

# GREEN TOWNSHIP BOARD OF EDUCATION

## Minutes

### Regular Meeting

September 19, 2018

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

**Place: Green Hills School**

#### I. CALL TO ORDER

##### A. FLAG SALUTE

##### B. MEETING ANNOUNCEMENT

“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

Mr.	Jonathan Ernst - President	JE	present
Mrs.	Ann Marie Cooke – Vice-President	AMC	present
Mrs.	Marie Bilik	MB	present
Dr.	Joseph Cercone	Dr.C	present
Mr.	Matthew Fox	MRF	present
Mr.	Scott Guzzo	SG	Sworn in at 8:55pm
Mr.	Noah Haiduc-Dale	NHD	present
Mrs.	Denise Kelly-Jones	DKJ	present
Mr.	Michael Rose	MPR	present
Mr.	John Nittolo, Superintendent		present
Mrs.	Sallyann McCarty, SBA		present

##### D. MISSION STATEMENT

Our mission at Green is to educate every student in a safe and secure environment to become a confident and caring life-long learner, who can communicate and contribute positively to the changing needs of society. The district, in cooperation with the community, will provide an academic environment that values excellence, initiative, and diversity of our students and community, while supporting a program of studies that is congruent with the New Jersey Student Learning Standards.

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#### II. EDUCATIONAL PRESENTATION

- A. Parent Communication – Jennifer Thompson
- B. Standards Based Report Cards – Jennifer Thompson
- C. Harassment, Intimidation & Bullying Self Assessment – Tiffany Lutz & Jennifer Thompson

#### III. CORRESPONDENCE

An e-mail was received from a candidate for the open board member seat.

#### IV. 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 may be 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.

There was a statement from a member of the public regarding the amount of money spent on professional development. Mr. Nittolo responded saying that we provide professional development to the teachers to support best practices in the classroom and provide our children with the best education possible.

#### V. VARIOUS REPORTS

##### A. NEWTON BOARD OF EDUCATION UPDATE – Mrs. Cooke

August 28, 2018:

- |                               |   |
|-------------------------------|---|
| Superintendent's Report:      | New staff orientation held for eleven (11) new staff members.     |
| SBA/Board Secretary's Report: | Canopy project Bid Opening – October 2, 2018                      |
| Board Business:               | Approved (44) revised Curricula for NHS as posted on the website. |
| Committee of the Whole;       | District Office Procedures  |

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September 11, 2018:

Superintendent's Report: Application for Preschool Education Expansion Aid has been filed. Awaiting final determination early October. Grant application amount: \$867,954.

Board Business: Approved a donation of \$10,000 from Thorlabs for the NHS Robotics Program.

Next meeting: Regular meeting – Tuesday, September 25 at 7 pm.

B. PTA UPDATE – Mrs. Jones

The first general meeting is October 1<sup>st</sup>.

C. BOARD PRESIDENT'S REPORT – Mr. Ernst

Mr. Ernst said the school looks amazing and thanked the staff for their efforts.

D. SUPERINTENDENT'S REPORT – Mr. Nittolo

- City Fire sent a supervisor out to measure the gym for a proposal to remove the beam detectors and replace them with smoke heads according to square footage based on the NJ fire code.
- Bathrooms that were opened today in the 4th and 5th grade hallways flooded. Architect and contractor contacted immediately- have been fixed
- Performing arts bathrooms still waiting on the delivery of the partitions
- RK Environmental was here to perform tape and air sampling in three rooms: Rooms 210, 307 and 311.

#### Actions:

- The Department of Agriculture - Division of Food Services is in the process of conducting an audit of our food service program.
- Wellness Policy Report:
  - The goals for the nutrition promotion, nutrition education, physical activity and other school-based activities that promote wellness are evaluated annually by the Principal.
  - The Annual District Summary Progress Report to be presented to the Board of Education.

