HOPE TOWNSHIP BOARD OF EDUCATION
320 JOHNSONBURG ROAD, P.O. BOX 293
HOPE, NEW JERSEY 07844
908-459-4242

REGULAR MEETING MINUTES
October 21, 2025

For the Regular Meeting of the Hope Township Board of Education
Tuesday, October 21, 2025 at 6:30 p.m. in the Hope Township School Media Center.

Hope Township School, in cooperation with our community, values the importance of a supportive, challenging education for all students delivered through an effective, contemporary curriculum that meets or exceeds the New Jersey Student Learning Standards. By fostering communication and respect in a positive educational environment, all children can realize their potential.

I. CALL TO ORDER

President Ritchie called the meeting to order at 6:31 p.m.

II. STATEMENT OF ADEQUATE NOTICE

The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meeting of public bodies at which any business affecting their interest is either discussed or acted upon. In accordance with this provision of the act, the Hope Township Board of Education has sent notice of this meeting, stating the date, and place, to the Star Gazette and the New Jersey Herald, and posted the same in the Hope Township School, Municipal Building, and Post Office.

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Mrs. Andrea Beatty	***Present***	Mrs. Diane Kasharian	***Present***	Mrs. Tina Ritchie	***Present***
Mrs. Linda Chamberlain	***Present***	Mr. Mathew Leitner	***Present***		
Mr. Joseph Ciccarelli	***Present***	Mr. John Lucas	***Present***		

Also present, Tammy Green, CSA and Lori Tirone, SBA/BS

V. SUPERINTENDENT REPORT

Mrs. Green Presented - Student Panther PAWS Awards - Pawsitively Respectful
Mrs. Green Presented a Presentation of the NJSLA
Mrs. Green reported on:

- CPR, Suicide, and Safe School Trainings
- After School Clubs
- Grandparent's Day, Book Fair, Picture Day, Back to School Night
- Safety Plan
- Halloween Parade 10/31 at 2:30
- Family Night Art 11/13
- Holiday Concert 12/17

VI. ADMINISTRATIVE REPORTS

MOTION by Mr. Lucas, seconded by Mrs. Chamberlain to approve Administrative Reports A through E.

A. NJ Quality Single Accountability Continuum (NJQSAC)

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) District Performance Review for the 2025-2026 school year.

a. Personnel
b. Governance
c. Operations
d. Instruction and Program
e. Fiscal Management

B. HIB Self Assessment for 2024-2025

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the New Jersey Department of Education School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act submission for July 1, 2024 - June 30, 2025. The District scored a 76 out of a possible 78.

C. Local Teacher Mentor/New Staff Handbook for Quality Induction 2025-2026

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the Local Teacher Mentor/New Staff Handbook for Quality Induction 2025-2026.

D. Security Plan/Emergency Response Team for 2025-2026

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the Security Plan/Emergency Response Team for 2025-2026.

E. Approval of Memorandum of Agreement with the New Jersey State Police

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the Memorandum of Agreement with the New Jersey State Police for the 2025-2026 school year.

On a voice vote, all present were in favor. The motion passed.

VII. PUBLIC HEARING & PETITION

President Ritchie opened the public hearing for public comment.
Cathay Trotter, HEA President, discussed receipt of Teachers Contract and PEP Grant for Trunk or Treat.

VIII. MINUTES

MOTION by Mr. Lucas, seconded by Mrs. Kasharian to approve the following minutes.

BE IT RESOLVED that the minutes of the Board of Education meeting, held on the dates indicated as transcribed, be approved and filed.

September 16, 2025 - Regular Meeting Minutes
September 16, 2025 - Executive Meeting Minutes

On a voice vote, all present were in favor. The motion passed.

IX. BUILDINGS & GROUNDS/TRANSPORTATION - Mr. Lucas, Mr. Ciccarelli

Mr. Lucas provided a committee update.

MOTION by Mrs. Chamberlain, seconded by Mrs. Ritchie to approve Buildings & Grounds/Transportation items A through L.

A. Approve the Comprehensive Maintenance Plan and the M1 Form

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the Comprehensive Maintenance Plan and the M1 Form for the 2025-2026 school year.

