

GREEN TOWNSHIP BOARD OF EDUCATION

AGENDA

Regular Meeting

March 20, 2024

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	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		

D. 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. PRESENTATIONS

1. Recognition of Aiden Wilkenson, as he is recognized for being the 2023-2024 **NJSBA Sussex County** Unsung Hero of the **Green Hills School** 8th grade class.
2. Presentation of the 2024-2025 Tentative Budget by Dr. Jennifer Cenatiempo

III. INTRODUCE THE PRELIMINARY 2024-2025 BUDGET

ADOPTION OF THE TENTATIVE BUDGET

2024-2025

DISTRICT NAME: Green Township School District

BOE MTG DATE: March 20, 2024

Adoption of Tentative Budget

2024-2025

BE IT RESOLVED that the tentative budget be approved for the 2024-2025 School Year using the 2024-2025 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:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2024-2025 Total Expenditures	\$13,748,580	\$158,919	\$140,919	\$14,048,418
Less: Anticipated Revenues	<u>\$ 2,614,160</u>	<u>\$158,919</u>	<u>\$ 47,909</u>	<u>\$ 2,820,988</u>
Taxes to be Raised	\$11,134,420	\$0	\$93,010	\$11,227,430

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 May 1, 2024 at 7:00pm for the purpose of conducting a public hearing on the budget for the 2024-2025 School Year.

Travel and Related Expense Reimbursement

2024-2025

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.

BE IT FURTHER RESOLVED that the Green Township School District Board of Education includes in the proposed budget the use of Banked Cap in the amount of \$163,304. The purpose of this use will be to support the operations and programs of the school district; and

BE IT FURTHER RESOLVED that the Green Township School District Board of Education includes in the proposed budget the use of the Health Care Cost Adjustment of \$17,761. The purpose of this use will be to support the operations and programs of the school district; and

BE IT FURTHER RESOLVED that the Green Township School District Board of Education includes in the proposed budget a withdrawal from the Capital Reserve in the amount of \$270,000. The purpose of this

withdrawal is to fund boiler conversion to natural gas, repair outdoor stairs, and adjust the sink heights in the bathrooms to code.

BE IT FURTHER RESOLVED that the Green Township School District Board of Education includes in the proposed budget the use of an Enrollment Adjustment of \$19,349. The purpose of this use will be to support the operations and programs of the school district; and

THEREFORE, BE IT RESOLVED that the district’s maximum taxing authority is composed of:

\$ 214,772	2% Current Expense Tax Levy Increase
\$10,719,234	Prior Year 2023 - 2024 Current Expense Tax Levy
\$ 17,761	Increase in Health Care Costs
\$ 19,349	Enrollment Adjustment
\$ 163,304	Use of Banked Cap
\$11,134,420	Maximum District Tax Levy 2024-2025

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

IV. CORRESPONDENCE

V. PUBLIC PARTICIPATION ON AGENDA TOPICS

This public session is designed for members of the public to speak on agenda items pertaining to the Green Hills School District. 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 it’s 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. 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.

VI. 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 February 21, 2024 BOE meeting.
Drills: Fire Drill 2/9/24, 3/12/23
 Lockdown Drill 2/20/24
 Bus Evacuation Drills for Green Township School District, all drills took place
 between 8:08 - 8:15 AM, in the front lot of the school, supervised by JP Bollette.
 10/16/23 Routes 17 & 12 - 30 students on 17; 31 students on 12
 10/17/23 Routes 14 & 10 - 39 students on 14; 37 students on 10
 10/18/24 Routes 13, 7, 11 - 29 students on 13; 33 students on 7 & 28 on 11
 All drills were completed in under 1 minute 23 seconds

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

VII. **DISCUSSION ACTION ITEMS**

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

A. Motion to accept minutes of the following meetings:

- 1. Regular Meeting of February 21, 2024. (Attachment)

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

- 2. Executive Session of February 21, 2024

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

- 3. Minutes of March 1, 2024-Board of Education, Budget Workshop.

