

GREEN TOWNSHIP BOARD OF EDUCATION

AGENDA

**Regular Meeting
December 13, 2023**

Time: 7:00 p.m.

Place: Green Hills School - Small Gym

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	2024	
Mrs.	Marie Bilik	2023	
Mrs.	Ann Marie Cooke	2024	
Ms..	Crystal Bockbader	2025	
Dr.	Noah Haiduc-Dale	2025	
Ms.	Kristin Post	2024	
Ms.	Maureen McGuire	2023	
Ms.	Holly Roller	2025	
Dr.	Melissa Van Blarcom	2023	
Dr.	Jennifer Cenatiempo, Superintendent		
Mrs.	Karen Constantino, SBA		

D. 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.

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. EXECUTIVE SESSION

Executive Session Motion was read by _____ at _____ pm.

The Board of Education of the Green Township School District in the County of Sussex will adjourn into executive session 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.....

III. RECONVENE

Motion to reconvene into public session.

Motion Second /Roll Call/

IV. PRESENTATIONS

V. CORRESPONDENCE

Letter from Dr. Carrick, ECS

VI. PUBLIC PARTICIPATION ON AGENDA TOPICS

This public session is designed for members of the public to speak on agenda items and on any other matters pertaining to the Green Hills School District during the second public participation session. 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. Each statement made by a participant shall be limited to three (3) minutes in duration as timed by the Board of Education Vice President. Comments regarding students and employees of the Board are discouraged and will not be responded to by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. No participant may speak more than once during each public comment session. The speaker must address the President and not individual Board Members, the Superintendent or the audience. Please state your first and last name and address for the record.

VII. VARIOUS REPORTS

A. NEWTON BOARD OF EDUCATION UPDATE - Mrs. Cooke

B. PTA UPDATE - Mrs. Post

C. BOARD PRESIDENT'S REPORT - Mrs. Bilik

D. SUPERINTENDENT'S REPORT - Dr. Cenatiempo

HIB: There were 3 HIB Cases to report since the November BOE meeting.
Drills: Fire Drill 11/29/23
Lockdown Drill 11/20/23

Bus Evacuation Drills First Student Buses for NHS Routes:

Date of Drill	Time	School Name Principal	Location of Drill	Route #	Supervised by
11/30/23	7:15 am	Newton High School Jeffrey Waldron	Back parking lot 44 Ryerson Ave Newton	NHS-1 Green	Ryan Hashway Assist Principal Hannah Grisewood Transportation/Operations Specialist
11/30/23	7:02 am	Newton High School Jeffrey Waldron	Back parking lot 44 Ryerson Ave Newton	NHS-2 Green	Ryan Hashway Assist Principal Hannah Grisewood Transportation/Operations Specialist
11/30/23	7:17 am	Newton High School Jeffrey Waldron	Back parking lot 44 Ryerson Ave Newton	NHS-3 Green	Ryan Hashway Assist Principal Hannah Grisewood Transportation/Operations Specialist
11/30/23	7:13 am	Newton High School Jeffrey Waldron	Back parking lot 44 Ryerson Ave Newton	NHS-4 Green	Ryan Hashway Assist Principal Hannah Grisewood Transportation/Operations Specialist

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

VIII. DISCUSSION ACTION ITEMS

IX. BOARD BUSINESS - Mrs. Ann Marie Cooke

A. Motion to accept minutes of the following meetings:

1. Regular Meeting of November 15, 2023. (Attachment)

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

2. Executive Session of November 15, 2023.

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

/Roll Call/

- B. Motion to approve the District Performance Review for the Quality Single Accountability Continuum Submission by the Green Township School District, 37-1800.

The following documents will be submitted by the district on or before 12/15/23 to be compliant with the QSAC process:

District Performance Review (DPR) document in EXCEL format
Signed DPR Board Resolution in PDF format
Signed DPR Declaration Page in PDF format

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

X. UNFINISHED BUSINESS

XI. NEW BUSINESS

XII. COMMITTEE REPORTS

A. CURRICULUM - Dr. Noah Haiduc-Dale, 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>
Jennifer Cenatiempo JP Bollette Karen Constantino Drew Vanderzee Scott Wikander Jeff Shotwell	Threat Assessment	Legal One via Zoom	12/14/23	No Cost to BOE
Sarah Pittenger Kristen Sylvester Ashley Van Haste	Wilson Training	Wilson @ Green Hills School	TBD	No Cost to BOE To be paid from ARP-ESSER Grant Monies

