

HOPE TOWNSHIP BOARD OF EDUCATION

REGULAR SESSION MINUTES

TUESDAY

SEPTEMBER 25, 2018

6:30 PM

Mrs. Ritchie called the meeting to order at 6:32 p.m., and proper notice of postings was given. Mrs. Ritchie 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 Mrs. Ritchie, President, Mr. Tighe, Vice President, Mr. Lucas, Mrs. Beatty, Mr. Corona, Mrs. Chamberlain and Mr. Leary. Mrs. Huff, Business Administrator, Dr. McCartney, Interim Superintendent and Mr. Newman, Principal were also in attendance as well as 22 members of the public.

MONTHLY STUDENT RECOGNITION/PRINCIPAL'S REPORT

Mr. Newman recognized students and presented them with Panther Pride Awards. Mr. Newman commended staff and parents for their professionalism and understanding as we started the year dealing with the mold issues. Mr. Newman also thanked the PTA for everything they do for the staff and students.

PUBLIC HEARING – 2017-2018 AUDIT FINDINGS

Anthony Ardito, Ardito & Co., LLP reviewed the Board's Comprehensive Annual Financial Report for fiscal year 2018. Mr. Ardito provided an overview of the 2017-2018 expenditures, sources of revenue, and provided an analysis of excess general fund balances. Mr. Ardito noted that Mrs. Huff does a wonderful job managing the district's finances and there are no audit recommendations.

A motion was made by Mr. Lucas and seconded by Mr. Tighe to accept the annual Audit & Management Report, Comprehensive Annual Financial Report (CAFR) for the 2017-2018 school year. Motion carried unanimously, by roll call vote, all yes.

A motion was made by Mr. Lucas and seconded by Mrs. Beatty to approve the Corrective Action Plan with no recommendations for corrective action, in any of the 10 audit categories, as a result of the audit. Motion carried unanimously, by roll call vote, all yes.

PARCC PRESENTATION

Dr. McCartney and Mr. Newman presented an overview of the test results from the PARCC testing that was taken by students in grades 3-8 last spring.

Mrs. Chamberlain left the meeting at 7:28 p.m.

SUPERINTENDENT'S REPORT

Dr. McCartney commended Mrs. Huff for her work with the school finances. Dr. McCartney encouraged those attending meetings to use the new sign in book, provided an update on the mold remediation, noted the many years of dedicated, knowledgeable service from our School Psychologist, Mary Henry, who will be retiring in the spring, discussed the transition from SEHBP to SHIF for employee benefits and noted the Board's work developing sound board and district goals for the 2018-2019 year. The group discussed updates to the school calendar to account for the four days missed at the beginning of the year during the mold remediation.

APPROVE A REVISED SCHOOL CALENDAR FOR THE 2018-2019 SCHOOL YEAR

A motion was made by Mr. Lucas and seconded by Mr. Corona to approve a revised school calendar for the 2018-2019 school year to include school on the following. Motion carried unanimously, all yes.

- Monday, January 21, 2019
- Monday, February 18, 2019
- Monday and Tuesday, June 17-18, 2019

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

September 25, 2018

Page 2

PUBLIC HEARING & PETITION

Mrs. Green commended everyone for the smooth start to school and thanked the PTA and Mr. Newman and Dr. McCartney for the lunches they provided to staff.

CORRESPONDENCE & ANNOUNCEMENTS

Mrs. Beatty read correspondence from Mrs. Chamberlain thanking Mrs. Green for her coordination of activities and staff for the Hope Township Picnic.

APPROVE MEETING MINUTES

A motion was made by Mr. Lucas and seconded by Mrs. Beatty to approve the minutes as submitted from the August 21, 2018 Board Retreat, Regular Session Meeting and Executive Session. Motion carried unanimously, all yes.

BUILDINGS & GROUNDS / TRANSPORTATION

Block Motion – Buildings & Grounds/Transportation

A motion was made by Mr. Lucas and seconded by Mr. Corona to approve the following agenda items #1 through #14. Motion carried unanimously, all yes.

1. Approve a Use of Facility Request

To approve a request from the Hope Township PTA for use of the Media Center for monthly meetings September 18, 2018 and January 15, April 9 and June 11, 2019.

2. Approve a Use of Facility Request

To approve a request from the Girl Scouts for use of a classroom for meetings October 12, November 2 and December 7, 2018 and January 11 & 25, February 15, March 1 & 22, April 12, May 10 and June 7, 2019.

3. Approve a Use of Facility Request

To approve a request from The Inn at Millrace Pond for use of the parking lot on October 4, 5, 6, 7, 13 and 20, 2018.

4. Approve a Use of Facility Request

To approve a request from the Hope Township PTA for use of the all-purpose room for a Book Fair/Book Bingo October 10-15, 2018.

5. Approve a Use of Facility Request

To approve a request from the Hope Township PTA for use of the all-purpose room for Grandparent's Day on October 15, 2018.