B. Approve an update to the District Five-Year Long Range Facility Plan (LRFP)

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve an update to the District five year LRFP to include the following 2026-2031 anticipated capital improvements/projects:

2026-2027	LRFP Amend	Electrical Upgrade	$100,000.00	
2026-2027	LRFP Amend	Safety/Security Upgrades	50,000.00	
2026-2027	LRFP Amend	Phone System Upgrade	40,000.00	
				$ 190,000.00
2027-2028	LRFP Amend	Roof Phase 1	$500,000.00	
2027-2028	LRFP Amend	Gym HVAC/Heat Upgrades	75,000.00	
				$ 575,000.00
2028-2029	LRFP Amend	Bathroom Upgrades	$150,000.00	
2028-2029	LRFP Amend	Replace Boiler	75,000.00	
				$ 225,000.00
2029-2030	LRFP Amend	Multi-Purpose Room Wall Padding	$ 25,000.00	
2029-2030	LRFP Amend	Parking Lot Refinishing and Restriping	100,000.00	
				$ 125,000.00
2030-2031	LRFP Amend	Roof Phase 2	$950,000.00	
2030-2031	LRFP Amend	Building Foundation Repairs	100,000.00	

2030-2031	LRFP Amend	Remove Asbestos	75,000.00	
				$1,125,000.00
	Total Estimated Projects			$2,240,000.00

C. Approve the maximum Capital Reserve account Amount

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the maximum Capital Reserve amount of $2,240,000 based on an October 13, 2025 analysis of the District's Five-Year Long Range Facility Plan project listing as amended. Hope Township Board of Education has identified 12 projects in the amended five year Long Range Facility Plan that have an estimated local cost of $2,240,000. The maximum Capital Reserve amount of $2,240,000 is equal to the current estimated local share of the projects. The Hope Township Board of Education Capital Reserve account balance is $757,803.25 as of October 13, 2025.

D. Approve the School Bus Emergency Evacuation Report

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the School Bus Emergency Evacuation Drill Report for October 14, 2025.

E. Approve the Use of Facilities

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, to approve the use of the Gym by Warren County Crush Softball, to hold weekly practice, flexible of the basketball schedule.

F. Approve the Use of Facilities

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the use of the Upper Parking Lot and the Lower Parking Lot facilities by Kaleidoscope Productions for their production on Friday, November 7, 2025, Saturday, November 8, 2025, and on Sunday, November 9, 2025. for parking.

G. Approve the Use of Facilities

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the use of the Upper Parking Lot and the Lower Parking Lot by Help Our Preservation Effort on Saturday, October 11, 2025 between 4:00 p.m. and 8 p.m. for a Pasta Dinner.

H. Approve the Use of Facilities

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the use of the Gymnasium, Upper Parking Lot and the Lower Parking Lot by Mrs. Green for a "Family Arts Night" on Thursday, November 13, 2025 between 5:30 p.m. and 7:30 p.m.

I. Approve the Use of Facilities

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the use of the Gymnasium, Classrooms, Upper Parking Lot and the Lower Parking Lot by Mrs. Green for the Holiday Concert on Wednesday, December 17, 2025 between 6:00 p.m. and 7:30 p.m.

J. Approve the Use of Facilities

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the use of the Gymnasium by Warren County Consortium for Student Enrichment for "Math-a-Magicians" on Tuesday, December 9, 2025. Snow date is December 11, 2025.

K. Approve the Use of Facilities

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the use of the Gymnasium by Warren County Consortium for Student Enrichment for "Marvelous Math" on Tuesday, December 16, 2025. Snow date is December 18, 2025.

L. Approve the Use of Facilities

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the use of the Gymnasium and Kitchen by the Hope PTA for "Chef It Up After School Program" on October 6, 2025, October 13, 2025, October 20, 2025, and October 27, 2025.

On a roll call vote, all present were in favor. The motion passed.

X. COMMUNITY & PUBLIC RELATIONS - Mr. Leitner, Mrs. Kasharian, Mrs. Beatty

No committee meeting this month.

XI. CURRICULUM/INSTRUCTION/TECHNOLOGY - Mrs. Chamberlain, Mrs. Beatty, Mrs. Kasharian

Mrs. Chamberlain requested a committee meeting next month.

XII. FINANCE - Mr. Ciccarelli, Mrs. Beatty, Mrs. Chamberlain

No committee meeting this month.

MOTION by Mr. Lucas, seconded by Mrs. Kasharian to approve Finance items A through I.