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

2. Motion to retroactively 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>
Lisa Sprofera	Educator Training: Evidence Based Reading Instruction PD	NJ Dept of Ed Rapid/Virtual	December 4, 5, 6, 7 - 2023	No cost to the BOE

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

3. Motion to approve the following field trips:

<u>Teacher</u>	<u>Grade</u>	<u>Trip</u>	<u>Location</u>	<u>Date(s)</u>	<u>Cost</u>
Beth Denuto	SOAR 6-8	Spelling Bee	Morristown Unitarian Fellowship 21 Normandy Heights, Morristown, NJ	2/29-24	\$525.00 Transportation TBD
Meganne Secola	Pre-K	The Growing Stage	The Growing Stage 7 Ledgewood Ave Rt. 183 Netcong, NJ	5/22/24	Transportation TBD
Tara LaValley Lisa Sprofera	1st Grade	Turtle Back Zoo	560 Northfield Ave West Orange, NJ	5/24/24	\$432.00 Transportation TBD

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

B. FINANCE - Mrs. Ann Marie Cooke, Chairperson

November 2023 Financial Reports (attachment)

1. Motion to approve the General Fund bills list for November 16, 2023 through December 13, 2023 for a total of \$1,088,469.42 (attachment)

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

2. Motion to accept the Board Secretary's monthly certification, as attached, and that as of November 30, 2023, 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 November 30, 2023 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 November, 2023.

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

5. Motion to approve transfers for November, 2023.

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

6. Motion to approve the disbursements from November 16, 2023 through December 13, 2023 for the Student Activities Account in the amount of \$10,554.07 and the Business Office Petty Cash Account in the amount of \$0.00. (attachment)

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

7. Motion to approve the budget calendar for the 24-25 school year.

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

8. Resolved, that the Board appoints Timothy Downs, Esq. to conduct an HIB investigation for the District, per the terms of his proposal dated December 10, 2023, retroactive to November 29, 2023.

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

C. OPERATIONS - Dr. Melissa Van Blarcom, Chairperson

1. Motion to approve the PTA Middle School Dance to be held on January 19, 2024, with a snow date of February 2, 2024.

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

2. Motion to appoint AME Inc., of Fairfield NJ to Upgrade and enhance the Building's Direct Digital Control Systems as follows:

AHU 1 (Gym) provide and install:

- a new Honeywell BACnet MS/TP Contoller w/enclosure(s);
- a new discharge Air Temperature Sensor
- a new Return Air Temperature Sensor
- a new Mixed Air Temperature Sensor
- a new Room Sensor (Temperature, Humidity, CO2)
- 2 new Enable relays for the Supply Fan and Return fan

All existing end devices not included above to remain

Labor Included for all new programming, check out and graphics

All existing wiring to be reused

Any existing end devices (not including above) found faulty will be reported and a price will be provided to replace.

AHU 2 (Gym) provide and install:

- a new Honeywell BACnet MS/TP Contoller w/enclosure(s);
- a new discharge Air Temperature Sensor
- a new Return Air Temperature Sensor
- a new Mixed Air Temperature Sensor
- a new Room Sensor (Temperature, Humidity, CO2)
- 2 new Enable relays for the Supply Fan and Return fan
- 2 new Current Sensors for the Supply Fan and Return fan
- 1 new Siemens Contractor for Return Fan

All existing end devices not included above to remain

Labor Included for all new programming, check out and graphics

All existing wiring to be reused

Any existing end devices (not including above) found faulty will be reported and a price will be provided to replace.

HVAC 2 - Cafeteria provide and install:

- a new Honeywell BACnet MS/TP Contoller w/enclosure(s);
- a new discharge Air Temperature Sensor
- a new Return Air Temperature Sensor
- a new Mixed Air Temperature Sensor
- a new Room Sensor (Temperature, Humidity, CO2)
- 2 new Enable relays for the Supply Fan and Return fan
- 2 new Current Sensors for the Supply Fan and Return fan

All existing end devices not included above to remain

Labor Included for all new programming, check out and graphics

All existing wiring to be reused

Any existing end devices (not including above) found faulty will be reported and a price will be provided to replace.

