

GREEN TOWNSHIP BOARD OF EDUCATION REGULAR MEETING

July 19, 2017

I. CALL TO ORDER

A. FLAG SALUTE

Mr. Jonathan Ernst, President, called the meeting to order at 7:32 pm 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
Dr.	Joseph Cercone	Dr.C	present
Mrs.	Jennifer Cinotti	JC	present
Mr.	Matthew Fox	MRF	present
Mrs.	Denise Kelly-Jones	DKJ	present
Mr.	John O’Gorman	JOG	absent
Mr.	Noah Haiduc-Dale	NHD	present
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 -

None

III. CORRESPONDENCE – Mrs. McCarty

Letter from Mark Zschack, Green Township Administrator regarding additional State Aid.

IV. 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.

None

V. VARIOUS REPORTS

A. NEWTON BOARD OF EDUCATION UPDATE – Mrs. Cooke

**June 27, 2017
Board Offices**

School Business Administrator/Board Secretary Report: Received notification that Carbon Monoxide detectors must be installed by 9/5. Guidance from the state “coming soon”.

Board Business: Approved (32) new and revised policies and regulations on 2nd reading.

Approved (43) revised curricula for NHS.

Approved contract for Donna C. Snyder as SBA/BS for the 2017-2018 school year, as reviewed and approved by the Executive County Superintendent, at a salary of \$150,978.

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Approved 2017-2018 substitute rates:

Teachers \$85/day (\$95/day after 30 days)

Teacher Assistants \$12.25/hr

Nurses \$175/day

Custodians \$12.25/hr

Secretaries \$85/day

Bus Drivers \$18/hr

Approved Erin Marmara as Librarian at NHS for the 2017-2018 school year.

Approved revised school lunch prices for the 2017-2018 school year.

Committee of the Whole:

Discussion regarding School Funding Proposal and intent to give back the funds to the taxpayer.

Next Meeting: Tuesday, July 25, 2017 at 7:00 pm.

B. PTA UPDATE – Mrs. Jones

No PTA update – looking forward to September

C. BOARD PRESIDENT’S REPORT – Mr. Ernst

Board of Education Self-Evaluation

D. SUPERINTENDENT’S REPORT – Mr. Nittolo

BOE communications log:

July 1-15

School:

- Our state aide figure was reduced by 10% to 44K/ funding to returned to taxpayers of Green Twp.

Actions:

- Attended SCCI- Sussex County Curriculum Initiative with coaches- GHS mentioned throughout for our Greenhouse approach

NJDOE:

- ESEA (NCLB) still delayed- amount for Title 1 and Title II- released July 19

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- Rewrote the Emergency Operations Plan- approved in July and sent to Trooper Bambara

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

Reviewed with Operations committee:

1. Seal/recoat and strip parking lot, (approximate cost \$18,000).
2. Two classrooms, tile replacement and repairs (\$6,500)
3. HVAC repairs – possible programming issue cost unknown.

VI. DISCUSSION/ACTION ITEMS

None

VII. UNFINISHED BUSINESS

Board Goals discussion – Goals on committee level, to be formalized at August meeting.

VIII. BOARD BUSINESS

- A. Motion to accept minutes of the following meetings:
 1. Regular meeting of June 21, 2017.
 2. Executive meeting of June 21, 2017.
- B. Motion to approve the Superintendent's yearly EVVRS report regarding HIB incidents as reported to the Board of Education on June 21, 2017.
- C. Motion to approve the Green Township School District Emergency Operations Plan for the 2017-2018 school year.
- D. Motion to approve the Green Township School District English Language Service Three-Year Program Plan for School Years 2017-2020. (attachment)
- E. Motion to correct page 1 of the May 17, 2017 minutes to reflect the correct Board member initials next to their names and replace this page in the minute book with the corrected page. (attachment)
- F. Motion to approve submission of the Request for Principal Waiver for the 2017-2018

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school year. (attachment)

Motion to approve Board Business items A thru F made by Mr. Ernst, second by Mrs. Cooke.

