**GREEN TOWNSHIP BOARD OF EDUCATION**

**MINUTES**

**Introduction of Preliminary Budget & Regular Meeting**

**March 15, 2023**

**Time: 6:00 p.m. Place: Green Hills School – Small Gym**

**I**. **CALL TO ORDER @ 6pm**

 **A. FLAG SALUTE –**Led by President Bilik

 **B. OPEN PUBLIC MEETINGS ACT STATEMENT-**Read by President Bilik

“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 | Present |
| Mrs. | Marie Bilik | 2023 | Present |
| Ms. | Crystal Bockbrader | 2025 | Present |
| Mrs. | Ann Marie Cooke | 2024 | Present |
| Dr. | Noah Haiduc-Dale | 2025 | Present, Excused at 6:39pm |
| Ms. | Maureen McGuire | 2023 | Present |
| Ms. | Kristin Post | 2024 | Present |
| Ms.  | Holly Roller | 2025 | Present |
| Dr. | Melissa Van Blarcom | 2023 | Present |
|  |  |  |  |
| Dr. | Jennifer Cenatiempo, Superintendent |  | Present |
| Mrs. | Karen Constantino, SBA |  | Present |

**D. MISSION STATEMENT –**Read by President Bilik

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. EXECUTIVE SESSION-** Moved to end of meeting

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……………………………

Roll Call/

**III. RECONVENE**

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

Motion……………………………. Second……………………………

/Roll Call/

**IV. PRESENTATIONS** @ 6:02pm by Dr. Cenatiempo (attachment is posted online).

 1. Presentation of the 2023-2024 Tentative Budget by Dr. Jennifer Cenatiempo

President Bilik added Public Comment @ 6:32pm-None

Board Members discussed the budget. Dr. VanBlarcom asked about adequacy, and that we have no recourse. Dr. Haiduc-Dale appreciated the focus of maintaining people over things. Ms. Post discussed the CPI of 5.86% for transportation and the possibility of going out to bid. President Bilik mentioned that we have chosen to maintain courtesy busing.

**V. INTRODUCE THE PRELIMINARY 2023-2024 BUDGET**

**ADOPTION OF THE TENTATIVE BUDGET**

**2023-2024**

**DISTRICT NAME: Green Township School District**

**BOE MTG DATE: March 15, 2023**

**Adoption of Tentative Budget**

 **2023-2024**

**BE IT RESOLVED that the tentative budget be approved for the 2023-2024 School Year using the 2023-2024 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:**

**GENERAL SPECIAL DEBT**

 **FUND REVENUES SERVICE TOTAL**

**2023-2024 Total Expenditures $13,459,598 $164,573 $139,169 $13,763,340**

**Less: Anticipated Revenues $ 2,577,060 $164,573 $ 47,314 $ 2,788,947**

**Taxes to be Raised $10,882,538 $0 $91,855 $10,974,393**

**And to advertise said tentative budget in the NJ Herald in accordance with the form suggested by the State Department of Education and according to law; and**

**BE IT FURTHER RESOLVED, that a public hearing be held in the library at Green Hills School, New Jersey on April 26, 2023 at 7:00pm for the purpose of conducting a public hearing on the budget for the 2023-2024 School Year.**

**Travel and Related Expense Reimbursement**

**2023-2024**

**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 $1,500 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 $20,000 for all staff and board members.**

**Motion – Mrs. Cooke Second – Mr. Bilik**

**/Roll Call/**



**VI. CORRESPONDENCE-**Thank you notes received from SOAR students.

**VII. PUBLIC PARTICIPATION ON AGENDA TOPICS @ 6:40pm-None**

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.

# **VIII. VARIOUS REPORTS**

A. NEWTON BOARD OF EDUCATION UPDATE - Mrs. Cooke

-Meeting held on 2/21

-3/14 Meeting was cancelled due to weather

-Next Meeting is on 3/21

 B. PTA UPDATE - Mrs. Post

 -Meeting was held last week

-Events that are taking place are the Spring Book Fair, Mother/Son Game Night, and the Father/Daughter Dance.

-Next meeting is 4/6/23

 C. BOARD PRESIDENT’S REPORT - Mrs. Bilik

-On 3/20 NJSBA will be holding “8th Grade Dialogue” at Sparta HS, and Green’s student, Bella Guzzo will be participating.

-Attended Firearms Safety Meeting

-Attended the following: 2/28 Zoom presentation for parenting skills, 3/2 Green’s Retired Teachers luncheon, 3/6 In-person Committee Meetings

D. SUPERINTENDENT’S REPORT - Dr. Cenatiempo

HIB: There is 1 unfounded HIB and 1 founded HIB to report.

 Drills: Fire Drills 2/24/23

 Lock Down Drill 2/21/23

 -Appreciated all of the board members’ support for building the budget

 -Grant opportunity-Climate Awareness of $6,600. Will apply on 3/16.