HVAC 3 - Multi Purpose provide and install:

- a new Honeywell BACnet MS/TP Contoller w/enclosure(s);
- a new Discharge Air Temperature Sensor
- a new Return Air Temperature Sensor
- a new Mixed Air Temperature Sensor
- a new Room Sensor (Temperature, Humidity, CO2)
- 2 new Enable relays for the Supply Fan and Return fan
- 2 new Current Sensors for the Supply Fan and Return fan

All existing end devices not included above to remain

Labor Included for all new programming, check out and graphics

All existing wiring to be reused

Any existing end devices (not including above) found faulty will be reported and a price will be provided to replace.

QTY-4 Exhaust Fans - EF-1, 2, 7, 8 provide and install:

- a new Hand Off Auto capable relay

- a new current sensor

Exhaust Fans will be wired to nearby Honeywell controller

Labor Included for all new programming, check out and graphics

All existing wiring to be reused

UV Room 218 provide and install:

a new Honeywell BACnet MS/TP Controller

- a new Discharge Air Temperature Sensor
- a new Room Sensor (Temperature, Humidity, CO2)
- a new Current Sensor
- new Enable relays for Supply Fan and DX Enable

All existing wiring to be reused

Any existing end devices (not including above) found faulty will be reported and a price will be provided to replace.

UV Nurse provide and install:

- a new Room Sensor (Temperature, Humidity, CO2)
- Qty: 1 LF24-SR to replace existing Hot Water Valve Actuator

Labor Included for all new programming, check out and graphics

All existing end devices not included above to remain

All existing wiring to be reused

Any existing end devices (not including above) found faulty will be reported and a price will be provided to replace.

AME, Inc shall provide the following for a functional controls system:

- A. BMS Engineering / Project Management / Site Coordination & Design Meetings
- B. System Programming, BMS point to point network routing / Technical Labor
- C. Initial Setup of Building Management System Alaming & Trending
- D. Customized 3-D Detailed color graphics for each BMS DDC controlled unit
- E. Functional Testing, Checkout & closeout Documentation / O&M Manuals, As-built Drawings
- F. 8 hours of onsite training
- G. (1) Year Warranty on Parts and Labor

PART 2 - CLARIFICATIONS AND INCLUSIONS

- 2.1 The following items are for Scope Clarification purposes of the “Scope of Work” or the “Exclusion” sections of this document are included with this quotation
 - A. All labor will be performed during normal or second shift business working hours, (M to F, 7AM to 4PM / 3:30 PM - 11:00PM).
 - B. All direct digital controllers are devices, unless otherwise specified, in this proposal are based on the Honeywell WEB’s Niagara Platform Controls standard automation parts list.
 - C. All Motor starters require Hands-Off-Auto switches, control transformers and coils.
 - D. All Motor starters and/or variable frequency drive are to be located within the vicinity of the associated controlled equipment.

- E. The fire stopping of the BMS control wiring is included.
- F. All unexposed low voltage wiring outside of the mechanical equipment rooms, where applicable, can be in plenum rated cable.
- G. Where inaccessible or solid surfaces installations, wire mold is allowed.
- H. The school district shall provide VLAN network connection.
- I. The school district shall provide individual school thin-client web-browsers.
- J. A Performance and Payment Bond is included as a line item.
- K. Entire job was estimated with no sales tax.
- L. Green, NJ Municipality school district is exempt from paying permit fees.
- M. The contract is to be held to listed scope of work only.

PART 3 - EXCLUSIONS

- 3.1 The following items, unless specifically mentioned in the “Scope of Work and Equipment included” or the “Clarifications” sections of this document are excluded from this quotation.
 - A. All equipment manufacturer sensors and wall sensor guards, if required.
 - B. All water flow and/or air flow balancing and calibration.
 - C. The installation of dampers, valves, wells, water flow meters and/or air flow stations.
 - D. The installation of mechanical installation of control valves, piping taps and thread-o-lets.
 - E. The power wiring of mechanical equipment.
 - F. All new HVAC Equipment, filed wiring and devices. Unless specifically mentioned.
 - G. EMT or RGS conduit, other than exterior areas and mechanical equipment rooms.
 - H.. All enclosures, transformers, and cross flow sensors for constant, variable and/or fan powered air volume boxes.
 - I. All mechanical equipment (i.e., AHU, VAV, Pumps, VFD’s, etc.).
 - J. All air flow monitoring stations and water flow meters.
 - K. All gas meters.
 - L. All motor starters and all variable frequency drives.
 - M. All equipment housekeeping pads.
 - N. All gas detection systems or components.
 - O. All fire alarm systems or components, smoke, combination fire/smoke dampers, smoke detectors and associated wiring.
 - P. Installation and maintenance of any high speed internet connections.
 - Q. All control dampers.
 - R. All site excavation and/or trenching
 - S. All cutting, patching and painting.
 - T. All costs associated for factory-mounting and wiring of AME provided devices.
 - U. All site cleanup, back upcharges not produced by the work under this Scope of Work.
 - V. Any checkout, repair, replacement, or warranty of existing controlled equipment.
 - W. Any bid, performance, maintenance, or payment bonds.
 - X. Any taxes or permit fees
 - Y. All project allowances.

