

HOPE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MINUTES

TUESDAY

APRIL 28, 2020

6:30 PM

Mr. Tighe called the meeting to order at 6:43 p.m., and proper notice of postings was given. Mr. Tighe read the Sunshine Statement and Mr. Tighe read the Mission Statement and led the pledge of allegiance. Board members present at the roll call were Mr. Tighe, Vice President, Mr. Lucas, Mr. Ciccarelli, Mrs. Beatty, Mr. Grant and Mrs. Chamberlain. Mr. Newman, Chief School Administrator and Mrs. Huff, Business Administrator, were also in attendance via Zoom remotely, as well as seven members of the public.

CHIEF SCHOOL ADMINISTRATOR’S REPORT

Mr. Newman thanked the school community for their support as we work together and grow during these difficult times. Mr. Newman discussed the use of virtual meetings with staff and Administration to share ideas that benefit our students. Mr. Newman congratulated former Hope students for being the valedictorian and salutatorian at Belvidere High School and the salutatorian at Warren County Technical School.

Mrs. Ritchie joined the meeting at 6:53 p.m.

PUBLIC BUDGET HEARING

Approve the 2020-2021 School Budget

A motion was made by Mr. Tighe and seconded by Mr. Ciccarelli to approve the budget for the 2020-2021 school year. This budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the NJ Student Learning Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A. The budget proposes the use of \$75,102 in banked cap in the 2020-2021 base budget, and the need for the funds will be completed by the end of the budget year and will not be deferred or incrementally completed over a longer period of time. Motion carried as follows: Mr. Lucas – yes, Mr. Ciccarelli – yes, Mrs. Beatty – yes, Mr. Tighe – yes, Mrs. Ritchie – yes, Mr. Grant – yes and Mrs. Chamberlain – yes.

Expenditures

General Current Expense	\$4,551,253
Capital Outlay	\$ 24,463
Charter School Tuition	\$ 352,847
Special Revenue Fund	\$ 70,000
Repayment of Debt	\$ 154,950
TOTAL EXPENDITURES	\$5,153,513

Revenue

<u>General Fund</u>	
Budgeted Fund Balance	\$ 193,084
Local Tax Levy	\$ 3,905,346
Tuition Reserve	\$ 50,000
Misc. Revenue	\$ 54,500
State Aid	\$ 725,633
<u>Special Revenue Fund</u>	
Federal Aid	\$ 70,000
<u>Debt Service Fund</u>	
Budgeted Fund Balance	\$ 49
Local Tax Levy	\$ 154,901

TOTAL REVENUE **\$ 5,153,513**

As per N.J.A.C. 6A:23 A-7.3(a), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement. The 2020-2021 tentative budget includes a maximum travel appropriation of \$6,000. The School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

April 28, 2020

Page 2

PUBLIC HEARING & PETITION

Mrs. Green thanked Mr. Newman and Mr. Tighe for their kind words of support and noted they are much appreciated as we all navigate through these challenging times. Mrs. Green note that Township has been incredibly generous with the many donations that have come in for Hope School families in need at this time. Mrs. Lavigne noted that it’s very upsetting to hear that so many students are going to the Charter School and that it’s costing the district so much money for the tuition.

CORRESPONDENCE & ANNOUNCEMENTS

None

APPROVE MEETING MINUTES

A motion was made by Mr. Ciccarelli and seconded by Mr. Grant to approve the minutes as submitted from the March 17, 2020 Regular Session Meeting. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

BUILDINGS & GROUNDS / TRANSPORTATION

Block Motion – Buildings & Grounds/Transportation

A motion was made by Mr. Ciccarelli and seconded by Mr. Tighe to approve the following agenda items #1 through #2. Motion carried as follows: Mr. Lucas – yes, Mr. Ciccarelli – yes, Mrs. Beatty – yes, Mr. Tighe – yes, Mrs. Ritchie – yes, Mr. Grant – yes and Mrs. Chamberlain – yes.

