

**HACKETTSTOWN BOARD OF EDUCATION  
REGULAR BOARD MEETING  
November 15, 2017  
MINUTES**

The regular action board meeting of November 15, 2017 of the Hackettstown Board of Education was called to order at 7:02 p.m. in the High School Cafeteria by Board Vice President, Mr. Shawn Burke. Mr. Burke read the following statement followed by the pledge of allegiance: "In accordance with the State's Sunshine Law, adequate notice of this meeting was provided by mailing a notice of the time, date, location and, to the extent known, the agenda of this meeting, to the *Warren Reporter* and the *Express Times*." Copies of the notice have also been posted in each of our schools, the Board Office located at 315 Washington Street, and filed with the Municipal Clerk of the Town of Hackettstown. And further, please be advised that, meetings of the Hackettstown Board of Education are videotaped for next day posting on the District website. The Board of Education reserves the right to edit the videotaped record of its meetings in order to protect student or staff member privacy."

**ROLL CALL**

Members present: Mr. Shawn Burke  
Mrs. Amy Cochran  
Dr. Giovanni Cusmano  
Mr. Michael Herbst  
Ms. Malainie Hibler  
Ms. Mary Beth Maciag  
Mr. Robert Moore  
Dr. Bo Soobryan

Also present: Mr. David C. Mango, Superintendent of Schools  
Ms. Gail Woicekowski, Board Secretary  
Mr. Jeffrey R. Caccese, Board Attorney  
Mrs. Kathy Gesumaria, Director of Special Services  
Mrs. Debra Grigoletti, Director of Curriculum and Instruction  
Mr. John Morsillo, Technology Technician I  
Mr. Kyle Sosnovik, High School Principal  
Mr. William Thompson, Middle School Principal  
Mrs. Marie Griffin, Hatchery Hill Principal  
Mr. Patrick McQueeney, Willow Grove Principal

Members absent: Mr. Gus Bordi  
Ms. Lori Prymak  
Ms. Wehmeyer

## MINUTES

Motion: Ms. Cochran Second: Dr. Soobryan

Be it resolved, that the regular board meeting minutes and the executive session minutes of October 18, 2017 be approved.

Carried in a voice vote – unanimous

## COMMITTEE REPORTS

Finance and Facilities – reported by Mr. Herbst

- Mr. Herbst stated Willow Grove Elementary School is now open. The committee discussed how cleanliness will be maintained. The district will be looking at custodial crews and schedules. The 2018-2019 school budget has a 2% cap which is an increase of \$327K. Mr. Herbst spoke about the Building and Grounds needs around the district: 1) High School boiler room roof leak under repair currently; 2) track needs major repairs; 3) turf field needs some refirbing brushing and the fields warranty currently expired; 4) The Board of Education owns a few lots over on Willow Grove Street and there is an outside interest whom would like to purchase one of the lots. 5) Mr. Herbst spoke about the Middle School center doors near the vestibule. The Committee can't come up with a consensus on whether or not they are to stay. There are four (4) options: 1) Keep the doors as it 2) replace bottom panel to a recessed panel 3) replace panel and paint door 4) or just paint the door. None of the options will have an additional cost to the district. Mr. Herbst stated it is a matter of aesthetics.

Great Meadows – no report

Allamuchy – no report

Personnel – no report

Negotiations – no report

Policy – no report

Student Activities – reported by Ms. Cochran

- Ms. Cochran stated there was a committee meeting on 11/2/17. Coach Sykora gave a presentation regarding the upcoming spring trip to Myrtle Beach, South Carolina for the softball team. Ms. Cochran said the committee was handed a leaflet and permission slips outlining the trip. She stated the team has tons of activities to raise monies for the trip so there is no cost to the Board of Education. This field trip is on the C Section for approval this evening.

Curriculum – reported by Debra Grigoletti

- The committee met prior to the 11/15/17 board meeting. Discussion was held about revising and adopting the Social Studies, Fine Arts, Physical Education/Health, and Technology across all grade levels and Business and Practical Arts at the high school level. Administration presented possible new math courses that would help students who are not or might not be proficient on the PARCC Algebra I exam. Mr. Sosnovik and Mrs. Grigoletti also presented new procedures for Option II at the high school level.