Motion approved unanimously by roll call vote with Mr. O’Gorman being absent.

G. Motion to move the August 16th board meeting to August 23rd made by Mrs. Cooke, second by Mr. Ernst. Motion approved unanimously by roll call vote with Mr. O’Gorman being absent.

IX. COMMITTEE REPORTS

A. CURRICULUM – Mr. John O’Gorman, Chairperson

1. Motion to approve the following request to attend a professional conference:

<u>Staff Member</u>	<u>Conference Name</u>	<u>Provider/Location</u>	<u>Date</u>	<u>Costs</u>	
Chris Hitzel	New Jersey Science Teachers’ Convention	Princeton, NJ	10/24/17 & 10/25/17	Registration Mileage Total	\$340.00 \$37.20 \$377.20
Susan Stobie	New Jersey Science Teachers’ Convention	Princeton, NJ	10/24/17 & 10/25/17	Registration Mileage Total	\$340.00 \$37.20 \$377.20
Beverly Meyer	NJ Summit Featuring Google for Education	Morris Plains, NJ	7/26/17 & 7/27/17	Registration Mileage Total	\$329.00 \$16.12 \$345.12
Janis Martz	NJ Summit Featuring Google for Education	Morris Plains, NJ	7/26/17 & 7/27/17	Registration Mileage Total	\$329.00 \$16.12 \$345.12
Debbie Simmons	Fundations Level K Workshop	Wilson Language Training/ Saddlebrook, NJ	7/24/17	Registration Mileage Total	\$259.00 \$34.10 \$293.10
Debbie Simmons	50 th Annual Conference on Reading & Writing	Rutgers Graduate School of Education/ New Brunswick, NJ	10/27/17	Registration Mileage Tolls/Parking Total	\$180.00 \$37.20 \$20.00 \$237.20

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2. Motion to approve proposed field trips for the 2016-2017 school year as per the attached schedule. (attachment)

**Motion to approve Curriculum items 1 and 2 made by Mr. Ernst, second by Mr. Rose.
Motion approved unanimously by roll call vote with Mr. O’Gorman being absent.**

B. OPERATIONS – Mr. Matthew Fox, Chairperson

1. Motion to approve the General Fund bills list for July 1, 2017 through July 31, 2017 for a total of \$843,159.75. (attachment)
2. Motion to retroactively approve the June supplemental bills list for \$126,694.38, previously approved in June for up to \$250,000. (attachment)
3. Motion to approve the attached disbursements for July 2017 from the Student Activities Account in the amount of \$2,590.84 and the Business Office Petty Cash Account in the amount of \$135.75. (attachment)

June 2017 Financial Reports (attachment)

4. Motion to accept the preliminary Board Secretary’s monthly certification, as attached, pursuant to N.J.A.C. 6:20-2.12(d) that as of June 30, 2017 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.S.A. 18A-22-8 and 18A-22-8.1.
5. Pursuant to N.J.A.C. 6A:23A-16.10 the Green Township School District Board of Education, after review of the Board Secretary’s and Treasurer’s monthly financial reports certify that as of June 30, 2017 and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.2. and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
6. Motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month of June 2017.
7. Motion to approve transfers for June 2017.
8. Motion to approve the submission of the NCLB FY 2018 grant application as follows:

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	Grant
Title I Part A	
Title II Part A	

Motion tabled

9. Motion to allow JCP&L to interspace a pole between 2 existing poles and install a step down transformer. This allows the school to be switched from another service feed with a different voltage in the event we have a power outage. This is at no cost to the district.

