

HOPE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MINUTES

TUESDAY

SEPTEMBER 22, 2009

7:00 PM

Mrs. Ostrzyzek called the meeting to order at 7:01 p.m. by reading the Sunshine Statement and proper notice of postings was given. Mrs. Mauriello read the Mission Statement and led the pledge of allegiance. Board members present at the roll call were Mrs. Ostrzyzek, Vice President, Mrs. Kahler, Mr. Lucas, Mrs. Mauriello and Mr. Young. Mr. Annunziata, Superintendent and Mrs. Huff, Business Administrator/ Board Secretary were also in attendance as well as two members of the public. Mr. Merle was unable to attend.

PUBLIC HEARING & PETITION

Mrs. Huff reviewed the 2008-2009 Audit Findings with the Board of Education. Mrs. Huff noted that the district received no audit recommendations and ended the year with \$44,000 of excess surplus which will be budgeted in the 2010-2011 as tax relief. A motion was made by Mr. Lucas and seconded by Mrs. Kahler to accept the annual Audit & Management Report, Comprehensive Annual Financial Report (CAFR) for the 2008-2009 school year. Motion carried unanimously, by roll call vote, all yes. A motion was made by Mr. Lucas and seconded by Mrs. Kahler to approve the Corrective Action Plan with no recommendations for corrective action to any of the 10 audit categories as a result of the audit. Motion carried unanimously, by roll call vote, all yes.

CORRESPONDENCE & ANNOUNCEMENTS

Mrs. Huff distributed the Treasurer's Report for August and noted one additional staff travel motion for consideration this evening that was not included on the agenda.

APPROVE MEETING MINUTES

A motion was made by Mr. Lucas and seconded by Mrs. Kahler to approve the minutes as submitted from the September 8, 2009 Regular Work Session Meeting. Motion carried unanimously, all yes.

BUILDINGS & GROUNDS / TRANSPORTATION

Mrs. Huff noted that there will be a preconstruction meeting tomorrow to discuss details and scheduling for the window replacement project. Mrs. Huff estimates that the project will be completed in December. Mrs. Huff reported on the boiler repairs and noted that the boilers were inspected by the manufacturer and found to be cracked in an intermediate section on each boiler. The manufacturer cut the cracks in order to expose the waterway. There was a layer of deposits found. These deposits prevent proper heat transfer, overheating the iron, resulting in cracks in the castings. No manufacturer's defect was found therefore no warranty reimbursement on the repairs made to the boilers.

COMMUNITY & PUBLIC RELATIONS

The Board commended Mrs. Ostrzyzek for a great job at the Hope picnic that was held this past weekend. Mrs. Ostrzyzek noted that she will assign Board members to compose and submit articles for Panther Prints publications.

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CURRICULUM / INSTRUCTION / TECHNOLOGY

Block Motion – Curriculum / Instruction / Technology

A motion was made by Mr. Lucas and seconded by Mrs. Mauriello to approve the following agenda items #2 through #13. Motion carried unanimously, all yes.

2. Approve Submission of the 2009-2010 New Jersey CAP Grant Application

To approve the New Jersey Child Assault Prevention 2009-2010 CAP K-6, Teen & Special Needs Application.

3. Approve Textbooks

To approve the adoption of the Harcourt Brace, Your Health, 1999 edition, textbook series for use in Grades 4-6 and the McGraw Hill, Teen Health, Course 3 Activity Workbooks for use in Grades 7-8 health classes for the 2009-2010 school year.

4. Approve Hope Township PTA Schoolkidz-Back to School Supplies Fundraiser Request

To approve a request by the Hope Township PTA to conduct a Schoolkidz-Back to School Supplies fundraiser in May 2010 for the benefit of the PTA.

5. Approve Hope Township PTA Terracycle Recycle Fundraiser Request

To approve a request by the Hope Township PTA to conduct a Terracycle Recycle during the 2009-2010 school year for the benefit of the PTA.

6. Approve Hope Township PTA Market Day Fundraiser Request

To approve a request by the Hope Township PTA to conduct a Market Day fundraiser from October – November 2009 for the benefit of the PTA.