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

/Roll Call/

4. Executive Session of March 1, 2024.

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

/Roll Call/

B. Motion to accept the HIB Reports from the February 21, 2024 meeting.

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

/Roll Call/

C. Motion to accept the HIB Reports from the February 21, 2024 meeting.

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

/Roll Call/

D. Motion to adopt the Preliminary Budget for the 2024-2025 school year.

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

/Roll Call/

E. Motion to approve the Revised Memorandum of Agreement Between Education and Law Enforcement Officials.

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

/Roll Call/

F. Motion to accept the corrective action plan from the triennial NJ Department of Agriculture audit.

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

/Roll Call/

IX. UNFINISHED BUSINESS

X. EXECUTIVE SESSION at 8:pm

Executive Session 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 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/

XI. RECONVENE

Motion to reconvene into public session at _____pm.

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

XII. COMMITTEE REPORTS

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

1. Motion to revise the following field trip:

<u>Teacher</u>	<u>Grade</u>	<u>Trip</u>	<u>Location</u>	<u>Date(s)</u>	<u>Cost</u>
Kelli McKeown	2nd	NHS - FFA	Newton High School 44 Ryerson Ave Newton, NJ	4/10/24	Transportation \$239.20 to be paid by the PTA

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

2. Motion to approve the Newton High School’s Science Department AP Students, guided by Brittany DeVore, to host the Newton HS AP Science Fair at Green Hills School, for grades K - 2 on May 29, 2024.

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

3. Motion to approve Marion Blumenthal Lazan, author of Four Perfect Pebbles and Holocaust Survivor, to give a 1 hour presentation to the middle school students on June 10, 2024, at a cost of \$800.00 plus transportation, to be paid for out of the Student Activities Account.

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

4. Motion to approve a Donation Drive to benefit Benny’s Bodega, run by the GHS Student Council. Donations to be collected from Mar 21, 2024 through April 19, 2024 in school and at the evening performances of the school musical.

K-2 will collect/donate personal hygiene products

3-5 will collect/donate nonperishable food items

6-8 will collect/donate kitchen & laundry supplies

A “magical” reward, to be approved by Mr. Bollette, will be given to the group that collects the most items, (Maybe a movie afternoon, snacks, popsicles, outside play time, pj day, etc.)

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

5. Motion to approve the following staff members to participate in the Wilson Programming - WRS Introductory Set, Steps #1-6, 4th Edition at a rate of \$2,950 per teacher to be paid for from ARP ESSER Funds, Accelerated Learning Coaching and Educator Support Grant Funds. Total Cost to be billed to the Grant \$8,850.

Kristen Sylvester

Sarah Pittenger

Ashley Van Haste

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

/Roll Call/

6. Motion to approve a disbursement from the Student Activities 8th grade account in the amount of \$5,823.84, initial deposit payable to Double Tree, for two nights accommodations and two breakfasts during 8th grade the class trip to Washington DC, in June 2024.

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

7. Motion to approve a disbursement from the Student Activities 8th grade account in the amount of \$8,008 payable to Sussex County Co-Op for transportation during the 8th grade class trip to Washington DC, in June 2024.

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

8. Motion to approve the revised curriculum documents (Attachments):

English Language Arts
Math
Science
Social Studies
Computer Science & Design Thinking
Comprehensive Health and Physical Education
World Languages
Visual & Performing Arts

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

B. FINANCE - Ms Kristen Post., Chairperson

February 2024 Financial Reports (attachment)

1. Motion to approve the General Fund bills list for February 22, 2024 through March 20, 2024 for a total of \$1,274,629.87 (attachment)

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

2. Motion to accept the Board Secretary's monthly certification, as attached, and that as of February 29, 2024, 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 February 29, 2024 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 February, 2024.

