

**GREEN TOWNSHIP BOARD OF EDUCATION  
PUBLIC BUDGET HEARING  
AND REGULAR MEETING  
April 25, 2018**

**I. CALL TO ORDER**

**A. FLAG SALUTE**

Mrs. Ann Marie Cooke, Vice-President, called the meeting to order at 7:00pm in the gym 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	absent
Mrs.	Ann Marie Cooke-Vice -President	AMC	present
Mrs.	Marie Bilik	MB	present
Dr.	Joseph Cercone	Dr.C	present
Mrs.	Jennifer Cinotti	JC	present
Mr.	Matthew Fox	MRF	Arrived at 7:56pm
Mr.	Noah Haiduc-Dale	NHD	present
Mrs.	Denise Kelly-Jones	DKJ	Present at roll call; left at 7:49 pm returned at 8:28pm
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

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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

**II. EDUCATIONAL PRESENTATIONS**

SOAR – Beth Voris & SOAR Students

**III. PUBLIC BUDGET PRESENTATION 2018-2019**

Mr. Nittolo presented the 18-19 budget.

*Mrs. Jones left meeting at 7:49pm after the budget presentation.*

Public comments on budget presentation:

There were questions about the security equipment purchase; specifically as to what the purpose of the drivers' license scanner served. Mr. Nittolo said the scanner software ties into our student data base system. For example, if a certain individual were not allowed to pick up a student, this situation would be caught.

There was a question about whether or not the Send and Receive agreement was up for renewal. Mr. Nittolo explained that it is up for renewal but was still in negotiations and not settled. He also explained that statutes prohibit us from ending the send/receive relationship with Newton.

**IV. ADOPT THE 2018-2019 BUDGET**

*Mr. Fox entered meeting at 7:56pm*

A. Motion to adopt the 2018-2019 School Budget for a total amount of \$13,002,694 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.

The total tax levy to be raised is \$9,566,114; the General Fund amount is \$9,372,013 and the Debt Service Fund amount is \$194,101 for the ensuing School Year (2018-2019).

Note: The General Fund tax levy increased by \$183,765 which is a 2.00% increase.

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The Debt Service tax levy decreased by \$449,491 which is a 69.84% decrease.

Anticipated Enrollment K-8	<u>419</u>
Newton High School _____	<u>203</u>

<b>EXPENDITURES</b>	<b>Recommended</b>	<b>Board Approved</b>
Charter School – Fund 10	<u>\$23,398</u>	<u>\$23,398</u>
Current Expense – Fund 11	<u>\$12,519,161</u>	<u>\$12,519,161</u>
Capital Expense – Fund 12	<u>\$85,827</u>	<u>\$85,827</u>
Grant – Fund 20	<u>\$180,172</u>	<u>\$180,172</u>
Debt Service	<u>\$194,136</u>	<u>\$194,136</u>
<b>TOTAL EXPENDITURES</b>	<u><b>\$13,002,694</b></u>	<u><b>\$13,002,694</b></u>

<b>REVENUE</b>	<b>Recommended</b>	<b>Board Approved</b>
<b><u>General Fund</u></b>		
Budgeted Fund Balance	<u>\$575,190</u>	<u>\$575,190</u>
Local Tax Levy	<u>\$9,372,013</u>	<u>\$9,372,013</u>
Miscellaneous Revenue	<u>\$8,000</u>	<u>\$8,000</u>
Tuition Reserve	<u>\$43,569</u>	<u>\$43,569</u>
State Aid	<u>\$2,629,614</u>	<u>\$2,629,614</u>
<b><u>Special Revenue Fund</u></b>		
State Aid	<u>\$8,960</u>	<u>\$8,960</u>
Federal Aid	<u>\$171,212</u>	<u>\$171,212</u>

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**Debt Service Fund**

Budgeted Fund Balance	<u>\$35</u>	<u>\$35</u>
Local Tax Levy	<u>\$194,101</u>	<u>\$194,101</u>
State Aid	<u>0</u>	<u>0</u>
 <b>TOTAL REVENUE</b>	 <u>\$13,002,694</u>	 <u>\$13,002,694</u>

**Motion to adopt the 2018-2019 school budget as presented made by Mr. Rose, second by Mrs. Bilik. Motion approved unanimously by roll call vote with Mrs. Jones and Mr. Ernst being absent.**

- 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 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

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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.

