

**GREEN TOWNSHIP BOARD OF EDUCATION
REGULAR MEETING
March 26, 2018**

I. CALL TO ORDER

A. FLAG SALUTE

Mr. Jonathan Ernst, President, called the meeting to order at 7:30pm in the music room at Green Hills School.

B. MEETING ANNOUNCEMENT

“This is a regular meeting of the Green Township Board of Education held for the purpose of transacting appropriate Board business. In compliance with Chapter 31, Laws of 1975, the New Jersey Herald was properly notified and copies of the agenda of this meeting were appropriately posted and made available for the public.

C. ROLL CALL

Mr.	Jonathan Ernst- President	JE	present
Mrs.	Ann Marie Cooke-Vice -President	AMC	present
Mrs.	Marie Bilik	Dr.C	present
Dr.	Joseph Cercone	JC	present
Mrs.	Jennifer Cinotti	MRF	present
Mr.	Matthew Fox	DKJ	present
Mr.	Noah Haiduc-Dale	JOG	present
Mrs.	Denise Kelly-Jones	NHD	arrived @ 7:31
Mr.	Michael Rose	MPR	present
Mr.	John Nittolo, Superintendent		present
Mrs.	Sallyann McCarty, SBA		present

D. MISSION STATEMENT

Our mission at Green is to educate every student in a safe and secure environment to become a confident and caring life-long learner, who can communicate and contribute positively to the changing needs of society. The district, in cooperation with the community, will provide an academic environment that values excellence, initiative, and diversity of our students and community, while supporting a program of studies that is congruent with the New Jersey Student Learning Standards

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II. EDUCATIONAL PRESENTATIONS

HIB Presentation – Jennifer Thompson and Tiffany Lutz
 HS ELA Honors – Aimee Castellana
 Standards Based Report Cards – Jennifer Thompson
 Preliminary Budget Presentation – John Nittolo

III. INTRODUCE THE PRELIMINARY 2018-2019 BUDGET

A. Motion to introduce the preliminary 2018-2019 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Sussex County Office of Education for compliance and approval for advertisement as follows:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

BE IT RESOLVED that the tentative budget be approved for the 2018-2019 School Year using the 2018-2019 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

Anticipated Enrollment	<u>K-8 - 433</u>		
	<u>Newton HS - 200</u>		
<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	<u>\$12,542,559</u>	<u>General Fund</u>	
Capital Outlay	<u>85,827</u>	..Budgeted Fund Balance	<u>\$ 575,190</u>
Special Revenue Fund	<u>180,172</u>	..Local Tax Levy	<u>9,372,013</u>
Repayment of Debt	<u>194,136</u>	..Misc. Revenue	<u>8,000</u>
		..Tuition Reserve	<u>43,569</u>
		..State Aid	<u>2,629,614</u>
Total Expenditures	<u><u>\$13,002,694</u></u>		
		<u>Special Revenue Fund</u>	
		..State Aid	<u>8,960</u>
		..Federal Aid	<u>171,212</u>
		<u>Debt Service Fund</u>	
		..Budgeted Fund	<u>35</u>

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Balance	
Budgeted Interest	
..Local Tax Levy	194,101
..State Aid	
Total Revenue	\$ 13,002,694

The total tax levy to be raised is \$9,611,295; the General Fund amount is \$9,417,194 and the Debt Service Fund amount is \$194,101 for the ensuing School Year (2018-2019).

Note: The General Fund tax levy increased by \$228,946, which is a 2.49% increase. The Debt Service tax levy decreased by \$449,491 which is a 69% decrease

Also, the Secretary to the Board of Education is authorized to advertise said tentative budget in the New Jersey Herald after approval is obtained from the Executive County Superintendent, in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED that a public hearing be held at the Green Township Board of Education, Greendell, New Jersey on April 25, 2018 at 7:00 pm for the purpose of conducting a public hearing on the budget for the 2018-2019 School Year.

