

# HOPE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MINUTES

**TUESDAY**

**MAY 22, 2012**

**7:00 PM**

Mrs. Koeppen called the meeting to order at 7:02 p.m., and proper notice of postings was given. Mrs. Koeppen read the Sunshine Statement and Mrs. Koeppen read the Mission Statement and led the pledge of allegiance. Board members present at the roll call were Mr. Tighe, Mrs. Wallace, Mrs. Koeppen, and Mr. McKenna. Mr. Annunziata, Superintendent and Mrs. Huff, Business Administrator /Board Secretary were also in attendance. Mr. Lucas, Mrs. Kahler and Mrs. Ostrzyzek were unable to attend.

### **PUBLIC HEARING & PETITION**

None

### **CORRESPONDENCE & ANNOUNCEMENTS**

Mr. Annunziata noted articles from the Warren Reporter and The Press about Mrs. Sisto, Hope Teacher of the Year. Mr. Annunziata also noted another article in The Press which congratulates Elaine Norcross as the winner of The Press' Mom's Day Off Contest.

### **APPROVE MEETING MINUTES**

A motion was made by Mr. Tighe and seconded by Mr. McKenna to approve the minutes as submitted from the May 8, 2012 Regular Session Meeting and Executive Session. Motion carried unanimously, all yes.

### **BUILDINGS & GROUNDS / TRANSPORTATION**

Mrs. Huff reported on the following: Service Electric has completed the installation of the wiring for cable TV in the school; the crack filling and sealcoating of the lower parking lot has been completed and the company will return on Friday to restripe the lot; Dave will schedule the power washing of the front of the school building this week; a meeting is scheduled for later in the week to discuss an energy audit at the school; Mrs. Huff will set up a meeting for next week to review the generator quotes.

### **COMMUNITY & PUBLIC RELATIONS**

Mr. Tighe noted that Mr. Lucas submitted his article for the next edition of the Panther Prints.

### **CURRICULUM / INSTRUCTION / TECHNOLOGY**

Mrs. Koeppen noted that there will be a meeting of the Committee on Thursday to review the Science materials.

#### **Block Motion – Curriculum / Instruction / Technology**

A motion was made by Mrs. Wallace and seconded by Mr. Tighe to approve the following agenda items #1 and the additional motion #2. Motion carried unanimously, all yes.

#### 1. Approve Submission of the 2012-2013 Professional Development Plan

To approve submission of the 2012-2013 Professional Development Plan to the County Office for review.

# HOPE TOWNSHIP BOARD OF EDUCATION

## Regular Session Minutes

May 22, 2012

Page 2

### **Block Motion – Curriculum / Instruction / Technology - continued**

#### 2. Approve a Field Trip

To approve a field trip for approximately 4 students to attend the Inter-County Final Race for Solar Cars on May 29, 2012 at Central Park of Morris County. There is no cost for the field trip and parents will transport.

## **FINANCE**

### **Block Motion - Finance**

A motion was made by Mrs. Koeppen and seconded by Mr. Tighe to approve the following agenda items #1 through #5 and the additional motion #6. Motion carried unanimously, by roll call vote, all yes.

#### 1. Approve April 2012 Board Secretary's Report

To approve the April 2012 Board Secretary's Report. 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 April 30, 2012, no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

#### 2. Approve May 2012 Bills & Claims List

To approve the May 2012 Bills & Claims List in the total amount of \$394,668.07 for all funds.

#### 3. Approve Budget Transfers for April 2012

To approve budget transfers for April 2012 in the amount of \$116,617.14.

#### 4. Approve 2012-2013 Campbell's Kids Club Contract

To approve an agreement with Campbell's Kids Club, LLC for the operation of a before and after school child care program in the school facility for the 2012-2013 school year.

#### 5. Approve Staff Travel

To approve staff travel as follows:

- Stacey Brown to attend Legal One Training on School Law in Monroe, NJ on July 12 & 25, 2012 or August 9 & 23, 2012. The cost of the training is \$300.00 and mileage reimbursement not to exceed \$80.00.
- Stacey Brown and Michael Slattery to attend Administrator I-Pad Training on Danielson/Teachscape on July 12, 2012 in Great Meadows. The cost of the training is \$200.00 and mileage reimbursement not to exceed \$25.00.
- Stacey Brown and Michael Slattery to attend Administrator training on Teacher Evaluation of Danielson/Teachscape on July 17-18, 2012 Blairstown Elementary School. The cost of the training is \$200 per day and mileage reimbursement not to exceed \$25.00.