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

5. Motion to approve transfers for February, 2024.

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

6. Motion to approve the disbursements from February 22, 2024 through March 20, 2024 for the Student Activities Account in the amount of \$6,023.84 and the Business Office Petty Cash Account in the amount of \$0.00. **(attachment)**

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

7. Motion to accept and approve the estimated REAP grant allocation of \$32,377 for FY2024.

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

C. OPERATIONS - Mr. CJ Bilik, Chairperson

1. Motion to approve the fee for professional services of Parette Somjen Architects for the Green Hills School Gas Conversion for Professional Services which includes: Design Development/drawings, Construction Documents, Contract Administration Services (bid solicitation & on-site observations, up to 16 visits during the duration of the project at a fixed fee of \$29,800 plus reimbursables for printing & deliveries of \$2,300. (40% of this cost will be reimbursed by funds from the ROD grant, and the balance will be paid out of the capital reserve)

Motion Second
/Roll Call/

D. PERSONNEL - Ms. Crystal Bockbrader, Chairperson

1. Motion to approve the extension of Student Teaching Placement for Fairleigh Dickinson University Graduate Student Paige Strangeway; working with Tara Lavalley, 5 days per week starting February 20, 2024 through the end of the 2023-2024 school year, at the recommendation of the Superintendent.

Motion Second
/Roll Call/

2. Motion to approve Olivia Sanchez as a paraprofessional, for the 2023-2024 school year, at an hourly rate of \$15.13 per hour, pending paperwork and criminal history background check, at the recommendation of the Superintendent.

Motion Second
/Roll Call/

3. Motion to revise Samantha Jennings as full-time evening custodian, at a rate of \$43,000 with additional stipend of \$300 for black seal license and \$400 uniform allowance, prorated for the 2023-2024 school year, at the recommendation of the Superintendent.

Motion Second
/Roll Call/

4. Motion to approve Kassandra Mull as a paraprofessional, for the 2023-2024 school year, at an hourly rate of \$15.13 per hour, pending paperwork and criminal history background check, at the recommendation of the Superintendent.

Motion Second
/Roll Call/

5. Motion to approve the FMLA leave for employee ID #325, with sick days to be used concurrently, from March 4, 2024 through April 19, 2024.

Motion Second
/Roll Call/

6. Motion to approve Debra Simmons as a substitute teacher for the 2023-2024 school year, pending paperwork and criminal history background check, at the recommendation of the Superintendent.

Motion Second
/Roll Call/

7. Motion to approve an increase in the paraprofessional rate of \$1/hour when serving in the function of providing diapering/toileting in the preschool for preschool disabled students, as submitted by timesheets, as approved by the superintendent.

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

E. POLICY - Ms. Holly Roller, Chairperson

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

P 1140 Educational Equity Policies/Affirmative Action (M) (Revised)
P 1523 Comprehensive Equity Plan (M) (Revised)
P 1530 Equal Employment Opportunities (M) (Revised)
R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)

- P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)
- R 2200 Curriculum Content (M) (Revised)
- P 2260 Equity in School and Classroom Practices (M) (Revised)
- R 2260 Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
- P 2411 Guidance Counseling (M) (Revised)
- P 3211 Code of Ethics (Revised)
- R 5440 Honoring Student Achievement (Revised)
- P 5570 Sportsmanship (Revised)
- P 5750 Equitable Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Abolished)
- P 5841 Secret Societies (Revised)
- P 5842 Equal Access of Student Organizations (Revised)
- P & R 7610 Vandalism (Revised)
- P 9323 Notification of Juvenile Offender Case Disposition (Revised)

- P & R 2423 Bilingual Education (M) (Revised)
- P & R 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)

Motion Second
 /Roll Call/

XIII. PUBLIC PARTICIPATION ON NEW BUSINESS TOPICS

This public session is designed for members of the public to speak on non-agenda items pertaining to the Green Hills School District. 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. 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.

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
- 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

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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. BOARD COMMENTS

XVII. ADJOURNMENT

Motion that the Board of Education shall adjourn at _____ pm.

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

Next Meeting Date:

April 17, 2024

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.