1. Approve the Successful Bidder for the Roof Replacement Project

WHEREAS, the Hope Township School District Board of Education (“Board”) advertised for bids in connection with the Select Roof Replacement at Hope Township School, (the “Project”); and WHEREAS, the Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq. (the “Contracts Law”), provides that the Board must award bids to the lowest responsive and responsible bidder for a project, as is defined in the Contracts Law; and WHEREAS, the Board received and publicly opened seven (7) bids on April 14, 2020, in connection with the Project; and WHEREAS, each of the bids were reviewed by the School Business Administrator and appropriate staff and professionals to determine whether each bid was both responsive and responsible; and WHERAS, after such review, the bid of the following bidder was determined to be the lowest responsive and responsible bid:

<u>Successful Bidder</u>	<u>Services/Materials to be Provided</u>	<u>Base Bid</u>
White Rock Corporation	Select Roof Replacement at Hope Township School	\$247,000.

BE IT RESOLVED by the Board as follows:

Section 1. That the bid of White Rock Corporation (“White Rock”) for the Project is both the lowest responsive and responsible bid as such terms are defined in the Contracts Law.

Section 2. That the Board hereby authorizes the School Business Administrator/Board Secretary to execute a contract with White Rock, upon the advice of and in consultation with the Board’s professionals, and contingent upon receiving all required bonds and insurance.

2. Approve an Addendum to the Transportation Services Agreement Between Hope Township Board of Education and GST Transport, Corp.

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

April 28, 2020

Page 3

Block Motion – Buildings & Grounds/Transportation - continued

WHEREAS, the Hope Township Board of Education (“the Board”) and GST Transport, Corp. (“the Contractor”) are parties to a transportation services agreement for the 2019-2020 school year dated, July 18, 2019 (“Agreement”); and

WHEREAS, the Agreement provides that the Contractor shall be paid for transportation services performed; and

WHEREAS, due to the Public Health Emergency caused by the COVID-19 Pandemic and pursuant to Governor Murphy’s Executive Orders 104 and 107, the Hope Township School District (“the District”) remained closed since March 13, 2020; and

WHEREAS, as a result of the District’s closure, transportation services were discontinued; and

WHEREAS, in consideration for not terminating the Agreement with the Contractor since transportation services are not necessary while schools are closed, the Board agrees to make reduced payments under the Agreement as set forth below to the Contractor through the duration of the term of this Addendum; and

WHEREAS, the Board’s continued payment obligation under the Agreement and this Addendum shall be contingent upon the Contractor furnishing, on a monthly basis, copies of certified payroll records demonstrating continued payment of the salary for each driver who was assigned to a route for the Board as of March 13, 2020, the last day student transportation services were provided prior to schools closing, and

WHEREAS, the parties are desirous of amending the terms of the Agreement to memorialize and clarify the respective responsibilities and obligations of the parties as set forth above.

NOW, WHEREFORE, THE PARTIES AGREE as follows

The Agreement, is hereby amended as follows:

1. During the period of time that the District remains closed without the need for transportation services as a result of the COVID-19 Pandemic and pursuant to Governor Murphy’s Executive Orders 104 and 107, the Agreement shall remain in full force and effect but the Board’s payment obligations under the terms and conditions of the Agreement shall be reduced by 10 percent or a total reduction of \$5,307.21, for a new annual contract payment of \$159,399.43.

COMMUNITY & PUBLIC RELATIONS

No updates.

CURRICULUM / INSTRUCTION / TECHNOLOGY

Mrs. Chamberlain noted the Committee met and discussed remote learning and how students’ needs are being met, strategies to assist parents during this time and World Language instruction.

Motion – Curriculum/Instruction/Technology

A motion was made by Mr. Ciccarelli and seconded by Mr. Grant to approve the following agenda item #1. Motion carried as follows: Ayes – 7, Nays - 0, Abstentions – 0.

1. Approve a School Calendar for the 2020-2021 School Year

To approve a school calendar for the 2020-2021 school year.

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

April 28, 2020

Page 4

FINANCE

Block Motion – Finance

A motion was made by Mr. Lucas and seconded by Mr. Ciccarelli to approve the following agenda items #1 through #5. Motion carried as follows: Mr. Lucas – yes, Mr. Ciccarelli – yes, Mrs. Beatty – yes, Mr. Tighe –yes, Mrs. Ritchie – yes, Mr. Grant – yes and Mrs. Chamberlain –yes.

