

**MINUTES**

**May 8, 2019**

The Hopewell Township Board of Education met in regular session at the Hopewell Crest School, 122 Sewall Road, Bridgeton, NJ 08302 (7:15 p.m.).

Flag salute.

Mr. Freitag opened the meeting by reading the Sunshine Law – In accordance with the provisions of this Act, the Business Administrator/Board Secretary has caused notice of this meeting to be published by having the date, time and place thereof posted on the bulletin board in the lobby of the Crest School, in The Press and in The South Jersey Times. The date that notice of the meeting was filed with the Municipal Clerk, posted and sent to the official newspapers was January 15, 2019.

Roll call was taken and the following members were in attendance: Mr. Ross Stanger, Mr. Jeff Kellmyer, Mr. Anthony Scafidi, Mrs. Sharon Campbell, Mr. Arthur Marchand and , Mr. Kenneth Freitag, Mrs. Meghan Lammersen, Superintendent, Mr. John Ogbin, Vice Principal/Curriculum Coordinator and Mrs. Stephanie Kuntz, Board Secretary.

Absent: Mr. Michael Gaimari, Mrs. Karen Johns, and Mr. Edward Kennedy

Mr. Stanger made a motion to approve the regular session minutes of April 10, 2019. Mrs. Campbell seconded the motion and it was carried. Six – ayes

Mrs. Campbell made a motion to approve the budget hearing session minutes of May 1, 2019. Mr. Stanger seconded the motion and it was not carried. Four – ayes, Mr. Marchand and Mr. Scafidi Abstained.

On motion of Mr. Marchand, seconded by Mrs. Campbell and carried by unanimous vote, the Board accepted the following: Board Secretary’s report in accordance with 18A:17-9 for the month of March, 2019. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C.6A:23-2.11(a)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (attachment) Board of Education Certification – pursuant to N.J.A.C.6A:23-2.11(a)4, the Board of Education certifies that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of their knowledge no major accounts or funds have been over expended in violation of N.J.A.C.6A:23-2.11(a) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. In summary the cash balances were in agreement with the Treasurer of School Monies report.

On motion of Mrs. Campbell, seconded by Mr. Marchand and carried by roll with six -ayes, the board accepted the following: Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of March, 2019. The Treasurer’s report and Secretary’s report are in agreement for the month of March, 2019. In addition, the Board Secretary in accordance with N.J.A.C.6A:23-2.11(a)2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

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**Board President**

\_\_\_\_\_  
**Business Administrator**

**CORRESPONDENCE – None**

**Public Comment –**

STEM Presentation from Cumberland Regional High School students.

Bob Mulford updated the board on the parking lot and site improvement project.

**COMMITTEE REPORTS**

**A. ADMINISTRATIVE/PERSONNEL**

Mrs. Lammersen discussed preschool. Staff changes , two aides for preschool, summer improvements and annual reviews.

Mr. Ogbin discussed curriculum updates, Cumberland County Government Day, testing, Little Hawks and the Academic Fair.

Mr. Kellmyer made a motion, upon the recommendation of the Superintendent and the Administrative/Personnel Committee, to approve items #1-26:

**1. AGENDA ITEMS**

**CODE OF ETHICS**

Motion to adopt the following resolution: The Board of Education approves that the Board reviewed and discussed the Code of Ethics for School Board Members at the board meeting and after discussion, that each board member signed an “Acknowledgement of Receipt” to be forwarded to the county office with a copy kept on file in the board office.

Be it resolved that the Hopewell Township Board of Education adopts the New Jersey School Board Members Code of Ethics for 2019-2020 school year.

**OFFICIAL NEWSPAPER**

Motion to adopt the following resolution: Be it resolved that The South Jersey Times be the official newspaper for advertising and receiving notice of meetings, and that that The Daily Journal, Cumberland County Edition, be the second newspaper to receive notice of meetings.

**OFFICIAL BANK**

Motion to adopt the following resolution: Be it resolved that Newfield Bank, Hopewell Branch, Hopewell Township be the official Depositories for monies of the Board of Education. Be it further resolved that for the Current Account, the President, the Vice President, in absence of the President, the Treasurer of School Monies and the Business Administrator/Board Secretary be authorized to sign checks. For the payroll and payroll deduction accounts, the Treasurer of School Monies is required and authorized to sign.

