

GREEN TOWNSHIP BOARD OF EDUCATION
AGENDA
Regular Meeting
January 15, 2020

Time: 7:30 p.m.

Place: Green Hills School - Library

I. CALL TO ORDER

A. FLAG SALUTE

B. MEETING ANNOUNCEMENT

1. "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.
2. Board President's Statement – swearing in of new Board member.

C. ROLL CALL

	<u>Term expires</u>	<u>Roll Call</u>
Mrs. Marie Bilik- President	2020	_____
Mrs. Ann Marie Cooke – Vice-President	2021	_____
Mr. Matthew Fox	2020	_____
Mr. Scott Guzzo	2019	_____
Mr. Noah Haiduc-Dale	2019	_____
Mrs. Denise Kelly-Jones	2020	_____
Ms. Kristin Post	2021	_____
Mr. Michael Rose	2021	_____
Mr. Robert Strasser	2022	_____
Ms. Dr. Lydia Furnari, Interim Superintendent		_____

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. CLOSED MEETING

Closed Meeting Motion 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/

III. CORRESPONDENCE

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.

V. VARIOUS REPORTS

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

- B. PTA UPDATE – Mrs. Jones

- C. BOARD PRESIDENT’S REPORT – Mrs. Bilik

- D. SUPERINTENDENT’S REPORT – Dr. Lydia Furnari

- E. BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT

VI. DISCUSSION/ACTION ITEMS

- A. Superintendent Search

- B. Motion to approve the request from Eileen Maffei for the Sunshine Committee to hold its annual Breast Cancer Fundraiser beginning on January 16, 2020. **(attachment)**

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

/Roll Call/

- C. Motion to approve the request from Janis Martz for the eighth grade dance to be held at The Barn at The Great Divide on Friday, June 12, 2020. **(attachment)**

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

/Roll Call/

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

IX. BOARD BUSINESS – Ann Marie Cooke

A. Motion to accept minutes of the following meetings:

1. Regular meeting of December 18, 2019. (**attachment**)

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

/Roll Call/

2. Executive session meeting of December 18, 2019.

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

/Roll Call/

3. Regular meeting of January 2, 2020. (**attachment**)

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

/Roll Call/

4. Executive session meeting of January 2, 2020.

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

/Roll Call/

- B. Motion to appoint _____ as delegates to the Tri-District Consortium.

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

/Roll Call/

- C. Motion to affirm the Superintendent's decisions regarding the HIB incidents listed below as reported to the Board of Education on December 18, 2019:

- #20192003
- #20192004
- #20192005

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

/Roll Call/

D. Motion to pass the code of ethics.

The Board of Education Members had the required Board Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Green Township Board of Education:

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

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

/Roll Call/

- E. Motion to adopt most recent edition of Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2019-2020 school year.

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

/Roll Call/

F. Motion to adopt the Doctrine of Necessity

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of

Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

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

/Roll Call/

G. Motion to approve all current existing policies, regulations, textbooks and curriculum.

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

/Roll Call/

H. Motion to approve the use of the school name and logo on merchandise to be sold at a concession stand with proceeds to benefit class trips.

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

/Roll Call/

X. COMMITTEE REPORTS

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

1. Motion to approve proposed field trips for the 2019-2020 school year as per the attached schedule. (**attachment**)

Motion Second

/Roll Call/

2. 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>	
Carroll Clark	Section 504 in New Jersey	PESI, Inc. Parsippany, NJ	2/27/20	Registration Mileage/Tolls Total	\$219.99 \$219.99
Janis Martz	Leveled Literacy Intervention Training	St. Joseph's School / Oradell, NJ	2/24/20 2/25/20	Registration Mileage/Tolls Total	\$450.00 \$41.30 \$ 491.30
Ruth Regavich	Oppositional, Aggressive, Attention-Seeking & Uncooperative Children & Adults	PESI, Inc. / Fairfield, NJ	3/23/20	Registration Mileage/Tolls Total	\$219.00 \$25.20 \$244.20
Debbie Ronsini	NJAHPERD Annual Convention	NJ Association for Health, Phys Ed, Recreation & Dance / Long Branch, NJ	2/24/20 2/25/20 2/26/20	Registration Mileage/Tolls Total	\$200.00 \$71.40 \$271.40
Debbie Simmons	Leveled Literacy Intervention Training	St. Joseph's School / Oradell, NJ	2/24/20 2/25/20	Registration Mileage/Tolls Total	\$450.00 \$42.80 \$492.80

