

# GREEN TOWNSHIP BOARD OF EDUCATION

## AGENDA

### Reorganization and Regular Meeting

January 3, 2024

Time: 7:00 p.m.

Place: Green Hills School - Small Gym

**I. CALL TO ORDER BY THE BOARD SECRETARY TIME: \_\_\_\_\_**

[The Board Secretary shall chair the meeting until the Board President is elected.]

**A. FLAG SALUTE**

**B. OPEN PUBLIC MEETINGS ACT STATEMENT**

“This is reorganization and a regular meeting of the Green Township Board of Education held for the purpose of reorganizing the Board and other board business. In compliance with Chapter 31, Laws of 1975, the notice of this meeting was advertised in the New Jersey Herald. Copies of the agenda of this meeting were appropriately posted and made available for the public.”

**C. OFFICIAL RESULTS OF SCHOOL BOARD ELECTION**

Official results of the annual school board election are as follows:

**Three-year seats**

Candidates Name	# of Votes	% of Votes
Marie Bilik	541	28.88%
Maureen McGuire	522	27.87%
Melissa VanBlarcom	515	27.50%
Maarit Kelvin-Korpos	254	13.56%
<u>Write in Totals:</u> _____		
Not Assigned	41	2.19%
<b>Total Votes Cast</b>	<b>1,873</b>	<b>100.0%</b>

**D. OATH OF OFFICE**

The Board Secretary will administer the oath of office to newly elected Board of Education members. Pursuant to N.J.S.A. 18A:12-2.1 and N.J.S.A. 41:1-1 and 1-3, the oath of Office will be administered to the following newly elected Board Members by Business Administrator/Board Secretary Mrs. Constantino:

Marie Bilik

Maureen McGuire

Melissa VanBlarcom

*I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. So help me God.\**

*I, \_\_\_\_\_, do solemnly swear (or affirm) that I possess the qualifications prescribed by law for the office of member of a board of education, and that I am not disqualified as a voter pursuant to R.S. 19:4-1 nor disqualified due to conviction of a crime or offense listed in N.J.S. 18A:12-1, and that I will faithfully, impartially and justly perform all the duties of that office according to the best of my ability So help me God.\**

*\*No individual shall be required to swear or affirm that part of the oaths which states "So help me God."*

## E. ROLL CALL

		Term	Roll Call
Mr.	CJ Bilik	2024	
Mrs.	Marie Bilik	2026	
Mrs.	Ann Marie Cooke	2024	
Ms..	Crystal Bockbader	2025	
Dr.	Noah Haiduc-Dale	2025	
Ms.	Kristin Post	2024	
Ms.	Maureen McGuire	2026	
Ms.	Holly Roller	2025	
Dr.	Melissa Van Blarcom	2026	
Dr.	Jennifer Cenatiempo, Superintendent		
Mrs.	Karen Constantino, SBA		

## II. REORGANIZATION

### ELECTION OF BOARD PRESIDENT & VICE PRESIDENT

The President shall be elected by a paper ballot vote of a majority of Board members in attendance.  
The Vice President shall be elected by the same procedure as the President. All votes shall be recorded by the Secretary.

#### A. ELECTION OF THE OFFICE OF BOARD PRESIDENT

Mrs. Constantino will request nominations for the position of President of the Board of Education.

Nominations are now in order for the office of President.

\_\_\_\_\_ is nominated. Are there any further nominations?

\_\_\_\_\_ is nominated. Are there any further nominations?

\_\_\_\_\_ is nominated. Are there any further nominations?

“Are there any further Nominations?” Nominations for President are now closed.

\_\_\_\_\_ elected as President.

1. Motion to approve \_\_\_\_\_ as President of the Board of Education

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

**Board President Now Presides Over Meeting.**

**B. ELECTION OF THE OFFICE OF BOARD VICE PRESIDENT**

Nominations:

Nominations are now in order for the office of Vice-President.

\_\_\_\_\_ is nominated. Are there any further nominations?

\_\_\_\_\_ is nominated. Are there any further nominations?

\_\_\_\_\_ is nominated. Are there any further nominations?

Nominations for Vice-President are now closed.

Board Secretary records results, calls for another vote if necessary.

\_\_\_\_\_ elected as Vice-President.

