

# GREEN TOWNSHIP BOARD OF EDUCATION AGENDA

## Regular Meeting

July 16, 2025

Time: 7:00 p.m.

Place: Green Hills School - Library

### I. CALL TO ORDER

#### A. FLAG SALUTE

#### B. OPEN PUBLIC MEETINGS ACT STATEMENT

“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

		Term	Roll Call
Mr.	CJ Bilik	2025	
Mrs.	Marie Bilik	2026	
Mrs.	Ann Marie Cooke	2027	
Mrs.	Alyssa Eisner	2027	
Mrs.	Heather Ellersick	2027	
Mrs.	Amy Jones	2025	
Mrs.	Maureen McGuire	2026	
Mrs.	Kristin Post	2025	
Dr.	Melissa Vela	2026	
Dr.	Jennifer Cenatiempo, Superintendent		
Mrs.	Karen Constantino, SBA		

#### D. Mission

Green Township School District educates every student to become a confident and caring life-long learner who communicates effectively and contributes positively to the evolving needs of society. The district, in partnership with the community, promotes academic excellence and equitable opportunities for all students.

**II. PRESENTATIONS**

-Feasibility Study Process, Dr. Kennedy Greene and Mr. Mark Magyar

**III. CORRESPONDENCE**

-Professional Development Workshop Request-D. Minervini

**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 is 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.

**V. VARIOUS REPORTS**

A. NEWTON BOARD OF EDUCATION UPDATE - Mrs. Cooke

B. PTA UPDATE - Mrs. Post

C. SCESC UPDATE-Mrs. Bilik

D. LEGISLATIVE UPDATE-Mrs. Eisner

E. BOARD PRESIDENT'S REPORT - Mrs. Bilik

F. SUPERINTENDENT'S REPORT - Dr. Cenatiempo

HIB: There are 0 HIB to report since the last BOE meeting.

Drills: Fire Drill - 6/2/25  
Security Drill - 6/11/25  
Shelter in Place - 7/8/25  
Fire Drill - 7/9/25

G. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT - Mrs. Constantino

**VI. DISCUSSION ACTION ITEMS**

**VII. BOARD BUSINESS - Mrs. Ann Marie Cooke**

A. Motion to accept minutes of the following meetings:

1. Regular Meeting of June 11, 2025. (Attachment)

Motion..... Second.....  
/Roll Call/

2. Executive Session Meeting of June 11, 2025.

Motion..... Second.....  
/Roll Call/

B. Motion to accept the HIB Report from the June 11, 2025 meeting.

Motion..... Second.....  
/Roll Call/

C. Motion to approve the disposal of an approximately 15 year old wheelchair and two retired non-functioning smartboard units that have been stored in a closet to date.

Motion..... Second.....  
/Roll Call/

D. Motion to approve the Office Staff and Custodial Staff Calendars for the 2025 - 2026 school year, as attached.

Motion..... Second.....  
/Roll Call/

E. Motion to approve the annually required 25/26 Green Township School District Emergency Virtual/Remote Instruction Plan and Checklist as attached.

Motion..... Second.....

**VIII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

**X. COMMITTEE REPORTS**

**A. CURRICULUM - Mrs. Maureen McGuire, Chairperson**

1. Motion to approve the following professional development request(s):

<u>Staff Member</u>	<u>Conference Name</u>	<u>Provider/Location</u>	<u>Date</u>	<u>Costs</u>
Patti Hannemann	NJDOE Training Sessions for District Certification Staff	NJDOE - Virtual	Retroactive to 6/29/25	No Cost to the BOE
Karen Constantino	Mandatory Technical Assistance for Preschool Educational Aid	100 Riverview Plaza Trenton, NJ	7/16/25	Roundtrip Mileage: 132 miles @ \$.47/mi=\$62.04
Marybeth Stiles Jon Paul Bollette	HIB Law Update	Virtual, NJSPA / Legal One Workshop	10/30/25	\$125
Marybeth Stiles Deb Ronsini	Conflict Resolution in Elementary School	Virtual, New Jersey State Bar Foundation	9/25/25	\$0

Motion..... Second.....  
/Roll Call/

2. Motion to approve the following programs for the 25-26SY:

<u>Program</u>	<u>Date</u>	<u>Time &amp; Cost</u>
----------------	-------------	------------------------