**TREASURER OF SCHOOL MONIES**

Motion to adopt the following resolution: Be it resolved that Susan Anastasio-Quinones be the Treasurer of School Monies for the school year 2019-2020.

**BUSINESS ADMINISTRATOR/BOARD SECRETARY**

Motion to adopt the following resolution: Be it resolved that Stephanie Kuntz be appointed Business Administrator/Board Secretary for the school year 2019-2020.

**AFFIRMATIVE ACTION OFFICER/COMMITTEE- PERSONNEL**

Motion to adopt the following resolution: Be it resolved that the Vice Principal/Curriculum Coordinator be appointed Affirmative Action Officer per N.J.A.C. 6:4-1.3 (c) for the school year 2019-2020 with the following comprising the Affirmative Action Committee:

Vice Principal/Curriculum Coordinator

Merry Quick

TBA

**AFFIRMATIVE ACTION OFFICER – BUSINESS**

Motion to adopt the following resolution: Be it resolved that Meghan Lammersen be appointed Affirmative Action Officer for Business for the school year 2019-2020.

**CUSTODIAN OF RECORDS**

Motion to adopt the following resolution: Be it resolved that Stephanie Kuntz be appointed Custodian of Records pursuant to NJSA 47:1A-5a for the 2019-2020 school year.

**ATTENDANCE OFFICER**

Motion to adopt the following resolution: Be it resolved that Mitzi Barber, school nurse, be appointed Attendance Officer for the school year 2019-2020.

**HOMELESS LIAISON**

Motion to adopt the following resolution: Be it resolved that Marsha Federico be appointed Homeless Liaison for the school year 2019-2020.

**AUDITOR**

Selection of Auditing Firm – Presently Triantos & Delp of Vineland, NJ –Approve Triantos & Delp of Vineland, NJ – Rate: \$20,000 includes credit of \$2,100 for the 2019-2020 school year.

**BOARD SOLICITOR**

Selection of Board Solicitor Services - Presently– Mark Toscano, Comegno Law Group – Rate: \$175.00 per hour for the 2019-2020 school year.

**SUBSTITUTE PAY**

Motion to adopt the following resolution: Be it resolved that the substitute pay rates for the 2019-2020 school year will be as follows:

- Non – degreed                    \$85.00 per day
- Degreed                            \$95.00 per day
- Nurse                                \$130.00 per day

**MEDICAL INSPECTOR**

Motion to adopt the following resolution: Be it resolved that Dr. Michelle Bear be the medical inspector of the district for the 2019-2020 school year. Rate: \$400/hour

**403B/457B PLAN ADMINISTRATOR**

Motion to adopt the following resolution: Be it resolved that GWN Marketing, Inc. and Lincoln Investment be the district’s 403B/457B Plan Administrators for the 2019-2020 school year.

**SECTION 125 PLAN ADMINISTRATOR**

Motion to adopt the following resolution: Be it resolved that National Benefit Services, LLC be the district’s Section 125 Plan Administrator for the 2019-2020 school year.

**TAX SHELTER ANNUITY COMPANIES**

Motion to adopt the following resolution: Be it resolved that the following be the approved district Tax Shelter Annuity Companies for the 2019-2020 school year:

- Valic
- FTJ Fund choice
- GWN Marketing, Inc.
- AIG/Sunamerica
- Prudential
- Lincoln Investment
- ING
- New York Life
- American Funds

**TAX SHELTER ANNUITY BROKER - EUS**

Motion to adopt the following resolution: Be it resolved that Wendell Financial be appointed as the district’s Tax Shelter Annuity Broker for the 2019-2020 school year.

**APPOINT TRUANT OFFICER**

Motion that Fred Hickman and Donald Wulff, be appointed as Truant Officer for the Hopewell Township Board of Education for the 2019-2020 school year at the hourly rate of \$25.00/hour. This position is on an as needed basis only.

#### **INSURANCE BROKERS OF RECORD - EUS**

Motion to adopt the following resolution: Be it resolved that the Conner Strong be appointed as insurance broker of record for liability insurance and Allen Associates as broker for the district's health insurance for the 2019-2020 school year.

#### **UNIFORM MINIMUM CHART OF ACCOUNTS**

Motion to adopt the following resolution: Be it resolved that the Hopewell Township Board of Education adopts the Uniform Minimum Chart of Accounts for the 2019-2020 school year.