 -Next BOE meeting we will be honoring the Teacher and Specialist of the year

 -Commended Mr. Bollette for the leadership programs and Multicultural Night

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

 -We have been working on the 23-24 budget

-We’re switching to Payschools for lunch payments, our current program will no longer be supported by

 Realtime

-Going out for an RPF for our Architect of Record

-Reminder to BOE members and administrators to complete your financial disclosures that are due no

 later than 4/30

**IX. DISCUSSION ACTION ITEMS-**None

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

 1. Motion to accept minutes of the February 15, 2023 regular meeting.

 2. Motion to accept the minutes of the February 15, 2023 executive session.

 3. Motion to accept the HIB Report for the month of February, 2023.

 4. Motion to approve the “Boxes for Benny’s” fundraiser to support Benny’s Bodega by collecting cereal March 16 - April 28, 2023, to be hosted by Beth Voris and the students in SOAR.

 5. Motion to retroactively approve Brandon Van-Orden, a Life Scout of Andover-Newton’s Troop 85, Eagle Scout Project of hosting a food drive to benefit the Weekend Bag Program at Green Hills School from March 6 - 10, 2023.

 6. Motion to retroactively approve Brandon Van-Orden, a Life Scout of Andover-Newton’s Troop 85, Eagle Scout Project of hosting a food drive to benefit the Weekend Bag Program utilizing the Green Hills School parking lot as a drop off point on Saturday, March 11, 2023.

 7. Motion to approve disbursement from the Student Activities 8th grade account in the amount of $1,647.00, payable to California Pizza Kitchen for dinner during the 8th grade class trip to Washington DC, in June 2023.

 Motion – Mrs. Cooke Second – Ms. Post

/Roll Call/



 **XI. UNFINISHED BUSINESS-None**

 **XII. NEW BUSINESS-None**

 **XIII. COMMITTEE REPORTS**

**A. CURRICULUM** - Dr. Noah Haiduc-Dale, Chairperson

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Member** | **Conference Name** | **Provider/Location** | **Date(s)** | **Cost** |
| Sarah PittengerAshley Van Haste | Teachers in the GardenHealthy Kids in the Classroom | Sussex County Community College 47 Main StreetNewton, NJ | 3/31/23 | No CostNo Cost to the BOE |
| Kathleen Wolfe | Recognizing & Understanding the Less Obvious Presentations of Autism | The Coach Room144 Mountain AveHackettstown, NJ | 5/22/23 | Registration: $ 90.00Mileage: $ 11.28Total: $101.28  |
| Lori Homentosky | Teaching English Lang Arts 6 -12 | Allentown, PA | 3/22/23 | Conference: $279.00Mileage: $ 47.65Total: $326.65 |
| Drew VanderzeeWilliam JeskeyJames HasselJosh SimmonsMatthew StratrowskasJames Guirk | Right to KnowHazard CommunicationBloodborne PathogensAHERAGeneral Worker Safety | Steve Sluka | 4/13/23 | Cost: $1,100 in total |
| Karen Constantino | CDK Accounting & Personnel EOY Meeting | CDK - Hawk’s Point4 Clubhouse DriveWashington, NJ | 5/3/23 | No Cost to the BOE |
| Nancy Kaiser | CDK Personnel EOY Meeting | CDK - Hawk’s Point4 Clubhouse DriveWashington, NJ | 4/27/23 | No Cost to the BOE |
| Linda DeGraw | CDK Accounting EOY Meeting | CDK - Hawk’s Point4 Clubhouse DriveWashington, NJ | 4/26/23 | No Cost to the BOE |
| Janice FaraoneLori SanchezPatti Hannemann | Realtime RXP2023 | Hilton Garden Inn375 Mt. Hope AvenueRockaway, NJ | 6/6/23 | No Cost to the BOE |

 2. Motion to rescind the following professional development request:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Member** | **Conference Name** | **Provider/Location** | **Date(s)** | **Cost** |
| Lori Homentosky | What’s New in YA Literature & How to Use It. | BER Hilton Garden Inn1787 Airport RoadAllentown, PA | 3/10/23 | Conference: $279.00Mileage: $ 47.65Total: $326.65 |

3. Motion to retroactively approve following professional development request(s):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Staff Member** | **Conference Name** | **Provider/Location** | **Date(s)** | **Cost** |
| Lori Homentosky | Youth Mental Health 1st Aid Training for School Professionals | Virtual via The Center for Prevention & Counseling61 Spring StreetNewton, NJ 07860 | 3/6/23 | No CostNo Cost to the BOE |

4. Motion to approve the following field trips:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher** | **Grade** | **Trip** | **Location** | **Date(s)** | **Cost** |
| JP Bollette | 8 | Student Government Day | Green Township Municipal Building150 Kennedy AveGreen Township, NJ | 5/1/23 | No Cost to the BOE |
| Sandra Franciosi & Sue Miller | 5 | Liberty Science Center | 222 Jersey City BlvdJersey City, NJ 07305 | 5/18/23 | No Cost to the BOE |
| Beth Voris | 8th - SOAR | Academic Bowl - Challenge | Hardyston Middle School183 Wheatsworth Rd Hamburg, NJ 07419 | 4/19/23 | TBD |

Motion – Mrs. Cooke Second – Dr. VanBlarcom

/Roll Call/



 **B. FINANCE** - Mrs. Ann Marie Cooke, Chairperson

**February 2023 Financial Reports (attachment)**

 1. Motion to approve the General Fund bills list for February 16, 2023 through March 15, 2023

for a total of $1,084,008.43 (attachment)

 2. 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 February 28, 2023, 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.