Signs of Suicide (Parents)	9/24/2025	7pm, No cost to the BOE
Signs of Suicide (Grade 8)	9/26/2025	TBD, No cost to the BOE
LEAD Students Program (Grade 5)	10 week program	TBD, No cost to the BOE
GIZMO (Grades 3 & 4)	10/16/2025	TBD, No cost to the BOE
Don't Get Vaped In	Week of 10/25/2025	TBD, No cost to the BOE
Cyberbullying Presentation-Sussex County Prosecutor's Office (Grades 5-8)	10/9/2025	TBD, No cost to the BOE
Career Exploration (Grades 7 & 8))	11/13/2025	TBD, No cost to the BOE
Managing Social Media with Youth (Parents)	TDB	TBD, No cost to the BOE
Helping Teens Manage Stress (Parents)	March 2026	TBD, No cost to the BOE
Parent/Caregiver Guide to Mental Health (Parents)	May 2026	TBD, No cost to the BOE

Motion..... Second.....  
/Roll Call/

- Motion to approve Jenna Velez to do a day of observation as part of her college coursework, date: TBD.

Motion..... Second.....  
/Roll Call/

- Motion to approve Handle With Care Training to be conducted by Leif Ruschmeyer on 8/25/25 for 4 hours at a rate of \$800. Participating staff to be paid their hourly rate for their participation in this training via timesheet.

Motion..... Second.....  
/Roll Call/

**B. FINANCE - Mrs. Kristin Post, Chairperson**

**June 2025 Financial Reports (attachment)**

- Motion to approve the General Fund bills list for June 12, 2025 through July 16, 2025 for a total of \$893,506.13 (Attachment)

Motion..... Second.....  
/Roll Call/

2. Motion to accept the Board Secretary’s monthly certification, as attached, and that as of June 30, 2025, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.6A:23A-16.10(c)3.

Motion..... Second.....  
/Roll Call/

3. Pursuant to N.J.A.C. 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, 2025 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:23-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion..... Second.....  
/Roll Call/

4. Motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month of June, 2025.

Motion..... Second.....  
/Roll Call/

5. Motion to approve transfers for June, 2025.

Motion..... Second.....  
/Roll Call/

6. Motion to approve the disbursements from June 12, 2025 through July 16, 2025 for the Student Activities Account in the amount of \$9,682.25, Cafeteria Account of \$122,615.72, Childcare Account of \$41,683.22 and the Business Office Petty Cash Account in the amount of \$0.00. (Attachment)

Motion..... Second.....  
/Roll Call/

7. Motion to approve the following insurance policies through Gallagher for the 2025-2026SY:

COVERAGE	CARRIER	ANNUAL PREMIUM
Property/General Liability/Legal	SAIF Corporation	\$114,437
Workers Compensation Supplemental Workers Compensation	SAIF (School Alliance Insurance Fund) SAIF (School Alliance Insurance Fund)	\$48,762 \$ 3,273
Student Accident Insurance-Base	Mutual of Omaha	\$ 1,976
Environmental Liability	Beazley Excess and Surplus Insurance, Inc.	\$13,937
<b>TOTAL COST</b>		<b>\$182,385</b>

Motion..... Second.....  
/Roll Call/

8. Motion to approve district professional development travel and expenditure/reimbursement for Diana Minervini to attend The Broadway Weekend Theatre Teacher Workshop on July 18, 2025 through July 19, 2025 located at Open Jar Studios in New York, NY in accordance with Green Township Board of Education Expense Policy #6471 and A-5 for the following amounts:

Registration	\$259.22
Lodging Federal per diem rate not to exceed \$237/night	\$237.00
Food & Misc. Expenses at the GSA rates, to be reimbursed with submitted receipts Breakfast- 2 days \$17.25/day Lunch - 2 days \$19.50/day Dinner - 2 days \$28.50/day	\$130.50
<b>TOTAL</b>	<b>\$609.47</b>

Motion..... Second.....  
/Roll Call/

9. Motion to approve the following:  
WHEREAS, Karen Constantino, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$44,000 to **\$53,000**, effective July 1, 2025;

NOW, THEREFORE BE IT RESOLVED that the Green Township Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of **\$53,000** for the school district, and further authorizes the School Business Administrator/Board Secretary, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37 (c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

Motion..... Second.....  
/Roll Call/

**C. OPERATIONS - Mr. CJ Bilik, Chairperson**

1. Motion to award the contract to Wind River Environmental Company to remove and install 2-2000 gallon custom H2O precast septic tanks. Contract EDS# 11647 through Ed-Data time and Material Bid, at a total cost of \$31,470. This is to be funded out of the capital reserve, as budgeted in the 25-26SY budget.