1. Motion to approve \_\_\_\_\_ as Vice President of the Board of Education.

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

III. BOARD DELEGATE DESIGNATIONS

- 1. Motion to appoint \_\_\_\_\_ as delegate to the Sussex County School Boards Association.
- 2. Motion to appoint \_\_\_\_\_ as delegate to the New Jersey School Boards Association.
- 3. Motion to appoint \_\_\_\_\_ as delegate to the Newton Board of Education.
- 4. Motion to appoint \_\_\_\_\_ and \_\_\_\_\_ as New Jersey School Boards Legislative Chairpersons.
- 5. Motion to appoint \_\_\_\_\_ as delegate to the Sussex County Educational Services Commission.
- 6. Motion to appoint \_\_\_\_\_ as PTA liaison.
- 7. Motion to appoint \_\_\_\_\_ as representative to the Green Township Committee.

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

IV. ORGANIZATION APPOINTMENTS AND APPROVALS

A. Schedule of Meetings

Approve the Annual Meeting Dates, in compliance with the Open Public Meetings Act, Chapter 231, Laws of New Jersey, 1975. Meeting dates shall be scheduled for the 3<sup>rd</sup> Wednesday of each month unless otherwise noted below:

Meeting Date	Meeting Type
January 17, 2024	Regular Meeting
February 21, 2024	Regular Meeting
February 28, 2024	Board of Education Meeting, Budget Workshop
March 6, 2024	Board of Education Meeting, Budget Workshop
March 20, 2024	Regular Meeting
April 17, 2024	Regular Meeting

May 1, 2024	Public Hearing & Adoption of Budget, Regular Meeting
May 15, 2024	Regular Meeting
June 12, 2024	Regular Meeting
July 17, 2024	Regular Meeting
August 21, 2024	Regular Meeting
September 18, 2024	Regular Meeting
October 16, 2024	Regular Meeting
November 20, 2024	Regular Meeting
December 11, 2024	Regular Meeting
January 2, 2025 ** Makeup date, January 6, 2025 (Monday)	Reorganization & Regular Meeting

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

B. Conduct of Meeting

Robert’s Rules of Order, Bylaw 0161, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

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

C. Designations of Depositories and Authorization to Execute Warrants

Be it resolved, that TD Bank be designated as depository for the Green Township Board of Education General Account until the Board of Education determines by formal action otherwise. As such, the Treasurer of School Monies is hereby authorized and directed to maintain accounts for and on behalf of the Board of Education in said bank, and further that the Treasurer of School Monies is authorized to endorse for deposit in said bank all warrants and checks received for account of this Board. All warrants for withdrawal of funds from the Board of Education General Account shall be signed jointly by the Board President or Vice President; and the Business Administrator/Board Secretary or his/her designee; and the Treasurer of School Monies; and

Be it further resolved, that TD Bank be designated as the banking institution depository for the Green Township Board of Education Interest Investment Savings Accounts; and

Be it further resolved, that the Business Administrator/Board Secretary or his/he designee are hereby authorized to transfer funds to and from these accounts and consolidate such as deemed appropriate on behalf of the Board of Education; and

Be it further resolved, that pursuant to the timelines established in the initial paragraph of this resolution, the Office Account of Green Hills School shall be established at TD Bank. All warrants for the withdrawal of funds from these accounts shall require two signatures as designated by the Business Administrator; and

Be it further resolved, that pursuant to the timelines established in the initial paragraph of this resolution, TD Bank be and hereby are designated as the depository for the following accounts:

- Operating
- Payroll
- Payroll/Agency
- Petty Cash
- Unemployment
- Escrow Direct
- Bond/Construction Account
- Child Care
- FSA Account

Be it further resolved, that the Green Township Board of Education designates Lakeland Bank as the depository for the following accounts:

- Student Activity
- Cafeteria

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

D. Authorization for Secretary to Make Certain Payments

Be it resolved that the President or Vice President, and/or the Business Administrator/Board Secretary or his designee, and the Treasurer of School Monies, are hereby authorized and directed to execute warrants without further action of the part of the Board for payment, when due, including but not

limited to the salaries and health benefits of all Board of Education personnel heretofore authorized and approved by the Board of Education, as well as other payments as deemed necessary by the Business Administrator/Board Secretary or her designee and to make such line-item transfers as necessary to conduct district business and execute payroll operation; and

Further, the Business Administrator/Board Secretary or his/her designee is hereby authorized and directed to make principal and interest payments on school bonds.

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

E. Investment of Funds

Authorize the Business Administrator to invest district funds as governed by appropriate laws.

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. Official Newspapers

Motion to approve the New Jersey Herald as the official newspaper of the Board of Education, and the Township Journal as alternate.

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

/Roll Call/

H. 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/

- I. Motion to Operate as a Board under the Committee System Comprised of the Following Committees:

Curriculum  
Operations  
Finance  
Personnel  
Policy  
Negotiations  
Ad Hoc (as needed)

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

/Roll Call/

- J. 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/

- K. Motion to approve Mrs. Karen Constantino 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/

- L. Motion to approve all existing policies and regulations previously adopted by the Green Township Board of Education.