HFEE Foundation – no report

Ad Hoc Shared Services – no report

**SUPERINTENDENT'S REPORT – Mr. David Mango**

- Re-registration update – Mr. Mango stated that the district had a re-registration of students due to some questions regarding demographic studies and census. He stated that there are 1992 total students in district and that 1484 of those students are from Hackettstown only. Mr. Mango said that re-registration is usually a summer activity; however it was completed between Labor Day and October. As of 11/15/17, 1468 of the 1484 students have complied with the request and are Hackettstown students. Mr. Mango gave kudos to Guy Jorstad, all four (4) schools principals and the parents. He stated that there are 16 students that have not complied with the re-registration and the principals continue to follow-up. Mr. Mango stated demographic numbers are accurate.
- Mr. Mango provided a timeline for the 11/21/17 shared Board Meeting with Mr. Hespe at Great Meadows at 7:00 p.m. He stated that Mr. Hespe should be done by 8:00 p.m. and then there will be a 2 1/2 hour Question and Answer session. Each community member will be allowed a 3 minute maximum to speak. The meeting should conclude by 10:30 p.m.
- Mr. Mango stated that the Shared Director of Security job description is on the B-Section for approval. If passed in Hackettstown and Great Meadows it will be on the December agendas for approval to appoint Mr. Stephen Speirs, with a start date of January 1, 2018.
- Student of the Month were introduced by the Building Principals.
  - Hatchery Hill  
November – Isabella Gutierrez
  - Willow Grove  
November – Emma Matias
  - Middle School  
November – Dana Rios Lopez
  - High School  
November – Sierra Fezenko
- Twilight Program Presentation – Mrs. Kathy Gesumaria gave a presentation on the Twilight Program ( a copy of the presentation is attached to the minutes)

**PUBLIC COMMENT/QUESTIONS ON AGENDA ITEMS**

- none

**BOARD COMMENT ON A SECTION AGENDA ITEMS**

Motions are accepted by Mr. Moore and Dr. Soobryan as amended.

- none

**APPROVAL OF THE CHECK REGISTER(S)**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve the November 15, 2017 bill list in the amount of \$ ~~2,096,864.92~~ \$3,119,635.35 and further, that copies be attached to the minutes.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF THE REVISED CHECK REGISTER(S)**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve the revised October 18, 2017 bill list in the amount of ~~\$2,967,701.92~~ \$2,967,117.73 and further, that copies be attached to the minutes.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF FINANCIAL REPORTS**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve the Secretary and Treasurer Reports for the month ending September 30, 2017 for the 2017-2018 school year as attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**ACCEPTANCE OF FINANCIAL REPORTS CERTIFICATION**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, accept the certification of the Board Secretary,

  
Board Secretary

  
Date

and certify: in compliance with NJAC 6A:23A-16.10(c), that to the best of our knowledge as of September 30, 2017 no major account or fund has been over-expended and that sufficient funds exist to meet the district's financial obligations for the remainder of the 2017-2018 school years.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF TRANSFERS**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve the transfers for September 2017 in the amount of \$ 21,191.69, as attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF FY18 IDEA AMENDMENT**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve the FY18 IDEA Pre-School Amendment grant (total \$11,184) amending the grant appropriation lines as follows:

**100-100 - \$11,184**

**200-300 - \$0**

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF STUDENT(S) ON HOME INSTRUCTION**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve student(s) on home instruction for the 2017-2018 school year, attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**ACCEPTANCE OF GIFTS**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, accept gift(s) as attached by reference.  
Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL TO ADJUST LONGEVITY PAY**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve to adjust the longevity pay for  
employee # H0000037 from school year 2010-2011 through December 2017.  
Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**DISPOSAL OF ASSETS/PROPERTY**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, in accordance with Board Policy #7300  
(Regulations 7300.1-4) authorizes the disposal of personal property/assets, as attached by  
reference.  
Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF RESOLUTION FOR RENEWAL OF MEMBERSHIP IN SCHOOL  
ALLIANCE INSURANCE FUND**

Motion: Mr. Moore Second: Dr. Soobryan

Be it resolved, that the Board of Education, hereby resolves,

WHEREAS, the Hackettstown School District, hereafter referred to as "Educational Facility" is a  
member of the School Alliance Insurance Fund, hereinafter referred to as "Fund"; and

WHEREAS, said renewal membership terminates as of July 1, 2017 at 12:01 a.m. standard  
time, unless earlier renewed by agreement between the Educational Facility and the Fund; and

WHEREAS, the Educational Facility is afforded the following types of coverages:

- X  Package - Property, Boiler & Machinery, General and Auto  
Liability, Environmental Impairment Liability
- X  Excess Liability (AL/GL)

WHEREAS, the Educational Facility desires to renew membership:

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Educational Facility agrees to renew its membership in the Fund for a period  
of three years beginning July 1, 2017, and ending July 1, 2020 at 12:01 a.m.  
eastern standard time, and to be subject to the coverages, operating procedures,  
bylaws, and other organizational and operational documents of the Fund presently  
existing or as from time to time amended by the Fund and/or the Department of  
Banking and Insurance.