This motion was amended from the original motion. The original motion was presented to the Board at a 2.49% tax levy increase in the general fund for \$228,946. It included salaries for 2 part-time security personnel in budget line 11-000-266-100 for \$55,000. The general supply line 11-190-100-610 was budgeted at \$160,103. The Board only wanted to support a 2% tax levy increase in the general fund. It therefore was agreed that the general fund revenue tax levy would be reduced by \$45,181 from an increase of \$228,946 representing a 2.49% increase to \$183,765 representing a 2% increase. The adjustment would be reflected in appropriations by eliminating the two part-time security personnel for \$55,000 and increasing the general supply line by difference of \$9,819. It was further discussed that the addition of security personnel would be considered at a later date within the 18-19 fiscal year.

Motion to approve as amended the preliminary 2018-2019 budget made by Mrs. Cooke, second by Mrs. Cinotti. Motion approved unanimously by roll call vote.

- B. Motion to approve the following resolution regarding travel and related expense reimbursement maximum costs for 2018-2019 school year:

WHEREAS, the Green Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff

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members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$1,500 for each and all staff and board members and a district maximum expenditure of \$30,000.

- C. Motion to approve the following resolution regarding public relations and professional services maximum costs for 2018-2019 school year:

Whereas, NJAC 6A:23A-5.2 provides that a school district must establish a maximum dollar limit prior to budget preparation for public relations and professional services fees, and;

Whereas, Green Township Board of Education has established the following maximum dollar limits as required:

Public Relations	\$750
Architects	\$ 9,349
Attorneys	\$31,590
Auditors	\$31,667
School Physician	\$7,500

Whereas, if these professional services exceed the maximum amount listed, the Green Township Board of Education will consider another motion to increase amounts listed.

Motion to approve items B & C made by Mrs. Cooke, second by Dr. Cercone. Motion approved unanimously by roll call vote.

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IV. CORRESPONDENCE

SEMI Waiver Approval from County Superintendent (attachment)

V. PUBLIC PARTICIPATION ON AGENDA TOPICS

This public session is designed for members of the public to speak on this evening's agenda topics. By law, the Board of Education is under no obligation to respond to public comment. If the Board of Education chooses to respond, it does not waive its right thereafter not to respond. Length of comments may be limited to three minutes to the individual who has been recognized by the board president. Each individual may be limited to one opportunity to speak per topic. Members of the public are asked to state their name and address for the record.

Public comments/discussion included:

- The budget at a 2.49 increase versus 2.00 increase calculation.
- standard based report cards
- new budget items counselor full-time and an ID scanner
- comment about teachers' salaries being too high

VI. VARIOUS REPORTS

A. NEWTON BOARD OF EDUCATION UPDATE – Mrs. Cooke

February 27, 2018
Halsted School

- | | |
|--------------------------------|--|
| 6:00 pm: | Facility Tour of Halsted School |
| Presentation: | School Performance Report |
| Board Business: | Approved Uniform Memorandum of Agreement between Education and Law Enforcement Officials for 2017-2018 school year.
Accepted the resignation for purposed of retirement of Donna C. Snyder, SBA, effective July 31, 2018. |
| Committee of the Whole: | Discussion of process of hiring SBA replacement. Board of the Whole to be involved in process. |

March 20, 2018
Newton High School

- | | |
|----------------------|--|
| 6:00 pm: | Facility Tour of Newton High School |
| Presentation: | Love of Reading
Newton HS Programs in Business and Technology |

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Superintendent's Report: 3/28 - Meeting with Legislators regarding Equitable Funding
4/17 – Meeting with Funding Committee and Assembly Committee
4/24 – Meeting with Senate Committee
Funding Litigation – 2/28 Filed for Emergent Relief
3/19 Motion to dismiss filed by state
Waiting for Judges decision

Board Business: Approved purchase of Prolepsis Partners LLC for grant writing and consultation services for preparation of 21st Century Community Learning Centers Program Cohort 14 Grant application at a cost of \$16,500.00 and submit Grant application in the amount of \$425,000 for academic enrichment and services to students and families.
Adopted the Tentative Budget for 2018-2019;
2018-2019 Total Expenditures: \$28,718,724.
Less: Anticipated Revenues: \$15,829,430.
Taxes to be Raised: \$12,889,294.
(Tax Relief \$ 301,009.)
(Tax Levy -2.38%)

Next Meeting: Tuesday, April 24, 2018 at Merriam Avenue School.
Facility tour at 6 pm.