#### **DISTRICT ORGANIZATIONAL CHART**

Motion to adopt the following resolution: Be it resolved that the Hopewell Township Board of Education approves the existing District Organizational Chart for the 2019-2020 school year.

#### **INTERNAL CONTROLS/STANDARD OPERATING PROCEDURES MANUAL**

Motion to adopt the following resolution: Be it resolved that the Hopewell Township Board of Education approves the existing Internal Controls/Standard Operating Procedures as per board policy and Purchasing Manual.

#### **EMERGENCY MANAGEMENT PLAN**

Motion to adopt the following resolution: Be it resolved that the Hopewell Township Board of Education approves the existing Emergency Management Plan.

#### **MULTI-YEAR PLANS**

Motion to adopt the following resolution: Be it resolved that the Hopewell Township Board of Education approves the following existing multi-year plans:

- Long Range Facility Plan
- Maintenance Plan
- Technology Plan
- Comprehensive Equity Plan
- New Teacher Induction/Mentor Plan

#### **PURCHASING AGENT and PURCHASING MANUAL**

Motion to adopt the following resolution: Be it resolved that Stephanie Kuntz be appointed as purchasing agent and the purchasing manual for the 2019-2020 school year pursuant to 18A:18A-2. with a bid threshold of \$40,000 and quotes \$6,000.

#### **STATE CONTRACT PURCHASING RESOLUTION**

Motion to adopt the following resolution: **Whereas**, the Hopewell Township Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29 (C), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and **Whereas**, the Hopewell Township Board of Education has the need on a timely basis to purchase goods or services utilizing State contracts; and **Whereas**, the Hopewell Township Board of Education intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it **Resolved**, the Hopewell Township Board of Education authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list for the 2019-2020 school year pursuant to all conditions of the individual State contracts; and be it further **Resolved**, that the Hopewell Township Board of Education School Board Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further **Resolved** that the duration of the contracts between the Hopewell Township Board of Education and the Referenced State Contract Vendors shall be from 7/1/2019-6/30/2020.

#### **COOPERATIVE PRICING**

Motion to continue Participation for Affiliate Membership in the Middlesex Regional Educational Services Commission New Jersey State Approved Cooperative Pricing System and Camden County Educational Services Commission. There is no participation fee for the 2019-2020 school year.

#### **TAX PAYMENTS**

Motion to approve Tax Payment Schedule – R.S.54:4-75 (see attached)

#### **TRANSFERS**

Motion to approve all transfer of funds between board meetings.

#### **PAYMENTS**

Motion to approve payment of Bills between Board Meetings – 18A:19-4.1

#### **DISTRICT PUBLIC AGENCY COMPLIANCE OFFICIAL**

Motion to adopt the following resolution: Be it resolved that Stephanie Kuntz be appointed as the district's Public Agency Compliance Official pursuant to P.A.C.O. for the 2019-2020 school year.

#### **DISTRICT 504 PLAN OFFICER**

Motion to adopt the following resolution: Be it resolved that Meghan Lammersen be appointed as the 504 Plan Officer pursuant to 34 CFR 104.7 (a) for the 2019-2020 school year.

**INTEGRATED PEST MANAGEMENT COORDINATOR**

Motion to adopt the following resolution: Be it resolved that Charles M. Gregg be appointed as the district’s Integrated Pest Management Coordinator for the 2019-2020 school year.

**RIGHT TO KNOW OFFICER**

Motion to adopt the following resolution: Be it resolved that Stephanie Kuntz be appointed as the district’s Right to Know Officer for the 2019-2020 school year.

**ARCHITECT**

Motion to approve Manders Merighi Portadin Farrell Architects, LLC be appointed as the district’s Architect of Record for the 2019-2020 school year.

**PETTY CASH**

Motion to establish the following petty cash accounts for the 2019-2020 school year:

Superintendent            \$250.00

Business Administrator   \$250.00

**BOARD POLICIES**

Motion to approve all the policies, bylaws and regulations adopted as of this date, as the official policies of the Hopewell Township Board of Education for the 2019-2020 school year.

**CURRICULUM AND TEXTBOOKS**

Motion to approve and adopt the Curriculum and Textbooks of the district, as of this date, for the 2019-2020 school year.

