



**Stanhope Board of Education**  
**24 Valley Road, Stanhope, New Jersey**  
**Media Center**  
**Regular Meeting**  
**March 11, 2020**

Time:

## Pledge of Allegiance

<b>Roll Call</b>			
Mr. Jonathan Clauson		Mr. Steven Hagemann, Superintendent	
Mrs. Jennifer Herold		Mrs. Alicia Finklea-DiCataldo, Principal	
Mr. Najib Iftikhar		Dr. Steven E. McHugh, Sr. Business Administrator/Board Secretary	
Mrs. Cynthia Percarpio			
Mrs. Mattia Scharfstein			
Mr. Frank Shay		Faculty (number)	
Mr. Gil Moscatello		Community (number)	

### **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

**Correspondence (Agenda Items)**

1. Representative Mikie Sherrill (attachment #1)
2. Lenape Valley Regional High School (attachment #2)

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

1. HIB/ABS/Suspension
2. Sussex County Superintendents' Roundtable Student Award Winner - Lindsay Fehir
3. Parent Teacher Conference
4. Kindergarten Registration
5. TREP\$ - March 12, 2020
6. Career Day - March 13, 2020
7. Arbor Day - April 23, 2020
8. CSA Evaluation
9. Facilities Coordinator search
10. Save Our Schools
11. COVID-19 Preparedness

**Business Administrator's Report – Dr. Steven E. McHugh, Sr.**

1. Ethics Disclosure Forms – Reminder to complete your Ethics Disclosure Forms.
2. Linden Ave.
3. FY21 Budget Process & Timeline
4. S2 Aid Loss

**Curriculum Update**

**Personnel and Curriculum Committee Meeting Update – Mrs. Mattia Scharfstein(Chair)**

**Business Services Committee Meeting Update – Mr. Frank Shay(Chair)**

**Policy Committee Meeting Update – Mr. Jonathan Clauson (Chair)**

**Budget Committee Meeting Update - Mr. Gil 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. Alicia Finklea-DiCataldo - 11/14/20 (attachment #3)
2. Brianna Wambach (attachment #4)
3. Ellen Mutz - NGPF Newton (attachment #5)
4. Ellen Mutz - NGPF Jersey City (attachment #6)
5. Jennifer Herold (attachment #7)
6. Alicia Finklea-DiCataldo - ABS (attachment #8)
7. Steve Hagemann (attachment #9)
8. Heidi Truesdell (attachment #10)
9. Assunta Jardine ABS (attachment #11)
10. Steven E. McHugh (attachment #12)
11. Jessica Frank, Assunta Jardine (attachment #13)
12. Assunta Jardine - NJSLA (attachment #14)
13. Justine Waldron (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. February 12, 2020 Regular Meeting Minutes (attachment #16)

***Voice Vote:***

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

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

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

**2020-2021 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  
 2020-2021**

*BE IT RESOLVED* that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 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:

*\*Expenditure and Revenue Amounts to be released at meeting based on Budget Committee determination of funds due to additional state aid reduction*

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
<b>2020-2021 Total Expenditures</b>				
<b>Less: Anticipated Revenues</b>				
<b>Taxes to be Raised</b>				

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 29, 2020 at 7:00 pm for the purpose of conducting a public hearing on the budget for the 2020-2021 School Year.

2.

**Banked Health Care Adjustment**

*BE IT FURTHER RESOLVED*, that the Stanhope Board of Education includes in the proposed budget the allowable adjustment health care adjustment from FY2018 in the amount of \$5,177.00 and FY2019 in the amount of \$69,934.00.

3.

**Enrollment Adjustment**

*BE IT FURTHER RESOLVED*, that the Stanhope Board of Education includes in the proposed budget the allowable enrollment adjustment from FY2020 in the amount of \$118,989.12.

4.

**Travel and Related Expense Reimbursement  
2020-2021**

*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*, 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. Jonathan Clauson  
Mr. Najib Iftikhar  
Mrs. Jennifer Herold  
Mrs. Cynthia Percarpio  
Mrs. Mattia Scharfstein  
Mr. Frank Shay  
Mr. Gil Moscatello

**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 #17)

***Roll Call:***

Mr. Jonathan Clauson  
Mr. Najib Iftikhar  
Mrs. Jennifer Herold  
Mrs. Cynthia Percarpio  
Mrs. Mattia Scharfstein  
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 Bylaws: (attachment #18)  
Bylaw 0155 Board Committee

***Roll Call:***

Mr. Jonathan Clauson  
Mr. Najib Iftikhar  
Mrs. Jennifer Herold  
Mrs. Cynthia Percarpio  
Mrs. Mattia Scharfstein  
Mr. Frank Shay  
Mr. Gil Moscatello

**Appointment of Delegates (Agenda Item 1)**

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

1. Operate as a Board under a committee system for the 2020 calendar year. Appointment of the following committees, chairs, and members (New Committee Titles in Accordance to Bylaw 0155 Update):

Personnel, Curriculum, School Climate & Culture Committee

Chair: Mattia Scharfstein  
Members: Najib Iftikhar  
Gil Moscatello

Business Services, Facilities & Technology Committee

Chair: Frank Shay  
Members: Cynthia Percarpio  
Gil Moscatello

Policy & Communications Committee

Chair: Jonathan Clauson  
Members: Jennifer Herold  
Gil Moscatello

**Roll Call:**

Mr. Jonathan Clauson  
Mrs. Jennifer Herold  
Mr. Najib Iftikhar  
Mrs. Cynthia Percarpio  
Mrs. Mattia Scharfstein  
Mr. Frank Shay  
Mr. Gil Moscatello