B. PTA UPDATE – Mrs. Jones

- General membership meeting was held 3/19/2018.
- Author book signing: “Freddy the tiger” was cancelled due to snow, so signed books were sent home with the children.
- PTA Paint n Sip/Building Community Event: Good turnout. Looking to do it again. Great for building community but not a great money maker.
- Skyzone: possible spring event
- Book Fair: profit was about \$1,400
- Bingo: May 12th, doors open 6pm, games start at 7pm. Grades donating prizes, Grand raffle license pending. Ticket books will go home in backpacks. 12 games, 50/50, 7th grade providing food, profit for Boston trip.
- Budget changes: budget is tighter as there won't be a Tricky Tray this year.
- Budget allocations: Motion for \$934 left over from the grand raffle to be transferred to the Bingo budget approved by a show of hands.
- Field day: committee will be meeting soon to discuss menu.
- Teacher Appreciation: 5/7-5/11 is National Teacher Appreciation week, will need to check scheduling.
- End of Year event: planned for May. Possible dance, maybe dodgeball.
- PTA lifetime award: there were nominations, no selection yet.
- BOE request to the PTA for cafeteria tables: Tables in bad shape, cost about \$15,700. Unable to honor request this year as funds are tight.

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- PTA request to the BOE for school safety presentation: Safety is constantly assessed and fine tuned with safety experts. Updates are given at the BOE monthly meetings, as appropriate. General membership requests an update at a PTA meeting.
- Next general membership meeting: Thursday, May 17th at 7pm

C. BOARD PRESIDENT'S REPORT – Mr. Ernst

Thanked public for referendum, also thanked operations committee

D. SUPERINTENDENT'S REPORT – Mr. Nittolo

- thanked the Green voters for their support of the referendum.
- thanked Ms. Thompson's handling of the vandalism incident
- thanked our four retirees for their years of dedicated service to GHS (Ms. Fox, Ms. Dudas, Ms. Meyer and Ms. Faulkner)
- we have received the data requested from the Newton School District regarding Green students at Newton HS
- Blue Titan has begun training staff in self defense
- Sussex County Association of School Administrators is hosting a screening of Re:Thinking at Sparta HS on April 17
- Newton sent multiple teachers from Halstead and Merriam for math instruction

E. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT – Mrs. McCarty

No report

VII. DISCUSSION/ACTION ITEMS

- A. Information from the Eighth Grade Advisors regarding the Eighth Grade Dance for June 2018. (attachment)

went to barn at Great Divide Campgrounds. Sent thank you letter.

VIII. UNFINISHED BUSINESS

None

IX. BOARD BUSINESS

- A. Motion to accept minutes of the following meetings:

1. Regular meeting of February 21, 2018.

(There was no executive session)

- B. Calendar Discussion

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- Snow day make up: April 6, 2018
- June Board meeting discussion:

Motion to change the June 20th Board of Education meeting to June 21st

**Motion to approve a June 21st board meeting made by Mrs. Cooke, second by Mr. Rose.
Motion approved unanimously by roll call vote.**

- C. Motion to donate \$100 gift certificate from Home Depot to be paid for by the Student Activities Fund to George Fajvan.

**Motion to approve Board Business items A & C made by Mrs. Cooke, second by Mrs. Jones.
Motion carried as follows:**

	Dr. C	JC	AMC	MRF	MB	MPR	JE	DKJ	NHD
Yes	C	X	X	X	X	X	X	X	X
No									
Abstain	A								
Absent									

X. COMMITTEE REPORTS

A. CURRICULUM – Mr. Noah Haiduc-Dale, Chairperson

- 1. Motion to approve proposed field trips for the 2017-2018 school year as per the attached schedule. (attachment)

**Motion to approve Curriculum item 1 made by Mr. Haiduc-Dale, second by Mrs. Cooke.
Motion approved unanimously by roll call vote.**

B. OPERATIONS – Mr. Matthew Fox, Chairperson

- 1. Motion to approve the General Fund bills list for March 1, 2018 through March 31, 2018 for a total of \$1,120,281.27. (attachment)
- 2. Motion to approve the attached disbursements for March 2018 from the Student Activities Account in the amount of \$7,893.77 and the Business Office Petty Cash Account in the amount of \$27.90. (attachment)

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3. Motion to approve the 2017-2018 Track & Field schedule. (attachment)
Note: Each home event requires two officials at \$70.00 each. Each away game requires one bus at \$295.00.
4. Motion to approve the travel and expense reimbursement for John Nittolo, Aimee Castellana, Kyle Mirena and Ann Marie Vansickle to attend the NJASA/NJAPSA Spring Leadership Conference, May 16-18, 2018, in accordance with Green Township Board of Education Expense Policies and A-5.