**ANNUAL TUITION RATE**

Motion to approve \$6,365.78 (2% increase) per pupil as the tuition rate for the 2019-2020 school year (parent paid). Tuition rate for 2018-2019 was \$6,240.96.

**IMPLEMENTATION OF THE 2019-2020 BUDGET**

To be approved the Implementation of the 2019-2020 school district budget.

**BOARD TRAVEL/ATTENDANCE AS PER POLICY #3335**

**Approve Travel Limitation for regular business travel (up to \$1500).**

Motion to adopt the following resolution:

**WHEREAS**, the Hopewell Township Board of Education (“Board”) is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

**WHEREAS**, the Board has determined that the training programs, seminars, conventions and conferences sponsored by the National School Boards Association (NSBA), the National Association of School Administrators (NASA), the National Association of School Business Officials, the National Association of School Psychologists, the New Jersey School Board Association (NJSBA), the New Jersey Association of School Administrators (NJASA), the New Jersey Association of School Business Officials (NJASBO) and the New Jersey Association of School Psychologists (NJASP) are directly related to and within the scope of the listed board members’/administrators’ current responsibilities, and/or any applicable professional development plans; and

**WHEREAS**, the Board has determined that participation in the NSBA, NASA, NASBO, NASP, NJSBA, NJASA, NJASBO and NJASP training programs, and seminars, conventions and conferences requires school district travel expenditures and that this travel is critical to the administrative and/or instructional needs of the district and/or furthers the efficient operation of the district, and/or will help improve board members’/administrators’ skills and knowledge related to the district operations; and

**WHEREAS**, the Board has determined that the school district travel expenditures to NSBA, NASA, NASBO, NASP, NJSBA, NJASA, NJASBO and NJASP training programs, seminars, conventions and conferences are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget, except as superseded by any conflicting provision of Title 18A of the New Jersey Statutes; and



**WHEREAS**, the Board finds that a mileage reimbursement rate equal to the applicable State of New Jersey mileage reimbursement rate is a reasonable rate; and

**WHEAREAS**, the Board had determined that participation in the NSBA, NASA, NASBO, NASP, NJSBA, NJASA, NJASBO and NJASP training programs, seminars, conventions and conferences are in compliance with the district policy on travel; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby approves the attendance of the listed district employees and board members at NSBA, NASA, NASBO, NASP, NJSBA, NJASA, NJASBO and NJASP training programs, seminars, conventions and conferences, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and,

**BE IT FURTHER RESOLVED**, that the Board authorizes in advance, as required by statute, attendance at the NSBA, NASA, NASBO, NASP, NJSBA, NJASA, NJASBO and NJASP training programs, seminars, conventions and conferences for the 2019-2020 school year.

Participant list as follows:

- Board Members
- Superintendent
- School Business Administrator
- Child Study Team Coordinator
- VP/Curriculum Coordinator

2. Pursuant to NJSA 6A:16-7.7 acceptance of the **April** monthly Bullying Report.
3. Motion to approve the following substitutes for the 2019-2020 school year:
  - Wendy Ritter as emergency coverage nurse to dispense meds
4. Staff Travel Requests as per accordance with District policy #3335, it is recommended that the Board of Education approve the staff travel requests, as submitted. Reimbursement for mileage shall be in accordance with District policy. Please see attached list of staff.
5. Approve the employment of the following staff for the 2019-2020 school year:

- Susan Anatasio-Quinones School Treasurer \$4,080.00

6. Approve the employment of the following non-tenured professional staff for the 2019-2020 school year:

- Alexandra Lomardo Elementary 2/2 BA \$60,139
- Maryann MacDonald Elementary 2/2 BA \$61,278
- Samantha Hug Psychologist 2/2 MA \$63,673
- Noelle Schwegel Elementary 2/2 BA \$60,139
- Melanie Joyce Special Ed 3/3 BA \$61,278