1. Approve March 2020 Board Secretary’s Report and Treasurer’s Report

To approve, on the recommendation of the Superintendent, the acceptance of the monthly financial reports of the Board Secretary for the month of March 2020 and further that, in compliance with N.J.A.C. 6A:23A-16-10(c)4, the Board of Education certifies that as of March 31, 2020, after review of the secretary’s monthly financial reports and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16- 10(b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. As required by N.J.A.C 6A:23A-16-10(c) 3, I, Dawn Huff, Board Secretary, hereby certify that no line account has been over expended as of March 31, 2020.

2. Approve April 2020 Bills & Claims List

To approve the April 2020 Bills & Claims List in the total amount of \$418,363.10 for all funds.

3. Approve Budget Transfers for March 2020

To approve budget transfers for March 2020 in the amount of \$2,144.

4. Approve Allocation of Funds to Support the Mohlmannator Science Award

To approve an allocation of \$50 in matching funds to support a science award at graduation. The balance of the award to be funded by retired science teacher, Mrs. Mohlmann.

5. Approve a NJ Department of Agriculture Emergency Procurement/Contract Modification Request

To approve a NJDA Emergency Procurement/Contract Modification request and Letter of Understanding with Maschio’s Food Services, Inc. due to the Novel Coronavirus, and the need to operate under the Seamless Summer Option program in accordance with the NJ Department of Agriculture, Division of Food and Nutrition, which allows for the serving of reimbursable meals during an emergency school closure.

PERSONNEL

Block Motion – Personnel

A motion was made by Mr. Ciccarelli and seconded by Mr. Grant to approve the following agenda items #1 through #3. Motion carried as follows: Mr. Lucas – yes, Mr. Ciccarelli – yes, Mrs. Beatty – yes, Mr. Tighe –yes, Mrs. Ritchie – yes, Mr. Grant – yes and Mrs. Chamberlain –yes.

1. Approve Tenured Staff for the 2020-2021 School Year

To approve letters of intent to hire the following Instructional Tenured Staff Members for the 2020-2021 School Year as recommended by the Superintendent:

<u>Staff Member</u>	<u>Degree</u>	<u>Step</u>	<u>FTE</u>	<u>Salary</u>	<u>Longevity</u>
Byers-Rockenfeller, S.	BA	S	1.00	\$75,783 + \$	600 = \$76,383
Caputo, Amy	BA	J	.50	\$30,982	

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

April 28, 2020

Page 5

Block Motion – Personnel - continued

Encin, Jennifer	BA	U	1.00	\$81,193 + \$1,500 = \$82,693
Gecek, Meghan	BA	R	1.00	\$73,308 + \$ 600 = \$73,908
Green, Tammy	MA+15	U	1.00	\$86,593 + \$2,800 = \$89,393
Grennan, Brian	BA	U	1.00	\$81,193 + \$1,500 = \$82,693
Hall, Nicola	MA	I	1.00	\$64,163
Luke, Jessica	MA	R	1.00	\$76,908 + \$ 600 = \$77,508
Markus, Lianne	BA	N	1.00	\$66,813
Martino, Susan	BA+15	Q	1.00	\$71,883
Sisto, Tonya	BA+15	Q	1.00	\$71,883 + \$ 600 = \$72,483
Trotter, Catherine	BA+15	OP	1.00	\$69,718
Weigly, Mary Jane	BA	U	1.00	\$81,193 + \$1,500 = \$82,693
Williams, Lindsay	BA+15	H	1.00	\$60,063

2. Approve Non-Tenure Staff for the 2020-2021 School Year

To approve and offer contracts to the following Instructional Non-Tenure Staff Members for the 2020-2021 school year as recommended by the Superintendent:

<u>Staff Member</u>	<u>Degree</u>	<u>Step</u>	<u>FTE</u>	<u>Salary</u>
Housman, Corlynn	BA	B	.6 (3 days/wk.)	\$33,338
Karoly, Patricia	BA	B	1.00	\$55,563
Patrick, Kristen	BA	A	1.00	\$54,663
Sassaman, Garrett	BA	DE	.74	\$42,449
Sheldon, Tracy	MA	B	.4 (2 days/wk.)	\$23,665
Siebens, Nicolle	BA	B	1.00	\$55,563