6. Approve a Use of Facility Request

To approve a request from the Hope Township PTA for use of the all-purpose room for Book Bingo Night on October 12, 2018 and April 5, 2019.

7. Approve a Use of Facility Request

To approve a request from the Hope Township PTA for use of the all-purpose room and kitchen for Gift Card Bingo on November 2, 2018.

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

September 25, 2018

Page 4

CURRICULUM / INSTRUCTION / TECHNOLOGY

Block Motion – Curriculum / Instruction / Technology

A motion was made by Mr. Corona and seconded by Mr. Tighe to approve the following agenda items #1 through #5. Motion carried unanimously, all yes.

1. Approve a Field Trip

To approve a field trip for approximately 18 grade 1 students to Field Station Dinosaurs, Leonia, NJ, on October 18, 2018. The cost for the bus transportation is \$395.

2. Approve a Field Trip

To approve a field trip for approximately 30 grade 3&8 students to ShopRite of Mansfield, Mansfield, NJ, on April 2, 2019. The cost for the bus transportation is \$260.

3. Approve a Field Trip

To approve a field trip for approximately 36 grade 7&8 students to Belvidere High School, Belvidere, NJ, on December 14, 2018. The cost for the bus transportation is \$175.

4. Approve a Field Trip

To approve a field trip for approximately 15 grade 3 students to Warren County Library, Belvidere, NJ, on December 12, 2018. The cost for the bus transportation is \$225.

5. Approve a Field Trip

To approve a field trip for approximately 15 grade 8 students to Washington, DC, May 22-24, 2019.

FINANCE

Block Motion – Finance

A motion was made by Mrs. Beatty and seconded by Mr. Corona to approve the following agenda items #1 through #10. Motion carried unanimously, by roll call vote, all yes.

1. Approve August 2018 Board Secretary's Report and Treasurer's Report

To approve the August 2018 Board Secretary's Report and Treasurer'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 August 31, 2018, no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10(a), and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

2. Approve September 2018 Bills & Claims List

To approve the September 2018 Bills & Claims List in the total amount of \$378,824.05 for all funds.

3. Approve Budget Transfers for August 2018

To approve budget transfers for August 2018 in the amount of \$42,973.45.

4. Approve Submission of the ESEA Grant Application for School Year 2018-2019 (FY2019)

To approve submission of the 2018-2019 (FY2019) ESEA Consolidated grant application to the New Jersey Department of Education in the following amounts:

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

September 25, 2018

Page 5

Block Motion – Finance

Title I Part A	\$ 30,135	To be used for portion of Basic Skills teacher salary and benefits (Green -.26)
Title II Part A	\$ 4,388	To be used for professional development.
TOTAL	\$ 34,523	

5. Approve Submission of the IDEA FY 2019 Grant Application and Acceptance of the Funds

To approve submission of the IDEA FY 2019 grant application and accept the following funds:

IDEA Basic	\$52,730	Used for OOD Tuition
IDEA Preschool	\$ 1,967	Used for Preschool Aide Salary– Schutzki (.15)

6. Approve a Resolution to Terminate Participation Under the State Health Benefits Program and School Employees Health Benefits Program

BE IT RESOLVED:

1. The Hope Township Board of Education – Warren County hereby resolves to terminate its participation in the program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the State Health Benefits Program and/or School Employees’ Health Benefits Program (N.J.A.S. 52:14-17.25 et seq.) for all of its active and retired employees.
2. We shall notify all active employees of the date of their termination of coverage under the program.
3. We understand that the Division of Pensions and Benefits will notify retired employees of the cancellation of their coverage.
4. We understand that all COBRA participants will be notified by the Division of Pensions and Benefits and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.
5. We understand that this resolution shall take effect the first of the month following a 60 day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees’ Health Benefits Commission.

7. Approve a Resolution to Join the Schools Health Insurance Fund

WHEREAS, a number of school boards in the State of New Jersey have joined together to form the SCHOOLS HEALTH INSURANCE FUND hereafter referred to as “SHIF”, as permitted N.J.S.A. 18A:18B-1 et seq., and;

WHEREAS, the SHIF has received approval by the Commissioner of the Department of Banking and Insurance on August 10, 2015;

WHEREAS, the statutes and regulations governing the creation and operation of a joint insurance fund, contain certain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a school board joint insurance fund;

WHEREAS, the governing body of the Hope Township School District, hereinafter referred to as “SCHOOL BOARD” has determined that membership in the SHIF is in the best interest of said SCHOOL BOARD.