10. Motion to approve the joint transportation agreement between Green Township Board of Education and the Andover Regional Board of Education to allow the transportation of three Andover students for the school year 2017-2018 as follows:

Jointure Route#	Host District	Joiner District	Destination	Joiner Cost
4	Green	Andover Twp.	Newton HS	\$1,121.28

11. Motion to approve the Joint Transportation agreement between Green Township Board of Education and the Allamuchy Township Board of Education to allow the transportation of one Allamuchy student for the school year 2017-2018 as follows:

Jointure Route#	Host District	Joiner District	Destination	Joiner Cost
14	Green	Allamuchy Twp.	Green Hills School	\$408.87

12. Motion to approve the sports referee fee per game of \$65.00 for the 2017-2018 school year. All referees used must be licensed and accredited through the New Jersey Interscholastic Athletic Association.

13. Motion to approve the 2017-2018 Field Hockey schedule. (attachment)

Note: Each home game requires two referees at \$65.00 each. Each away game (7) requires one bus at \$295.00.

14. Motion to approve disbursement from the Student Activities account in the amount of 686.25, payable to Boston Tea Party for the May 2018 Boston trip.

15. Motion to approve disbursement from the Student Activities account not to exceed \$8,000.00, payable to Spirit Cruises for the May 2018 Boston trip.

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- 16. Motion to approve disbursement from the Student Activities account not to exceed \$6,500.00, payable to City Info for the May 2018 Boston trip.
- 17. Motion to approve disbursement from the Student Activities account not to exceed \$18,000.00, payable to Holiday Inn for the May 2018 Boston trip.
- 18. Motion to approve the School Related Activities quoted contract QFTBOS18 with Lakeland Bus Lines for the May 2018 Boston trip as follows:

ROUTE	DESTINATION	BASIS OF QUOTE	COST PER BUS	TOTAL COST
QFTBOS18	BOSTON, MA	2 COACH BUS	\$4,050.00	\$8,100.00

- 19. Motion to approve disbursement from the Student Activities account in the amount of \$1,700.00, payable to Camp Mason Outdoor Center for the November 2017 camping trip.
(*note this motion is only necessary if the field trip on this agenda is also approved.)
- 20. Motion to approve a supplemental July bills list for the purpose of paying the retroactive pay for approximately \$80,000.
- 21. Motion to approve the attached add/delete order for Extel Communications, Inc. for \$2,901.30. (Note: This purchase will be paid by the lease purchase funds and is change to the phone system.)
- 22. Motion to accept a \$500 Science Ambassador Grant from ExxonMobil volunteer George Fajvan.
- 23. Motion to use the additional Equalization Aid for the 2017-2018 budget of \$44,295 as follows:

WHEREAS, the State of New Jersey adopted the FY Appropriations Act on July 4, 2017 and

WHEREAS, the act increased the 2017-2018 school year state equalization aid for Green Township Board of Education by \$44,295 from \$708,283 to \$752,578 and

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WHEREAS on July 14, 2017 the New Jersey Department of Education has granted approval pursuant to N.J.A.C. 6A:23 A-13.3(d) for a district to appropriate unbudgeted state aid;

NOW THEREFORE BE IT RESOLVED that as required by N.J.S.A. 18A:22-8.1, Green Township Board of Education will apply the entire \$44,295 of additional state aid toward tax relief, reducing the 2017-2018 school year budget local tax levy to \$9,188,248 from \$9,232,543 (attached are the revised 2017-2018 budgeted revenues) and

BE IT FURTHER RESOLVED that revised A4F's will be distributed as soon as possible to the following: County Board of Taxation, Newton Tax Assessor, NJ Division of Local Governmental Services, Newton Town Clerk and the Executive County Superintendent.

Anticipated Enrollment	<u>K-8 - 437</u>		
	<u>Newton HS - 207</u>		
<u>Expenditures</u>		<u>Revenue</u>	
General Current Expense	<u>\$12,286,131</u>	<u>General Fund</u>	
Capital Outlay	<u>96,857</u>	..Budgeted Fund Balance	<u>\$ 582,760</u>
Special Revenue Fund	<u>182,963</u>	..Local Tax Levy	<u>9,188,248</u>
Repayment of Debt	<u>643,634</u>	..Misc. Revenue	<u>8,500</u>
		..Tuition Reserve	<u>20,518</u>
		..State Aid	<u>2,582,962</u>
Total Expenditures	<u>\$13,209,585</u>		
		<u>Special Revenue Fund</u>	
		..State Aid	<u>18,508</u>
		..Federal Aid	<u>164,455</u>
		<u>Debt Service Fund</u>	
		..Budgeted Fund Balance	<u>42</u>