A. Acceptance of the Financial Report September 2025

WHEREAS, N.J.A.C. 6A:23A-16.10 requires the Board Secretary and the Hope Township Board of Education to certify that no budgetary line-item account has been over-expended and that the sufficient funds are available to meet the district's financial obligation, and

WHEREAS, N.J.A.C.6A:23A-16.10 further requires the Hope Township Board of Education receive and accept the monthly financial statements, the Board Secretary's, and Treasurer's reports; and

WHEREAS, the Board Secretary's and Treasurer's reports, for the month ending September 30, 2025, are presented for the Board to accept and are on file in the Office of the School Business Administrator;

NOW, THEREFORE BE IT RESOLVED, the Hope Township Board of Education acknowledges receipt of and accepts the Board Secretary's and Treasurer's Report for the month ending September 30, 2025; and

BE IT FURTHER RESOLVED, that the Board Secretary and Hope Township Board of Education certify that no budgetary line-item account has been over-expended and that there are sufficient funds available to meet the district's financial obligation.

B. Approval of Budget Transfers for September 2025

WHEREAS, N.J.A.C.6A:23A-16.10-(c)1 states that a report shall be presented to the Board showing all transfers between line-item accounts for each line-item account shown on the budget prepared in accordance with N.J.S.A.18A:22-8; and

WHEREAS, transfers in the report "Budget Transfers" for the time period of September 2025 were necessary to maintain the needs of the district and are on file in the Office of the School Business Administrator,

NOW, THEREFORE BE IT RESOLVED, upon the recommendation of the Chief School Administrator, that Hope Township Board of Education ratifies and approves the transfers in the report "Budget Transfers" for September 30, 2025 in fiscal year 2025-2026, approved by the Chief School Administrator, so that no budgetary line-item account has been over-expended and that sufficient funds would be available to meet the district's financial obligations.

C. Approval of September 2025 and October 2025 Claims

WHEREAS, N.J.S.A. 18A:19, Expenditure of Funds; Audit and Payment of Claims, provides Boards of Education to make payments on claims for goods received and services rendered payable to the order of the person entitled to receive the amount after approval by the board; or in accordance with payrolls duly certified; or debt service or when provided by resolution approval by a person designated by the board; and

WHEREAS, a list of bills for the months of September 2025 and October 2025 are being presented to the board with the recommendation that they be ratified, approved and paid; and

WHEREAS, each claim or demand has been fully itemized, verified and audited as required by law in accordance with N.J.S.A. 18A:19-2;

NOW, THEREFORE BE IT RESOLVED, that the Hope Township Board of Education, upon the recommendation of the Superintendent, ratifies and approves the list of bills for payment in the grand sum of $279,355.46 for September 16, 2025 through September 30, 2025 and $480,384.15 for October 1, 2025 through October 15, 2025.

BE IT FURTHER RESOLVED, the list of bills is on file in the Office of the School Business Administrator, and

BE IT FURTHER RESOLVED, that the Hope Township Board of Education authorizes the School Business Administrator to pay bills if it is determined that a need arises prior to the next board meeting.

D. Approval of Budget Calendar

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the Budget Calendar for the preparation of the 2026-2027 school budget.

E. Accept Award

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, the Hope Township Board of Education accepts an Educator Mini-Grant FY2025 of $1,687.25 from the Division of Cultural & Heritage Affairs for art supplies related to Family Art Night Thursday, November 13, 2025.

F. Approve Professional Development - CPR

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Jessica Gywnn, Lianne Markus, and Sue Martino to attend Nurse CPR Renewal 2025 program on

Monday, October 13, 2025 in the afternoon at Allamuchy Township School District. The registration cost is $95.00 per participant..

G. Approve NJSLEDS Consultant

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Ingrid Scott as a NJSLEDS Consultant at a stipend of $5,000, she is the school secretary at White Township. NJSLEDS is the new software system replacing NJSMARTS for State Reporting.

H. Approve Professional Development

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Lianne Markus to attend virtual webinars on October 22, 2025, January 28, 2026, February 25, 2026, and March 25, 2026 from 12:00 p.m. to 3:30 p.m. for Schoolwide Enrichment Model, AI and Creativity in the Classroom, Meaningful Differentiation, and Enrichment and Acceleration within Content Areas. This will be paid by WCCSE and it is a zero cost to the district.

I. Approve Snow Removal Contractor for the 2025-2026 School Year

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Joe's Landscaping, Blairstown, NJ for snow removal for the 2025-2026 school year at the following rates.

