

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

December 19, 2018

Time: 6:30 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	Absent
Mr.	Noah Haiduc-Dale	NHD	Present
Mr.	Scott Guzzo	SG	Present
Mrs.	Denise Kelly-Jones	DKJ	Arrived at 6:31pm
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

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diversity of our students and community, while supporting a program of studies that is congruent with the New Jersey Student Learning Standards.

II. CLOSED MEETING #1 - MOTION

Closed Meeting Motion was read by Jonathan Ernst.

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 items (b) individual privacy, (h) Attorney Client privilege and (i) Personnel – employment matters affecting a specific prospective or current employee. Motion made by Mr. Ernst and second by Mrs. Kelly-Jones. The Board entered into executive session at 6:32pm with a verbal all in favor.

III. RECONVENE

Motion to reconvene into public session at 7:32pm made by Mr. Ernst and second by Mr. Rose.

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IV. EDUCATIONAL PRESENTATION

HIB Bi-Annual Report - Tiffany Lutz

V. CORRESPONDENCE

None

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 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.

None

VII. VARIOUS REPORTS

A. NEWTON BOARD OF EDUCATION UPDATE – Mrs. Cooke

December 11, 2018

Superintendent's Report: Dual Credit Course in Social Media will be made available in September in partnership with Centenary College.
\$75/credit – 3 credit course.

Special Education accreditation course to be made available to educators after school in partnership with Centenary College.

SBA/Board Secretary's Report: Canopy project bid opening scheduled for 12/18/18.

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Reverse Auction for Electric supplier resulted in an approximate \$15K saving.

Board Business:

Authorized the contract execution of a visitor management system from Raptor Technologies in the amount of \$5,820.

Gratefully accepted a donation in the amount of \$50,000. from the estate of Shirley L. Ratti to the Newton High School Scholarship Fund.

Next Meeting:

Reorganization Meeting: Tuesday, January 8 at 7pm.

B. PTA UPDATE – Mrs. Jones

The general membership meeting was held on 12/10/18.

-Call to order was at 7:05 pm.

-The November minutes were approved.

Treasurer's report: On track with expenditures. Holiday Shop and Veteran's Day events were under budget. Reminder to return receipts in on time. Reimbursement request later than 3 weeks will not be reimbursed.

Old Business:

1. GTPTA bylaws were approved.
2. Holiday shop: well attended. \$4,100 gross, \$1,800 profit.
3. Reflections: Judging done and winners will be announced soon, and go on to the state competition.

New Business:

1. School policy on PTA presence in the building: Discussed controlling the number of volunteers in the building for PTA events, and proper documentation.
2. Wrapping fundraiser: 12/16 at the municipal building from 6:30-9.
3. Santa delivers ornaments: application due date 12/12.

Committee reports:

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1. Fundraiser planning committee: discussed a new event for consideration-A calendar raffle. 3 months of daily raffles, 90 chances to win, for \$10. Will need a license and \$7,000-\$8,000 startup money. Will take about 4 months. Motion to fund calendar raffle, with expenses not to exceed \$8,000 passed.

Next general membership meeting: Monday, 1/14/2019 at 7pm.

Meeting adjourned at 8:30pm

C. BOARD PRESIDENT'S REPORT – Mr. Ernst

No report

D. SUPERINTENDENT'S REPORT – Mr. Nittolo

1. Correspondence to Newton Public Schools regarding projected enrollment for 2019-2020. (**attachment**)

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

The Board Calendar will be on for approval at the next meeting.

VIII. DISCUSSION/ACTION ITEMS

A. Request from 8th Grade Class Advisors regarding the 8th Grade Dance. (**attachment**)

Motion to approve the 8th grade dance at the Barn located at the Great Divide in Green Township. The dance is scheduled for Friday, June 14th from 7:00 pm to 10:00 pm.

Motion to approve Discussion item A made by Mr. Ernst, second by Mrs. Kelly-Jones. The motion passed with a roll call vote with Mr. Fox being absent.

IX. UNFINISHED BUSINESS

None

X. NEW BUSINESS

Mrs. Cooke mentioned that we need to schedule ethics training as soon as possible.

