

**GREEN TOWNSHIP BOARD OF EDUCATION  
MINUTES**

**Reorganization and Regular Meeting**

**January 4, 2021**

**Time: 7:30p.m.**

**Place: Remote Platform**

**I. CALL TO ORDER**

Dr. Vincent Occhino, School Business Administrator/Board Secretary, called the meeting to order at 7:30 p.m.

**A. FLAG SALUTE**

The Board Secretary asked everyone to stand for the salute to the flag and to recite the pledge of allegiance

**B. MEETING ANNOUNCEMENT**

The Board Secretary, as the presiding officer made the following announcement:

“This is a reorganization and regular meeting of the Green Township Board of Education held remotely for the purpose of reorganizing the Board and other board business. In compliance with Chapter 231, Laws of 1975, and N.J.A.C. 5:39-1.1 et seq. having to do with conducting public business in a transparent manner during a declared emergency, the New Jersey Herald was properly notified, the remote meeting notice was properly posted on the District’s website and copies of the agenda of this meeting were appropriately posted and made available for the public.”

**C. REPORT OF ELECTION**

Dr. Vincent Occhino reported the results of the annual school election held on Tuesday, November 3, 2020 as follows:

<b>Name</b>	<b>Total Votes</b>
Marie Bilik	1,748
Deanna Lykins *	25
Melissa Van Blarcom *	11

\* Write-in Winner

#### **D. OATH OF OFFICE**

Pursuant to N.J.S.A. 18A:12-2.1 and NJ.S.A. 41:1-1 and 1-3, the oath of Office was Administered to the newly elected Board Members. Deanna Lykins was not present. The oath will be taken at a subsequent public meeting.

##### Marie Bilik

*I, Marie Bilik, 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, Marie Bilik, 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.\**

##### Melissa Van Blarcom

*I, Dr. Melissa Van Blarcom, 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, Dr. Melissa Van Blarcom, 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.\**

#### **E. ROLL CALL**

		Term	Roll Call
Mrs.	Marie Bilik	2023	X
Mrs.	Ann Marie Cooke	2021	X
Mr.	Scott Guzzo	2022	X
Mr.	Noah Haiduc-Dale	2022	X
Ms.	Deana Lykins* not yet sworn in	2023	Absent
Ms.	Kristin Post	2021	X
Mr.	Michael Rose	2021	Absent
Mr.	Rob Strasser	2022	X
Dr..	Melissa Van Blarcom	2023	X
Dr.	Lydia Furnari, Interim Superintendent		X
Dr.	Vincent Occhino, Interim SBA/Bd. Secretary		X

**F. Motion to Suspend Board Policy 0152**

WHEREAS the 2020 Pandemic has required public attendance of Board meeting be conducted via a remote platform,

NOW BE IT RESOLVED that the Green Township Board of Education suspends Board Policy 0152 requiring voting for President and Vice President be summited on a written ballot.

NOW BE IT FURTHER RESOLVED that the voting will be taken by Roll Call.

Moved by Marie Bilik

Second by Mrs. Ann Marie Cooke

MR .GUZZO	X	MR. HAIDUC-DALE	X	MRS. LYKINS	Not yet sworn in	DR. VAN BLARCOM	X		
MS. POST	X	MR. ROSE	Absent	MR. STRASSER	X	MRS. COOKE	X	MRS. BILIK	X

**II. REORGANIZATION MEETING**

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

Dr. Occhino requested nominations for the position of President of the Board of Education. Mrs. Cooke nominated Marie Bilik.

Dr. Occhino asked if there were any further nominations. Hearing none, Dr. Occhino stated that nominations for President were closed and voting will be taken by Roll Call.

Mrs. Cooke nominated Marie Bilik

MR .GUZZO	X	MR. HAIDUC-DALE	X	MRS. LYKINS	Not yet sworn in	DR. VAN BLARCOM	X		
MS. POST	X	MR. ROSE	Absent	MR. STRASSER	X	MRS. COOKE	X	MRS. BILIK	X

ROLL CALL: Mrs. Marie Bilik was elected by a majority vote

**THE NEWLY ELECTED PRESIDENT OCCUPIES THE CHAIR**

Mrs. Marie Bilik assumed the presidency of the newly organized Board. Mrs. Bilik thanked the Board for their support. She reminded the Board members that the flow of communication remains a priority.

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

Mrs. Marie Bilik, newly elected President, requested nominations for the position of Vice President of the Board of Education. Mr. Guzzo nominated Mrs. Cooke.

Mrs. Bilik, asked if there were any further Nominations. Hearing none, Mrs. Bilik stated that nominations for the office of Vice President were closed and voting would be taken by Roll Call.

Mr. Guzzo nominated Mrs. Cooke

ROLL CALL: Mrs. Cooke was elected by a majority vote.

MR .GUZZO	X	MR. HAIDUC-DALE	X	MRS. LYKINS	Not yet sworn in	DR. VAN BLARCOM	X		
MS. POST	X	MR. ROSE	Absent	MR. STRASSER	X	MRS. COOKE	X	MRS. BILIK	X

**C. BOARD DELEGATE DESIGNATIONS** Mrs. Bilik, asked for volunteers to serve as delegates to the following organizations:

1. Motion to appoint Mrs. Bilik as delegate to the Sussex County School Boards Association.
2. Motion to appoint Mrs. Bilik as delegate to the New Jersey School Boards Association.
3. Motion to appoint Mrs. Cooke as delegate to the Newton Board of Education.
4. Motion to appoint Noah Haiduc-Dale as New Jersey School Boards Legislative Chairperson.
5. Motion to appoint Mrs. Bilik as delegate to the Sussex County Educational Services Commission.
6. Motion to appoint Kristin Post as PTA liaison.
7. Motion to appoint Mr. Guzzo as representative to the Green Township Committee.