Kristen Waters	Leveled Literacy Intervention Training	St. Joseph's School / Oradell, NJ	2/24/20 2/25/20	Registration	\$450.00
				Mileage/Tolls	\$41.30
				Total	\$491.30
Kathleen Wolfe	Prompt Training	The Prompt Institute / Parsippany, New Jersey	3/20, 3/21, & 3/22/20	Registration	\$700.00
				Mileage/Tolls	\$30.45
				Total	\$730.45

Motion Second

/Roll Call/

B. OPERATIONS – Mr. Matthew Fox, Chairperson

1. Motion to approve the General Fund bills list for December 19, 2019 through January 15, 2020 for a total of \$1,221,825.20. (**attachment**)

Motion Second

/Roll Call/

2. Motion to approve the attached disbursements for January 2020 from the Student Activities Account in the amount of \$8,293.76 and the Business Office Petty Cash Account in the amount of \$107.50. (**attachment**)

Motion Second

/Roll Call/

December 2019 Financial Reports (attachment)

3. Motion to accept the Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6:20-2.12(d) that as of December 31, 2019 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 December 31, 2019 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 December 2019.

Motion Second

/Roll Call/

6. Motion to approve transfers for December 2019.

Motion Second

/Roll Call/

7. Motion to approve Summit Management Solutions, LLC to provide Business Office Services. **(attachment)**

Motion Second

/Roll Call/

8. Motion to approve disbursement from the Student Activities account in the amount of \$922.00 payable to Gertrude Hawk for the candy fundraiser.

Motion Second

/Roll Call/

9. 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.

Motion Second

/Roll Call/

10. Motion to remove any prior signors for the Green Township Board of Education from the following accounts and add Dr. Vincent Occhino as the signor on these accounts.

Operating
Payroll
Payroll/Agency
Petty Cash
Unemployment
EscrowDirect

Bond/Construction Account
Child Care
FSA Account

Motion Second

/Roll Call/

11. Motion to award the Plumbing Maintenance and Repair Services, Preventative Maintenance and Repair Services bid to Magic Touch Construction Co, Inc. from January 15, 2020 through June 30, 2020; as follows:

- Monday – Friday 7:00 am to 3:30 pm	\$98.50/hour
- Monday – Friday 3:30 pm to 7:00 am	\$147.50/hour
- Saturday - 7:00 am – 3:30 pm	\$147.75/hour
- Sundays and holidays – All hours	\$197.00/hour

Motion Second

/Roll Call/

12. Motion to award the Electrical Maintenance and Repair Services, Preventative Maintenance and Repair Services bid to Magic Touch Construction Co, Inc. from January 15, 2020 through June 30, 2020; as follows:

- Monday – Friday 7:00 am to 3:30 pm	\$98.50/hour
- Monday – Friday 3:30 pm to 7:00 am	\$147.50/hour
- Saturday - 7:00 am – 3:30 pm	\$147.75/hour
- Sundays and holidays – All hours	\$197.00/hour

Motion Second

/Roll Call/

C. PERSONNEL

1. Motion to appoint Dr. Vincent Occhino as Interim Business Administrator, as recommended by the Interim Superintendent. **(attachment)**

Motion Second

/Roll Call/

2. Motion to appoint the Interim Business Administrator, Dr. Vincent Occhino, as the district Qualified Purchasing Agent to implement policy and procedure in accordance with Chapter 18A:18A etc., “Public School Contracts Law,” as recommended by the Interim Superintendent.

Motion Second

/Roll Call/

3. Motion to appoint Nancy Kaiser as Business Office Secretary for the 2019-2020 schoolyear beginning February 1, 2020, at the annual salary of \$46,000.00 prorated, as recommended by the Interim Superintendent.