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XI. BOARD BUSINESS

A. Motion to accept minutes of the following meetings:

1. Regular meeting of November 28, 2018.
2. Executive meetings numbered 1 and 2 of November 28, 2018.

B. Motion to affirm the Superintendent’s decisions regarding HIB incidents as reported to the Board of Education on November 28, 2018.

Motion to approve Board Business items A through B made by Mrs. Cooke, second by Mr. Rose. The motion passed with a roll call vote as follows:

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

C. Motion to approve the **attached** resolution and appreciation for Dr. Joseph Cercone.

Motion to approve Board Business item C made by Mr. Ernst, second by Mrs. Cooke. The motion passed with a roll call vote with Mr. Fox being absent.

XII. COMMITTEE REPORTS

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 request(s) to attend a professional conference(s):

<u>Staff Member</u>	<u>Conference Name</u>	<u>Provider/Location</u>	<u>Date</u>	<u>Costs</u>	
Aimee Castellana	Strategies & Structures for Teaching Reading &	Heinemann Workshops / Livingston, NJ	2/28/19	Registration	\$209.00
				Mileage/Tolls	\$10.85
				Total	\$219.85

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	Writing				
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3. Motion to approve discarding of outdated science textbooks as per the attached list. **(attachment)**

Motion to approve Curriculum items 1-3 made by Mr. Haiduc-Dale, second by Mrs. Cooke. The motion passed with a roll call vote with Mr. Fox being absent.

B. OPERATIONS – Mr. Matthew Fox, Chairperson

1. Motion to approve the General Fund bills list for December 1, 2018 through December 31, 2018 for a total of \$1,223,437.83. **(attachment)**
2. Motion to approve the attached disbursements for December 2018 from the Student Activities Account in the amount of \$5,877.42 and the Business Office Petty Cash Account in the amount of \$27.90. **(attachment)**

November 2018 Financial Reports (attachment)

3. 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, 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.
4. 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 November 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.
5. Motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month of November 2018.
6. Motion to approve transfers for November 2018.

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7. Motion to approve David H. Miller, Jr. to attend the New Jersey School Buildings and Grounds Expo 2019 in Atlantic City on March 10th thru 13th 2019. Reimbursement for overnight lodging, (State Waiver) on March 11 and 12 only; mileage and tolls with receipts.

Registration	\$200.00
*Lodging Federal per diem rate not to exceed \$99/night for 2 nights	\$198.00
Food & Misc. (1 full, 2 partial) (federal per diem rate for meals & incidental expenses –\$64.00 for full day, \$48.00 for the first and last day of travel)	\$160.00

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

*Lodging can exceed the federal per diem rate if the presenting association selects a hotel that they deem to be the conference hotel/headquarters.

8. Motion to approve the school related activities quoted contract, QFTLAK19 with Lakeland Bus Lines for the field trip to the Metropolitan Museum of Art:

Route	Destination	Basis of the quote	Cost per bus	Total Cost
FTLK19	Museum of Art	2-55 passngr.busses	\$850.00	\$1,700.00

9. Motion to approve the School Related Activities quoted contract QFTS23 with Stocker Bus Co., Newton, for the 2018-2019 school year.

Route	Destination	Basis of the Quote	Cost per Bus	Hourly Adj Cost	Total Cost
SR23BB1	16 Vari BB events	1-54 Pass.-16 dates	300.00	60.00	4,800.00
SR23FH1	5 Vari FH events	1-54 Pass. -5 Dates	300.00	60.00	1,500.00
SR23FT1	Sparta HS	1-54 Passenger bus	220.00	60.00	220.00
SR23FT2	Mristwn Unitarian	1-54 Passenger bus	270.00	60.00	270.00
SR23FT3	Mason Outdr Ctr.	2-54 Pass.-2 dates	175.00	60.00	700.00
SR23FT4	VR World, NYC	1-54 Passenger bus	590.00	60.00	590.00
SR23FT5	High Point HS	1-54 Passenger bus	295.00	60.00	295.00
SR23FT6	Sandy Hook	2-54 Passenger bus	655.00	60.00	1,310.00
SR23FT7	Ridgedale Mid Sch	1-54 Passenger bus	350.00	60.00	350.00
SR23FT8	Great Meadows	1-54 Passenger bus	350.00	60.00	350.00
SR23FT9	3 Science events	1-54 Passenger bus -3 dates	485.00	60.00	1,455.00