Inches	Price per time
0-3"	$150.00
3"-6"	$200.00
6"-12"	$200.00
12"-18"	$200.00
18"-24"	$200.00
Salt/Grit Application	$200.00

The Board discussed the NJSELEDS consultant and the snowplowing bid.

On a roll call vote, all present were in favor. The motion passed.

XIII. PERSONNEL - Mrs. Ritchie, Mr. Lucas, Mr. Leitner

Mrs. Ritchie provided a committee update.

MOTION by Mr. Lucas, seconded by Mrs. Beatty to approve Personnel item A through G.

A. Accept Rescinded Resignation

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept the rescinded resignation of Victoria Tartaglia from the Board of Education.

B. Accept Resignation

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept with regret the resignation of Laura Crawford from Part Time Speech Language Specialist effective November 28, 2025.

C. Accept Resignation

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept with regret the resignation of Cindy Conklin from School Nurse effective November 24, 2025.

D. Rescind Appointment

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept the rescinded appointment of Bryce McClain, as a Paraprofessional.

E. Approve Paraprofessional

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Christina Barben, as a Paraprofessional, to work 5 days a week for 5.8 hours a day at the rate of $20.00 an hour at White Township School for the period of October 6, 2025 through June 8, 2026 or the last day of school.

F. Approve School Secretary

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Gina Waldron, as School Secretary, at a salary of $55,000 prorated for the 2025-2026 school year, starting on October 20, 2025.

G. Approve School Nurse

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Melissa Woodhull, as School Nurse, BA Step J at a salary of $67,145, prorated for the 2025-2026 school year, starting on November 24, 2025. She will be a substitute shadowing the current nurse the week of November 17, 2025 through November 21, 2025.

H. Approve Observation Hours

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Morgan Northrip, to observe classes for 20 hours for her teaching qualification.

I. Approve Observation Hours

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve Ashley Parello, to observe classes for 20 hours for her teaching qualification.

On a roll call vote, all present were in favor. The motion passed.

XIV. POLICY - Mr. Lucas, Mrs. Chamberlain

MOTION by Mrs. Chamberlain, seconded by Mrs. Beatty to adopt the second reading of Governance items 1 through 13.

1. P 0173 Duties of Public School Accountant (Revised)
2. P 0174 Legal Services (M) (Revised)

3.	P 0177	Professional Services (M) (Revised)
4.	P & R 1570	Internal Controls (M) (Revised)
5.	P 1620	Administrative Employment Contracts (M) (Revised)
6.	P & R 6111	Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
7.	P 6220	Budget Preparation (M) (Revised)
8.	R 6220	Budget Preparation (Revised)
9.	P 0143	Board Member Election and Appointment (Revised)
10.	P 1636.01	Notification of Promotion, New Job, and Transfer Opportunities (New)
11.	P 2422	Statutory Curricular Requirements (M) (Revised)
12.	P & R 5117	Interdistrict Public School Choice (Revised)
13.	P 5339.01	Student Sun Protection (M) (New)

The Board discussed the Student Sun Protection Policy.

On a roll call vote, all present were in favor. The motion passed.

XV. LEGISLATIVE UPDATE - Mrs. Kasharian

Mrs. Kasharian reported on:

- Bill S4701 - Requires schools with school lunch programs to offer at least one plant-based meal as part of regular lunch service.
- Bill S4725 - Requires public and nonpublic school athletic coaches to obtain certification in automated external defibrillator operation and first aid; updates requirements of emergency action plan for sports-related injury.

XVI. BHS BOARD MEMBER UPDATE - Mr. Ciccarelli

No committee update.

XVII. WHITE BOARD MEMBER UPDATE - Mrs. Ritchie

Mrs. Ritchie reported on:

- Transition
- Growing Pains
- Learning Curves

XVIII. GOOD OF THE ORDER

The Board thanked the unknown person for the mums at the marque.

XIX. PUBLIC HEARING AND PETITION

President Ritchie opened the public hearing for public comment.
Cathay Trotter, President of the HEA asked when the school will have air conditioning.

XX. ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

MOTION by Mrs. Beatty, seconded by Mr. Lucas to acknowledge receipt of no HIB investigations.

On a voice vote, all present were in favor. The motion passed.

XXI. ADJOURNMENT

MOTION TO ADJOURN by Mr. Lucas, seconded by Mrs. Beatty.

On a voice vote, all present were in favor. The meeting adjourned at 7:48 p.m.

Respectfully submitted,

Lori A. Tirone
Board Secretary