

**GREEN TOWNSHIP BOARD OF EDUCATION
REORGANIZATION MEETING & REGULAR MEETING
AGENDA
January 3, 2022**

Time: 7:00p.m.

Place: Green Hills School Library

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
Christopher “CJ” Bilik, Jr.	1,089	32.8%
Ann Marie Cooke	1,068	32.2%
Kristin Blodnik Post	1,038	31.2%
Write in Totals	126	3.8%

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 NJ.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.

*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	2023	
Mrs.	Ann Marie Cooke	2024	
Mr.	Scott Guzzo	2022	
Dr.	Noah Haiduc-Dale	2022	
Ms.	Kristin Post	2024	
Mr.	Rob Strasser	2022	
Dr.	Melissa Van Blarcom	2023	
Dr.	Jennifer Cenatiempo, Superintendent		
Mrs.	Karen Constantino, SBA/Bd. Secretary		

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.

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.

III. APPOINT BOARD CANDIDATE

A. Motion to appoint Holly Roller to fill the vacant Board of Education position.

Motion Second

/Roll Call/

B. OATH OF OFFICE

The Board Secretary will administer the oath of office to Holly Roller, newly appointed Board of Education member.

IV. 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/

V. 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 3rd Wednesday of each month unless otherwise noted below:

Meeting Date	Meeting Type
January 19, 2022	Regular Meeting
February 2, 2022	Budget Planning Meeting
February 16, 2022	Regular Meeting
March 2, 2022	Budget Planning Meeting
March 16, 2022	Introduction of Preliminary Budget & Regular Meeting
April 27, 2022	Budget Hearing & Regular Meeting
May 18, 2022	Regular Meeting
June 15, 2022	Regular Meeting
July 20, 2022	Regular Meeting
August 17, 2022	Regular Meeting
September 21, 2022	Regular Meeting
October 19, 2022	Regular Meeting
November 16, 2022	Regular Meeting
December 21, 2022	Regular Meeting
January 4, 2023 **Makeup date January 5, 2023 (Thursday)	Reorganization 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 designee is hereby authorized and directed to make principal and interest payments on school bonds.

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/

THE BOARD WILL NOW CONDUCT THE REGULAR MEETING

VI. 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. 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 records.

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
 - Drills: Fire Drill 12/20/21
 - Lockdown Drill 12/15/21
 - HIB Report
- E. BUSINESS ADMINISTRATOR/BOARD SECRETARY’S REPORT– Mrs. Constantino

VIII. DISCUSSION/ACTION ITEMS

- A. Motion to accept the HIB report from December 2021.

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

/Roll Call/

- B. Motion to accept minutes of the following meetings:

- 1) Regular Meeting of December 15, 2021. **(attachment)**

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

/Roll Call/

- 2) Executive Session of December 15, 2021.

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

/Roll Call/

/Roll Call/

- C. Board of Education Ethics Training – Marc Zitomer

- D. Approval of Board of Education Code of Ethics

Be it resolved that the Green Township Board of Education accepts the New Jersey School Boards Association Board Member Code of Ethics as the official Code of Ethics, and further that each Board member has read, understands and shall abide by same. The Board of Education Members had the required Board Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

CODE OF ETHICS

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
5. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
6. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

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

/Roll Call/

IX. COMMITTEE REPORTS

A. CURRICULUM – Mr. Noah Haiduc-Dale, Chairperson

B. FINANCE – Mr. Scott Guzzo, Chairperson

November 2021 Financial Reports (attachment)

- 1.) 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 November 30, 2021, 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.

Motion Second

/Roll Call/

- 2.) 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, 2021 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.

Motion Second
/Roll Call/

- 3.) Motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month of November, 2021.

Motion Second
/Roll Call/

- 4.) Motion to approve transfers for November, 2021.

Motion Second
/Roll Call/

- 5.) Motion to approve the General Fund bills list for December 16, 2021 through January 3, 2022 for a total of \$370,127.16. **(attachment)**

Motion Second
/Roll Call/

- 6.) Motion to approve the attached disbursements for December 2021 from the Student activities Account in the amount of \$535.47, and the Business Office Petty Cash Account in the amount of \$0. **(attachment)**

Motion Second
/Roll Call/

- 7.) Motion to approve an increase in the rate of pay for substitute teachers from \$85 per day to \$100 per day, effective January 4, 2022, at the recommendation of the superintendent.

Motion Second
/Roll Call/

C. OPERATIONS – Mr. Strasser, Chairperson

Motion Second
/Roll Call/

D. PERSONNEL – Mrs. Ann Marie Cooke, Chairperson

Motion Second

/Roll Call/

E. POLICY – Ms. Kristin Post, Chairperson

Motion Second

/Roll Call/

F. NEGOTIATIONS – Ann Marie Cooke, Chairperson

Motion Second

/Roll Call/

X. 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. 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.

XI. 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/

XII. RECONVENE

Motion to reconvene into public session at _____ pm.

Motion Second

/Roll Call/

XIII. ADJOURNMENT

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

Motion Second

/Roll Call/