7. Approve the employment of the following tenured professional staff for the 2019-2020 school year:

- Karen Avis Special Ed 13/11 MA \$82,558
- Patricia Barber Nurse 18/16 BA \$80,163
- Danielle Beety Elementary BA \$80,163
- Melissa Bittle Elementary 12/9 BA \$82,558
- Carrie Burlingame Special Ed 11/9 BA+ \$78,421
- Cathleen Caltabiano Elementary 9/8 BA \$72,776
- Nancy Contino Elementary 18/16 BA \$80,163
- Marsha Federico Elementary 19/20 BA \$80,163
- Lindsay Fiorani Speech 10/9 MA \$77,071
- Lauren Fischer Elementary 17/15 BA \$80,163
- Daryl Halter Computer 18/25 BA \$85,774.41
- Deborah Jespersen Social Worker 14/10 MA \$82,558
- Kelly Jones Elementary 8/8 BA+ \$73,921
- Robert Kobylinski PE/Health 8/8 BA \$72,776
- Kathleen Maloney Elementary 18/18 MA \$82,558
- Danielle Martorana Elementary 6/6 BA \$70,901
- Jennifer Nakai Elementary 13/11 MA \$82,558
- Jennifer Puelles Elementary 15/13 BA \$80,163
- Merry Quick Elementary 16/14 BA \$80,163
- Heidi Reed Music 18/16 BA \$80,163
- Jean Sharp Special Ed. 18/29 BA \$86,576.04
- Charles Weber Elementary 18/18 BA \$80,163
- Jennifer Weber Elementary 18/18 BA \$80,163
- Emily Moore Elementary 5/5 BA \$65,401
- Melissa Cramer Elementary 5/5 BA+ \$66,546
- Jennifer Lutek Elementary 5/5 BA \$65,401
- Heike Wheatley Special Ed 5/5 BA+ \$66,546
- Russell Chappius Elementary 15/13 BA+ \$81,308
- Frank Chinnici Elementary 17/15 BA+ \$81,308
- Matt Hitchner Elementary 18/17 BA+ \$81,308
- Sherrie Rizzo Librarian/BS 19/32 BA+ \$87,812.64
- Mark Leigh Elementary 18/18 MA \$82,558

• Michelle Sheppard	Elementary	8/8	BA	\$72,776
• Julie Stanger	Elementary	17/27	MA	\$85,013.64
• Andrea Witte	Elementary	11/10	BA	\$77,276
• Ethan Witte	Elementary	12/10	BA	\$80,163

8. Approve the employment of the following secretarial staff for the 2019-2020 school year (salary increase pending contract approval):

• Rebecca Sibley	Board Office	12 months	\$59,976.50
• Krista Massey	CST/Front Office	10 months	\$41,806.80
• Catherine O'Hara	Front Office	12 months	\$48,893.04
• Lauri Parenti	Curr/Main	12 months	\$22,652.40

9. Approve the employment of the following custodial staff for the 2019-2020 school year with:

• Charles Gregg	Class 1	12 months	\$68,126.40
• Zachary Hitchner	Class 3	12 months	\$55,585
• Scott Morris	Night custodian	12 months	\$19,200 (\$16.00/hr)
• Ron Green	Night custodian	12 months	\$19,200 (\$16.00/hr)

10. Approve the employment of the following Administration staff for the 2019-2020 school year (salary increase pending contract approval):

• Kelli Manski	CST Coordinator/LDTC	\$98,703.22
• John Ogbin	Vice Principal/Curriculum Coordinator	\$91,074.02
• Stephanie Kuntz	School Business Admin/Board Secretary	\$107,143.20

11. Approve the substitute teacher calling stipend of \$3500.00 to Mrs. Rebecca Sibley for the 2019-2020 school year.

12. Approve the employment of the following SACC employees for the 2019-2020 school year (salary increase pending contract approval):

a. Jamie Fralick (Head Caregiver)	8 hrs. per day	190 days	\$37,392 (24.60/hr.)
b. Madison Price	11.00/hr.		scheduled as needed
c. Dawn Casbarro	11.25/hr.		scheduled as needed
d. Lynette Lavoie	11.25/hr.		scheduled as needed
e. Nicholas Archer	11.00/hr.		scheduled as needed
f. Hailey Fralick	11.00/hr.		scheduled as needed
g. Treavor Gandy	11.00/hr.		scheduled as needed
h. Allysa Konecny	11.00/hr.		scheduled as needed

13. Appointment of the following grounds keeping personnel for the 2019-2020 school year at a salary of \$14.85 (2% increase) per hour:

- Mr. Davis Federico
- Mr. Ken Blizzard Sr.