**Education Action Items (Agenda Items 1 - 6)**

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 Preschool Extended School Year program for the 2020-2021 school year. Special Education students requiring an ESY program will be eligible to attend for the 4-week session beginning June 29, 2020 through July 23, 2020. General Education students may register to attend the program at a tuition cost of \$300.00.
2. Approve the Autism Spectrum Disorder Extended School Year program for the 2020-2021 school year. The program will run from June 29, 2020 through July 30, 2020.
3. Approve the Behavioral Disabilities Program Extended School Year program for the 2020-2021 school year. The program will run from June 29, 2020 through July 23, 2020.
4. Approve the Summer Reading Enrichment Program for 2020. The program will be located at the Valley Road School and begin on July 6, 2020 through July 23, 2020.

5. Approve the Summer Intensive Reading Program for 2020. The program will be located at the Valley Road School and begin on July 6, 2020 through July 23, 2020.
6. Approve the Summer Intensive Math Program for 2020. The program will be located at the Valley Road School and begin on July 6, 2020 through July 23, 2020.

***Roll Call:***

Mr. Jonathan Clauson  
Mr. Najib Iftikhar  
Mrs. Jennifer Herold  
Mrs. Cynthia Percarpio  
Mrs. Mattia Scharfstein  
Mr. Frank Shay  
Mr. Gil Moscatello

**Personnel Action Items (Agenda Items 1 - 7)**

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 with regret and great appreciation for over 34 years of service to the District, the resignation for the purpose of retirement of Carole Grube, effective July 1, 2020. (attachment #19)
2. Approve the appointment of Dr. Steven E. McHugh, Sr. as Business Administrator/Board Secretary effective July 1, 2020 through June 30, 2021 at a salary of \$94,000.00. Contract approved by the Sussex County Executive Superintendent of Schools.
3. Approve the appointment of Joseph Neil as Facilities Coordinator effective July 1, 2020 through June 30, 2021 at a salary of \$55,000.00, pending criminal history review clearance and P.L.2018 c.5 compliance and evidence of required certifications.
4. Approve the appointment of Joseph Neil as substitute custodian effective March 12, 2020 through June 30, 2020 at a rate of \$12.50 per hour.
5. Approve the appointment of Illuminada Rodriguez as Part Time (.72) Classroom Paraprofessional for the 2019-2020 school year, at a rate of \$12.00 per hour, up to 28.75 hours per week, effective March 16, 2020.
6. Approve request for intermittent FMLA leave, as needed, for Employee #59005 retroactive to February 18, 2020.
7. Approve the resignation of the following substitute teachers on effective dates as indicated:
  - a. Ashley Strysko - March 1, 2020
  - b. Katie Joslin - February 27, 2020
  - c. Michele Johnston - February 28, 2020

***Roll Call:***

Mr. Jonathan Clauson



Mr. Najib Iftikhar  
Mrs. Jennifer Herold  
Mrs. Cynthia Percarpio  
Mrs. Mattia Scharfstein  
Mr. Frank Shay  
Mr. Gil Moscatello

**Business Services Action Items (Agenda Items 1 - 6)**

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 February 13, 2020 through February 29, 2020, bill list in the amount of \$494,937.91. (attachment #20)
2. Retroactively approve the 2019-2020 Special Education School Year Tuition Contract, effective February 18, 2020, between Green Township Board of Education and Stanhope Board of Education for student #7448407592 to attend the autism spectrum disorder program at a tuition rate of \$30,657.00 (prorated to \$13,644.45), plus all expenses for related services as required by the IEP {aide = \$14,651.00 (prorated to \$6,520.50), speech = \$1,892.80 (prorated to \$842.40), O/T = 3,203.20 (prorated to \$1,425.60), social skills = \$330.00 (prorated to \$148.50)}, tuition subject to State audit.
3. Approve the contract agreement between Tri-County Behavioral Care and the Stanhope Board of Education for referring and providing School Clearance Assessment (SCA) services for the 2019-2020 school year. Services are on an as need basis and costs are in accordance with the contract terms.
4. Approve district professional development travel and expense reimbursement for Dr. Steven E. McHugh, Sr. to attend the 2020 Annual NJASBO Conference in Atlantic City, New Jersey on June 2 - 5, 2020, in accordance with the Stanhope Board of Education School District Travel Policy (6471) and A-5 regulations. Lodging fees not to exceed \$96.00 (pending General Service Administration Per Diem Rates for New Jersey in June 2020) per night/per person (w/occupancy fee rate). Registration is \$275.00, 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 \$0.35 per mile. Parking and tolls will be reimbursed with receipts.
5. Approve Professional Development Requests as per attached. (attachment #21)
6. Approve Facilities Use Requests as per attached. (attachment #22)

***Roll Call:***

Mr. Jonathan Clauson  
Mr. Najib Iftikhar  
Mrs. Jennifer Herold  
Mrs. Cynthia Percarpio  
Mrs. Mattia Scharfstein  
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: \_\_\_\_\_