#### Goals for Nutrition:

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- Age-appropriate posters are posted on the walls where food and beverages are served to students.
- The school lunch program has promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component
- The Principal encourages food products that meet the nutrition standards of the Healthy Hunger-Free Kids Act (HHFKA).
- Food service staff, in consultation with the Principal coordinate obtaining student input on menu planning that will include taste testing of new nutritional food.
- Food service staff will place the healthier food items in the service line where students are more likely to choose them.
- Parents are provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standard.

#### NJDOE:

- Dr. Lamonte, Sussex County Supt., on Sept. 13<sup>th</sup>, visited and was very complimentary of our programs, vision, and building. Dr. Lamonte hadn't visited GHS recently because we are a high performing QSAC district.

#### Meetings:

- Operations and Personnel to be held 9/19

E. BUSINESS ADMINISTRATOR/BOARD SECRETARY'S REPORT – Mrs. McCarty

Tax Levy Discussion

#### **VI. DISCUSSION/ACTION ITEMS**

A. Montclair State University Educational Leadership Cohort at Green Hills School beginning spring 2019.

#### **VII. UNFINISHED BUSINESS**

None

#### **VIII. NEW BUSINESS**

Discussion on changing the monthly Board meeting date.

#### **IX. BOARD BUSINESS**

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- A. Motion to accept minutes of the following meetings:
1. Regular meeting of August 15, 2018.
  2. Executive meeting of August 15, 2018
- B. Motion to approve the Green Township School District School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for July 1, 2017 through June 30, 2018. (**attachment**)

**Motion to approve Board business items A and B made by Mrs. Cooke, second by Mr. Rose.  
Motion carried as follows:**

	MB	Dr. C.	MRF	NHD	DKJ	MPR	AMC	JE
Yes	X	B	X	X	B	X	X	B
No								
Abstain		A			A			A
Absent								

C. Open Board Member Seat Discussion:

Mr. Scott Guzzo submitted a letter of interest to become a Board member. The Board interviewed Mr. Guzzo.

**Mrs. Cooke made a motion to enter into executive session for the purpose of discussing the Board member candidate. This was seconded by Mrs. Kelly-Jones and approved by a verbal all in favor.**

The Board entered into executive session at 8:48pm.

**Mr. Ernst made a motion second by Mrs. Cooke to reconvene in open session.**

The Board came out of executive session at 8:51pm and reconvened in open session.

**A motion was made by Mrs. Cooke and second by Mrs. Kelly-Jones to appoint Mr. Scott Guzzo to the unexpired board member term that has been vacated. The motion was approved unanimously by roll call vote.**

Mr. Guzzo was sworn in as a board member.

## X. COMMITTEE REPORTS

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

1. Motion to approve proposed field trips for the 2018-2019 school year as per the attached schedule. (**attachment**)
  
2. Motion to approve the following requests to attend professional conferences:

<u>Staff Member</u>	<u>Conference Name</u>	<u>Provider/Location</u>	<u>Date</u>	<u>Costs</u>	
Angie Hawthorne	Response to Intervention Summit	Rutgers Center for Effective School Practices / Summit, NJ	9/25/18	Registration Mileage/Tolls <b>Total</b>	\$149.00 \$ \$
Kyle Mirena	New Jersey Science Convention	NJSTA/NJSELA / Princeton, NJ	10/23 & 10/24/18	Registration Mileage/Tolls <b>Total</b>	\$295.00 \$35.96 <b>\$330.96</b>
Debbie Ronsini	Lake Conference for K-12 Physical Education	NJAHPERD / Johnsonburg Camp & Retreat Center, Johnsonburg, NJ	10/15/18	Registration Mileage <b>Total</b>	\$75.00 <b>\$75.00</b>
Mike Scott	Lake Conference for K-12 Physical Education	NJAHPERD / Johnsonburg Camp & Retreat Center, Johnsonburg, NJ	10/15/18	Registration Mileage <b>Total</b>	\$75.00 <b>\$75.00</b>
Marybeth Stiles	NJ School Counselor Asso. Fall Conference	NJSCA / Edison, NJ	10/12/18	Registration Mileage <b>Total</b>	\$109.00 <b>\$109.00</b>
Aides – see list below	Roles & Responsibilities of Paraprofessionals	Sussex County Ed Services Commission / Northern Hills Academy, Sparta, NJ	10/8/18	Registration  Mileage/Tolls <b>Total</b>	\$25.00 each None <b>\$325.00</b>

