**GREEN TOWNSHIP BOARD OF EDUCATION**

**MINUTES**

**Regular Meeting**

**April 17, 2024**

**Time: 7:00 p.m. ` Place: Green Hills School - Small Gym**

**I**. **CALL TO ORDER** at 7pm by President Bilik

**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, arrived at 7:06pm |
| Mrs. | Marie Bilik | 2026 | Present |
| Mrs. | Ann Marie Cooke | 2024 | Present |
| Mrs. | Crystal Bockbader | 2025 | Present |
| Dr. | Noah Haiduc-Dale | 2025 | Absent |
| Mrs. | Kristin Post | 2024 | Present |
| Mrs. | Maureen McGuire | 2026 | Excused |
| Mrs. | Holly Roller | 2025 | Present |
| Dr. | Melissa Van Blarcom | 2026 | Present |
|  |  |  |  |
| Dr. | Jennifer Cenatiempo, Superintendent |  | Present |
| Mrs. | Karen Constantino, SBA |  | Present |

**D. Mission**-Read by Mrs. Roller

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**

A. Presentation of the Governor’s Educator of the Year - Mr. Kyle Mirena

-Dr. Cenatiempo spoke about Mr. Mirena’s commitment to innovation and growth, enthusiasm and

that he is well-suited to his work and does it with excitement. Every student is seen, valued and

heard in his class, he is a master at his craft.

-Mr. Bollette-spoke about Mr.Mirena. Kyle is doing a job that did not exist. Mr. Mirena first

became a para, and they worked alongside each other. Amazed at the new technology that he’s

always up-to-date with.

-President Bilik-On behalf of the BOE, congratulations! His enthusiasm is refreshing to see, and

Ms. Schuman as well.

Presentation of the Governor’s Educational Services Professional of the Year Awards - Ms. Denise

Schumann

-Dr. Cenatiempo recognized Ms. Schuman and often receives requests for her. She has a heart of

gold and does whatever it takes to get the job done. Her presence in the classroom helps to make it

run smoothly.

-Mr. Bollette-Ms. Schumann understands what’s needed and understands the kids.

B. Presentation by Dr. Cenatiempo on Curricular Programming and Plans for Upcoming School Year

-Showed video of students/programs that was shared with the QSAC team during the audit.

-Reviewed projected student enrollment, anticipated number of sections, anticipated staffing,

schedules, specials areas, intervention/supports, SOAR/Honors Programming, and Transportation

Revisions for the 24-25SY.

**III. CORRESPONDENCE-None**

**IV. PUBLIC PARTICIPATION ON AGENDA TOPICS** at 7:50pm-None

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.

# **V. VARIOUS REPORTS**

A. NEWTON BOARD OF EDUCATION UPDATE - Mrs. Cooke

-None, met last month on 3/12

B. PTA UPDATE - Mrs. Post

-No PTA meeting since we last met

-Upcoming events: Mother/Son & Father Daughter events, Tricky Tray, Field Day

C. BOARD PRESIDENT’S REPORT - Mrs. Bilik

-Attended Committee, Historical Society, and Bicentennial Meetings. Invited to and attended

QSAC discussion before the audit started. Invited everyone to attend Green’s Bicentennial “Walk Down

Memory Lane” at the Firehouse at 7pm, cost $15.

D. SUPERINTENDENT’S REPORT - Dr. Cenatiempo

HIB: There were 4 HIB Cases to report since the March 20, 2024 BOE meeting.

Drills: Fire Drill 3/12/24   
 Lockdown Drill 3/21/24

-Grant Status-ARP ESSER-Due June 30th; $17,950 applied for amendment to see if it can be used for

technology, or we will have Saturday programming. $10K available for training, Wilson not available,

finding another vendor, $42k for facilities lines-vendors will be put on May 1 agenda.

-Title IA-identified learners-budgeted to have four sessions in May (not for all students)

-Consultant in residence for one or two weeks in June on May agenda

-Participated in NonPublic Consultation meeting this week with Tranquility Adventist

-4 HIBs to be discussed in Executive Session

-Fire drill on 4/16/24

-QSAC report expected in July, very involved process

-Potential corrective action for chronic absenteeism

-Had four audits this year: Federal Government for grant funds, Regular Annual Audit, Dept. of Agriculture

Audit, and QSAC Audit

Questions:

Mrs. Post asked if the dismissal times are changing-Dr. Cenatiempo said they are staying the same

Also asked about paras and support. Dr. Cenatiempo discussed that students were not always in the same

section, but now will be in the same section. Also, we are not prepared to discuss the “Cycle Model”

Mrs. Roller asked if there are any other opportunities to tier our bus runs

-Dr. Cenatiempo discussed our routes, cost and which routes are tiered, the process of going out to bid two

years ago due to our routes being non-renewed. We are at industry standards at this time.