Conference registration fees:	
John Nittolo	\$550
Aimee, Kyle & Ann Marie	\$599 each = \$1,797
Lodging:	
John Nittolo 3 nights	\$360
Aimee Castellana, Kyle Mirena and Ann Marie Vansickle 2 nights	2 nights at \$240 Totaling \$720

Food & miscellaneous reimbursement not to exceed the federal per diem rate for Meals & Incidental Expenses (\$64.00 per day and \$48.00 per half day) per each attendee. Mileage reimbursement will be paid at the rate of \$.31 per mile. Parking and tolls will be reimbursed with receipts for each attendee.

5. Motion to approve the agreement between Green Township Board of Education and the Sussex County Regional Cooperative for transportation services for the 2018-2019 school year.
6. Motion to approve up to \$2,500.00 for coaching assistance for the Green Hills School Track & Field Team provided by The Active Life. Aftercare to pay.
7. Motion to approve the purchase of electric generation services through the Alliance for Competitive Energy Services (ACES) bid Cooperative Pricing System ID#E8801-ACESCPS. (attachment)
8. Motion to approve disposition request from the Child Study Team Coordinator for disposal of curriculum and instruction records submitted and authorized through the Artemis system.
9. Motion to approve the travel and expense reimbursement for Kyle Mirena to attend the 4th Annual Tomorrow's Classroom Today Conference, May 18 - 19, 2018, in accordance with Green Township Board of Education Expense Policies and A-5.

Registration: \$149

Lodging: \$149 for Friday, May 18th at Residence Inn Princeton

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Mileage reimbursement will be paid at the rate of \$.31 per mile. Parking and tolls will be reimbursed with receipts.

10. Motion to approve purchase of CPR/AED training services from Atlantic Training Center to be held on March 28, 2018 for up to 12 staff members at a cost of \$40.00 per person.
11. Motion to approve purchase of Ethernet service at the speed of 500Mbps from PenTeleData for \$25,200/year from 7/1/18 to 6/30/21. (attachment)
12. Motion to approve Karl Schaub to attend the NJDEP UST Training for Class A & B Operators on March 27, 2018 at Morris County Cultural Center, Morris Township, NJ. The cost is \$275. Mileage reimbursement round trip will be paid at the rate of \$.31 per mile. Parking and tolls will be reimbursed with a receipt.

Note: This training was approved at the 12/20/17 Board meeting for Dave Miller to attend on 2/7/18, but it was rescheduled due to inclement weather.

13. Motion to document the Spring school bus evacuation drills for the 2017-2018 school year conducted from March 6, 2018 through March 16, 2018. All evacuation drills were held in the Green Hills School rear parking lot at 7:55 AM, and were conducted by each bus driver and principal designee Mr. Chris Hitzel. Mr. Mirena also assisted. The drills were conducted as follows:

March 6, 2018 Route 8 & Route 11
March 12, 2018 Route 7 & Route 14
March 14, 2018 Route 12 & Route 18
March 15, 2018 Route 9 & Route 10
March 16, 2018 Route 13 & Route 17

14. Motion to approve Ann Marie Vansickle to attend the 2018 National Core Advocates Convening in Denver, CO, May 19 & 20, 2018. The registration fee is \$300.00. Airfare and lodging are paid for by the National Core Advocate Network.
15. Motion to approve disbursements from the Student Activities Account for balances due for the Boston trip May 16-18, 2018 as follows:

Lakeland Bus Lines	\$7,200.00
Charles Playhouse (Blue Man)	\$3,816.25
Spirit Cruises	\$6,297.83
Fire and Ice	\$1,775.00

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16. Motion to approve disbursements from the Student Activities Account for balances due for the Boston trip May 16-18, 2018, not to exceed the following totals:

Boston Tea Party	\$ 1,400.00
City Info	\$ 6,500.00
Holiday Inn Somerville	\$15,000.00

17. Motion to approve the amendment of the ESEA 17-18 consolidated grant for 16-17 carryover as follows:

	Original	Carryover Amount	Revised
Title I-A	\$18,911	\$17,663	\$36,574
Title II-A	\$ 8,927	\$ 432	\$ 9,359

18. Motion to approve Open Systems to install security upgrades under Co-op contract #65 MCESCCPS, Bid #MRESC 15/16-70, Term 4/29/16 – 4/28/18; extended to 4/28/19 proposal attached for 11,816.60.
19. Motion to approve SHI International State of New Jersey contract number M0003, Term 9/01/15 to 6/30/20 to install security upgrades for \$4,907.22.
20. Motion to retroactively approve tuition contract for student #32410. Tuition and transportation to be reimbursed by the State of New Jersey. The certified cost per pupil for tuition is \$14,528.00, and transportation for 2017-18 \$408.86.

Motion to approve Operations items 1 thru 20 made by Mr. Fox, second by Mrs. Cooke. Motion approved unanimously by roll call vote.

C. PERSONNEL – Mrs. Ann Marie Cooke, Chairperson

1. Motion to accept with regrets the resignation of Beverly Meyer due to retirement effective June 30, 2018, as recommended by the Superintendent.
2. Motion to approve Christopher Perigo as a Substitute Custodian for the 2017-2018 school year, pending receipt of his Criminal History Background Check approval, as recommended by the Superintendent.
3. Motion to approve Melissa Mohan as a Part-Time Teacher Aide and a Substitute After-Care Assistant for the 2017-2018 school year, pending receipt of her Criminal History Background Check approval, to begin as soon as that approval is received, as recommended by the Superintendent.
4. Motion to retroactively approve Philip Wetzel as a Substitute Teacher for the 2017-2018 school year, as recommended by the Superintendent.

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5. Motion to accept with regrets the resignation of Connie Mariani-Dudas due to retirement effective June 30, 2018, as recommended by the Superintendent.

The new CSA evaluation tool was discussed. Mr. Nittolo wanted the old evaluation tool used just for this time until the new tool is fully understood. It was decided that Kathy Helewa should come in and give the Board a presentation on the new process.

**Motion to approve Personnel items 1 thru 5 made by Mrs. Cooke, second by Mrs. Jones
Motion approved unanimously by roll call vote.**

D. POLICY COMMITTEE REPORT – Mrs. Jennifer Cinotti, Chairperson

1. Updates as applicable

No report

XI. PUBLIC PARTICIPATION ON NEW BUSINESS TOPICS

This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. If the Board of Education chooses to respond, it does not waive its right thereafter not to respond. Members of the public are asked to state their name and address for the record.

Mike Fancher – cost per pupil incredible increases tremendously when you include Newton, Andover made a decision not to re-join TDC.

XII. CLOSED MEETING MOTION

The Board of Education of the Green Township School District in the County of Sussex will adjourn into closed meeting to discuss item(s) which fall within an exception of our open meetings policy and permits the Board to have private discussion, since it deals with specific exceptions contained in

- a. Matters rendered confidential by Federal Law, State Law, or Court Rule
- b. Individual privacy
- c. Collective bargaining agreements
- d. Purchase or lease of real property if public interest could be adversely affected
- e. Investment of public funds if public interest could be adversely affected
- f. Tactics or techniques utilized in protecting public safety and property
- g. Pending or anticipated litigation

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- h. Attorney-client privilege
- i. Personnel – employment matters affecting a specific prospective or current employee

Be it resolved that the Board will now go into private session to discuss matters rendered confidential due to the nature of pending or anticipated litigation, attorney-client privilege and personnel – employment matters affecting a specific prospective or current employee privilege. Any discussion held by the Board, which need not remain confidential, will be made public as soon as practical. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. All appropriate persons, who may be discussed in private session, have been adequately notified.

XIII. RECONVENE

XIV. ADJOURNMENT

Motion to adjourn meeting made by Mr. Ernst, second by Mrs. Jones. Motion verbally approved by all

Meeting adjourned at 10:33 pm.

Respectfully submitted,

Sallyann McCarty
Board secretary