**Motion to approve the following resolution regarding travel and related expense reimbursement made by Mr. Rose, second by Mrs. Cinotti. Motion approved unanimously by roll call vote with Mrs. Jones and Mr. Ernst being absent.**

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 the following resolution regarding public relations and professional services made by Mr. Rose, second by Mrs. Bilik. Motion approved unanimously by roll call vote with Mrs. Jones and Mr. Ernst being absent.**

V. **CORRESPONDENCE**

None

VI. **PUBLIC PARTICIPATION ON AGENDA TOPICS**

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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

**VII. VARIOUS REPORTS**

**A. NEWTON BOARD OF EDUCATION UPDATE – Mrs. Cooke**

**April 24, 2018  
Merriam Avenue School**

**6:00 pm:** Facility Tour of Merriam Avenue School

**Presentation:** Public Hearing on the Budget

**Superintendent's Report:** Field of Candidates for BA position has been narrowed down to six (6). Background checks in process. Special meeting on May 1 for interviews.

**School Business Administrator/  
Board Secretary's Report:** Budget available on website April 25, 2018.  
Cross training to occur within the business office.

**Board Business:** Approved the continuation of cooperative athletic programs with Lenape Valley for 2018-2019 and 2019-2020 school years in Ice Hockey and Girls/Boys Swimming. NJSIAA has directed all districts may have only one other district with which to have a cooperative.

Approved the resignation for purposes of retirement of Judith Nonemaker, teacher at NHS.

Approved the 2018-2019 Budget as discussed.

Authorized the SBA to execute agreements with EI Associates to provide services to be paid from the 2017-2018 Capital Reserve balances remaining

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from the demolition of the house at 58 West End Avenue for schematic design and contract document phase for the following projects:

High School Canopy Project  
High School Kiln Project  
Middle School Kiln Project  
Middle School Choral Room Project

Authorized the SBA to execute agreements with EI Associates to provide services to be paid from the 2018-2019 Capital Reserve for the contract administration phase for the following projects:

High School Canopy Project  
High School Kiln Project  
Middle School Kiln Project  
Middle School Choral Room Project

**Next Meeting:** Special Meeting, Tuesday, May 1, 2018 at 6:30pm – for purposes of interviewing BA candidates.  
Regular Meeting: Tuesday, May 8 at 7pm.

**B. PTA UPDATE – Mrs. Jones**

No report – no meeting

**C. BOARD PRESIDENT’S REPORT – Mr. Ernst**

No report

**D. SUPERINTENDENT’S REPORT – Mr. Nittolo**

Budget presentation

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

The bid opening is 5/15/18; the bond sale is 5/16/18. The advertisements for bids are going in paper on Friday.

**VIII. DISCUSSION/ACTION ITEMS**

**A. June Board of Education meeting date change due to eighth grade promotion ceremony**

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- B. Last day of school – June 22, 2018
- C. 8<sup>th</sup> Grade Promotion Ceremony – June 20, 2018
- D. Motion to approve revised 2018-2019 Green Hills School Calendar. (attached)  
(Revision of the day to have school in session if we exceed our allotted snow days –  
April 19<sup>th</sup> instead of April 26<sup>th</sup>.)

**Motion to approve as amended for emergency closing plan made by Dr. Cercone, second by Mr. Fox. Motion approved unanimously by roll call vote with Mrs. Jones and Mr. Ernst being absent.**

- E. Discussion regarding presentation of information to the Board on the new Superintendent evaluation tool by Kathy Helewa from New Jersey School Boards Association at the May 16, 2018 meeting.

**Verbal ok from the board members**

**IX. UNFINISHED BUSINESS**

None

**X. BOARD BUSINESS**

- A. Motion to accept minutes of the following meetings:
  - 1. Regular meeting of March 26, 2018. (attachment)  
  
(There was no executive session)

**Motion to approve Board business item 1 made by Dr. Cercone, second by Mr. Fox. Motion approved unanimously by roll call vote with Mrs. Jones and Mr. Ernst.**

**XI. 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)

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2. 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>	
Kyle Mirena	Ed Tech in Focus	Teq Inc. / Voorhees High School, Glen Gardner, NJ	3/9/18	Registration Mileage/Tolls <i>Total</i>	None \$15.00 <i>\$15.00</i>

**Motion to approve Curriculum items 1 and 2 made by Mr. Haiduc-Dale, second by Mr. Fox. Motion approved unanimously by roll call vote with Mrs. Jones and Mr. Ernst being absent.**

**B. OPERATIONS** – Mr. Matthew Fox, Chairperson

1. Motion to approve the General Fund bills list for April 1, 2018 through April 30, 2018 for a total of \$1,168,941.21. (attachment)

**Motion to approve general fund bills list made by Mr. Fox, second Mr. Rose. Motion approved unanimously by roll call vote with Mrs. Jones and Mr. Ernst being absent.**

2. Motion to approve the attached disbursements for April 2018 from the Student Activities Account in the amount of \$16,864.72 and the Business Office Petty Cash Account in the amount of \$59.80. (attachment)

**February 2018 Financial Reports** (attachment)

3. 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 February 28, 2018 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.
4. 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 February 28, 2018 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.