7. Approve Hope Township PTA Book Fair Fundraiser Request

To approve a request by the Hope Township PTA to conduct a Book Fair fundraiser October 22-23, 2009 for the benefit of the PTA.

8. Approve Hope Township PTA Refreshment Sale at Hope Craft Market Fundraiser Request

To approve a request by the Hope Township PTA to conduct a refreshment sale fundraiser at Hope Craft Market December 5 & 6, 2009 for the benefit of the PTA.

9. Approve Hope Township PTA Family Shop Night Fundraiser Request

To approve a request by the Hope Township PTA to conduct a Family Shop Night fundraiser December 11, 2009 for the benefit of the PTA.

10. Approve Hope Township PTA Gertrude Hawk Fundraiser Request

To approve a request by the Hope Township PTA to conduct a Gertrude Hawk Fundraiser February 22 – March 31, 2010 for the benefit of the PTA.

11. Approve a Field Trip Request for Grade 7

To approve a field trip for approximately 26 Grade 7 students to Fairview Lakes Conference Center in Stillwater, NJ on October 19, 2009 departing the school at 9:00 a.m. and returning at 3:45 p.m. Cost per pupil is \$32, with PTA funding \$22 per student and parents to pay \$10.00. The cost for the bus, provided by First Student, will be approximately \$385, to be paid by the district.

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Block Motion – Curriculum / Instruction / Technology - continued

12. Approve a Field Trip Request for PPHS

To approve a field trip for approximately 6 PPHS (Panther Pride Honor Society) students to Fairview Lakes Conference Center in Stillwater, NJ on September 29, 2009 departing the school at 9:00 a.m. and returning at 4:00 p.m. Cost per pupil is \$38.00, which is funded by the PPHS and the chaperones will transport.

13. Approve a School Theater Program

To approve an after school Theatre program for Grades 5-8 students for the 2009-2010 school year with costs associated with this program to be funded by the PTA.

FINANCE

Mrs. Huff reviewed the finance motions on the agenda this evening and noted two additional requests for travel that were received from staff and asked the Board to add them to the travel motion #8 for approval on the agenda. The Board reviewed and discussed motion #8. Mr. Young asked that motion #8 be separated from the block motion and voted on separately.

Block Motion - Finance

A motion was made by Mr. Lucas and seconded by Mrs. Kahler to approve the following agenda items #2 through #7. Motion carried unanimously by roll call vote, all yes.

2. Approve August 2009 Board Secretary's Report and Treasurer's Report

To approve the August 2009 Board Secretary's Report and Treasurer's Report in agreement. After review of the School Business Administrator's monthly financial reports and upon consultation with the Business Administrator and Superintendent, this Board of Education does hereby certify that as of August 31, 2009, 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.

3. Approve September 2009 Bills & Claims List

To approve the September 2009 Bills & Claims List in the total amount of \$324,287.52 for all funds.

4. Approve Authorizing Execution and Delivery of the Section 15 Grant Agreement

To approve authorizing execution and delivery of the Section 15 Grant Agreement completed Eligibility Checklist and accompanying documents.

5. Approve Delegation of Authority to the School Business Administrator for Supervision of the School Facilities Project

To approve the Delegation of Authority to the School Business Administrator for Supervision of the School Facilities Window Replacement Project; State Plan #2250-050-09-OZJW; DOE #2250-050-09-1001.

6. Approve a Tuition Contract with the Mt. Olive Township Board of Education for An Out-Of-District Special Education Placement at the Tinc Road Elem School for ESY 2009

To approve a tuition contract with the Mt. Lakes Board of Education for one special education student to attend the MD Program at Tinc Road Elementary School for the ESY 2009, July 6 – August 6, 2009 at a cost of \$3,689.84, plus the cost of personal aide & related services as applicable.

