

# HOPE TOWNSHIP BOARD OF EDUCATION

## REGULAR SESSION MINUTES

**TUESDAY**

**JUNE 12, 2012**

**7:00 PM**

Mrs. Ostrzyzek called the meeting to order at 7:00 p.m., and proper notice of postings was given. Mrs. Ostrzyzek 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, Mrs. Ostrzyzek, Mrs. Kahler and Mr. McKenna. Mr. Annunziata, Superintendent, Mrs. Huff, Business Administrator/Board Secretary and Mrs. Brown, Principal were also in attendance, as well as Mrs. Encin and her students, Mrs. Makarevich and 14 members of the public.

### **EDUCATIONAL HIGHLIGHTS**

Mrs. Encin and Mrs. Hemberger attended the meeting with some of their Language Arts students and also students that have participated in the Girls on the Run club to describe and discuss their programs. The Board thanked Mrs. Encin, Mrs. Hemberger and all of the students who came out to the meeting.

**Mr. Lucas arrived at 7:14.**

### **PUBLIC HEARING & PETITION**

Mrs. Makarevich attended the meeting to express her gratitude to the Board for 11 wonderful years at Hope. Mrs. Makarevich noted that Hope School is a wonderful school and it will always hold a special place in her heart.

### **CORRESPONDENCE & ANNOUNCEMENTS**

Mrs. Huff distributed two additional motions for consideration this evening that weren't available for the agenda. Mr. Annunziata distributed an article from the Warren Reported on Hope's Junior Solar Sprint winners. Mr. Annunziata reported on the oil use consumption for the 2011-12 year. While the amount of oil we used was substantially less, the price was more so we weren't able to save as much money as we hoped.

### **APPROVE MEETING MINUTES**

A motion was made by Mr. Tighe and seconded by Mr. McKenna to approve the minutes as submitted from the May 22, 2012 Regular Session Meeting and Executive Session. Motion carried unanimously, all yes.

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

Mr. McKenna reported that he and Mr. Bair will be meeting with the paving contractor to assure that the repairs on the lot are completed to the specifications and milled properly. The Committee met to discuss the quotations for the installation of a generator. Mrs. Ostrzyzek noted that she will be doing planting around the school sign.

### **Motion – Buildings & Grounds / Transportation**

A motion was made by Mrs. Kahler and seconded by Mr. Lucas to approve the following agenda item #1. Motion carried unanimously, all yes.

#### **1. Approve the Installation of a Generator**

To approve Kope Electric to provide and install a Generac 17kw automatic standby Generator and one 16 circuit Generac load center for a total cost of \$8,372.00. Contract to include start up and testing of generator. Propane costs are not included.

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### **COMMUNITY & PUBLIC RELATIONS**

Mr. Tighe thanked Mrs. Ostrzyzek for the nice article she submitted for the last edition of the Panther Prints for 2011-12. Mr. Tighe asked Mrs. Brown if she would distribute information to the teachers for the essay contest.

#### **Block Motion – Community & Public Relations**

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

1. Approve a Hope Township PTA Fundraiser

To approve a Hope Township PTA Generator Raffle Fundraiser to raise funds for school assemblies from September – November 2012.

2. Approve a Haven of Hope for Kids Fundraiser

To approve a Haven of Hope for Kids Tricky Tray Fundraiser to be held Friday, November 2, 2012 to support Haven of Hope for Kids program costs.

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

Mrs. Kahler noted that the Committee met to review Science textbooks and is recommending the purchase of Science Fusion for Grades K-3. The Board asked if the teachers could use the Science lab more. Mrs. Brown noted that some teachers do not use the lab because by the time they get their students down there and back it takes up a good part of the period but she will encourage them to do so when their lesson permits.

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

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

1. Approve the Purchase of Science Textbooks

To approve the purchase of Science textbooks for Grades K-3 from Science Fusion at a total cost not to exceed of \$10,000.00.

2. Approve Additional Substitutes for the 2011-2012 School Year

To approve Sylvia Mohlmann and Alfred Annunziata as additional substitutes for the 2011-2012 school year.

### **FINANCE**

Mrs. Huff discussed year end excess surplus and made recommendations to the Board for allowable uses.

#### **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.

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### **Block Motion – Finance - continued**

1. Approve May 2012 Board Secretary's Report

To approve the May 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 May 31, 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 Payment of June 2012 Bills Prior to July Board of Education Meeting

To authorize the Business Administrator to pay June 2012 bills from fiscal year 2011-2012 that may be received in late June and July 2012 prior to the July 24, 2012 Board meeting, said bills to be submitted for final approval at the July regular meeting.

3. Approve Budget Transfers for May 2012

To approve budget transfers for May 2012 in the amount of \$15,714.84

4. Approve Transfer of Current Year Surplus to Capital Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-31 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and WHEREAS, the Hope Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Hope Township Board of Education has determined that an amount not to exceed \$150,000. is available for such purpose transfer.

