

**GREEN TOWNSHIP BOARD OF EDUCATION
AGENDA
Public Budget Hearing & Regular Meeting**

April 25, 2018

Time: 7:00 p.m.

Place: Green Hills School

I. CALL TO ORDER

A. FLAG SALUTE

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	_____
Mrs. Ann Marie Cooke – Vice-President	_____
Mrs. Marie Bilik	_____
Dr. Joseph Cercone	_____
Mrs. Jennifer Cinotti	_____
Mr. Matthew Fox	_____
Mr. Noah Haiduc-Dale	_____
Mrs. Denise Kelly-Jones	_____
Mr. Michael Rose	_____
Mr. John Nittolo, Superintendent	_____
Mrs. Sallyann McCarty, SBA	_____

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.

II. EDUCATIONAL PRESENTATION

SOAR – Beth Voris & SOAR Students

III. PUBLIC BUDGET PRESENTATION 2018-2019

VI. ADOPT THE 2018-2019 BUDGET

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. 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>

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

REVENUE	Recommended	Board Approved
<u>General Fund</u>		
Budgeted Fund Balance	<u>\$575,190</u>	

Local Tax Levy	<u>\$9,372,013</u>
Miscellaneous Revenue	<u>\$8,000</u>
Tuition Reserve	<u>\$43,569</u>
State Aid	<u>\$2,629,614</u>

Special Revenue Fund

State Aid	<u>\$8,960</u>
Federal Aid	<u>\$171,212</u>

Debt Service Fund

Budgeted Fund Balance	<u>\$35</u>
Local Tax Levy	<u>\$194,101</u>
State Aid	<u>0</u>

TOTAL REVENUE \$13,002,694

Motion Second

/Roll Call/

- 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 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 Second

/Roll Call/

- 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 Second

/Roll Call/

V. CORRESPONDENCE

VI. 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.

VII. VARIOUS REPORTS

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

- B. PTA UPDATE – Mrs. Jones

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

- D. SUPERINTENDENT’S REPORT – Mr. Nittolo

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

VIII. DISCUSSION/ACTION ITEMS

- A. June Board of Education meeting date change due to eighth grade promotion ceremony
- B. Last day of school – June 22, 2018
- C. 8th 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 19th instead of April 26th.)

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

/Roll Call/

- 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.

IX. UNFINISHED BUSINESS

X. BOARD BUSINESS

A. Motion to accept minutes of the following meetings:

- 1. Regular meeting of March 26, 2018. (**attachment**)

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

/Roll Call/

(There was no executive session)

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**)

Motion Second

/Roll Call/

- 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	None \$15.00
				Total	\$15.00

Motion Second

/Roll Call/

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 Second

/Roll Call/

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**)

Motion Second

/Roll Call/

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.

Motion Second

/Roll Call/

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.

Motion Second

/Roll Call/

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

Motion Second

/Roll Call/

6. Motion to approve transfers for February 2018.

Motion Second

/Roll Call/

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.

Motion Second

/Roll Call/

- 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.

Motion Second

/Roll Call/

- 9. Motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month of March 2018.

Motion Second

/Roll Call/

- 10. Motion to approve transfers for March 2018.

Motion Second

/Roll Call/

- 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,

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 Second

/Roll Call/

- 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.

- 14. Motion to approve using TeleSearch Staffing Solutions, Newton, NJ, to fill sub-custodian positions when needed; pending attorney contract review.

Motion Second

/Roll Call/

- 15. Motion to approve request from Catherine Nowaczyk for \$1,600.00 to cover the shortage for the 8th grade Boston class trip.

Motion Second

/Roll Call/

- 16. Motion to approve payment from the Student Activity account in the amount of \$1,133.50, payable to Gertrude Hawk for the 6th and 7th grade fundraiser

Motion Second

/Roll Call/

- 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

Motion Second

/Roll Call/

- 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

Motion Second

/Roll Call/

- 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.

Motion Second

/Roll Call/

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

Motion Second

/Roll Call/

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

Full-Time (1st Child) 240.00 per month

Full-Time (2nd Child) 200.00 per month

Part-Time (1st Child) 180.00 per month

Part-Time (2nd Child) 150.00 per month

Drop in rate per hour: \$17.00

Motion Second

/Roll Call/

- 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

Motion Second

/Roll Call/

- 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)**

Motion Second

/Roll Call/

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

Motion Second

/Roll Call/

- 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.

Motion Second

/Roll Call/

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.)

Motion Second

/Roll Call/

- 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.

Motion Second

/Roll Call/

- 3. Motion to approve Loren Stroh as a Substitute School Nurse for the 2017-2018 school year, as recommended by the Superintendent.

Motion Second

/Roll Call/

- 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.

Motion Second

/Roll Call/

- 5. Motion to renew Jason Burse as a Substitute Custodian for the 2017-2018 school year, as recommended by the Superintendent.

Motion Second

/Roll Call/

- 6. Motion to approve Catherine Nowaczyk, Elizabeth Dunbar, Chris Hitzel and Sam Morales as chaperones for the 8th 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.

Motion Second

/Roll Call/

- 7. Motion to approve Jennifer Thompson as a chaperone and administrator for the 8th 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.

Motion Second

/Roll Call/

- 8. Motion to approve the following chaperones for the 8th 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
- Michael Fancher
- Robert Giordano (pending receipt of CHBC results)
- Jessica Hubble (pending receipt of CHBC results)
- Melissa Lewandowski
- Suzanne Lynch
- Kate Mull
- Don Thompson

Motion Second

/Roll Call/

- 9. Motion to accept the resignation of Hugh Van Horn, Full-Time Custodian, effective immediately, as recommended by the Superintendent.

Motion Second

/Roll Call/

10. Motion to approve Jason Saavedra as a Full-Time Custodian (currently Part-Time Custodian) for the 2017-2018 school year retroactive to April 23, 2018 at the salary of \$31,700 prorated, as recommended by the Superintendent.

Motion Second

/Roll Call/

11. Motion to approve Andrew Armstrong as a Part-Time Custodian for the 2017-2018 school year to begin immediately at the salary of \$19,800.00 prorated, pending receipt of his Criminal History Background Check approval, as recommended by the Superintendent.

Motion Second

/Roll Call/

12. Motion to accept with regrets the resignation of Mary Faulkner due to retirement effective June 22, 2018, as recommended by the Superintendent. **(attachment)**

Motion Second

/Roll Call/

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

1. Updates as applicable

XII. 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.

XIII. CLOSED MEETING MOTION

Closed Meeting was read by _____.

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/

XIV. RECONVENE

Motion to reconvene into public session.

Motion Second

/Roll Call/

XV. ADJOURNMENT

Motion Second

/Roll Call/