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Block Motion – Finance - continued

7. Approve a Tuition Contract with the Mt. Olive Township Board of Education for An Out-Of-District Special Education Placement at the Mount Olive High School for 2009-2010

To approve a tuition contract with the Mt. Olive Township Board of Education for one special education student to attend the Mt. Olive High School for the school year 2009-2010 at a cost of \$27,603. for the 2009-2010 school year, plus the cost of the personal aide and related services as applicable.

Motion - Finance

A motion was made by Mr. Lucas and seconded by Mrs. Kahler to approve the following agenda item #8. Motion carried by roll call vote, Mrs. Kahler–yes, Mr. Lucas–yes, Mrs. Mauriello–yes, Mr. Young–no, Mrs. Ostrzyzek–yes.

8. Approve the Staff/Board Member Travel and Related Expense Reimbursement Form

To approve the Staff/Board Member Travel and Related Expense Reimbursement Form for the following Staff/Board Member Travel:

- Alfred Annunziata and Janet Milita to Legal One – training in School Law, Ethics and Governance. The training shall take place on September 29, October 27, 2009 and January 28, February 24, 2010 from 4:30 p.m. to 7:30 p.m. at the Lopatcong Middle School, Phillipsburg, NJ. Total fee for the workshops is \$300.00 and mileage reimbursement not to exceed \$22.00 per training session.
- Kerry Winfield to Curriculum meeting for G&T and Enrichment meeting at the Lopatcong Middle School, Phillipsburg, NJ on September 28, 2009, from 9:00 a.m.-1:30 p.m. Mileage reimbursement not to exceed \$14.00.
- Bernice Mattes, Tonya Sisto, Tammy Green, Kerry Winfield and Jessica Luke to attend a Curriculum Mapping Review at the Harmony School, Phillipsburg, NJ on September 29, 2009 from 12:30 – 3:00 p.m. Mileage reimbursement not to exceed \$10.00.
- Sharon Byers-Rockenfeller to attend a Curriculum Mapping Review at the Harmony School, Phillipsburg, NJ on September 30, 2009 from 9:00 – 11:30 a.m. Mileage reimbursement not to exceed \$10.00.
- Tonya Sisto, Kerry Winfield, Tammy Green and Jessica Luke to attend a Curriculum Mapping Review at the Harmony School, Phillipsburg, NJ on October 6, 2009 from 9:00 – 11:30 a.m. Mileage reimbursement not to exceed \$10.00.
- Tonya Sisto, Kerry Winfield and Jessica Luke to attend a Curriculum Mapping Review at the Harmony School, Phillipsburg, NJ on October 20, 2009 from 9:00 – 11:30 a.m. Mileage reimbursement not to exceed \$10.00.
- Graziella Woodruff to participate in a Character Counts webinar on September 29, 2009 at a cost of \$49.99 for the webinar, no mileage reimbursement.
- Jen Encin to attend a Curriculum Mapping Review at the Harmony School, Phillipsburg, NJ on September 30, 2009 from 12:30 – 3:00 p.m. Mileage reimbursement not to exceed \$10.00
- Mary Henry to attend the Warren County Traumatic Loss Coalition on September 30, 2009 in Washington, NJ. Mileage reimbursement not to exceed \$12.00.
- Mary Henry to attend the ADHD Collaborative Project for Sussex County Professionals: Best Practices Standards, Sussex, NJ on October 16, 2009 from 7:30 – 10:00 a.m. Mileage reimbursement not to exceed \$10.00
- Tammy Green to attend a Waterloo Teacher Workshop on October 15, 2009 from 9:00 – 2:00 p.m. in Stanhope, NJ. There is no fee for the workshop and mileage reimbursement not to exceed \$10.00.
- Sylvia Mohlmann to attend a Curriculum Mapping Review at the Harmony School, Phillipsburg, NJ on October 12, 2009 from 8:45 a.m.-3:15 p.m. Mileage reimbursement not to exceed \$10.00.

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PERSONNEL

Block Motion - Personnel

A motion was made by Mrs. Mauriello and seconded by Mrs. Kahler to approve the following agenda items #2 through #4. Motion carried unanimously, all yes.