Motion Second

/Roll Call/

4. Motion to approve a clinical practice placement for Felician University student Karen Smith for the spring and fall semesters of 2020, as recommended by the Interim Superintendent. The cooperating teacher will be Eileen Maffei.

Motion Second

/Roll Call/

5. Motion to approve the request for family leave from Kyle Mirena for one school week to begin on or about April 3, 2020, to the extent permissible by the applicable law and the negotiated contract between the Board of Education and the Green Township Education Association, as recommended by the Interim Superintendent.

Motion Second

/Roll Call/

6. Motion to approve the request for family leave from Cori Harrington for three weeks to begin on or about February 3 through approximately February 25, 2020, to the extent permissible by the applicable law and the negotiated contract between the Board of Education and the Green Township Education Association, as recommended by the Interim Superintendent.

Motion Second

/Roll Call/

7. Motion to retroactively approve the request for family leave from Lori Sanchez from January 6 to approximately January 20, 2020, to the extent permissible by the applicable law and the negotiated contract between the Board of Education and the Green Township Education Association, as recommended by the Interim Superintendent.

Motion Second

/Roll Call/

D. POLICY COMMITTEE REPORT – Mrs. Denise Kelly-Jones, Chairperson

1. Updates as applicable

E. NEGOTIATIONS COMMITTEE REPORT – Mr. Michael Rose, Chairperson

XI. REORGANIZATION ITEMS

A. Motion to designate TD Bank as the depository for the following accounts

Operating
Payroll
Payroll/Agency
Petty Cash
Unemployment
EscrowDirect
Bond/Construction Account
Child Care
FSA Account

Motion Second

/Roll Call/

B. Motion to designate Lakeland Bank as the depository for the following accounts:

Student Activity
Cafeteria

Motion Second

/Roll Call/

C. Motion to designate the following as legal newspapers for legal notices and advertising:

New Jersey Herald (Primary)
Township Journal – Straus News (Secondary)

Motion Second

/Roll Call/

D. Motion to approve the following locations for posting all legal notices:

Greendell Post Office

Tranquility Post Office
Green Hills School
Green Township Board Office
Green Township Municipal Building

Motion Second

/Roll Call/

- E.** Motion to approve the following individuals or firms in their respective positions for the 2019-2020 school year:

School Physician	Dr. Sanjay Jain
Board Attorney	Schenck, Price, Smith & King
Board Auditor	Nisivoccia & Co., L.L.P.

Motion Second

/Roll Call/

- F.** Motion to operate as a Board under the committee system comprised of the following committees:

Curriculum
Operations
Finance
Personnel
Policy
Negotiations

Motion Second

/Roll Call/

- G.** Motion to approve a fee of the current postage rate and cost per page not to exceed the amount as set by the Open Public Meeting Act 47: A-2 (OPRA).

Motion Second

/Roll Call/

- H.** Motion to approve Dr. Vincent Occhino as Public Agency Compliance Officer. The P.A.C.O. is the liaison between the Division and the Public Agency and is the Public Agency point of contact for all matters concerning implementation and administration of the statute. The P.A.C.O. is also responsible for administering contracting procedures pertaining to equal employment opportunity regarding both the Public Agency and the service providers. The service provider shall include but shall not be limited to goods and services vendors, professional service vendors and construction contractors. As

such, the P.A.C.O. must have the authority to recommend changes to effectively support the implementation of the statute and its regulations.

Motion Second

/Roll Call/

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.

XII. CLOSED MEETING

Closed Meeting Motion 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

- j. Matters rendered confidential by Federal Law, State Law, or Court Rule
- k. Individual privacy
- l. Collective bargaining agreements
- m. Purchase or lease of real property if public interest could be adversely affected
- n. Investment of public funds if public interest could be adversely affected
- o. Tactics or techniques utilized in protecting public safety and property
- p. Pending or anticipated litigation
- q. Attorney-client privilege
- r. 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.

Motion Second

/Roll Call/

XIV. ADJOURNMENT

Motion Second

/Roll Call/