-President Bilik mentioned the significant changes from the budget, and that we are moving to three

sections of kindergarten. Also discussed the purchase of a minivan and the savings that is incorporated into the budget.

Mrs. Roller-We lost tiering when we moved to 3:15 and the board moved to this schedule

Dr. C-the opportunity that existed years ago has changed. Transportation is an area that we will have to

give attention to over time.

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

-Filed the REAP Grant

-Budget was approved at the County Level

-Attended a professional development class to help prepare for the annual audit

-Participated in the QSAC audit

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

A. Motion to accept minutes of the following meetings:

1. Regular Meeting of March 20, 2024. (Attachment)

2. Executive Session of March 20, 2024

B. Motion to accept the HIB Reports from the March 20, 2024 meeting.

C. Motion to approve the revised calendar for the 23/24 school year as attached.

Motion- Mrs. Cooke Second – Dr. VanBlarcom

/Roll Call/



**VII. UNFINISHED BUSINESS**-None

**VIII. NEW BUSINESS**

1. Superintendent Evaluation-Mrs. Cooke

Calendar would be as follows:

5/15 BOE Pre-evaluation conference, end of May Superintendent to complete her portion online, by 6/1 BOE members have the first two weeks of June to complete their portion for the 7/1 due date

**IX. COMMITTEE REPORTS**

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

1. Motion to approve the following field trips:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Teacher** | **Grade** | **Trip** | **Location** | **Date(s)** | **Cost** |
| Brian Martin  Kristen Grzymko | 8th | Tri-District Field Day | Newton High School  44 Ryerson Avenue  Newton, NJ 07860 | 5/23/24 | Transportation Cost: TBD |

2. Motion to approve the following staff members as chaperones for the 8th grade trip to

Washington DC, in June 2024:

JP Bollette (Administrator)

Kerry Burneyko (Nurse)

Brian Martin

Diana Minervini

Catherine Nowaczyk

Marybeth Stiles

Justin Wynne

3. Motion to approve the following for the NJ High Impact Tutoring Grant – Instructional Tutors to

be paid from the NJDOE High Impact Instructional Tutor Grant funds.

Schedule: 3:10 pm - 4:30 pm on Tuesdays and Thursdays for students / 3:10-4:40 for staff

Planned Time Usage: 3 hours a week with students + 1 hour a week to complete data analytics + 1 hour a week of preparation and planning

Session Dates: 4/23, 4/25, 4/30, 5/1, 5/7, 5/9, 5/14, 5/16, 5/21, 5/23, 5/28, 5/30, 6/4, 6/6, 6/11, 6/13

16 Sessions (24 hours) + 8 Hours of Preparation + 8 Hours of Data Analysis and Planning Compensation per Tutor = $55 an hour x 5 hours a week x 8 weeks = $2,200

Total Compensation per Tutor = $2,200

|  |  |
| --- | --- |
| Diana Minervini | Kelli McKeown |

Motion – Mr. Bilik Second – Mrs. Bockbrader

/Roll Call/



**B. FINANCE** – Mrs. Kristen Post., Chairperson

**March 2024 Financial Reports (attachment)**

1. Motion to approve the General Fund bills list for March 21, 2024 through April 17, 2024

for a total of $1,167,544.01 (attachment)

2. Motion to accept the Board Secretary’s monthly certification, as attached, and that as of March 31, 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.

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 March 31, 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.

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

School Monies for the month of March, 2024.

5. Motion to approve transfers for March, 2024.

6. Motion to approve the disbursements from March 21, 2024 through April 17, 2024

for the Student Activities Account in the amount of $9,575.05, Business

Office Petty Cash Account in the amount of $5.08, and Cafeteria Account in the amount of $28,524.54. **(attachment)**

7. Motion to approve the Resolution to participate in the Joint Transportation Agreement for the

2024-2025 school year with the Sussex County Regional Cooperative with administrative fees as

follows:

|  |  |
| --- | --- |
| **Transportation For:** | **Administrative Fee:** |
| Public School Students Transportation To and From | 2% |
| Athletics and Field Trips | 4% |
| Non-Public Routes | 2% |
| Special Education School Students To and From | 4% |

8. Motion to approve the food prices for the 24-25 school year:

|  |  |
| --- | --- |
| **Breakfast:** | **Price:** |
| Student | $2.25 |
| Adult | $2.65 |
| **Lunch:** | **Price:** |
| Student | $3.65 |
| Entree Only | $2.65 |
| Adult Lunch | $5.00 |

Motion- Mrs. Post Second – Mrs. Cooke

/Roll Call/



**C. OPERATIONS** - Mr. CJ Bilik, Chairperson

1. Motion to approve the training of CDL drivers at a cost not to exceed $4,000 per driver.

2. Motion to approve the quote from Combustion Service Corporation in the amount of $56,750 for

the following under the Ed Data bid # 12191, to convert the boilers to natural gas:

1) Supply and install new gas piping for 2 psi of gas pressure, from the new gas

meter just outside of the boiler room to the existing propane gas burners, #2 heating

boiler and #3 domestic hot water heater boiler, approximately fifty feet and to the

new burner for #1 heating boiler.