14. With the recommendation of the Superintendent, it is recommended that the Board of Education approve the reduction of force based upon economy and budget considerations for the 2019-2020 school year

- |                     |                 |
|---------------------|-----------------|
| • Lorena Antonelli  | Classroom Aide  |
| • Diane Boudreau    | Classroom Aide  |
| • Kellie Burke      | Classroom Aide  |
| • Sylvia Coleman    | Classroom Aide  |
| • Donna Van Meter   | Classroom Aide  |
| • Marcy Carter      | Classroom Aide  |
| • Wendy Ritter      | Classroom Aide  |
| • Donna Lowry       | Classroom Aide  |
| • Cindy Tirelli     | Classroom Aide  |
| • Donna Loud        | Classroom Aide  |
| • Linda Chinnici    | Classroom Aide  |
| • Lauri Parenti     | Classroom Aide  |
| • Brandon Colle     | Classroom Aide  |
| • Janis Watkins     | Classroom Aide  |
| • Crystal Maldonado | Night Custodian |

15. Approval of the contract for in school nursing services with Bayada Home Health Care Inc., for substitute nursing services at a rate of \$49/hour for the 2019-2020 school year.

16. Motion to approve the 2019-2020 school calendar.

17. Motion to accept with regret the retirement letter from Mary Heisler effective June 30, 2019.

18. Motion to approve the District Improvement Plan for the 2019-2020 school year.

19. Approve the policy below for the second reading:

- 7116 Indoor Air Quality
- 4151.3/4251.3 Earned Sick Leave Law
- 3515 Smoking

20. Motion to approve the proposal for Policy Consultation Services with Business & Communications Strategies, LLC for the 2019-2020 with an annual fee of \$500 and hourly rate of \$50.00/hour.
21. Motion to approve the contract for OT and PT services to be provided by EBS (Educational Based Services) for the 2019-2020 school year as well as for the ESY OT/PT.
22. Motion to approve Jaime Cifuentes, Spanish interpreter at \$50 per hour.
23. Approve ESY Placement and summer related services for the following special education students:

6820084388		Creative Ach.			applied	7/8/19-8/16/19	8:30-2:30
7495719213		Deerfield		\$1,281	applied	7/1/19-7/19/19 no school 7/4&7/5	8:30-12:30
don't have yet		Deerfield		\$1,281	applied	7/1/19-7/19/19 no school 7/4&7/5	8:30-12:30
3459647250		Deerfield		\$1,281	applied	7/1/19-7/19/19 no school 7/4&7/5	8:30-12:30
1238803358		Deerfield		\$1,281	applied	7/1/19-7/19/19 no school 7/4&7/5	8:30-12:30
4961846017		Deerfield		\$1,281	applied	7/1/19-7/19/19 no school 7/4&7/5	8:30-12:30
3692341508		Deerfield	1:01	\$1,281	applied	7/1/19-7/19/19 no school 7/4&7/5	8:30-12:30
8757386766		Deerfield		\$1,281	applied	7/1/19-7/19/19 no school 7/4&7/5	8:30-12:30
6344717108		Deerfield	1:01	\$1,281	applied	7/1/19-7/19/19 no school 7/4&7/5	8:30-12:30
4199581758		Home 10					
9375701187		Home 10					
9517449279		Home 10					
5765789206		home/10 hrs					
7427388971		home/15 hrs					

8733063208		home/15 hrs					
1751977899		Pittsgrove			applied	7/8/19-8/8/19	9:00-11:30
1961270193		Pittsgrove			applied	7/8/19-8/8/19	9:00-11:30
5269701224		SCSSSD		\$4,800	applied	7/8/19-8/15/19	8:45-2:45
8702457443		UD		\$3,500	applied	7/8/19-8/8/19	8:30-12:30
5593871241		UD		\$3,500	applied	7/8/19-8/8/19	8:30-12:30
9978329717		UD	1 to 1	\$3,500	applied	7/8/19-8/8/19	8:30-12:30
1936855412		UD	1 to 1	\$3,500	applied	7/8/19-8/8/19	8:30-12:30
7809037691		UD		\$3,500	applied	7/8/19-8/8/19	8:30-12:30
1998236452							

24. Approval of Summer help – Nico Pierce – hours 7:00 a.m. to 3:00 p.m. – half hour unpaid lunch and (2) 15-minute breaks – start date will Monday, June 24, 2019 and end date Friday, August 30, 2019 (7.5 hours@ \$11.00/hr.)