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Budgeted Interest	
..Local Tax Levy	643,592
..State Aid	0
Total Revenue	\$ 13,209,585

24. Motion to approve the revised tax levy monies as follows:

RESOLVED that the amount of tax monies required for school purposes for the 2017-2018 school year is \$9,188,248 for General Fund and \$643,592.34 for Debt Service and that the Township of Green is hereby requested to place in the hands of the Treasurer of School Monies the below listed amounts:

	<u>GENERAL FUND</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2017			
July	\$ 765,687.33		\$ 765,687.33
August	\$ 765,687.37	\$ 42,348.92	\$ 808,036.29
September	\$ 765,687.33		\$ 765,687.33
October	\$ 765,687.33		\$ 765,687.33
November	\$ 765,687.33		\$ 765,687.33
December	\$ 765,687.33	\$ 2,173.00	\$ 767,860.33
2018			
January	\$ 765,687.33	\$ 546,939.42	\$ 1,312,626.75
February	\$ 765,687.33		\$ 765,687.33
March	\$ 765,687.33		\$ 765,687.33
April	\$ 765,687.33		\$ 765,687.33
May	\$ 765,687.33	\$ 52,131.00	\$ 817,818.33
June	\$ 765,687.33		\$ 765,687.33
<u>TOTAL</u>	\$ 9,188,248.00	\$ 643,592.34	\$ 9,831,840.34

Motion to approve Operations item 1 made by Mr. Fox, second by Mr. Ernst. Motion approved unanimously by roll call vote with Mr. O’Gorman being absent.

Motion to approve Operations items 2 - 7 and 9 – 24 made by Mr. Fox, second by Mr. Ernst. Motion approved unanimously by roll call vote with Mr. O’Gorman being absent. Motion #8 was tabled.

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C. PERSONNEL – Mr. Jonathan Ernst, Chairperson

- Motion to approve the following staff members for curriculum writing during summer 2017 at a stipend to be determined by negotiated contract, with increased hours/positions at the discretion of the Superintendent, as recommended by the Superintendent:

Subject	# of Positions/Days	Staff Members
Science K-4	2 positions/3 days	Kyle Mirena Ann Marie VanSickle
Social Studies K-5	2 positions/3 days	Aimee Castellana Carrie Perkowski
Social Studies 6-8	1 position/3 days	Janis Martz
Gifted & Talented	2 positions/5 days	Beth Voris Aimee Castellana
Visual & Performing Arts	1 positions/3 days	Katy Lederhaas
World Language	3 positions/3 days	Sam Morales Karen Bessin Raquel Spooner

- Motion to approve the following persons for the stipend positions/stipend amounts listed below for the 2017-2018 school year, as recommended by the Superintendent:

Position	Stipend	Name
Advanced Band	\$1,300.	Jennifer Richardson
Assistant Drama Coach	\$1,300.	Kelli McKeown
Assistant Field Hockey Coach	\$1,300.	Michael Scott
Athletic Director	\$1,000.	Chris Hitzel
Beginning Band	\$1,300.	Jennifer Richardson
Boys' Basketball	\$2,000.	Michael Scott
Chorus	\$1,300.00	Diana Minervini
Drama/Musical	\$2,000.	Diana Minervini
Family Math	\$400./8 hr. session each	Elizabeth Dunbar Catherine Nowaczyk Jennifer Richardson
Field Hockey	\$2,000.	Deborah Ronsini
Girls' Basketball	\$2,000.	Chris Hitzel

