



Stanhope Board of Education
24 Valley Road, Stanhope, New Jersey
Media Center
Regular Meeting
March 18, 2019

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.

Executive Session Announcement

An Executive Session will be held for the purpose of personnel. Formal action may be taken.

Presentations

1. MP2 Honor Roll Student Recognition
2. #WeAreVRS Awards
3. LinkIt presentation – Mark Fiedorczyk
4. District Performance Report

Correspondence (Agenda Items)

1. VA NJ Health Care System – Valentines for Vets thank you (attachment #1)
2. SEMI Waiver acceptance letter (attachment #2)
3. Lamont O. Repollet, Ed.D., Commissioner of Education – Capital Reserve Approval (attachment #3)

Superintendent's Report – Mr. Steven Hagemann

1. HIB/ABS/Suspensions
2. Student Roundtable Award – Alyssa Canfield
3. School security update – visitors, cameras
4. Career Day
5. Stanhope to present on STEM Educaiton in Sussex County at Curriculum Consortium of Sussex County – March 15
6. NJ School Boards' Kathy Helewa at June 19 Board meeting – Goals and Ethics
7. Parent-Teacher Conferences
8. Kindergarten registration
9. Spring Newsletter coming soon
10. Arbor Day – Save the Date – April 30
11. CSA Evaluation (initial part) submitted

Business Administrator's Report – Mr. Gordon Gibbs

1. AlphaBest – Update on Registration
2. Linden Ave. – Update on a potential tenant
3. Ethics Disclosure Forms – Reminder to complete your Ethics Disclosure Forms.
4. New Townhouses in Stanhope
5. Interest in purchasing 40 acres of the school's property

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

Budget Committee Meeting Update – Mr. Gilber Moscatello (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. Sherry Fehir (attachment #4)
2. Maggie Reilly (attachment #5)
3. Stephanie DiIonno (attachment #6)

2018-2019 Budget Adoption (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:

- 1.

**Adoption of Tentative Budget
2019-2020**

BE IT RESOLVED that the tentative budget be approved for the 2019-2020 School Year using the 2019-2020 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>
2019-2020 Total Expenditures	\$6,239,519.00	\$139,217.00	\$344,200.00	\$6,722,936.00
Less: Anticipated Revenues	\$1,981,546.00	\$139,217.00	\$0.00	\$2,120,763.00
Taxes to be Raised	\$4,257,973.00	\$0.00	\$344,200.00	\$4,602,173.00

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; and

BE IT FURTHER RESOLVED, that a public hearing be held at the Valley Road School, Stanhope, New Jersey on April 30, 2019 at 7:00 pm for the purpose of conducting a public hearing on the budget for the 2019-2020 School Year. (attachment #7)

2. **Adjustment
 Health Benefits
 2019-2020**

BE IT FURTHER RESOLVED, that the Stanhope Board of Education does not include in the proposed budgeted an adjustment for increased costs of health benefits as the district does not qualify for an adjustment.

3. **Capital Reserve Resolution
 2019-2020**

Approve the use of the 2019-2020 Capital Reserve Funds in the amount of \$110,535.00 for the milling, resurfacing, restriping, and paving of the Pathway at the Valley Road School, in accordance with the 2019-2020 proposed budget.

4. **Travel and Related Expense Reimbursement
 2019-2020**

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	_____

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. February 13, 2019 Regular Meeting Minutes (attachment #8)

Voice Vote:

Yes: _____
No: _____
Abstain: _____

Administrative 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 Administrative action items:

1. Approve the Suspension and Harassment, Intimidation, and Bullying Report. (attachment #9)

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 - 9)

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 #10)
2. Retroactively approve the Out of District Placement for the 2018-2019 school year to the YCS – George Washington School, for classified student number 8166910883. Contract agreement between Youth Consultation Services (Newark, New Jersey) and the Stanhope Board of Education effective February 27, 2019 through June 30, 2019 (74 billable days) at an annual cost of \$55,989.00, prorated to \$23,017.70, plus all expenses for related services required by the IEP, tuition subject to State audit.