25. Approval of 2019-2020 Parent Paid Tuition Students

**2019-2020 Parent Paid Tuition Students**

Pupil	Grade	District of Residence
K.W.	4	Stow Creek
I.A.	4	Bridgeton
S.S.	5	UD
A.B.	5	Bridgeton
J.S.	7	UD

S.S.	7	Fairfield
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26. Summer work for the following staff:

- j. Mrs. Patricia Barber – 5 days, 7 hours per day at \$30.00 per hour, 8:00-3:00, 1-hour unpaid lunch \$1,050.00
- k. Mrs. Patricia Barber – 5 days, 7 hours per day at her daily rate per hour to work SACC Camp

Mr. Marchand seconded the motion and a roll call vote was taken as follows:

Ayes: Mr. Stanger, Mr. Scafidi, Mr. Kellmyer, Mrs. Campbell(except #10 & 13), Mr. Marchand (except #7) and Mr. Freitag

Nays: None

Abstention: Mrs. Campbell on #10 & 13 only, Mr. Marchand on #7 only

Motion carried.

**B. BUDGET AND FINANCE –**

Report of the chairperson on committee business.

Mr. Scafidi made a motion upon the recommendation of the Superintendent and the Budget and Finance Committee, motion to approve agenda items #1-7:

- 1. Bills as submitted.
- 2. Transfers

FROM	TO	REASON
Please see separate transfer listing for <b>March</b>		

- 3. Approve closing the 2018-2019 petty cash fund and depositing all funds by June 30, 2019
- 4. Approve the 2019 Safety Grant Program Application and Submission for security cameras in the amount of \$2,000.00.
- 5. Approve the Southern Coastal Regional Employee Benefits Fund Indemnity and Trust Agreement.
- 6. Approve the Southern Coastal Regional Employee Benefit Fund Resolution to Renew:

SOUTHERN COASTAL REGIONAL EMPLOYEE BENEFITS FUND

RESOLUTION to RENEW

WHEREAS, a number of public entities in the State of New Jersey have joined together to form the Southern Coastal Regional Employee Benefits Fund, hereafter referred to as "FUND", as permitted by N.J.S.A. 11:15-3, 17:1-8.1, and 40A:10-36 et seq., and;

WHEREAS, the FUND was approved to become operational by the Departments of Insurance and Community Affairs and has been operational since that date, and;

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 FUND;

WHEREAS, the governing body of , hereinafter referred to as "LOCAL UNIT" has determined that membership in the FUND is in the best interest of the LOCAL UNIT.

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

- i. Become a member of the FUND for the period outlined in the LOCAL UNIT's Indemnity and Trust Agreements.
  - ii. Will participate in the following type (s) of coverage (s):
    - a.) Health Insurance as defined pursuant to N.J.S.A. 17B:17-4, the FUND's Bylaws, and Plan of Risk Management.
  - iii. Adopts and approves the FUND's Bylaws.
  - iv. Execute an application for membership and any accompanying certification
7. Motion to approve the 2019/20 anticipated contracts to be renewed, awarded, or to expire during the school year – Pursuant to PL 2015, Chapter 47 the Hopewell Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200. (Please see attached list)

Mr. Marchand seconded the motion and a roll call vote was taken as follows:

Ayes: Mr. Stanger, Mr. Scafidi, Mr. Kellmyer, Mrs. Campbell, Mr. Marchand and Mr. Freitag

Nays: None

Abstention: None

Motion carried.



### **C. CURRICULUM/CURRICULUM POLICY –**

Upon the recommendation of the Superintendent and the Curriculum/Curriculum Policy Committee, motion to approve the following agenda items:

None

### **D. CAFETERIA/ATHLETICS/ TRANSPORTATION/ STUDENT ACTIVITIES –**

Upon the recommendation of the Superintendent and the CATS Committee, motion to approve agenda items:

Mrs. Campbell made a motion, upon the recommendation of the Superintendent and the CATS Committee, to approve items #1-4:

1. Increase staff lunch prices for the 2019/2020 school year to \$4.00 (Current price is \$4.00) Student prices will increase for the 2019/2020 school year to \$2.60 (Current price is \$2.60) for lunch and \$1.40 for breakfast (Current price is \$1.35).
2. Chrissy Perkins, Transportation Coordinator, held a School Bus Emergency Evacuation Drill for routes including 301 to 315 on April 9, 2019 at 7:45 a.m. during morning arrival. The drill location was Hopewell Crest School, 122 Sewall Road, Bridgeton, NJ 08302. Acceptance of the annual Bus Evacuation Drill report as per NJAC 6A:27-11.2.
3. **STUDENT FUNDRAISERS:**
  - ELF Usborne Books~sale of books to staff ONLY~anticipated profit, to be used to purchase books for library, 25%-50%~teacher in charge Sherrie Rizzo~Fundraiser will be March 25-29, 2019
  - Hawks Hit the Road~staff may wear jeans & Autism shirt for Autism Awareness Day~cost \$5~April 2, 2019~K Manski
  - Jump Rope for Heart~Friday, May 3, 2019~anticipated profit for AHA \$1500.~teacher in charge Robert Kobylinski
  - Alex's Lemonade Stand~all proceeds donated to ALSF~anticipated profit \$1000~duration, May 10-June 14, 2019~teacher in charge Jen Lutek
  - NJHS Mother's Day Flower sale~April 10—26, 2019~\$12 per pot~anticipated profit \$8~teachers in charge Lutek/Federico
  - Kicks For Kids~sneakers for student via Chrissy's Closet~Staff dress down day~May 13, 2019~adult in charge Jaime Fralick
  - Concession and Candy Gram sales for Lil Hawks~May 9 & 10~anticipated profit \$300~PTA
4. **Field Trips**
  - 8<sup>th</sup> grade f/t to Museum of the American Revolution~Philadelphia, PA~April 11, 2019  
8:10a~1:30pm~student cost \$10~teacher in charge Nancy Contino
  - Kindergarten/1<sup>st</sup> Grade~to Cape May Zoo~May 8, 2019~depart 9am return 1:30pm~teachers in charge, Lauren Fischer and Andrea Witte
  - Drama Club F/T~to CRHS Musical Matinee~ 11am-1:45pm~Thursday, March 28~Heidi Reed
  - 4<sup>th</sup> Grade F/T~Bayshore Center& Field Site at Bivalve, Port Norris~transportation being provided by CU Maurice River~March 26, 2019(weather permitting)~8:30a-2pm~teacher in charge Jen Puelles
  - 6<sup>th</sup> grade F/T to Camp Edge~May 16, 2019~8:15-2pm~student cost \$23pp~teacher in charge Melissa Cramer

Mr. Marchand seconded the motion and a roll call vote was taken as follows:

Ayes: Mr. Stanger, Mr. Scafidi, Mr. Kellmyer, Mrs. Campbell, Mr. Marchand and Mr. Freitag

Nays: None

Abstention: None

Motion carried.

Mrs. Campbell gave the board an update from the JPT meeting. She explained that transportation routes would be bid and there will be an increase in route costs.

#### **E. FACILITIES –**

Mr. Marchand made a motion, upon the recommendation of the Superintendent and the Facilities Committee, to approve items #1:

1. **Facilities Request :**
  - o West Park Methodist Softball Team~Tuesday's~weekly practice until games begin then will be random Tuesdays~schedule to come along with insurance~Chris Clark in charge, Youth Leader at WPUM

Mr. Scafidi seconded the motion and a roll call vote was taken as follows:

Ayes: Mr. Stanger, Mr. Scafidi, Mr. Kellmyer, Mrs. Campbell, Mr. Marchand and Mr. Freitag

Nays: None

Abstention: None

Motion carried.

#### **OTHER BUSINESS –**

1. **Reminder to do the Board Self Evaluation and Superintendent Evaluation on-line.**
2. **Mr. Freitag asked how much it would cost for laptops for the board meetings.**

**EXECUTIVE SESSION – Enter at 8:52 pm to discuss a litigation. Discussion will take approx. 15-20 minutes.**

Mr. Scafidi made a motion to enter closed session. Mr. Stanger seconded the motion and it was carried. Six– ayes

Mr. Marchand left meeting at 9:06 pm.

Mr. Stanger made a motion to exit closed session at 9:37 pm. Mr. Scafidi the motion and it was carried. Five – ayes

Mr. Scafidi made a motion to adjourn the meeting at 9:38 pm. Mr. Stanger seconded the motion and it was carried. Five - ayes

Respectfully submitted,

Stephanie A. Kuntz  
Business Administrator/Board Secretary