2) Cut hole in boiler room wall to bring gas line through.

3) Remove one Power Flame oil burner from #1 boiler, one Weil McLain,

Model 1594 boiler, and scrap.

4) Supply and install one new Industrial Combustion gas burner, model VG-54, on

existing #1 WM boiler.

5) Modify boiler front plate for new burner and patch refractory around burner

blast tube in boiler.

6) Connect the new burner to existing electrical feed and emergency switches in

the boiler room.

7) Modify propane gas burners, #2 & #3, for natural gas and replace gas

regulators.

8)Startup burners on completion and set up each using an electronic flue gas

efficiency analyzer.

\*Funds for this project will come from the capital reserve and the ROD grant.

Motion – Mr. Bilik Second – Dr. VanBlarcom /Roll Call/



**D. PERSONNEL** - Ms. Crystal Bockbrader, Chairperson

1. Motion to approve Karen Smith to facilitate the ESY program for identified learners for

the 2024-2025 school year, as recommended by the Superintendent from 9 am - 12 pm for the

following dates.

-Compensation will be at her hourly rate.

|  |
| --- |
| 7/8/24, 7/9/24, 7/10/24, 7/11/24, 7/12/24 |
| 7/15/24, 7/16/24, 7/17/24, 7/18/24, 7/19/24 |
| 7/22/24, 7/23/24, 7/24/24, 7/25/24, 7/26/24 |
| 7/29/24, 7/30/24, 7/31/24, 8/1/24, 8/2/24 |

1. Motion to approve the creation of a CDL position for the purpose of transporting students in alignment with all state and federal regulations.

Background: The Green Township School District is hiring 3 CDL drivers for the 24/25 school year. The vehicle utilized for this CDL Driving will be a district owned minivan or 16 passenger van. Applicants may already hold the CDL or may opt to receive the training to become certificated. The cost of the CDL course will be covered by the school district. The CDL course will begin at the end of April to be completed prior to September. CDL Driver applicants may be currently employed by the school district and may work in any role within the school district. External applicants are also invited to apply for consideration for this role. The anticipated run time will be from 7:05 am – 8:05 am and from 2:20 pm – 3:20 pm. Salary: The rate per run will be $50 an hour for active driving time and $25 an hour for idle time. There will be a minimum payment of 1 hour for all runs. Additional time beyond the first hour will be accrued on a 15 minute increment.

1. Motion to approve the following staff members to be trained as CDL drivers at a maximum cost of $4,000 per driver.

|  |
| --- |
| Beth Denuto |

4. Motion to approve the attached job description for Bus Driver.

5. Motion to approve staff member #1014’s request to extend their maternity leave from originally proposed date of 5/22/24 to now go through 5/28/24.

6. Motion to approve the following substitute teacher for the 2023-2024 school year, pending proper documentation and criminal history background check, as recommended by the Superintendent.

Kaitlyn Lynch

Motion - Mrs. Bockbrader Second – Mrs. Cooke

/Roll Call/



**E. POLICY** - Ms. Holly Roller, Chairperson

1. Motion to approve the second 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)

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 – Mrs. Roller Second – Mrs. Bockbrader

/Roll Call/



**X. PUBLIC PARTICIPATION ON NEW BUSINESS TOPICS** at 8:15pm, None.

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**XI. CLOSED MEETING**

Closed Meeting Motion was read by President Bilik at 8:16pm.

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” and “h”

Motion – Mrs. Post Second – Mr. Bilik

Roll Call/

All in favor, all BOE members responded with “Aye”

**XII. RECONVENE**

Motion to reconvene into public session at 8:49pm.

Motion – Mrs. Cooke Second – Dr. VanBlarcom

/Roll Call/

All in favor, all BOE members responded with “Aye”

**XIII. BOARD COMMENTS:**

The board discussed various dates and decided to move the superintendent evaluation earlier.

-Prelim meeting will take place next meeting, Dr. Cenatiempo will have her portion done Mid-May, and the

BOE will complete their part during the last two weeks of May. The final conference will be in June, and

the board will use the “school board model”.

**XIV. ADJOURNMENT**

Motion that the Board of Education shall adjourn at 9:09pm.

Motion – Mrs.Post Second – Mrs. Roller

/Roll Call/



**Next Meeting Date:**

May 1, 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.

Respectfully Submitted,

Karen Constantino

Business Administrator