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 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 Education action items:

1. Approve the trips for the 2018-2019 school year as per attached. (attachment #12)
2. Approve the Student Handbook/Code of Conduct for the 2018-2019 school year (attachment #13)

***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 - 31)**

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 the following new and/or revised stipend position job descriptions:
  - a) Assistant Athletic Coach (attachment #14)
  - b) Student Club Advisor (attachment #15)
  - c) Extra-Curricular Activities Advisor – Fine Arts (attachment #16)
  - d) Extra-Curricular Activities Advisor – Yearbook (attachment #17)
  - e) Extra-Curricular Activities Advisor – Battle of the Books (attachment #18)
2. Accept the resignation of Part Time Art Teacher, Lorraine Poat, effective September 23, 2018, or until such time a replacement is appointed by the board. (attachment #19)
3. Approve the transfer of Brianna Collinson from In-Class Counselor, to the position of School Social Worker/Behavioral Disabilities Counselor for the 2018-2019 school year, effective September 1, 2018.
4. Accept the resignation of Part Time Classroom Paraprofessional, Christopher Dimitriou, effective September 1, 2018. (attachment #20)
5. Accept the resignation of Part Time Classroom Paraprofessional, Sean DiStefano effective August 16, 2018. (attachment #21)
6. Accept the resignation of Part Time Classroom Paraprofessional, Linette Benes effective August 16, 2018. (attachment #22)
7. Accept the resignation of Part Time Classroom Paraprofessional, Christian Samuels effective August 16, 2018. (attachment #23)
8. Appointment of the following individuals as Part Time Classroom Paraprofessionals, for the 2018-2019 school year, at a rate of \$12.00 per hour, not to exceed 28.75 hours, as determined by schedule, pending criminal history review clearance and P.L. 2018, c5, S414 compliance:
  - a) Linda Colananni
  - b) Tara Koval
9. Appointment of Grace Schmiedhauser as Extra Curricular Activities Advisor – Fine Arts during the 2018-2019 school year at a stipend amount of \$1,210.00.
10. Appointment of Elizabeth Ettinger as Head Athletic Coach – Girls’ Basketball during the 2018-2019 school year at a stipend amount of \$2,350.00.
11. Appointment of Elisabeth Yanakas as Assistant Athletic Coach – Girls Coach Stipend during the 2018-2019 school year at a stipend amount of \$1,000.00.
12. Appointment of Scott Jacobus as Head Athletic Coach – Boys’ Basketball during the 2018-2019 school year at a stipend amount of \$2,350.00.

13. Appointment of William McNeir as Assistant Athletic Coach – Boys Basketball Stipend during the 2018-2019 school year at a stipend amount of \$1,000.00.
14. Appointment of Sherry Fehir and Celeste Mayhood as Extra Curricular Activities Advisors - Yearbook during the 2018-2019 school year at a stipend amount of \$1,210.00 each.
15. Appointment of Sherry Fehir and Courtney Pipher as Extra Curricular Activities Advisors – Battle of the Books during the 2018-2019 school year at a stipend amount of \$1,210.00 each.
16. Appointment of Keith Morrissey as Homework Club Advisor during the 2018-2019 school year at a stipend rate of \$25.00 per hour, not to exceed 1 hour per day.
17. Appointment of Celeste Mayhood as Homework Club Advisor during the 2018-2019 school year at a stipend rate of \$25.00 per hour, not to exceed 1 hour per day.
18. Appointment of Sherry Fehir as a substitute for Homework Club Advisor during the 2018-2019 school year at a stipend rate of \$25.00 per hour, not to exceed 1 hour per day.
19. Appointment of the following individuals as (after school) Detention Monitors during the 2018-2019 school year at a stipend hourly rate of \$15.00 per hour, (limit 1 hour per day), as needed:
  - Keith Morrissey
  - Terry Snyder
  - Assunta Jardine
20. Approve appointment of the following individual(s) as Lunch Detention Monitors during the 2018-2019 school year at a stipend amount of \$10.00 per 40-minute lunch period, as needed:
  - Keith Morrissey
  - Heidi Truesdell
  - Terry Snyder
  - Donna Kali
21. Appointment of Karen Connelly as Student Club Advisor - Diversity and Manners Club for the 2018-2019 school year at a stipend amount of \$500.00.
22. Approve appointment of Courtney Pipher as Student Club Advisor - Robotics Club for the 2018-2019 school year at a stipend amount of \$500.00.
23. Approve appointment of Milanda Marshall as Student Club Advisor - Ski Club for the 2018-2019 school year at a stipend amount of \$500.00.
24. Appointment of following individuals as homebound instructors, for the 2018-2019 school year, as needed, effective September 1, 2018, at a rate of \$35.00 per hour.
  - Courtney Pipher
  - Elizabeth Ettinger
  - Celeste Mayhood
  - Valerie Puco
25. Approve rate of \$40 per hour, not to exceed one hour per page, for foreign language translation of school related documents.