Aides attending professional development on the 10/8/18 in-service day: Cyndi Bresney, Mary Daley, Linda DeGraw, Karen Duncan, Angela Manni, Alison Marchese, Amelia O'Neill, Gail Piontkowski, Ruth Regavich, Nadine Robinson, Lori Sanchez, Denise Schumann, Ana Velez.

**Motion to approve Curriculum items 1 and 2 made by Mr. Haiduc-Dale, second by Mrs. Cooke.**

**Motion carried as follows:**

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	MB	Dr. C.	MRF	SG	NHD	DKJ	MPR	AMC	JE
Yes	X	X	X		X	X	X	X	X
No									
Abstain				X					
Absent									

**B. OPERATIONS** – Mr. Matthew Fox, Chairperson

1. Motion to approve the General Fund bills list for September 1, 2018 through September 30, 2018 for a total of \$1,376,369.87. **(attachment)**
2. Motion to approve the attached disbursements for September 2018 from the Student Activities Account in the amount of \$15.98 and the Business Office Petty Cash Account in the amount of \$0.00. **(attachment)**
3. Motion to approve 2018-19 full-time tuition contract with Morris County Vocational School for \$13,100.
4. Motion to approve 2018-19 tuition contract with Sussex County Technical School. Tuition for 13 district students is \$28,392.00.
5. Motion to approve disbursement from the Student Activities account in the amount of \$1,000.00 payable to Holiday Inn Boston for deposit on the 8th grade trip to Boston, June 4-6, 2019.
6. Motion to approve disbursement from the Student Activities account in the amount of \$519.50 payable to Boston Tea Party for deposit for the 8th grade trip to Boston, June 4-6, 2019.
7. Motion to approve the School Related Activities quoted contract QFTBOS19 with Lakeland Bus Lines for the June 2019 8<sup>th</sup> grade Boston trip as follows:

ROUTE	DESTINATION	BASIS OF QUOTE	COST PER BUS	TOTAL COST
QFTBOS19	BOSTON, MA	2 COACH BUS	\$4,185.00	\$8,370.00

8. Motion to approve the authorization for AXA Equitable to offer investment funding vehicles for a 457 Plan effective immediately for the purpose of making available to eligible employees an eligible deferred compensation plan as defined in Section 457 of the Internal Revenue Code of 1986, as amended, and further authorize the contractor AXA Equitable to offer investment funding vehicles for said Plan.

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NOW, THEREFORE BE IT RESOLVED, that the Green Township Board of Education hereby authorizes AXA Equitable to offer funding vehicles for said Plan named above.

9. Motion to approve professional development travel and expenditure/ reimbursement for Sallyann McCarty to attend the New Jersey Association of School Business Officials training sessions in Rockaway NJ as follows:

Date	Training Session Title	Cost
9/27/2018	Legislative and Legal Update	\$90
11/1/2018	ESSA And Submission of the Audsum	\$90
11/29/2018	Student Residency and Homeless Issues Faced by the Business Office	\$90
1/15/2019	Accounting and Auditing Checkup	\$90
2/5/2019	Pension Review and Update	\$90
3/21/2019	Purchasing	\$90
4/11/2019	Getting Ready for Your 2019 Audit	\$90
	Total	\$630

Mileage will be reimbursed at \$.31/mile in accordance with Green Township Board of Education Expense Policy #6471 and A-5 for the following amounts:

10. Motion to approve disbursement from the Student Activities account in the amount of \$500.00 payable to Spirit Cruises for deposit on the 8th grade trip to Boston, June 4-6, 2019.