## HOPE TOWNSHIP BOARD OF EDUCATION

### Regular Session Minutes

May 22, 2012

Page 3

#### Block Motion – Finance - continued

6. Approve Parental Contract P5S to Transport Student To and From ECLC - Chatham for the 2012 ESY

To approve a per diem parental transportation contract from July 2-30, 2012 with Therese Ganley to transport her daughter to and from school each day to attend ECLC, Chatham at a daily per diem rate of \$90.00 for each day of actual school attendance, with an estimated contract value of \$2,700.00, assuming attendance for 30 days.

#### EXECUTIVE SESSION

A motion was made by Mr. McKenna and seconded by Mr. Tighe to convene to Executive Session at 7:26 p.m. to discuss a personnel and a potential litigation issue. Motion carried unanimously, all yes.

Be it resolved by the Hope Township Board of Education that it shall meet in closed session this evening to discuss a personnel and a potential litigation 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. McKenna and seconded by Mrs. Wallace to adjourn the Executive Session at 8:03 p.m. Motion carried unanimously, all yes.

#### PERSONNEL

##### Block Motion - Personnel

A motion was made by Mr. McKenna and seconded by Mr. Tighe to approve the following agenda items #1 through #8. Motion carried unanimously, by roll call vote, all yes.

1. Approve Assistant to the Business Administrator

To accept the recommendation of the Superintendent to retain Susan Watters as the Assistant to the Business Administrator for the 2012-2013 school year at the rate of \$ 15.90 per hour for 25 hours per week. The position to be for 12 months.

2. Approve Child Study Team (CST)/School Secretary

To accept the recommendation of the Superintendent to retain Jennifer DeYong as the CST/School Secretary for the 2012-13 school year at an annual salary (10 months) of \$ 39,026.

3. Approve Summer Secretarial Hours

To approve summer secretarial hours for Jennifer DeYong not to exceed 100 hours at her 2012-13 hourly salary rate of \$ 25.73.

4. Approve Superintendent's Secretary

To accept the recommendation of the Superintendent to retain Colleen McNamara as the Superintendent's Secretary for the 2012-13 school year at an annual salary (12 months) of \$ 48,751.

5. Approve Head Custodian

To accept the recommendation of the Superintendent to retain David Bair as the Head Custodian/Supervisor of Facilities for the 2012-13 school year at an annual salary of \$55,846.

# HOPE TOWNSHIP BOARD OF EDUCATION

## Regular Session Minutes

May 22, 2012

Page 4

### Block Motion – Personnel -continued

#### 6. Approve Associate Custodian

To accept the recommendation of the Superintendent to retain Robert Bailey as the Associate Custodian for the 2012-13 school year at an annual salary of \$44,499. in accordance with the 2012-13 salary guide.

#### 7. Approve Custodian

To accept the recommendation of the Superintendent to retain Thomas Foy as Custodian for the 2012-13 school year at an annual salary of \$26,699. (.6 time) in accordance with the 2012-2013 salary guide.

#### 8. Approve Instructional/Classroom Aides

To accept the recommendation of the Superintendent to hire the following as Classroom Aides for 2012-13 school year at the salary rates per hour shown:

Kathleen Schutzki	4.5 hours per day	\$ 14.05 per hour
Judy Kmiec	6.5 hours per day	\$ 13.00 per hour
Kathy Phillips	4.0 hours per day	\$ 12.85 per hour
Sherrye Steinman	6.5 hours per day	\$ 12.85 per hour
Amy Caputo	6.5 hours per day	\$ 12.85 per hour

### POLICY

None

### LEGISLATIVE UPDATE

None

### BELVIDERE UPDATE

None

### APPROVE SUPERINTENDENT'S REPORT

A motion was made by Mr. McKenna and seconded by Mr. Tighe to approve the Superintendent's Report for April 2012. Motion carried unanimously, all yes.

### HIB INCIDENTS

A motion was made by Mr. McKenna and seconded by Mr. Tighe to acknowledge receipt of one (1) HIB report not deemed to be a HIB Incident. Motion carried unanimously, all yes.

### OLD BUSINESS

Mr. Annunziata noted that he and Mrs. Huff presented at the NJASA/NJSBA Convention in Atlantic City on a "Successful Shared Administrative Leadership Team". The presentation was well received by those in attendance. Mr. Annunziata noted that Mr. Slattery attended the presentation and confirmed that he will be in both districts to visit in the next two weeks.

**HOPE TOWNSHIP BOARD OF EDUCATION**

**Regular Session Minutes**

**May 22, 2012**

**Page 5**

**NEW BUSINESS**

None

**PUBLIC HEARING & PETITION**

None

**ADJOURNMENT**

A motion was made by Mr. McKenna and seconded by Mr. Tighe to adjourn the meeting at 8:16 P.M.  
Motion carried unanimously, all yes.

Respectfully submitted,

Dawn Huff  
Business Administrator  
Board Secretary