2. Approve an Unpaid Medical Leave for Robert Bailey

To approve an unpaid medical leave for Robert Bailey from September 14 through September 25, 2009.

3. Approve a Maternity Leave for Tonya Sisto

To approve a maternity leave for Tonya Sisto beginning November 2, 2009 through March 1, 2010.

4. Approve Substitute Teacher/Teacher Aides

To approve the hiring of Michele Ike, Kathy Rupff, and Kerri Womack as substitute teacher/teacher aides for the 2009-2010 school year, as recommended by the Superintendent.

POLICY

Block Motion - Policy

A motion was made by Mrs. Kahler and seconded by Mrs. Mauriello to approve the following agenda items #2 through #5. Motion carried unanimously, all yes.

2. Approve the Second Reading of Policy #1220 – Employment of Chief School Administrator

To approve the Second Reading of Policy #1220 – Employment of Chief School Administrator

3. Approve the Second Reading of Policy #3159 – Teaching Staff Member/School District Reporting Responsibilities

To approve the Second Reading of Policy #3159 – Teaching of Staff Member/School District Reporting Responsibilities

4. Approve the Second Reading of Policy #8760 – Pupil Accident Insurance

To approve the Second Reading of Policy #8760 – Pupil Accident Insurance

APPROVE SUPERINTENDENT'S REPORT

A motion was made by Mr. Lucas and seconded by Mrs. Mauriello to approve the Superintendent's Report for August 2009. Motion carried unanimously, all yes.

LEGISLATIVE UPDATE

None

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BELVIDERE UPDATE

Mr. Lucas noted that the new Principal is doing well at the High School. Mr. Lucas will invite him to come and meet the Hope Board members. Mr. Lucas also noted that there was a very good turn out for Back to School Night.

OLD BUSINESS

Mrs. Huff provided additional information for the Board as they consider whether to expend funds to try to solicit quotations from private carriers for group medical benefits. The Board asked Mrs. Huff to continue to gather information for them to consider, prior to the Board making a decision.

NEW BUSINESS

Mrs. Huff will distribute the self evaluation template, via e-mail, for Board members to complete their 2008-2009 Board Self Evaluation. Board members will e-mail their completed evaluation forms to Diane Morris at NJSBA by October 13th.

Mr. Annunziata facilitated a goal setting discussion with the Board. The Board determined three areas from which to develop three goals for the Board for the 2009-2010 school year as follows: Pass the Budget, Enhancement of Instructional Supervision, Evaluation of In-School Pull-out programs. Mr. Annunziata will develop action plans and the Board will finalize their goals in October.

Mr. Annunziata discussed continuing the Kids Vote program for the April 2010 election. The Board agreed that they would like to continue the program at the Municipal building.

Mr. Annunziata discussed the possibility of adjusting the November Parent-Teacher Conference schedule with the Board.

PUBLIC HEARING AND PETITION

Mrs. Wallace thanked the Board for their approval of the PTA Terracycle Recycling Fundraiser.

EXECUTIVE SESSION

A motion was made by Mr. Lucas and seconded by Mrs. Kahler to convene to Executive Session at 8:20 p.m. to discuss a student issue.

Be it resolved by the Hope Township Board of Education that it shall meet in closed session this evening to discuss a student issue.

The board will publicly disclose information pertaining to the topics discussed as soon thereafter and once the reasons for non-disclosure no longer exist.

The topics to be discussed are within the exemptions that are permitted to be discussed in private session pursuant to P.L. 1975c chapter 321.

A motion was made by Mr. Lucas and seconded by Mrs. Kahler to adjourn the Executive Session at 8:29 p.m. Motion carried unanimously, all yes.

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The Board would like to devise a code of conduct policy for parents and has asked Mr. Annunziata to attain sample policies from other districts for their review.

ADJOURNMENT

A motion was made by Mr. Lucas and seconded by Mrs. Kahler to adjourn the meeting at 8:35 p.m. Motion carried unanimously, all yes.

Respectfully submitted,

Dawn Huff
Business Administrator
Board Secretary