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

M. Motion to approve the following individuals or firms in their respective positions for the  
2023-2024 school year:

- a. Energy Cooperation ACES
- b. School Physician Dr. Sanjay Jain
- c. Insurance Fund School Alliance Insurance Fund (SAIF)
- d. Parette Somjen Architects LLC (PSA) District Architect
- e. Environmental Consultants RK Occupational & Environmental Analysis, Inc.
- f. Board Attorney Schenck, Price, Smith & King
- g. Bond Attorney McManimon & Scotland, L.L.C.
- h. Board Auditor Nisivoccia & Co., L.L.P.
- i. Accounting Software Provider CDK Systems
- j. Payroll Computer Service Provider R & L Datacenters, Inc.
- k. Insurance Agent of Record The Morville Agency
- l. Medical Insurance Agent of Record Brown & Brown Benefit Advisors

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

## THE BOARD WILL NOW CONDUCT THE REGULAR MEETING

### I. 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. 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. 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.

### **III. VARIOUS REPORTS**

A. NEWTON BOARD OF EDUCATION UPDATE - Mrs. Cooke

B. PTA UPDATE - Mrs. Post

C. BOARD PRESIDENT’S REPORT -

D. SUPERINTENDENT’S REPORT - Dr. Cenatiempo

HIB:	There were 11 HIB Cases to report since the December BOE meeting.	
Drills:	Fire Drill	12/15/23
	Lockdown Drill	12/19/23

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

### **IV. PRESENTATIONS**

### **V. DISCUSSION ACTION ITEMS**

### **VI. BOARD BUSINESS**

### **VII. UNFINISHED BUSINESS**

VIII. NEW BUSINESS

IX. COMMITTEE REPORTS

A. **CURRICULUM** - \_\_\_\_\_, Chairperson

1. Motion to approve contracted services with Jennifer Caputo, Shift for Wellness for two hours of professional development at a rate of \$360 an hour to be paid out of the general fund.

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

2. Motion to approve Dr. Cenatiempo to attend the insurance sponsored professional development opportunity titled “The Future of Special Education Litigation: Understanding the impact of the latest US Supreme Court Decision and Other Recent Developments to be held on 1/4/24 from 9:30 am - 12 pm via ZOOM at no cost to the district.

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

B. **FINANCE** - \_\_\_\_\_, Chairperson

1. Motion to accept \$38,000 in funds for the High Impact Tutoring Grant that was approved by the New Jersey Department of Education.

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

2. Motion to approve the amended tax payment schedule as noted below to tie to the A4F (total has not changed).

Month General Fund Tax Levy Debt Service Tax Levy Total Tax Levy Date Due to BOE				
Month	General Fund Tax Levy	Debt Service Tax Levy	Total Tax Levy	Date Due to BOE
July	\$893.269.50	\$7,654.58	\$900,924.08	7.10.2023

August	\$893,269.50	\$7,654.58	\$900,924.08	8.10.2023
September	\$893,269.50	\$7,654.58	\$900,924.08	9.10.2023
October	\$893,269.50	\$7,654.58	\$900,924.08	10.10.2023
November	\$893,269.50	\$7,654.58	\$900,924.08	11.10.2023
December	\$1,108,810.02	\$7,654.58	\$1,116,464.60	12.10.2023
January	\$857,346.08	\$7,654.58	\$865,000.67	1.10.2024
February	\$857,346.08	\$7,654.58	\$865,000.67	2.10.2024
March	\$857,346.08	\$7,654.58	\$865,000.67	3.10.2024
April	\$857,346.08	\$7,654.58	\$865,000.67	4.10.2024
May	\$857,346.07	\$7,654.58	\$865,000.67	5.10.2024
June	\$857,346.07	\$7,654.58	\$865,000.67	6.10.2024
TOTAL	\$10,719,234.00	\$91,855.00	\$10,811,089.00	

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

**C. OPERATIONS - \_\_\_\_\_, Chairperson**

**D. PERSONNEL - \_\_\_\_\_, Chairperson**

1. Motion to approve Johanna Diehl as a substitute teacher for the remainder of the 2023 - 2024 school year, pending documentation and criminal history background check, as recommended by the Superintendent.

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

**E. POLICY - \_\_\_\_\_, Chairperson**

F.      **NEGOTIATIONS** - \_\_\_\_\_, Chairperson

**IX.      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. 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.

**X.      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/

**XI. RECONVENE**

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

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

/Roll Call/

**XII. ADJOURNMENT**

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

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

/Roll Call/