



Stanhope Board of Education
24 Valley Road, Stanhope, New Jersey
Regular Meeting
Gymnasium & Virtual
December 16, 2020

Pledge of Allegiance

The Regular Meeting of the Stanhope Board of Education was called to order on December 16, 2020 at 7:00 PM. The meeting was conducted using an “In Person” and “Virtual” platform due to the continued state of emergency declaration by the Governor of New Jersey in accordance with his subsequent issuance of Executive Order 107. The Board of Education Members present included: Mr. Jonathan Clauson, Mrs. Jennifer Herold, Mr. Najib Iftikhar, Mrs. Cynthia Percarpio, Mrs. Mattia Scharfstein, Mr. Frank Shay, and Mr. Gil Moscatello. Also attending the meeting was Mr. Steven Hagemann, Superintendent, Mrs. Alicia Finklea-DiCataldo, Principal, and Dr. Steven E. McHugh, Sr., Business Administrator/Board Secretary. There were 30 individuals present (online) for the meeting.

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 the 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.

Correspondence

1. New Jersey Clean Energy Program Light Project

Presentations:

1. Marking Period 1 Honor Roll
2. Presentation of the 2019-2020 Comprehensive Annual Financial Report (CAFR)
Man Lee, CPA, RMA, PSA of Nisivoccia, LLC.
3. Recognition of Mr. Najib Iftikhar for 6 years of Service as a Stanhope BOE Member

Superintendent's Report – Mr. Steven Hagemann

1. HIB / ABS / Suspensions
2. 2020-2021 Governor's Educators of the Year:
 - a. Teacher of the Year: Kimberly Kranz
 - b. Educational Services Professional of the year Jessica Frank, RN
3. Hybrid/Remote Learning Update

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

1. 2020 General Election Results (Official) will be formally recognized at the Annual Reorganizational Meeting on January 6, 2021.
2. Audit Items:
 - Fund Balance of \$252,800 Obtained Through Financial Management
 - Corrective Action Plan Required
 - FY20 \$110,000 Capital Project - Parking Lot
3. FY21 Budget Update
4. FY22 Budget – Process Underway
5. QSAC
6. SSO Lunch Program:
 - All In Need Requests will be processed expeditiously.
 - Other Requests will be directed to the proper food distribution channel(s).

Personnel, Curriculum, School Climate & Culture Committee Meeting

PERSONNEL:

1. Approve that the Board of Education delegates to the Superintendent, upon consultation with the district attorney, the authority to determine and approve of COVID-19 related leave requests during the period of December 17, 2020 through the next available meeting whereupon the board will take formal action.
2. Appointment of Elizabeth Ettinger as Eighth Grade Advisor for the 2020-2021 school year at a stipend amount of 1,420.00.
3. Retroactively accept resignation of Classroom Paraprofessional Iryna Coleman effective December 1, 2020.
4. Retroactive appointment of Allison Inga as Part-time (.50 FTE) Paraprofessional for virtual instruction for up to 20 hours per week, at a rate of \$12.50 per hour, effective November 30, 2020.
5. Approve the retroactive leave request for Employee number #49269 pursuant to the Federal Families First Coronavirus Response Act and Stanhope Board of Education Policy 1649 effective November 23, through November 25, 2020.
6. Approve the retroactive leave request for Employee number #49269 pursuant to the Federal Families First Coronavirus Response Act and Stanhope Board of Education Policy 1649 effective December 7, 2020 through December 14, 2020 or until such time a medical doctor clears the employee for return to work.

CURRICULUM:

1. Governor’s Teacher of the Year and Educational Services Professional of the Year winners
2. Assessments during the pandemic
3. Specials (Gym, Art, Music, STEM, etc)
4. MP1 Honor Roll

Business Services, Facilities & Technology Committee Meeting

1. Invoices:
 - Prior Year
 - Back Board
2. Linden Avenue - LRF Update
3. QSAC Items
4. NJ Clean Energy Program - Light Project
5. Budget FY21 Update
6. Budget FY22 Update
7. 2021 Reorganization Meeting
8. Audit
9. Lunch Program

Policy & Communications Committee Meeting

1. Second Reading of Policies / Regulations
 - P 1620 - Administrative Employment Contracts
 - P 2431 - Athletic Competition
 - R 2431.1 - Emergency Procedures for Sports and Other Athletic Activity
 - P 2464 - Gifted and Talented Students
 - P 5330.05 - Seizure Action Plan
 - R 5330.05 - Seizure Action Plan
 - P 6440 - Cooperative Purchasing
 - P 6470.01 - Electronic Funds Transfer and Claimant Certification
 - R 6470.01 - Electronic Funds Transfer and Claimant Certification
 - P 7440 - School District Security
 - R 7440 - School District Security
 - P 7450 - Property Inventory
 - P 7510 - Use of School Facilities
 - R 7510 - Use of School Facilities
 - P 8420 - Emergency and Crisis Situations
 - P 8561 - Procurement Procedures for School Nutrition Program
2. Newsletter
3. Community Feedback on Communication