2. The Educational Facility's Business Official, Gail Woicekowski, is hereby appointed as the Educational Facility's Fund Commissioner and is authorized to execute the renewal Indemnity and Trust Agreement thereby evidencing annexed hereto and made a part hereof and to deliver same to the Fund the Educational Facility's renewal of its membership.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF RESOLUTION TO JOIN THE NEW JERSEY SCHOOLS INSURANCE GROUP**

Motion: Mr. Moore    Second: Dr. Soobryan

Be it resolved, that the Board of Education, hereby resolves,  
WHEREAS, N.J.S.A. 18A:18B-1, *et seq.*, enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;

WHEREAS, the New Jersey Schools Insurance Group (NJSIG) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, *et seq.* to provide insurance coverage and risk management services for its members.

WHEREAS, the Hackettstown Board of Education, herein after referred to as the "Educational Institution" has resolved to apply for and/or renew its membership with NJSIG;

WHEREAS, the Education Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;

WHEREAS, the Education Institution desires to secure protection services and savings relating to insurance and self-insurance for itself and its departments and employees, and,

WHEREAS, the Education Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.

**NOW THEREFORE BE IT RESOLVED THAT:**

- 1) This agreement is made by and between NJSIG and the Educational Institution;
- 2) The Education Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:118B-3 (a) for a period of three years, beginning on July 1, 2017 and ending July 1, 2020 at 12:01 a.m.;
- 3) In consideration of membership in NJSIG, the Education Institution agrees that for those types of coverage in which it participates, the Education Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Education Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;

- 4) The Education Institution and NJSIG agree that NJSIG shall hold all monies paid by the Education Institution to NJSIG as fiduciaries for the benefits of NJSIG claimants all in accordance with applicable statutes and/or regulations;
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq and such other statutes and regulations as may be applicable;
- 6) By adoption and signing of this resolution, the Education Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join/renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;
- 7) The Education Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and /or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;
- 8) The Education Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;
- 9) The Education Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG including the plan of risk management;
- 10) If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;
- 11) The Business Administrator is hereby authorized in accordance with the Public Contracts Law, N.J.S.A 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,
- 12) The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join/renew Membership to NJSIG.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF USE OF FACILITIES FOR EXTRA & CO-CURRICULAR ACTIVITIES**

Motion: Mr. Moore

Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve use of Facilities for Extra & Co-Curricular Activities for 2017-2018 school year, as attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF COLONIAL LIFE'S VOLUNTARY EDUCATOR'S DISABILITY INSURANCE PROGRAM**

Motion: Mr. Moore

Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve to implement Colonial Life's Voluntary Educator's Disability Insurance Program. All plans will be offered at no cost to the school district through payroll deductions.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF NEW YORK LIFE'S VOLUNTARY GUARANTEED ISSUE LIFE INSURANCE PROGRAM**

Motion: Mr. Moore

Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve to implement New York Life's Voluntary Guaranteed Issue Life Insurance Program. All plans will be offered at no cost to the school district through payroll deductions.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF THE SALE OF ITEMS FROM THE FALL 2017 HACKETTSTOWN HIGH SCHOOL PLAY**

Motion: Mr. Moore

Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve the sale of 17 shrubs at a price of \$4.03 each (purchase price at Lowe's).

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF MONIES TRANSFERRED OUT OF MAINTENANCE RESERVE**

Motion: Mr. Moore

Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve the withdrawal of \$133,000 from maintenance reserve to cover building repair costs associated with the fungal occurrence at the Willow Grove Elementary School.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF MONIES TRANSFERRED OUT OF CAPITAL RESERVE**

Motion: Mr. Moore

Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve the withdrawal of \$250,000 from capital reserve to cover building repair costs associated with the fungal occurrence at the Willow Grove Elementary School

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF THE 2018-2019 BUDGET CALENDAR**

Motion: Mr. Moore

Second: Dr. Soobryan

Be it resolved, that the Board of Education, approve the 2018-2019 budget calendar, as attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**BOARD COMMENT ON B SECTION AGENDA ITEMS**

Motions are accepted by Ms. Maciag and Mr. Herbst as amended.

- Mr. Herbst asked if the Warren Hills student in B 9 (Approval of Warren Hills Student to practice with Fencing Team) was a team of 1.
- Mr. Mango replied that this was requested by Mr. Grauso.