3. Approve the Preschool Extended School Year program for the 2019-2020 school year. Special Education students requiring an ESY program will be eligible to attend for the 4-week session beginning July 1, 2019 through July 25, 2019. General Education students may register to attend the program at a tuition cost of \$300.00.
4. Approve the Autism Spectrum Disorder Extended School Year program for the 2019-2020 school year. The program will run from July 1, 2019 through August 1, 2019.
5. Approve the Behavioral Disabilities Program Extended School Year program for the 2019-2020 school year. The program will run from July 1, 2019 through July 25, 2019.
6. Approve the Language Learning Disabilities Program Extended School Year program for the 2019-2020 school year. The program will run from July 1, 2019 through August 1, 2019.
7. Approve the Summer Reading Enrichment Program for 2019. The program will be located at the Valley Road School and begin on July 8, 2019 through July 25, 2019.
8. Approve the Summer Intensive Reading Program for 2019. The program will be located at the Valley Road School and begin on July 8, 2019 through July 25, 2019.
9. Approve the Summer Intensive Math Program for 2019. The program will be located at the Valley Road School and begin on July 8, 2019 through July 25, 2019.

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 - 9)

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 leave of absence request for employee #30912 for FMLA leave beginning March 21, 2019 through April 18, 2019.
2. Approve resignation of Lunchroom Paraprofessional and substitute teacher, Shawna Kehley, effective February 20, 2019.
3. Approve appointment of Sandra Stone as Part Time Lunchroom Paraprofessional, for the 2018-2019 school year at a rate of \$12.00 per hour, up to 12.5 hours per week, effective March 19, 2019

4. Approve appointment of Kira Schwartz as Part Time Classroom Paraprofessional for the 2018-2019 school year, at a rate of \$12.00 per hour, for up to 28.75 hours per week, as determined by schedule, effective on or about March 19, 2019, pending criminal history clearance, and P.L. 2018, c5, S414 compliance.
5. Appointment of Keith Morrissey as Head Athletic Coach – Track Team, during the 2018-2019 school year at a stipend amount of \$2,350.00.
6. Appointment of Elisabeth Yanakas as Assistant Athletic Coach – Track Team, during the 2018-2019 school year at a stipend amount of \$1,000.00.
7. Appointment of Brianna Wambach as Student Club Advisor – Girls on the Run Club for the 2018-2019 school year at a stipend amount of \$500.00, prorated for the spring season.
8. Appointment of the following individual(s) as substitute(s) for the 2018-2019 school year, pending criminal history review clearance, P.L. 2018, c5, S414 compliance, and issuance of certificate, where required:

Name	Position	Certificate
Victoria Poisseroux, RN	Substitute School Nurse	Substitute Nurse Certificate pending

9. Accept, with regret, the resignation of Gordon Gibbs as the Business Administrator/Board Secretary effective May 18, 2019. (attachment #11)

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 - 13)

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 January 2019 as recommended by the Superintendent and the Business Administrator. (attachment #12)
2. Approve the Treasurer’s Report for the month of January 2019. (attachment #13)

**Stanhope Board of Education
Regular Meeting
March 18, 2019**

3. Approve the Board Secretary’s report for the month of January 2019. Pursuant to N.J.A.C. 6A:23-2.12(c) that as of January 31, 2019, 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 January 31, 2019 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 #14)
4. Approve the February 14, 2019 through February 28, 2019 bill list in the amount of \$480,092.73. (attachment #15)
5. Approve the Agreement between Stanhope Board of Education and J and B Therapy, LLC. to provided services from July 1, 2019 through June 30, 2020 for Occupational Therapy (not to exceed 25 hours/week) for the Child Study Team at a rate of \$87.50/hour of services rendered; Occupational Therapy Evaluations, on an as need bases, for a cost of \$405.00/evaluation; Home Instruction, on an as need bases, for a cost of \$65.00/hour for the 2019-2020 school year.
6. Approve the Pre-Kindergarten Program for the 2019-2020 school year, operating Monday through Friday. Session rates as follows:

Full Day Session (5 hours)	5 days/week	\$550.00/month
Half-Day Session (2.5 hours) PM Session ONLY	5 days/week	\$300.00/month

7. Approve the Preschool Program for the 2019-2020 school year, operating Monday through Friday. Session rates as follows:

Half-Day Session (2.5 hours) AM Session Only	5 days/week	\$300.00/month
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8. Approve the Pre-Kindergarten and Preschool tuition discount opportunities for the 2019-2020 school year:
 - a. Sibling Discount 10%
 - b. Veteran’s Discount 15%
 - c. Extenuating Circumstance 25 % (at the discretion of the administration)
9. Approve Mr. Gibbs, Business Administrator/Board Secretary, to send out a Request for Proposal (RFP) for a School Food Service provider for the 2019-2020 contract year effective July 1st, 2019.

Whereas, the Department of Agriculture sent a notice on June 14, 2017 to New Jersey school districts participating in the National School Lunch program announcing a significant change in the procurement protocol for the contracting of food service management companies that operate lunch programs for New Jersey public schools, and

Whereas, the Stanhope Board of Education now prefers an optional procurement system for securing Food Service Management Companies for the 2019-2020

school year, whereby the district must choose “Cost Reimbursement” over “Fixed Price” as a basis for contract awards.

Now, Therefore be it Resolved, that the Stanhope board of Education hereby requests the Department of Agriculture to reconsider its plans to move the basis of awarding Food Service Management contracts to a “Fixed Price” basis and allow the option of continuing to use a “Cost Reimbursement” procurement model in an effort to allow schools to secure and continue contracts with vendors,

Be It Further Resolved that, copies of this resolution shall be forwarded to:

- New Jersey Association of School Business Officials
- New Jersey Secretary of Agriculture
- Local Legislators
- New Jersey School Boards
- New Jersey School Superintendents
- New Jersey Principals and Supervisors
- New Jersey Parent Teacher Association

10. Approve the milling, resurfacing, striping, and overlay of the pathway at the Valley Road School by Tilcon New York, Inc. 9 Entin Road, Parsippany, N.J. 07054 in the amount of \$110,534.10 to be completed in the 2019-2020 school year. Stanhope Borough Public Schools and Tilcon New York, Inc. are members of the Morris County Co-op thereby a second quote or RFP (Request For Proposal) is not required.
11. Approve the Professional Development Requests as per attached. (attachment #16)
12. Approve additional Facilities Use Requests 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	_____

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.

Executive Session

A motion was presented by _____, and seconded by _____, to accept the following declaration of Executive Session as presented at _____ p.m.:

BE IT RESOLVED that the Stanhope Board of Education adopts the following resolution:

WHEREAS, the Open Public Meeting Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, the Stanhope Board of Education is of the opinion that such circumstances presently exist;

NOW, THEREFOR, BE IT RESOLVED by the Stanhope Board of Education, County of Sussex, and State of New Jersey, that a closed session of this Board of Education (where the public shall be excluded) will be held at this time for the purpose of personnel.

BE IT FURTHER RESOLVED that the action of the Board with regard to the above entitled matter shall be disclosed to the public at a later date and to the extent that the same is not prejudicial to the interests of the parties involved and would not result in a possible invasion of their right to privacy.

Voice Vote:

Yes: _____

No: _____

Abstain: _____

Re-Enter Public Session

A motion was presented by _____, and seconded by _____, that the Stanhope Board of Education return to Public Session at _____ p.m.:

Voice Vote:

Yes: _____

No: _____

Abstain: _____

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: _____