



Stanhope Board of Education
24 Valley Road, Stanhope, New Jersey
Media Center
Regular Meeting
Annual Goals and Objectives Meeting
October 17, 2018

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. Mrs. Simpson Retirement recognition

Board Goals and Objectives

New Jersey School Boards Association field service representative Kathy Helewa.

1. Goals and Objectives Workshop
2. Board Self Evaluation
3. Ethics Training

Correspondence (Agenda Item 1)

1. Email from Mr. Ray Cipollini (attachment #1)

Superintendent's Report – Mr. Steven Hagemann

1. HIB/ABS/Suspensions
2. PARCC changes
3. Walk to School Day
4. Veterans Program invitations – November 15
5. Thank you – Mrs. Percarpio – Fall flowers in planter
6. NJ Herald article; correction
7. Pest control report

Business Administrator's Report – Mr. Gordon Gibbs

1. School Official Election – November 6, 2018
2. 2017-2018 Audit – The 2017-2018 audit field work was completed on September 27th. There are no audit findings for the 2017-2018 school year and the excess surplus is \$210,727.00. The excess earnings will be broken down as \$59,837.00 into Capital Reserve and the balance of \$150,890.00 will be used towards the 2019-2020 school year budget as excess earnings.
3. Reminder – New Jersey School Boards – Atlantic City – We can still order passes for those who would wish to attend the workshops in Atlantic City. The workshops will begin on October 22nd, 2018.

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

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

Policy Committee Meeting Update – Mrs. Daniele Ferrone (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. Sara Beattie (attachment #2)
2. Karen Connelly (attachment #3)
3. Alicia Finklea-DiCataldo (attachment #4)
4. Alicia Finklea-DiCataldo (attachment #5)
5. Alicia Finklea-DiCataldo (attachment #6)
6. Stephanie DiIonno (attachment #7)
7. Yael Gabbay (attachment #8)
8. Yael Gabbay (attachment #9)
9. Assunta Jardine (attachment #10)
10. Assunta Jardine (attachment #11)
11. Juana Magan (attachment #12)
12. Celeste Mayhood (attachment #13)
13. Ellen Mutz (attachment #14)
14. Theresa Snyder (attachment #15)

Minutes for Approval (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:

1. September 17, 2018 Regular Meeting Minutes (attachment #16)

Voice Vote:

Yes: _____

No: _____

Abstain: _____

Administrative 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
Administrative action items:

1. Approve the Suspension and Harassment, Intimidation, and Bullying Report. (attachment #17)
2. Approve the Stanhope Schools Annual Nursing Services Plan for the 2018-2019 school year. (attachment #18)
3. Approve submission of School Safety and Security Plan Annual Review (attachment #19)

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 Items 1 - 4)

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 suspension of the rules in Bylaw 0131 requiring two Board readings to adopt a Policy and adopt Policy 5512 – Harassment, Intimidation, and Bullying with one reading to have this Policy effective immediately. (attachment #20)
2. Approve the first reading of the following policies. (attachment #21)

1613	Disclosure and Review of Applicant’s Employment History
5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
8561	Procurement Procedures for School Nutrition Programs
3. Approve the first reading of the following regulations. (attachment #22)

R1613	Disclosure and Review of Applicant’s Employment History
R5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities
4. Approve the abolishment of the following regulations as required by the new mandates set forth by the State of New Jersey.

R5512	Harassment, Intimidation, or Bullying Investigation Procedure
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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 2018-2019 school year as per attached. (attachment #23)

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 - 12)

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 submission of Application for Issuance of Emergency Certificate for School Nurse for Jessica Frank, RN, to the Department of Education, County Executive Superintendent.
2. Appointment of Jessica Frank, RN as the Full Time School Nurse for the 2018-2019 school year, at a salary of \$55,855.00, Step 1, BA, prorated as of date of issuance of New Jersey Certification.
3. Approve retroactive permanent appointment of Leanne Sweeney as Part Time (.70) Art Teacher for the 2018-2019 school year, effective October 10, 2018 through June 30, 2018.
4. Approve resignation of MaryAnne Collins, Child Study Team Secretary, effective November 28, 2018. (attachment #24)
5. Approve appointment of Karen Connelly as a mentor to novice teacher Leanne Sweeney 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.
6. 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:

Assunta Jardine
Courtney Pipher
Lisa Benedetto
Brenda Fromme
Stephanie DiIonno

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7. Approve retroactive appointment of Juana Magan to conduct speech evaluations, with prior administrative approval, for the 2018-2019 school year at a rate of \$250.00 per evaluation, effective September 1, 2018.
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, where indicated:

Name	Effective Date
Sarah Goncalves	October 18, 2018
Martha Cecilia Ramirez	October 18, 2018

9. Approve request for placement of Centenary University student Mary Freeman for clinical experience (practicum), under the supervision of Patricia Marra and Maureen Mason, for two full days per week (or equivalent) for a period of no less than 15 weeks, beginning on or about January 15, 2019.
10. Approve request for placement of Centenary University student Mary Freeman for student teaching under the supervision of Patricia Marra and Maureen Mason, for a period of no less than 15 weeks, beginning on or about September 1, 2019.
11. Approve request of Walden University student, Suzanne Balogh for classroom observation of Mrs. Meghan Jaust during the periods October 7 to November 24, 2018 and from December 2, 2018 to January 12, 2019.
12. Appointment of the following individuals as substitute teachers and substitute aides and for the 2018-2019 school year, pending criminal history review clearance and P.L. 2018, c5, S414 compliance:

Name	Position	Certificate
Effie Noufrios Bonilla	Substitute Teacher	Substitute Certificate
Katherine Joslin	Substitute Teacher	Substitute Certificate
Sebastian Castillo-Giraldo	Substitute Teacher	Substitute Certificate application pending
Patrick Hars	Substitute Teacher	Substitute Certificate application pending
Donald Conte	Substitute Teacher	Substitute Certificate
Matthew Chre'tien	Substitute Teacher	Teacher Certificate
Courtney Moran	Substitute Teacher	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 - 23)

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 August 2018 as recommended by the Superintendent and the Business Administrator. (attachment #25)
2. Approve the Treasurer's Report for the month of August 2018. (attachment #26)
3. Approve the Board Secretary's Report for the month of July 2018. Pursuant to N.J.A.C. 6A:23-2.12(c) that as of August 31, 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 August 31, 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 #27)
4. Approve the September 14, 2018 through September 30, 2018 bill list in the amount of \$455,652.60. (attachment #28)
5. Approve the October 1, 2018 through October 12, 2018 bill list in the amount \$163,681.75. (attachment #29)
6. Approve the Cafeteria Account bill list from May 1, 2018 through May 31, 2018 in the amount of \$13,183.39. (attachment #30)
7. Approve the Cafeteria Account bill list from June 1, 2018 through June 30, 2018 in the amount of \$7,460.61. (attachment #31)
8. Approve the Student Activity Account bill list from May 1, 2018 through May 31, 2018 in the amount of \$4,534.50. (attachment #32)

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9. Approve the Student Activity Account bill list from June 1, 2018 through June 30, 2018 in the amount of 3,407.50. (attachment #33)
10. Approve the Eighth Grade Account bill list from May 1, 2018 through May 31, 2018 in the amount of \$250.00. (attachment #34)
11. Approve the Eighth Grade Account bill list from June 1, 2018 through June 30, 2018 in the amount of \$4,583.36. (attachment #35)
12. Approve the following resolution regarding submission of the Comprehensive Maintenance Plan (attachment #36)

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Stanhope School District are consistent with these requirement, and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their warranties valid,

NOW, THEREFORE BE IT RESOLVED, that the Stanhope School District hereby authorizes the School Business Administration to submit the Comprehensive Maintenance Plan for the Stanhope School District, including Form M-1 in compliance with Department of Education requirements.

13. Approve the Safety Incentive Program award of a \$2,500 credit towards the 2018-2019 assessment of School Alliance Insurance Fund, liability insurance. (attachment #37)
14. *WHEREAS*, the Stanhope Board of Education requires the awarding of a contract for educational professional service by resolution of the Board of Education at a public meeting, and that such award may be made without public advertising for bids;
NOW, THEREFORE, BE IT RESOLVED by the Stanhope Board of Education that:
 1. Advancing Opportunities, of Ewing, New Jersey, be appointed as a consultant for assistive technology services for the Stanhope Board of Education.
 2. The above appointment is made without competitive bidding because it is a profession that will not reasonably permit the receipt of competitive bids due to the qualitative nature of the services performed.

Assistive technology services will be provided to the Stanhope Board of Education for the 2018-2019 school year. All services are on an as-need basis and require prior administrative approval.

15. Retroactively approve the 2018 Extended School Year Special Education Contract between Stanhope Board of Education and Blirstown Township Elementary School

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for student #8916577082 to attend the behavioral disabilities program at a tuition rate of \$3,945.63, plus all expenses for related services as required by the IEP, tuition subject to State audit.

16. Retroactively approve the 2018-2019 Special Education School Year Tuition Contract between Blairstown Township Elementary School for student #8916577082 to attend the behavior disabilities program at a tuition rate of \$37,795.00, plus all expenses for related services as required by the IEP (counseling = \$460.00, social skills = \$154.10, aide = \$13,604.50), tuition subject to State audit.
17. Approve district professional development travel and expense reimbursement for Steven Hagemann to attend the 2018 Annual NJSBA Workshop in Atlantic City, New Jersey on October 22 - 25, 2018, in accordance with the Stanhope Board of Education School District Travel Policy (6471) and A-5 regulations. Lodging fees not to exceed \$94.00 (per General Service Administration Per Diem Rates for New Jersey in October 2018) per night/per person (w/occupancy fee rate). Registration is \$300.00, and actual food & miscellaneous reimbursement not to exceed the federal per diem rate for Meals & Incidental Expenses as per GSA guidelines. Mileage reimbursement will be paid at the rate of \$0.31 per mile. Parking and tolls will be reimbursed with receipts.
18. Approve district professional development travel and expense reimbursement for Matia Scharfstein to attend the 2018 Annual NJSBA Workshop in Atlantic City, New Jersey on October 22 - 25, 2018, in accordance with the Stanhope Board of Education School District Travel Policy (6471) and A-5 regulations. Lodging fees not to exceed \$94.00 (per General Service Administration Per Diem Rates for New Jersey in October 2018) per night/per person (w/occupancy fee rate). Registration is \$300.00, and actual food & miscellaneous reimbursement not to exceed the federal per diem rate for Meals & Incidental Expenses as per GSA guidelines. Mileage reimbursement will be paid at the rate of \$0.31 per mile. Parking and tolls will be reimbursed with receipts.
19. Approve the removal of a tree that is located in the school's courtyard by Person and Sons Tree Service, 24 Kelly Place, Stanhope, N.J. 07874, at a cost of \$1,200.00.
20. Approve the final cost of wooden playground and tire playground removal by Blue Diamond Disposal, P.O. Box 267, Succasunna, N.J. 07876, at a cost of \$4,568.43.
21. Approve the disposal of the Everett Piano that is located in the school's shed and is in disrepair.
22. Approve additional Professional Development Requests as per attached. (attachment #38)
23. Approve additional Facilities Use Requests as per attached. (attachment #39)

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:	_____