**ACCEPTANCE OF RESIGNATION(S)**

Motion: Ms. Maciag                          Second: Mr. Herbst

Be it resolved, that the Board of Education, accept the resignations for the 2017-2018 school year attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF NEW STAFF**

Motion: Ms. Maciag                          Second: Mr. Herbst

Be it resolved, that the Board of Education, appoint new staff, for the 2017-2018 school year attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF LEAVE OF ABSENCE**

Motion: Ms. Maciag                          Second: Mr. Herbst

Be it resolved, that the Board of Education, approve leave of absence for the 2017-2018 school year, attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF ADDITIONAL TWILIGHT PROGRAM STAFF**

Motion: Ms. Maciag                          Second: Mr. Herbst

Be it resolved, that the Board of Education, approve additional staff for the Twilight Program for the 2017-2018 school year, attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF 7TH TEACHING BLOCK ASSIGNMENT(S)**

Motion: Ms. Maciag                          Second: Mr. Herbst

Be it resolved, that the Board of Education, approve the 7<sup>th</sup> teaching block assignments effective September 6, 2017, attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF REVISED ADDITIONAL HOURS FOR STAFF**

Motion: Ms. Maciag                          Second: Mr. Herbst

Be it resolved, that the Board of Education, approve revised additional hours for Hackettstown School District staff for the 2017-2018 school year, attached by reference

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF OBSERVATION HOURS**

Motion: Ms. Maciag                          Second: Mr. Herbst

Be it resolved, that the Board of Education, approve observation hours for the 2017-2018 school year, attached by reference

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)

**APPROVAL OF VOLUNTEERS**

Motion: Ms. Maciag                          Second: Mr. Herbst

Be it resolved, that the Board of Education, approve as volunteers for the 2017-2018 school year, attached by reference.

Carried in a roll call vote, Dr. Cusmano, yes (as it pertains to the High School)



**PUBLIC COMMENT**

- Mrs. Christine Kovacs, a Hatchery Hill parent, wanted to thank Mrs. Griffin for going out of her way to make sure her child was fine.
- Mrs. Jennifer Bujno, a Hatchery Hill parent, also commended Mrs. Griffin.
- Ms. Debbie Sayer, from Exit Realty spoke about having two clients looking to purchase land that the district owns on Willow Grove Street.
- Ms. Woickekowski stated it is a two-step process and that the district must obtain approval from the Department of Education. She will forward all information regarding the purchase to the attorney, Mark Toscano.
- Mr. James Lambo, Hackettstown Council Member, asked if there will be a follow-up regarding the 16 students that have not complied with re-registration.
- Mr. Mango replied 5 of the students are Out of District placements. He also stated that the town information is inaccurate and the district has done its due diligence to support the district numbers.
- Mr. Lambo replied that the re-registration should be at 100% and the community does not want to pay for any students who aren't living in the town.
- Mr. Mango replied we are at 98.5%.

The Board took a break between 8:05 p.m. to 8:14 p.m.

**EXECUTIVE SESSION**

Motion: Mr. Moore

Second: Dr. Cusmano

WHEREAS, the Open Public Meetings Act authorizes Boards of Education to meet in executive session under certain circumstances;

WHEREAS, the Open Public Meetings Act requires the Board to adopt a resolution at a public meeting to go into private session at 8:14 pm;

NOW THEREFORE BE IT RESOLVED by the Hackettstown Board of Education that it is necessary to meet in executive session to discuss certain items involving:

Matters of personal confidentiality rights, including but not limited to, staff and/or student discipline matters, and specifically:

- HIB

Matters involving personnel issues, including but not limited to, the employment, appointment, termination of employment, terms and conditions of employment, evaluation performance, promotion or discipline of any public officer or employee, and specifically'

- Personnel

**BE IT FURTHER RESOLVED** that any discussion held by the Board which need not remain confidential will be made public as soon as feasible. The minutes of the executive session will not be disclosed until the need for confidentiality no longer exists.

**FURTHER RESOLVED** that the Board will return to open session to conduct business at the conclusion of the executive session. Carried in a voice vote – unanimous.

**RECONVENE**

Motion: Mr. Moore

Second: Dr. Soobryan

Be it resolved that the Board of Education reconvene into regular session at 9:10 p.m.  
Carried in a voice vote – unanimous.

**NEW BUSINESS**

**APPROVAL OF HIB**

Motion: Dr. Soobryan

Second: Ms. Cochran

Be it resolved, that the Board of Education adopt and approve the verbal HIB reports and finding as presented in Executive Session.  
Carried in a voice vote, Dr. Cusmano – abstain

Straw Poll was held regarding the Middle School Doors – Oak with panel wins.

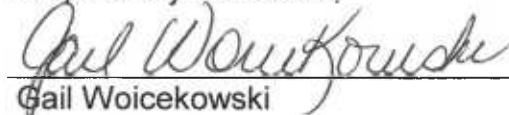
**ADJOURNMENT**

Motion: Mr. Herbst

Second: Ms. Maciag

Be it resolved that the Board adjourn at 9:23 p.m. Carried in a voice vote – unanimous.

Respectfully submitted,



Gail Woickowski  
Board Secretary



Shawn Burke  
Board Vice President