Motion..... Second.....  
/Roll Call/

2. Motion to approve the professional services quote with Parette Somjen Architects for the Septic Tank Replacement Project, which is a flat fee for the following:

Fee	Phase
\$500.00	Information Gathering & Documentation of Existing Conditions
\$750.00	Schematic Design
\$3,500.00	Applications & Submissions

\$750.00	Construction Documents
\$500.00	Reimbursable Expenses
\$6,000.00	Total Flat Fee + Expenses

This is in conjunction with number 1. listed above, and will be funded out of the capital reserve, as budgeted in the 25-26SY budget.

Motion..... Second.....  
/Roll Call/

- 3. Motion to approve the following proposal for the vestibule project:  
Servo Pro-removal of 3 glass panels and replace with sheetrock \$5,212.28  
This is to be funded out of the capital reserve for the vestibule project, as budgeted in the 25-26SY budget.

Motion..... Second.....  
/Roll Call/

- 4. BRG Corp-Teller Window and Blackout Film, installed \$11,288.00 (Ed-data Bid # 12749, package #63). This is to be funded out of the capital reserve for the vestibule project, as budgeted in the 25-26SY budget.

Motion..... Second.....  
/Roll Call/

- 5. Motion to approve and award the contract in the amount of \$21,721 to Hannon Floors for the removal and replacement/installation of stair nose edging and risers. NJ #65MCESCCPS and ESCNJ 23/24-14 This is to be funded out of the capital reserve for the stage edging project, as budgeted in the 25-26SY budget.

Motion..... Second.....  
/Roll Call/

**D. PERSONNEL - Dr. Melissa Vela, Chairperson**

1. Motion to approve Christine Malloy’s movement on the guide from BA Step 9 to BA + 15 Step 9 for the 2025 - 2026 school year, as documented by official transcripts and verified/recommended by the Superintendent.

Motion..... Second.....  
/Roll Call/

2. Motion to approve Diana Minervini’s movement on the guide from MA Step 12 to MA + 30 Step 12 for the 2025 - 2026 school year, as documented by official transcripts and verified/recommended by the Superintendent.

Motion..... Second.....  
/Roll Call/

3. Motion to approve Kimberly Ervey’s movement on the guide from BA +30 Step 5 to MA Step 5 for the 2025 - 2026 school year, as documented by official transcripts and verified/recommended by the Superintendent.

Motion..... Second.....  
/Roll Call/

4. Motion to approve Brittany Mussenden as a Front Office Substitute for the 2025-2026 school year, at a rate of \$115.00 per day, unless four (4) days are worked during a single week, and then the rate goes to \$125.00 per day, pending criminal history background check and paperwork, as recommended by the Superintendent.

Motion..... Second.....  
/Roll Call/

5. Motion to approve the following to be substitute teachers/paraprofessionals for the 2025 - 2026 school year, at the recommendation of the Superintendent.

Iryna Coleman	Lauren Rannou	Susan Stobie
---------------	---------------	--------------

Motion..... Second.....  
/Roll Call/

- 6. Motion to approve Kathryn VanderValk as PRK ESY teacher from July 17, 2025 through August 1, 2025, at Step 1, with an hourly rate of \$44.62, based on a prorated salary of \$65,437, for the time of the program from 8:15 am - 12 pm daily, pending receipt of criminal history background check and paperwork, at the recommendation of the Superintendent.

Motion..... Second.....  
/Roll Call/

- 7. Motion to approve increasing the previously approved 12 hours to 16 hours for Sarah Pittenger to work with a student on the Wilson program during ESY.