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Handbells	\$1,300.	Jennifer Richardson
Peer to Peer	\$1,300. each	Sandra Franciosi Deborah Ronsini
SAT Team	\$900. each	Steve Bird Kerry Burneyko Aimee Castellana Carroll Clark
Sports Activity Monitor	\$30. per event each	Deborah Ronsini
STEAM/STEM Fall	\$2,000.	Kyle Mirena
STEAM/STEM Spring	\$2,000.	Kyle Mirena
Teacher Mentor Part-Time Spanish Teacher	\$600.00	Karen Bessin
Track & Field Coach	\$2,000.	Chris Hitzel
Yearbook Advisor	\$2,000.	Carrie Perkowski
Permanent 8 th Grade Advisor	\$1,700.	Catherine Nowaczyk
Rotating 8 th Grade Advisor	\$1,200.	Elizabeth Dunbar
Rotating 7 th Grade Advisor	\$950.	Janis Martz
Rotating 6 th Grade Advisor	\$950.	Cyndi Bresney

3. Motion to approve Sarah Franchino as Computer Club/STEM Club Assistant for the 2017-2018 school year at a stipend of \$1,300.00, as recommended by the Superintendent.
4. Motion to approve Carol Bene as a Substitute Aide in the Extended Year Programs for Summer 2017, as recommended by the Superintendent.
5. Motion to approve the job description for the position of Director of Personnel/Staff Development, as recommended by the Superintendent. (attachment)
Motion tabled until after Executive Session
6. Motion to approve 2017-2018 Contract for Occupational Therapy Services with Susan A. Bloodgood for district students at the rate of \$78.00 per hour, as recommended by the Superintendent.
7. Motion to approve the revised job description for the position of Business Administrator/Board Secretary, as recommended by the Superintendent. (attachment)

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8. Motion to approve advertisement for the position of Principal for the 2017-2018 school year. **Motion to be made after Executive Session.**

Motion to approve Personnel items 1 – 4 and 6 -7 made by Mr. Ernst, second by Mrs. Cooke. Motion approved unanimously by roll call vote with Mr. O’Gorman being absent.

Motions #5 and #8 made after Executive Session also shown in the minutes after Executive Session.

5. Motion to approve the job description for the position of Director of Personnel/Staff Development, as recommended by the Superintendent. (attachment)
8. Motion to approve advertisement for the position of Principal for the 2017-2018 school year.

Motion to approve Personnel items 5 and 8 made by Mr. Ernst, second by Mrs. Cooke. Motion approved unanimously by roll call vote with Mr. O’Gorman being absent.

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

1. Motion to approve revised Regulation 2464, Gifted and Talented Pupils. (attachment)

Motion to approve Policy revision #1 made by Mrs. Cinotti, second by Mrs. Jones. Motion approved unanimously by roll call vote with Mr. O’Gorman being absent.

X. 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.

None

XI. CLOSED MEETING MOTION

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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
- 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.

Motion to enter into executive session made by Mr. Ernst, second by Dr. Cercone. Motion verbally approved by all.

Board entered into executive session at 8:56 pm

XII. RECONVENE

Motion to reconvene into public session made by Mr. Ernst, second by Mrs. Cooke. Motion verbally approved by all.

Board reconvened into public session at 9:57 pm.

XIII. PERSONNEL – ADDITIONAL

Motions #5 and #8 made after Executive Session also included in the minutes in the Personnel Section.

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5. Motion to approve the job description for the position of Director of Personnel/Staff Development, as recommended by the Superintendent. (attachment)

8. Motion to approve advertisement for the position of Principal for the 2017-2018 school year.

**Motion to approve Personnel items 5 and 8 made by Mr. Ernst, second by Mrs. Cooke.
Motion approved unanimously by roll call vote with Mr. O’Gorman being absent.**

XIV. ADJOURNMENT

Motion to adjourn meeting made by Mr. Ernst, second by Mr. Haiduc-Dale. Motion verbally approved by all.

Meeting adjourned at 10:03 pm.

Respectfully submitted by:

Sallyann McCarty
Board Secretary