3. Approve Paraprofessionals

To accept the recommendation of the Superintendent to hire the following Paraprofessionals for the 2020-2021 school year at the salary rates below:

Chaplin, Jacqueline	2 days/wk.	not to exceed 7.5 hours/day	\$ 14.16/hour
Mackey, Sarah	5 days/wk.	not to exceed 7.5 hours/day	\$ 13.26/hour
McCrea, Erin	5 days/wk.	not to exceed 7.5 hours/day	\$ 13.26/hour
Napurano, Carol	3 days/wk.	not to exceed 7.5 hours/day	\$ 15.41/hour
Nolan, Jeanette	5 days/wk.	not to exceed 7.5 hours/day	\$ 13.88/hour
Phillips, Kathleen	5 days/wk.	not to exceed 7.5 hours/day	\$ 15.13/hour
Schutzki, Kathy	5 days/wk.	not to exceed 4.5 hours/day	\$ 16.55/hour
Woodward, Shelly	5 days/wk.	not to exceed 7.5 hours/day	\$ 14.15/hour

POLICY

Block Motion – Policy

A motion was made by Mr. Tighe and seconded by Mrs. Ritchie to approve the following agenda items #1 through #11. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

1. Approve a Second Reading of Policy #0152 – Board Officers

To approve a second reading of policy #0152 – Board Officers

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

April 28, 2020

Page 6

Block Motion – Policy - continued

2. Approve a Second Reading of Policy and Regulation #1581 – Domestic Violence

To approve a second reading of policy and regulation #1581 – Domestic Violence

3. Approve a Second Reading of Policy #2422 – Health and Physical Education

To approve a second reading of policy #2422 – Health and Physical Education

4. Approve a Second Reading of Policy #3421.13 – Postnatal Accommodations

To approve a second reading of policy #3421.13 – Postnatal Accommodations

5. Approve a Second Reading of Policy #4421.13 – Postnatal Accommodations

To approve a second reading of policy #4421.13 – Postnatal Accommodations

6. Approve a Second Reading of Policy and Regulation #5330 – Administration of Medication

To approve a second reading of policy and regulation #5330 – Administration of Medication

7. Approve a Second Reading of Policy #7243 – Supervision of Construction

To approve a second reading of policy #7243 – Supervision of Construction

8. Approve a Second Reading of Policy #8210 – School Year

To approve a second reading of policy #8210 – School Year

9. Approve a Second Reading of Policy #8220 – School Day

To approve a second reading of policy #8220 – School Day

10. Approve a Second Reading of Regulation #8220 – School Closings

To approve a second reading of regulation #8220 – School Closings

11. Approve a Second Reading of Policy #8462 – Reporting Potentially Missing or Abused Children

To approve a second reading of policy #8462 – Reporting Potentially Missing or Abused Children

LEGISLATIVE UPDATE

No update.

BELVIDERE UPDATE

No update.

ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

A motion was made by Mr. Ciccarelli and seconded by Mrs. Beatty to acknowledge receipt of no HIB investigations deemed HIB incidents, since last meeting. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

OLD BUSINESS

None

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

April 28, 2020

Page 7

NEW BUSINESS

Mrs. Ritchie noted that the Board will be working on the CSA evaluation in the upcoming weeks.

Mrs. Chamberlain noted that the district should begin to plan for next year's 8th grade trip because we will have fewer students and it may make sense to look to join with other districts for these activities.

PUBLIC HEARING & PETITION

Mrs. Maza asked how long the roof replacement project will take as the PTA is looking to reschedule the Tricky Tray. Mrs. Huff noted that the Architect and contractor will be working on a construction schedule for the project in the next few weeks.

Mrs. Maza asked if the district will be revising the grading system due to remote learning. Mr. Newman noted that we'll continue with our current grading system for the remainder of the year.

Mrs. Maza asked about this years extended school year program. Mr. Newman noted that we are looking to coordinate a program with other cluster districts and it will be probably be held in August.

ADJOURNMENT

A motion was made by Mr. Ciccarelli and seconded by Mr. Grant to adjourn the meeting at 7:49 p.m. Motion carried as follows: Ayes – 7, Nays – 0, Abstentions – 0.

Respectfully Submitted,

Dawn Huff
Business Administrator
Board Secretary