Motion..... Second.....  
/Roll Call/

- 8. Motion to approve Alison Weatherwalks as AM and PM bus monitor for the 2025-2026 school year at a rate of \$30 per run, at the recommendation of the Superintendent.

Motion..... Second.....  
/Roll Call/

- 9. Motion to accept, with regrets, the resignation of Alyssa Murphy, effective June 30, 2025.

Motion..... Second.....  
/Roll Call/

- 10. Motion to approve the following substitute school nurses for the 2025-2026 school year, starting July 1, 2025 through June 30, 2026, pending documentation and paperwork, at the recommendation of the Superintendent:

Jennifer Olivier  
Holly Sharlow

Motion..... Second.....  
/Roll Call/

- 11. Motion to approve Manuel Ovalles night shift custodian starting on or about July 17, 2025 at a rate of \$43,000, pending receipt of criminal history background check and paperwork, at the recommendation of the Superintendent.

Motion..... Second.....  
/Roll Call/

12. Motion to approve Health Source Group for Healthcare/Education Services to provide the following services, as required: (contract attached)

RN - Health Office Coverage	\$68/hour (4 hour minimum)
RN - Skilled Nursing Services for Special Needs Student	\$71/hr (4 hour minimum)
RN - Field Trips/Overnight School Trips	\$71/hr (4 hour minimum)
RN Visit - Dispense Meds	\$127 per visit

Motion..... Second.....  
/Roll Call/

13. Motion to approve Kathy Wolfe to work up to six (6) hours for summer work at the approved rate of the CSA, at the recommendation of the Superintendent.

Motion..... Second.....  
/Roll Call/

14. Motion to approve Sean Hardy as paraprofessional for 1 day per week at a rate of \$15.49 an hour at the recommendation of the Superintendent.

Motion..... Second.....  
/Roll Call/

15. Motion to approve Stephanie Kilpatrick as special education teacher for the 25/26 school year at Step 4, MA +30, \$80,437 at the recommendation of the superintendent pending all necessary paperwork.

Motion..... Second.....  
/Roll Call/

16. Motion to approve the following staff members as Drivers of School Vehicle with a Capacity of 8 or Fewer Passengers Used for Transportation of Students to and from School Related Activities for

the 25-26 School Year. The vehicle utilized for this Driving will be a district owned minivan. A current driver's license in good standing in accordance with all statutory requirements as stated in 6A: 27-7.6 is required.

Time of Run: The time of routes to be determined.

Salary: The rate per run will be \$50 an hour for active driving time and \$25 an hour for idle time. There will be a minimum payment of 1 hour for all runs. Additional time beyond the first hour will be accrued on a 15 minute increment.

Linda DeGraw  
Karen Constantino  
Alison Weatherwalks  
Beth Denuto  
Tamatha McArdle  
Lori Homentosky  
Scott Wikander  
Nancy Kaiser  
Jeff Shotwell

Motion..... Second.....  
/Roll Call/

**E. POLICY - Mrs. Heather Ellersick, Chairperson**

- 1. Motion to approve the second reading of the following policies.

P1332 Evaluation of the Board Secretary  
P 1350 Incapacity of the School Business Administrator/Board Secretary  
P1400 Job Descriptions  
P1510 Americans with Disabilities Act

Motion ..... Second .....  
/Roll Call/

**XI. PUBLIC PARTICIPATION ON NEW BUSINESS TOPICS**

This public session is designed for members of the public to speak on non- 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 is 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.

**XII. CLOSED MEETING**

Closed Meeting Motion was read by \_\_\_\_\_ at \_\_\_\_\_ pm.

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 for the purpose of discussing \_\_\_\_\_

Motion..... Second.....

Roll Call/

**XIII. RECONVENE**

Motion to reconvene into public session at \_\_\_\_\_ pm.

Motion..... Second.....

/Roll Call/

**XIV. BOARD COMMENTS**

**XV. ADJOURNMENT**

Motion that the Board of Education shall adjourn at \_\_\_\_\_ pm.

Motion..... Second.....

/Roll Call/

**Next Meeting Date:**

August 20, 2025

**Vision**

Empower students and staff to embrace their individual strengths in a safe, supportive environment that fosters a love of learning while pursuing their full potential.