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5. Motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month of February 2018.
6. Motion to approve transfers for February 2018.

**March 2018 Financial Reports** (attachment)

7. 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 March 31, 2018 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.
8. 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 March 31, 2018 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.
9. Motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month of March 2018.
10. Motion to approve transfers for March 2018.
11. Motion to approve the following resolution:

**WHEREAS**, the Board of Education wishes to join the Garden State Coalition of Schools (GSCS), a member-directed grassroots advocacy organization successfully representing Boards of Education, parents, school administrators and community members in advocating for quality education for all New Jersey students for 26 years, and

**WHEREAS**, the Board of Education desires to be part of GSCS' efforts to focus on the inter-related issues of academic achievement, educational practices and school finance, while continuing to strengthen New Jersey school programs that have led to high student achievement, and

**WHEREAS**, by joining GSCS, the Board of Education will be joining 100 other New Jersey school districts, and

**WHEREAS**, membership in GSCS is initiated by a one-time resolution form each Board of Education wishing to join the Coalition,

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**NOW THEREFORE BE IT RESOLVED** that the Board of Education does agree to join the Garden State Coalition of Schools, and

**BE IT FURTHER RESOLVED** that the Board secretary be authorized to initiate membership arrangements and pay the yearly dues, which may be pro-rated for the remainder of the year where applicable, based on the resolution date.

**Motion tabled.**

12. Motion to approve district travel and expense reimbursement for Marie Bilik to attend the New Jersey School Boards Association Workshop 2018 in Atlantic City, NJ, Monday through Thursday October 22 -25 in accordance with Green Township Board of Education Travel Expense Policy # 6471 and A-5 for the following amounts:

Registration	-	\$300.00
Lodging Workshop Headquarters		\$336.00
*Food & Misc. Expenses*	-	\$224.00 (2 full, 2 partial)
(*federal per diem rate for meals & incidental expenses – \$64.00 for full day, \$48 for partial day)		

Mileage reimbursement will be paid at the current OMB rate of \$.31 per mile, plus tolls and parking fees.

13. Motion to approve district professional development travel and expense reimbursement for Sallyann McCarty to attend the New Jersey Association of School Business Officials annual conference in Atlantic City, NJ, June 6, 7, & 8th, 2018 in accordance with Green Township Board of Education Travel Expense Policy # 6471 and A-5 for the following amounts:

Registration	-	\$275.00
Lodging Conf. Headquarters	-	\$311.25
*Food & Misc. Expenses*	-	\$160.00 (1 full, 2 partial)
(*federal per diem rate for meals & incidental expenses – \$64.00 for full day, \$48 for partial day)		

Mileage reimbursement will be paid at the current OMB rate of \$.31 per mile, plus tolls and parking fees.

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14. Motion to approve using TeleSearch Staffing Solutions, Newton, NJ, to fill sub-custodian positions when needed; pending attorney contract review.
15. Motion to approve request from Catherine Nowaczyk for \$1,600.00 to cover the shortage for the 8<sup>th</sup> grade Boston class trip.
16. Motion to approve payment from the Student Activity account in the amount of \$1,133.50, payable to Gertrude Hawk for the 6<sup>th</sup> and 7<sup>th</sup> grade fundraiser
17. Motion to approve the School Related Activities quoted contract QFTS22 with Stocker Bus Co., Newton for the 2017-2018 school year as follows:

Route	Destination	Basis of the Quote	Cost per Bus	Hourly Adj Cost	Total Cost
SR22FT1	Liberty Science	2-54 Passenger bus	475.00	55.00	950.00
SR22FT2	Morristown Unitarian	1-54 Passenger bus	270.00	55.00	270.00
SR22ST1	7 Various Track events	1-54 Pass.-7 dates	295.00	55.00	2,065.00
Total					3,285.00

18. Motion to approve the School Related Activities quoted contract QFTFS20 with First Student Bus Co., Andover for the 2017-2018 school year as follows:

Route	Destination	Basis of the Quote	Per Bus	Adj Cst	Tot. Cost
FS20FT1	Newton HS	1-54 Passenger bus	110.00	none	110.00
FS20FT2	St. Ann's Parish	1-54 Passenger bus	225.00	none	225.00
FS20FT3	St. Ann's Parish	1-54 Passenger bus	225.00	none	225.00
FS20FT4	SCCC Teen Arts	1-54 Passenger bus	125.00	none	125.00
FS20FT5	HP State Park	2-54 Passenger bus	210.00	none	420.00
FS20FT6	Waterloo Village	2-54 Passenger bus	160.00	none	320.00
FS20FT7	Turtle Back Zoo	1-54 Passenger bus	270.00	none	270.00
FS20FT8	County College Morris	1-54 Passenger bus	205.00	none	205.00
FS20FT9	Newton HS	1-54 Passenger bus	100.00	none	100.00
FS20FT10	GT Municipal Bldg.	1 54 Passenger bus	140.00	none	140.00
Total					2,140.00

19. Motion to approve payment from the Student Activity drama account in the amount of \$1,974.14, payable to Diana Minervini for sound equipment.

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20. Motion to approve the resolution authorizing the form and sale of the school bonds in the attached form. (attachment)

21. Motion to approve the monthly aftercare fees for the 2018-2019 school year as follows:

Full-Time (1<sup>st</sup> Child) 240.00 per month  
Full-Time (2<sup>nd</sup> Child) 200.00 per month

Part-Time (1<sup>st</sup> Child) 180.00 per month  
Part-Time (2<sup>nd</sup> Child) 150.00 per month

Drop in rate per hour: \$17.00

22. Motion to approve the monthly before care fees for the 2018-2019 year as follows:

\$40.00 per month for the first child  
\$30.00 per month for the second child

23. Motion to approve Bayada Home Health Care, Inc. for substitute nursing services; \$50/hour for an LPN and \$60/hour for an RN. (attachment)

24. Motion to approve Delta T Group for various professional services, pending attorney contract review. (attachments)

25. Motion to approve payment from the Student Activity Physical Education account in the amount of \$750.00 payable to St. Jude Children’s Hospital for a donation.

*Mrs. Jones returned to meeting at 8:28pm*

**Motion to approve Operations items 2 thru 10 and 12 thru 25 made by Mr. Fox, second by Mrs. Bilik. Operations item 11 was tabled until further review.**

**Motion carried as follows:**

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

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Abstain					12				
Absent							X		

**C. PERSONNEL** – Mrs. Ann Marie Cooke, Chairperson

1. Motion to approve Jonathon Borgognoni as a substitute custodian retroactive from April 12, 2018 at \$12.00 per hour, as recommended by the Superintendent. (Note: The criminal background check has already been completed.)
2. Motion to approve Sam Morales and Beth Voris as homebound instructors as needed for the 2017-2018 school year, as recommended by the Superintendent.
3. Motion to approve Loren Stroh as a Substitute School Nurse for the 2017-2018 school year, as recommended by the Superintendent.
4. Motion to approve James Hassel as a Substitute Custodian for the 2017-2018 school year, pending receipt of his Criminal History Background Check approval, as recommended by the Superintendent.
5. Motion to renew Jason Burse as a Substitute Custodian for the 2017-2018 school year, as recommended by the Superintendent.
6. Motion to approve Catherine Nowaczyk, Elizabeth Dunbar, Chris Hitzel and Sam Morales as chaperones for the 8<sup>th</sup> Grade trip to Boston, Massachusetts on May 16, 17 and 18, 2018 at a stipend for overnight trips of \$110.00 per night for two nights each, as recommended by the Superintendent.
7. Motion to approve Jennifer Thompson as a chaperone and administrator for the 8<sup>th</sup> Grade trip to Boston, Massachusetts on May 16, 17, and 18, 2018 at a stipend for overnight trips of \$110.00 per night for two nights, as recommended by the Superintendent.
8. Motion to approve the following chaperones for the 8<sup>th</sup> Grade trip to Boston, Massachusetts on May 16, 17, and 18, 2018, as recommended by the Superintendent (Criminal History Background Checks have been approved except where noted):

**Chaperone Names**

Ken Castellaneta  
Kenneth DeGraw



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thereafter not to respond. Members of the public are asked to state their name and address for the record.

Mr. Nittolo said that Mary Faulker will be missed. The Board wished her well.

Topics discussed:

- Complements about the play “Annie”
- The Pat Treible sign needs to be revamped.
- Add a New Business section to the agenda.
- Mrs. Bilik commented that Historical Society will host a Civil War brigade visit at the Green Hills School on May 11<sup>th</sup>.
- Fund raiser for Mrs. Spina

**XIII. CLOSED MEETING MOTION**

There was no closed meeting.

**XIV. ADJOURNMENT**

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

**Meeting adjourned at 8:56 pm.**

Respectfully submitted by:

Sallyann McCarty  
Board secretary