NOW THEREFORE, BE IT RESOLVED that the governing body of the SCHOOL BOARD hereby agrees as follows:

1. School Board shall become a member of the SHIF for the period outlined in the SCHOOL BOARD’s Indemnity and Trust Agreement.
2. SCHOOL BOARD will participate in the following type(s) of coverage(s):

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

September 25, 2018

Page 6

Block Motion – Finance

- a. Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the SHIF's Bylaws, and the SHIF's Plan of Risk Management.
3. SCHOOL BOARD shall execute an application for membership and any accompanying certifications.
4. SCHOOL BOARD agrees to commit to the four principles of the SHIF which are:
 - a. A long term philosophy on rates.
 - b. A willingness to work with bargaining units to achieve plan design changes.
 - c. Professional management with stability and commitment.
 - d. Rating structure based on actuarial numbers.

BE IT FURTHER RESOLVED that the governing body of the SCHOOL BOARD is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the SHIF as required by the SHIF's Bylaws, and to deliver these documents to the SHIF's Executive Director with the express reservation that these documents shall become effective only upon:

1. Approval of the SCHOOL BOARD by the SHIF.
2. Receipt by the SHIF of a Resolution from the SCHOOL BOARD accepting SCHOOL BOARD's SHIF assessment.
3. Approval by the Commissioner of the NJ Department of Banking and Insurance of SCHOOL BOARD as a member of the SHIF.

8. Approve a Resolution Appointing a Fund Commissioner to the School Health Insurance Fund

BE IT RESOLVED by the Hope Township Board of Education that Dawn Huff is hereby appointed as Fund Commissioner to the School Health Insurance Fund, effective January 1, 2019 to represent the Hope Township Board of Education.

9. Approve a Resolution Designating a Benefit Risk Manager

RESOLVED, effective January 1, 2019, to designate James T. Finn, CLU, of Brown & Brown Benefit Advisors, Inc. as its Benefit Risk Manager for our Schools Health Insurance Fund (SHIF) medical and prescription drug benefit plans.

10. Approve a Budget Calendar

To approve a budget calendar for the 2019-2020 budget.

PERSONNEL

Block Motion – Personnel

A motion was made by Mrs. Beatty and seconded by Mr. Corona to approve the following agenda items #1 through #3. Motion carried unanimously, all yes.

1. Approve a Transfer on the Salary Guide

To approve a request from Lindsay Williams for a transfer on the salary guide to BA+15, Step F, at a salary rate of \$56,385 for the remainder of the 2018-2019 school year.

2. Approve the Warren County-Wide Substitute List

To approve the Warren County-Wide Substitute List revised 9/11/18 for the 2018-2019 school year.

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

September 25, 2018

Page 7

Block Motion – Personnel

3. Approve a Retirement

To approve the retirement of Mary Henry, School Psychologist, effective as of February 1, 2019.

POLICY

Motion – Policy

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

1. Approve a Statement of Assurance Regarding the Use of Paraprofessional Staff

To approve the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2018-2019 School Year.

SPECIAL EDUCATION AD-HOC COMMITTEE

No updates.

LEGISLATIVE UPDATE

Mrs. Beatty noted recent legislation on mandatory recess, School Safety Specialist eligibility and Sexting Instruction. Dr. McCartney noted that the mandatory recess will need to be in place next school year.

BELVIDERE UPDATE

Mr. Lucas noted that Belvidere had a good start to the new school year, they have added several safety and security measures and discussed a football players ineligibility which caused the team to forfeit the first few games of the season.

ACKNOWLEDGE RECEIPT OF HIB INCIDENTS

A motion was made by Mr. Tighe and seconded by Mrs. Beatty to acknowledge receipt of no HIB investigations deemed HIB incidents, since last meeting. Motion carried unanimously, all yes.

OLD BUSINESS

- **Approve District and Board of Education Goals for 2018-2019 School Year**

A motion was made by Mr. Corona and seconded by Mr. Tighe to approve the following District and Board of Education Goals for the 2018-2019 school year. Motion carried unanimously, all yes.

District Goals

1. Prepare for a Strategic Plan Process in 2019-2020.
2. Secure, provide training and assess the use of the K-5 HMH Reading series.
3. Promote clarity of the Anti-Bullying Bill of Rights with all stakeholders.
4. Study the Danielson Evaluation framework to determine effectiveness for Hope.
5. Review and prepare for NJQSAC.
6. Conduct a Needs Assessment for NJ Comprehensive Equity Plan.

HOPE TOWNSHIP BOARD OF EDUCATION

Regular Session Minutes

September 25, 2018

Page 8

Board of Education Goals

1. Determine the effectiveness of the public portion of Board of Education meetings and make any necessary changes.
2. Determine the future leadership configuration for the District.
3. Investigate a new Superintendent Evaluation process.
4. Review NJQSAC's Governance section as a refresher for members.

NEW BUSINESS

None

PUBLIC HEARING & PETITION

None

ADJOURNMENT

A motion was made by Mr. Tighe and seconded by Mr. Lucas to adjourn the meeting at 8:33 p.m. Motion carried unanimously, all yes.

Respectfully Submitted,

Dawn Huff
Business Administrator
Board Secretary