5. Approve Transfer of Current Year Surplus to a Tuition Reserve

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-31 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of Education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and WHEREAS, the Hope Township Board of Education wishes to deposit anticipated current year surplus into a Tuition Reserve account at year end, and

WHEREAS, the Hope Township Board of Education has determined that an amount not to exceed \$100,000. is available for such purpose transfer.

6. Approve Authorized Check Signer

To approve Michael Slattery as an authorized check signer effective July 1, 2012 for the General Fund Account, Agency Account, Cafeteria Account, Stage Account and Payroll Account with Fulton Bank of New Jersey and the Unemployment Trust Account, Capital Reserve Account and Emergency Reserve Account with First Hope Bank.

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### PERSONNEL

Mr. Annunziata noted that Mrs. Brown will be completing interviews for the Grade 3 candidates and Mr. Annunziata is recommending that the Board hold a special meeting to approve personnel motions later in the month.

#### Block Motion - Personnel

A motion was made by Mrs. Koeppen and seconded by Mr. Tighe to approve the following agenda items #1 through #7. Motion carried unanimously, by roll call vote, all yes.

1. Approve the Resignation of Colleen Makarevich

To approve, with regret, the resignation of Speech Therapist, Colleen Makarevich effective June 30, 2012.

2. Approve the Payment of Unused Sick Time Upon Retirement

To approve the payment of unused sick time upon retirement as follows:

Sylvia Mohlmann	175 days/\$55.00 per day	\$ 9,625.00
Alfred Annunziata	120 days/\$125.00 per day	\$15,000.00

3. Approve the Payment of Unused Vacation Time Upon Retirement

To approve the payment of unused vacation time upon retirement as follows:

Alfred Annunziata	8 days/\$615.38 per day	\$4,923.04
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4. Approve Summer Help

To approve Dave Fanelli for part-time summer custodial work at the school for approximately 8 hours day, \$15.00/hour, not to exceed 5 weeks, beginning June 25, 2012.

5. Approve the Following Co-Curricular Positions and Personnel for 2012-2013

Safety Patrol Advisor	Sherrye Steinman	\$1,623.00
Safety Patrol Advisor	Sharon Byers-Rockenfeller	\$1,623.00
Panther Pride Honor Society	Rosa Perez	\$1,202.00
Student Government	Sharon Byers-Rockenfeller	\$1,515.00
8 <sup>th</sup> Grade Advisor	Brad Bartow	\$ 809.50
8 <sup>th</sup> Grade Advisor	Rosa Perez	\$ 809.50
Yearbook Advisor	Jessica Luke	\$1,453.00
Coordinator of Special Serv/CST	Mary Henry	\$1,702.00
Coordinator of Technology	Susan Martino	\$1,589.00
G & T Coordinator	Lianne Markus	\$1,530.00

6. Approve Colleen McNamara and Jennifer DeYong as Substitute Callers for the 2012-13 School Year

To approve Colleen McNamara and Jennifer DeYong as Substitute callers for the 2012-2013 school year for a total stipend amount of \$1,646., to be paid half to each.

7. Approve the Girls on the Run Coaches

To approve Jennifer Encin as the Girls on the Run Advisor/Head Coach at an hourly rate of \$43.00 for approximately 25 hours and Erin Costa as the volunteer Assistant Coach.

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**POLICY**  
No report

**LEGISLATIVE UPDATE**  
No update

**BELVIDERE UPDATE**  
Mr. Lucas discussed the Awards Ceremony at Belvidere High School and noted that Warren Tech held their Top 10 dinner. Mr. Lucas further noted that Graduation will be held on Monday evening.

**APPROVE ANNUAL HIB REPORT**  
A motion was made by Mr. McKenna and seconded by Mrs. Wallace to acknowledge receipt of no HIB Incidents for May 2012. Motion carried unanimously, all yes.

**APPROVE SUPERINTENDENT'S REPORT**  
A motion was made by Mr. McKenna and seconded by Mrs. Koeppen to approve the Superintendent's Report for May 2012. Motion carried unanimously, all yes.

**Mr. Lucas left the meeting at 8:35 p.m.**

**OLD BUSINESS**  
No report

**NEW BUSINESS**  
Mr. Annunziata highlighted the Warren County Consortium flier that was created by Mrs. Markus. The Board thought it was very well done and asked that it be put on the school's website.

The Board discussed scheduling a special meeting on Tuesday, June 26<sup>th</sup> and directed Mrs. Huff to advertise.

**PUBLIC HEARING & PETITION**  
None

**ADJOURNMENT**  
A motion was made by Mr. McKenna and seconded by Mr. Tighe to adjourn the meeting at 8:47 p.m.

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Respectfully submitted,

Dawn Huff  
Business Administrator/Board Secretary