Part 4 - INDIVIDUAL BUILDING BMS BUILDING / COMPONENTS COST

- 4.1 Green Hills School
- A. Pricing \$ 60,203.00
- B. Add Alt 1 - Music room fan motor (provide and install) \$ 4,985.00

All of the above, in accordance with the Educational Services Commission of New Jersey State Approved Cooperative Purchasing System #65MCESCCPS Building Management Systems #ESCNJ20/21-50 pricing contract. In the amount of \$65,188.00 to be paid by ESSER Grant monies.

Motion Second
/Roll Call/

D. PERSONNEL - Mrs. Holly Roller, Chairperson

1. Motion to approve Arlene Stein - Lambert as a volunteer in the Green Township School District to support district functions in administrative assistant and library duties, pending criminal history and background check, at the recommendation of the Superintendent.

Motion Second
/Roll Call/

2. Motion to approve the following as substitutes for the 2023-2024 school year, pending documentation and criminal history background check, at the recommendation of the Superintendent.

Alexa Shotwell	Paraprofessional and Child Care substitute
Paige Strangeway	Substitute Teacher/Paraprofessional
Daniel Scuralli	Substitute Teacher/Paraprofessional
Melissa Wojdala	Substitute Teacher/Paraprofessional

Motion Second
/Roll Call/

3. Motion to approve Dr. Lisa Hahn, Board Certified Subspecialist in Pediatric Neuropsychology, (as a back up to St. Joe's), at the recommendation of the Superintendent:

Services Provided:	Cost
Comprehensive INE (13 hours) \$400/hour	\$5,200
Record Reviews	\$200 per 30 minutes
On-Site Observations	\$400/hour plus \$400 Travel Fee

Motion Second
/Roll Call/

4. Motion to accept, with regret, the resignation for retirement of Susan Stobie, effective June 30, 2024, at the recommendation of the Superintendent.

Motion Second
/Roll Call/

5. Motion to approve the extension of Christine Decker-Bollman as a Leave Replacement for the Accounts Payable / Transportation Clerk position, for the month of January, 2024, at a rate of \$25.00/hour, up to 7.75 hours daily, as needed, at the recommendation of the Superintendent.

Motion Second
/Roll Call/

6. Motion to amend the FMLA leave request approved on the September 20th agenda for Employee #815, for up to 12 weeks, as needed, starting on or about October 2, 2023, with use of sick days running concurrently to an intermittent leave as needed. Intermittent leave to start on December 4, 2023, with sick days running concurrently.

Motion Second
/Roll Call/

7. Motion to approve Sarah Pittenger to participate in the Wilson Reading System Introductory Course, 3 days of training, at a cost of \$710 per person, plus materials, to be paid with ESSER and Title Grant funds.

Motion Second
/Roll Call/

E. POLICY - Mr. CJ Bilik, Chairperson

1. Motion to approve the second reading and approval of the following policies and regulations:

Policy 2270	Religion in the Schools (Revised)
Policy & Regulation 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
Policy & Regulation 5116	Education of Homeless Children and Youths (Revised)
Policy 8500	Food Services (M) (Revised)
Policy 5337	Service Animals (New)

Motion Second
/Roll Call/

F. NEGOTIATIONS - Mrs. Ann Marie Cooke, Chairperson

1. Update as applicable

XIII. PUBLIC PARTICIPATION ON NEW BUSINESS TOPICS

XIV. 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
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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/

XV. RECONVENE

Motion to reconvene into public session at _____pm.

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

XVI. ADJOURNMENT

Motion that the Board of Education shall adjourn at _____pm.

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

Future Meeting Dates:
January 3, 2024 - Reorganization & Regular Meeting, 7:00pm
The 2024-2025 Board of Education meeting schedule will be approved at the reorganization meeting.