ROLL CALL: Elected by majority vote

MR .GUZZO	X	MR. HAIDUC-DALE	X	MRS. LYKINS	Not yet sworn in	DR. VAN BLARCOM	X		
MS. POST	X	MR. ROSE	Absent	MR. STRASSER	X	MRS. COOKE	X	MRS. BILIK	X

### **III. ORGANIZATION APPOINTMENTS AND APPROVALS**

Mrs. Bilik asked that Motion A be discussed after other motions for consideration and that Motion F be postponed until a subsequent meeting due to the need to reschedule Ethics training / Code of Ethics adoption. Moved by Mrs. Cooke, seconded by Mr. Haiduc-Dale, to approve the following appointments and approvals for 2021: motions B-E and G-M (until next organization meeting or until the Board takes formal action otherwise):

**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.

**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

**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 his 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.

**F. Approval of Board of Education Code of Ethics – Postponed for a future meeting due to the need to reschedule Ethics Training.**

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.

Continuation of consent agenda items (G-M)

**G. 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.

#### **H. Official Newspapers**

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

#### **I. 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

#### **J. Motion to Operate as a Board under the Committee System Comprised of the Following Committees:**

Curriculum  
Operations  
Finance  
Personnel  
Policy  
Negotiations

**K.** 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)

**L.** Motion to approve Dr. Vincent Occhino 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.

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

Consent agenda motions B-E & G-M

/Roll Call/

MR .GUZZO	X	MR. HAIDUC-DALE	X	MRS. LYKINS	Not yet sworn in	DR. VAN BLARCOM	X		
MS. POST	X	MR. ROSE	Absent	MR. STRASSER	X	MRS. COOKE	X	MRS. BILIK	X

**A. Schedule of Meetings:** Moved separately from above motions.

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 20, 2021	Regular Meeting (Wednesday)
February 18, 2021*	Regular Meeting (Thursday)
March 18, 2021*	Introduction of Preliminary Budget & Regular Meeting (Thursday)
April 21, 2021	Regular Meeting (Wednesday)
April 28, 2021	Budget Hearing & Regular Meeting (Wednesday)
May 19, 2021	Regular Meeting (Wednesday)
June 16, 2021	Regular Meeting (Wednesday)
July 21, 2021	Regular Meeting (Wednesday)
August 18, 2021	Regular Meeting (Wednesday)
September 16, 2021*	Regular Meeting (Thursday)
October 13, 2021	Regular Meeting (Wednesday)
November 17, 2021	Regular Meeting (Wednesday)
December 15, 2021	Regular Meeting (Wednesday)
January 3, 2022	Reorganization Meeting & Regular Meeting (Monday)

**Makeup date January 6, 2022 (Thursday)	
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Motion..... Mrs. Cooke

Second...Mr. Haiduc-Dale

Mrs. Bilik asked Dr. Furnari to explain the meeting calendar structure. Dr. Furnari made note that the meetings moved to days other than Wednesdays were included to accommodate observance of holidays. The Reorganization meeting was set in accordance with NJ State Statutory requirements.

MR .GUZZO	X	MR. HAIDUC-DALE	X	MRS. LYKINS	Not yet sworn in	DR. VAN BLARCOM	X		
MS. POST	X	MR. ROSE	Absent	MR. STRASSER	X	MRS. COOKE	X	MRS. BILIK	X

**PRESIDENT BILIK STATED THAT THE BOARD WOULD CONDUCT THE AGENDA ITEMS OF THE REGULAR MEETING**

**IV. PUBLIC PARTICIPATION ON AGENDA TOPICS**

This remote 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. That recognition will be made in the order names appear in the chat box of the digital platform. 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.

**NONE**

**V. VARIOUS REPORTS**

Mrs. Bilik informed the Board of her schedule to attend a number of school Board meetings.

**VI. DISCUSSION/ACTION ITEMS**

None

**VII. SUPERINTENDENT SEARCH**

Update to be discussed

**VIII. UNFINISHED BUSINESS**

No Report

**IX. NEW BUSINESS**

No Report

**X. BOARD BUSINESS**

No Report

**A.** NJSBA - due to a conflict the Ethics Training had to be re-scheduled.

**XI. COMMITTEE REPORTS**

**A. FINANCE**

- 1. Motion to approve affirmation of the contract with Nisivoccia LLP as Board Auditors for the 2020-2021 school year as approved at the June 17, 2020 Board meeting, as per the attached. (**attachment**)

Motion Mr. Guzzo

Second Mr. Haiduc-Dale

**/Roll Call/**

MR .GUZZO	X	MR. HAIDUC-DALE	X	MRS. LYKINS	Not yet sworn in	DR. VAN BLARCOM	X		
MS. POST	X	MR. ROSE	Absent	MR. STRASSER	X	MRS. COOKE	X	MRS. BILIK	X

**XII. PUBLIC PARTICIPATION ON NEW BUSINESS TOPICS**

**President Bilik opened the meeting to the public at 7:59pm**

This remote 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. That recognition will be made in the order names appear in the chat box of the digital platform. 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.

Public Comment - No request to Comment

Public Comment Closed at 8:00pm

**XVI. ADJOURNMENT**

Time: 8:17pm

Motion Mrs. Cooke

Second Mrs. Post

**/Roll Call/**

MR .GUZZO	X	MR. HAIDUC-DALE	X	MRS. LYKINS	Not yet sworn in	DR. VAN BLARCOM	X		
MS. POST	X	MR. ROSE	Absent	MR. STRASSER	X	MRS. COOKE	X	MRS. BILIK	X

Submitted January 9, 2021

**Vincent j. Occhino**

*January 4, 2021*