26. Approve pay for summer training sessions that may occur prior to September 1, 2018 at the rate of \$12.00 per hour, not to exceed 7 hours per day, for up to two days for paraprofessional staff members as determined by administration.
27. Approve appointment of Karen Henry as a mentor to novice teacher Margret Reilly for the 2018-2019 school year. A fee of \$550.00, based on novice teacher's Certificate of Eligibility with Advanced Standing, to be paid to the mentor by the district settled through the business office by way of payroll payment in accordance with the Stanhope Education Association Agreement.
28. Retroactively approve the appointment of Juana Magan as the Speech Therapist to conduct evaluations from July 1, 2018 through August 31, 2018, at a rate of \$250.00 per evaluation.
29. Retroactively approve the appointment of Kathryn Cafferty as Part Time Classroom Paraprofessional for the 2018 Language Learning Disabilities extended school year program for 4.25 hours per day, not to exceed 19 days, at a rate of \$12.00 per hour.
30. Retroactively approve the appointment of Madeline Pfaff as Part Time Classroom Paraprofessional for the 2018 Language Learning Disabilities extended school year program for 4.25 hours per day, not to exceed 19 days, at a rate of \$12.00 per hour.
31. Appointment of the following individuals as substitute teachers, substitute aides and substitute nurse for the 2018-2019 school year, pending criminal history review clearance, and issuance of certificate, where required:

<b>Name</b>	<b>Position</b>	<b>Certificate</b>
Helene Park	Substitute Teacher	Substitute Certificate
Linda Trowbridge	Substitute Teacher	Substitute Certificate (application pending)
Madeline Pfaff	Substitute Teacher	Substitute Certificate (application pending)
Isabelle Becker	Substitute Teacher	Substitute Certificate (application pending)
Michael Altmann	Substitute Teacher	Substitute Certificate
Nidal Abdallah	Substitute School Nurse	Substitute Certificate

***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 - 9)**

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 June 2018 as recommended by the Superintendent and the Business Administrator. (attachment #24)
2. Approve the Treasurer's Report for the month of June 2018. (attachment #25)
3. Approve the Board Secretary's Report for the month of June 2018. Pursuant to N.J.A.C. 6A:23-2.12(c) that as of June 30, 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 June 30, 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 #26)
4. Approve the donation of \$200.00, to the General Fund, from Girl Scout Troop 6276 to be used towards the purchase of a waste receptacle for the playground.
5. Approve the proposal from DSchulthes, LLC Educational Consulting for professional development and guidance in implementation of Standard Based Report Cards and Grading at a total amount of \$2,000.00, to be funded through Title I.
6. Approve Ben Shaffer recreation, Inc., P.O. Box 844, Lake Hopatcong, New Jersey, 07849, to provide replacement wood fiber and replacement borders in the amount of \$4,444.00 for the upper grades playground.
7. Approve AirPro Associates, Inc., 5 Grandview Drive, Newton, New Jersey, 07860, to replace the condenser fan motor and capacitor in an amount not to exceed \$2,500.00 for the HVAC unit located in the music room.
8. Approve the Professional Development Requests as per attached. (attachment #27)
9. Approve the Facilities Use Requests as per attached. (attachment #28)

***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: \_\_\_\_\_