 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 February 28, 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:23-2.2 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

 4. Motion to accept the financial reports from the Board Secretary and the Treasurer of

School Monies for the month of February, 2023.

 5. Motion to approve transfers for February, 2023.

 6. Motion to approve the disbursements from February 16, 2023 through March 15, 2023

for the Student Activities Account in the amount of $650.00 and the Business

Office Petty Cash Account in the amount of $0. **(attachment)**

 7. Motion to approve the PaySchoolsAdministrative Professional Installation and Training, a one

time fee of $995.00.

 8. Motion to approve the PaySchools Administrative Annual Agreement, in the amount of $995.00

to process lunch payments, and processing fees to be charged to the end user as outlined below:

 Non-Food Service – Credit/Debit Cards: 4.50%

 Transaction Fees – Electronic Check: $1.95 per transaction

 Food Service – Credit/Debit (Transactions less than $25): $1.75 per transaction

 – Credit/Debit (Transactions $25 to $49.99): $2.25 per transaction

 – Credit/Debit (Transactions greater than $49.99): 4.50%

 – Electronic Check (All transaction amounts): $1.95 per transaction

 Motion – Mrs. Cooke Second – Ms. Post

/Roll Call/



**C. OPERATIONS** - Dr. Melissa Van Blarcom, Chairperson

 1. Motion to document the Spring School Bus Evacuation Drills for the 2022-2023 school year that

will be conducted from March 20, 2023 to March 23, 2023. All evacuations will be held in the

Green Hills School rear parking lot at 7:55 AM, and are conducted by each bus driver and

assistant to the principal designee Mr. Mirena with additional staff members present. The drills

will be conducted as follows:

|  |  |
| --- | --- |
| March 20, 2023 | Routes 11 & 7 |
| March 21, 2023 | Routes 14 & 12 |
| March 22, 2023 | Routes 10 & 13 |
| March 23, 2023 | Route 17 |

 2. Motion to approve Bristol Environmental for the Emergency work/removal of asbestos floor tile

in Classroom 218, due to a pipe that burst and lifted the tile. Work to be completed over Spring Break at a cost of $29,752.56, and paid by our insurance company.

 Motion – Dr. VanBlarcom Second – Mrs. Cooke

/Roll Call/



**D. PERSONNEL** - Mrs. Holly Roller, Chairperson

 1. Motion to accept, with regret, the resignation of paraprofessional Jennifer Daly, from the Green

Township Board of Education, effective Friday, March 24, 2023,

 2. Motion to approve the following paraprofessionals for the 2022-2023 school year, pending

Criminal History and background check approvals and documentation, at the request of the

Superintendent:

 Kira Schwabe

 3. Motion to approve the following stipend positions for the 2022 - 2023 school year:

|  |  |  |
| --- | --- | --- |
| Christine Malloy | Track and Field Head Coach | $2,060.00 |
| Lori Homentosky | Assistant Track & Field Coach | $1,339.00 |
| Catherine Nowaczyk | Student Marketplace Advisor | $515.00 |

 Motion – Ms. Roller Second – Mr. Bilik

/Roll Call/



**E. POLICY** - Mr. CJ Bilik, Chairperson: The committee did not meet regarding Policy, we are all current.

**XIV. PUBLIC PARTICIPATION ON NEW BUSINESS TOPICS -**None @ 6:56PM

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. 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.

**XV. CLOSED MEETING**

Closed Meeting Motion was read by President Bilik at 6:57pm.

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 “b”-individual privacy

Motion – Ms. Post Second – Dr. VanBlarcom

Roll Call/



5 Minute Recess, started executive at 7:02PM

**XVI. RECONVENE**

 Motion to reconvene into public session at 7:11pm.

Motion – Ms. Post Second – Mr. Bilik

/Roll Call/



Mrs. Cooke mentioned to BOE members that we will be entering the Superintendent Evaluation process, and will have a pre-conference. In April, there will be a presentation on YTD progress. Late April/Early May, the Superintendent will complete her portion of the NJSBA tool. At the end of May, BOE members will get a link for evaluation. By 7/1, we must file with the County and present to Dr. Cenatiempo. Present Bilik discussed that the timeframe must be maintained.

**XVII. ADJOURNMENT**

 Motion that the Board of Education shall adjourn at 7:23pm.

Motion……………………………. Second……………………………

/Roll Call/