### **July 2018 Financial Reports** (attachment)

11. 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 July 30, 2018 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.
12. Pursuant to N.J.A.C. 6A:23A-16.10 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 July 30, 2018 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.



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13. Motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month of July 2018.
14. Motion to approve transfers for July 2018.
15. Motion to approve the revised 2018-2019 bus routes for Newton High School and Green Hills School.
16. Motion to approve district professional development travel and expenditure reimbursement for Ann Marie VanSickle to attend the Rewire conference on October 5 & 6, 2018, located in Tabernacle, NJ, in accordance with Green Township Board of Education Expense Policy #6471 and A-5 for the following amounts:

Registration	None
Lodging for designated conference hotel for 1 night	\$109.00
Food & Misc. Expenses (2 partial days) federal per diem rate for meals & incidental expenses – \$44.25 per day	\$88.50

Mileage reimbursement round trip to Tabernacle, NJ, will be paid at the rate of \$.31 per mile. Parking and tolls will be reimbursed with a receipt.

17. Motion to approve the Transportation agreement between the Green Township Board of Education and the Newton Board of Education for the transportation of Green students for the school year 2018-2019 as follows:

Jointure Route #	Host District	Joiner District	Destination	# of students	Joiner Cost
ST2-AM	Newton	Green	Newton HS from Sussex Tech.	1	\$600 per student
ST2-PM	Newton	Green	Sussex Tech. from Newton HS	0	\$600 per student
VAR 1	Newton	Green	Various Activities	various	\$100 per round trip

18. Motion to approve district travel and expense reimbursement for John Nittolo to attend the New Jersey School Boards Association Workshop 2018 in Atlantic City, NJ, Monday through Thursday October 22 -25 in accordance with Green Township Board of Education Travel Expense Policy # 6471 and A-5 for the following amounts:

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Registration	\$300.00
Lodging	\$210.00 (total)
*Food & Misc. Expenses*	\$224.00 (2 full, 2 partial)
(*federal per diem rate for meals & incidental expenses –	
\$64.00 for full day, \$48 for partial day)	

Mileage reimbursement will be paid at the current OMB rate of \$.31 per mile, plus tolls and parking fees.

19. Motion to approve district travel and expense reimbursement for John Nittolo to attend the EdTechTeacher Summit in Boston, Massachusetts on Monday through Wednesday, November 5–7, 2018, in accordance with Green Township Board of Education Travel Expense Policy # 6471 and A-5 for the following amounts:

Registration (early bird pricing)	\$445.00
Lodging (conference headquarters hotel, 2 nights)	\$598.00
Food & Incidental Expenses (1 full day, 2 partial days; federal per diem rate for meals & incidental expenses – \$71.00 for full day, \$53.25 for first and last day of travel)	\$177.50

Mileage reimbursement will be paid at the current OMB rate of \$.31 per mile. Tolls and parking fees will be reimbursed with a receipt.

**Motion to approve Operations items 1 and 19 made by Mr. Fox, second by Mr. Rose.  
Motion carried as follows:**

	MB	Dr. C.	MRF	SG	NHD	DKJ	MPR	AMC	JE
Yes	1-7, 9-19	X	X		X	X	X	X	X
No									
Abstain	8			X					
Absent									

**C. PERSONNEL** – Mrs. Ann Marie Cooke, Chairperson

1. Motion to retroactively approve Christopher Dimitriou as a Middle School Social Studies Teacher for the 2018-2019 school year at the salary of \$57,057.00 (BA Step 1), pending approval of his criminal history background check, as recommended by the Superintendent. Hiring is on a provisional basis for up to 90 days pending completion of requirements and review of information required under P.L. 2018, c. 5.