Budget Committee Report – Mr. Gil Moscatello

1. The Committee has had two meeting
2. The FY22 Budget will be tight
3. State Aid (S2) Loss is expected to be large
4. The Committee is reviewing Expense and Revenue items

Sussex County Educational Services Commission Update

1. The SCESC did not receive funding from the Coronavirus Relief Fund Grant.

Board President’s Report – Mr. Gil Moscatello

1. 2020 was a busy year. It was hard educationally and financially.
2. Thank you Stanhope BOE Staff for your hard work and dedication to our students.

Public Session #1 – Agenda Items

1. None

Travel & Workshop Reports

1. Steven Hagemann
2. F. Frank Shay
3. Joe Neal
4. Assunta Jardine

Minutes for Approval

A motion was presented by Mr. Shay, and seconded by Mrs. Iftikhar, upon the recommendation of the Superintendent, to approve:

1. November 18, 2020 Regular Meeting Minutes

Voice Vote:

Yes: 7

No: 0

Abstain: 0

Motion Passes

Administrative Action Items

A motion was presented by Mr. Shay, and seconded by Mrs. Scharfstein, upon the recommendation of the Superintendent, to approve the following Administrative action items:

1. Approve the Suspensions and Harassment, Intimidation and Bullying report.
2. Approve the Uniform State Memorandum of Agreement (revised for 2019) between Stanhope Board of Education and Law Enforcement Officials for the 2020-2021 school year, and authorize submission, with no revisions to current version, to Sussex County Executive Superintendent of Schools, Sussex County Prosecutor, and any other applicable law enforcement agencies for appropriate signatures.

Roll Call:

<i>Mr. Jonathan Clauson</i>	<i>Yes</i>
<i>Mrs. Jennifer Herold</i>	<i>Yes</i>
<i>Mr. Najib Iftikhar</i>	<i>Yes</i>
<i>Mrs. Cynthia Percarpio</i>	<i>Yes</i>
<i>Mrs. Mattia Scharfstein</i>	<i>Yes</i>
<i>Mr. Frank Shay</i>	<i>Yes</i>
<i>Mr. Gil Moscatello</i>	<i>Yes</i>

Motion Passes

Policy Action Items

A motion was presented by Mr. Clauson, and seconded by Mrs. Herold, to approve the following Policy action items at the recommendation of the Superintendent:

1. Approve the second reading of the following policies:
 - 1620 - Administrative Employment Contracts
 - 2431 - Athletic Competition
 - 2464 - Gifted and Talented Students
 - 5330.05 - Seizure Action Plan
 - 6440 - Cooperative Purchasing
 - 6470.01 - Electronic Funds Transfer and Claimant Certification
 - 7440 - School District Security
 - 7450 - Property Inventory
 - 7510 - Use of School Facilities
 - 8420 - Emergency and Crisis Situations
 - 8561 - Procurement Procedures for School Nutrition Program
2. Approve the second reading of the following regulations:
 - R2431.1 - Emergency Procedures for Sports and Other Athletic Activity
 - R5330.05 - Seizure Action Plan
 - R6470.01 - Electronic Funds Transfer and Claimant Certification
 - R7440 - School District Safety
 - R7510 - Use of School Facilities

Roll Call:

<i>Mr. Jonathan Clauson</i>	<i>Yes</i>
<i>Mrs. Jennifer Herold</i>	<i>Yes</i>
<i>Mr. Najib Iftikhar</i>	<i>Yes</i>
<i>Mrs. Cynthia Percarpio</i>	<i>Yes</i>
<i>Mrs. Mattia Scharfstein</i>	<i>Yes</i>
<i>Mr. Frank Shay</i>	<i>Yes</i>
<i>Mr. Gil Moscatello</i>	<i>Yes</i>

Motion Passes

Personnel Action Items

A motion was presented by Mrs. Scharfstein, and seconded by Mr. Shay, to approve the following Personnel action items:

1. Approve that the Board of Education delegates to the Superintendent, upon consultation with the district attorney, the authority to determine and approve of COVID-19 related leave requests during the period of December 17, 2020 through the next available meeting whereupon the board will take formal action.
2. Approve that the Board of Education delegates to the Superintendent authority to appoint personnel and issue contracts for the 2020-2021 school year during the period of December 17, 2020 through the next available meeting whereupon the board will take formal action.