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2. Motion to approve Linda DeGraw as a Substitute Childcare Assistant at the hourly rate of \$14.00, as recommended by the Superintendent.
3. Motion to approve Hannah Stobie as a Substitute Childcare Assistant at the hourly rate of \$13.00, as recommended by the Superintendent.
4. Motion to approve Barbara Edwards as a Teacher Mentor for Christopher Dimitriou for the 2018-2019 school year at a stipend of \$1,200.00, as recommended by the Superintendent.
5. Motion to accept the resignation of Patricia-Ann Cozzarelli, Library Media Specialist, effective immediately, as recommended by the Superintendent. **(attachment)**
6. Motion to accept the resignation of Samuel Morales, Spanish/Basic Skills Teacher, effective November 8, 2018, as recommended by the Superintendent. **(attachment)**
7. Motion to approve Janis Martz as Rotating 8<sup>th</sup> Grade Advisor for the 2018-2019 school year at the stipend of \$1,200.00, as recommended by the Superintendent. (This is due to the resignation of Samuel Morales, who was previously approved for this position.)
8. Motion to approve Diana Minervini as Assistant Track & Field Coach for the 2018-2019 school year at the stipend of \$1,300.00, and as Rotating 6<sup>th</sup> Grade Advisor for the 2018-2019 school year at the stipend of \$950.00, as recommended by the Superintendent. (6<sup>th</sup> Grade Advisor is replacing the person previously approved for this position, who is stepping down.)
9. Motion to retroactively approve Andrew Armstrong as Part-Time Custodian for the 2018-2019 school year at the salary of \$20,235.60, as recommended by the Superintendent.
10. Motion to approve the Last Chance Agreement for Employee I.D. #16274896, as recommended by the Superintendent.
11. Motion to approve Angie Hawthorne, Janis Martz, Diana Minervini, Sarah Pittenger, and Beth Voris as Homebound Instructors as needed for the 2018-2019 school year at the stipend of \$40.00 per hour, as recommended by the Superintendent.
12. Motion to approve Christine Burnett as Assistant to the Business Administrator/Assistant Board Secretary for the 2018-2019 school year beginning December 1, 2018 at the annual salary of \$43,000.00 prorated (\$25,083.33), pending

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receipt of her criminal history background check approval, as recommended by the Superintendent. Hiring is on a provisional basis for up to 90 days pending completion of requirements and review of information required under *P.L. 2018, c. 5*.

**Motion to approve Personnel items 1 and 12 made by Mrs. Cooke, second by Mrs. Bilik.  
Motion carried as follows:**

	MB	Dr. C.	MRF	SG	NHD	DKJ	MPR	AMC	JE
Yes	X	X	X		X	X	X	X	X
No									
Abstain				X					
Absent									

**D. POLICY COMMITTEE REPORT – Mrs. Denise Kelly-Jones**

1. Revised Regulation 7510, Use of School Facilities (**attachment**)

**Motion to approve Policy Regulation 7510 made by Mrs. Jones, second by Mr. Haiduc-Dale.  
Motion carried as follows:**

	MB	Dr. C.	MRF	SG	NHD	DKJ	MPR	AMC	JE
Yes	X	X	X		X	X	X	X	X
No									
Abstain				X					
Absent									

**E. NEGOTIATIONS COMMITTEE REPORT – Mr. Michael Rose, Chairperson**

No updates

**XI. 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. Members of the public are asked to state their name and address for the record.

None

# **GREEN TOWNSHIP BOARD OF EDUCATION**

## **Minutes**

### **Regular Meeting**

**September 19, 2018**

#### **XII. CLOSED MEETING MOTION**

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.

**The Board entered into executive session under IX Board Business to discuss a potential board member at 8:48 pm**

#### **XIII. RECONVENE**

**The Board reconvened into public session at 8:51pm.**

#### **XIV. ADJOURNMENT**

Motion to adjourn meeting made by Mr. Ernst, second by Mrs. Cooke. Verbal all in favor.

Meeting adjourned at 9:02 pm

Respectfully submitted,  
Sallyann McCarty  
Board Secretary