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

3. Appointment of Elizabeth Ettinger as Eighth Grade Advisor for the 2020-2021 school year at a stipend amount of 1,420.00.
4. Retroactively accept resignation of Classroom Paraprofessional Iryna Coleman effective December 1, 2020.
5. Approve retroactive appointment of Allison Inga as Part-time (.50 FTE) Paraprofessional for virtual instruction for up to 20 hours per week, at a rate of \$12.50 per hour, effective November 30, 2020.
6. Approve the retroactive leave request for Employee number #49269 pursuant to the Federal Families First Coronavirus Response Act and Stanhope Board of Education Policy 1649 effective November 23, 2020 through November 25, 2020.
7. Approve the retroactive leave request for Employee number #49269 pursuant to the Federal Families First Coronavirus Response Act and Stanhope Board of Education Policy 1649 effective December 7, 2020 through December 14, 2020 or until such time as a medical doctor clears the employee for return to work.

Roll Call:

<i>Mr. Jonathan Clauson</i>	<i>Yes</i>
<i>Mrs. Jennifer Herold</i>	<i>Yes</i>
<i>Mr. Najib Iftikhar</i>	<i>Yes</i>
<i>Mrs. Cynthia Percarpio</i>	<i>Yes</i>
<i>Mrs. Mattia Scharfstein</i>	<i>Yes</i>
<i>Mr. Frank Shay</i>	<i>Yes</i>
<i>Mr. Gil Moscatello</i>	<i>Yes</i>

Motion Passes

Business Services Action Items

A motion was presented by Mr. Iftikhar, and seconded by Mrs. Scharfstein, upon the recommendation of the Superintendent, to approve the following Business Services action items:

1. Approve the line item appropriation transfers for the month of October 2020 as recommended by the Superintendent and the Business Administrator/Board Secretary.
2. Approve the Treasurer's Report for the month of October 2020.
3. Approve the Board Secretary's Report for the month of October 2020. Pursuant to N.J.A.C. 6A:23-2.12(c) that as of October 31, 2020, 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), the Stanhope Board of Education, after review of the Board Secretary's and Treasurer's monthly financial reports certify that as of October 31, 2020 and upon consultation with the appropriate officials, to the best of our knowledge, no major account or funds 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.
4. Approve the November 14, 2020 through November 30, 2020, bill list in the amount of \$196,918.66.
5. Approve the December 1, 2020 through December 11, 2020 bill list in the amount of \$94,156.71.
6. Retroactively, approve district professional development travel and expense reimbursement for Gil Moscatello to attend the 2019 Annual NJSBA Workshop in Atlantic City, New Jersey on October 21 - 24, 2019, in accordance with the Stanhope Board of Education School District Travel Policy (6471) and A-5 regulations. Lodging fees not to exceed \$94.00 (pending General Service Administration Per Diem Rates for New Jersey in October 2019) per night/per person (w/occupancy fee rate). Registration is \$375.00, 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.

7. Retroactively, approve district professional development travel and expense reimbursement for Cynthia Percarpio to attend the 2019 Annual NJSBA Workshop in Atlantic City, New Jersey on October 21 - 24, 2019, in accordance with the Stanhope Board of Education School District Travel Policy (6471) and A-5 regulations. Lodging fees not to exceed \$94.00 (pending General Service Administration Per Diem Rates for New Jersey in October 2019) per night/per person (w/occupancy fee rate). Registration is \$375.00, 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.

Roll Call:

<i>Mr. Jonathan Clauson</i>	<i>Yes</i>
<i>Mrs. Jennifer Herold</i>	<i>Yes</i>
<i>Mr. Najib Iftikhar</i>	<i>Yes</i>
<i>Mrs. Cynthia Percarpio</i>	<i>Yes</i>
<i>Mrs. Mattia Scharfstein</i>	<i>Yes</i>
<i>Mr. Frank Shay</i>	<i>Yes</i>
<i>Mr. Gil Moscatello</i>	<i>Yes</i>

Motion Passes

New Business

1. Mr. Iftikhar offered a Thank You for the past 6 years of membership as a Stanhope BOE Member.

Old Business

1. None

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.

1. None

Adjournment

A motion was presented by Mr. Iftikhar and seconded by Mrs. Percarpio, that the Stanhope Board of Education adjourn the meeting at 7:57 PM:

Voice Vote:

Yes: 7

No: 0

Abstain: 0

Motion Passes

Respectfully Submitted,

Steven E. McHugh, Sr.

Dr. Steven E. McHugh, Sr.

Board Secretary/Business Administrator

Approved: January 13, 2021