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SR23FT10	Drew University	1-54 Passenger bus	395.00	60.00	395.00
SR23FT11	Medieval Times	2-54 Passenger bus	375.00	60.00	750.00
SR23FT12	Hopatcong St Prk	1-54 Passenger bus	350.00	60.00	350.00
Total					13,335.00

10. Motion to approve the School Related Activities quoted contract QFTFS21 with First Student Bus Co., Andover, for the 2018-2019 school year.

Route	Destination	Basis of the Quote	Cost per Bus	Hourly Adj Cost	Total Cost
FS21FT1	Morristwn Unit.	1-54 Passenger bus	275.00	none	275.00
FS21FT2	Tranquility Farms	1-54 Passenger bus	129.50	none	129.50
FS21FT3	Morristwn Unit.	1-54 Passenger bus	265.00	none	265.00
Total					669.50

11. Motion to approve disbursement from the Student Activities account in the amount of \$2,510.00 payable to Boston Duck Tours for the Spring 2019 Boston trip.
12. Motion to approve disbursement from the Student Activities account in the amount of \$1,425.00 payable to Fire & Ice for the Spring 2019 Boston trip.
13. Motion to approve disbursement from the Student Activities account in the amount of \$969.00 payable to City Info Experts LLC for the Spring 2019 Boston trip.
14. Motion to approve district professional development travel and expenditure/ reimbursement for Marie Bilik to attend the National School Boards Association Symposium from January 25th through January 28th 2019; located in Washington DC in accordance with Green Township Board of Education Expense Policy #6471 and A-5 for the following amounts:

	Type of Reimbursement	Amount
*	Registration - Equity Symposium \$225 waived	\$.00
*	Registration – Advocacy Institute Conference \$695 waived	\$.00
	Lodging – Federal per diem rate not to exceed \$259.00/night plus applicable hotel taxes estimated to be \$37.56/night for 4 nights at the conference hotel.	\$1,186.24
	Food & Misc. Expenses – Federal per diem rate not to exceed \$76.00 for full days (two) and \$57.00 for the first and last days	\$266.00

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	of travel (two)	
	Round trip train fare from Newark to Washington DC	\$98.00
*	Registration fees waived – attending as part of NJ delegation	
	Total	\$1,550.24

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

15. Motion to approve district professional development travel and expenditure/ reimbursement for John Nittolo, Aimee Castellana, Kyle Mirena and Ann Marie VanSickle to attend and present at Techspo 2019 on January 30, 31, and February 1, 2019 located in Atlantic City, NJ, in accordance with Green Township Board of Education Expense Policy #6471 and A-5 for the following amounts:

Type of Reimbursement	Amount per Person
Registration	\$450.00
Lodging - Federal per diem rate not to exceed \$225.90/night for 2 nights (for conference hotel)	\$451.80
Food & Misc. Expenses – Federal per diem rate not to exceed \$66.00 for full days (one) and \$49.50 for the first and last days of travel (two)	\$165.00

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

Tabled

16. Motion to approve disbursement from the Student Activities account in the amount of \$2588.60 payable to Gertrude Hawk for the 6th, 7th & 8th grade fundraiser.

Motion to approve Operations items 1-14 and 16 made by Mr. Rose, second by Dr. Cercone. The motion passed with a roll call vote with Mr. Fox being absent.

	MB	Dr. C.	MRF	SG	NHD	DKJ	MPR	AMC	JE
Yes	Yes to the rest	X		X	X	X	X	X	X
No									
Abstain	#14								
Absent			X						

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C. PERSONNEL – Mrs. Ann Marie Cooke, Chairperson

1. Motion to approve Angela Alter as a Substitute School Nurse for the 2018-2019 school year, 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.
2. Motion to retroactively approve Cyndi Bresney as chaperone for the 6th grade camping trip on November 5-7, 2018 at the overnight stipend rate of \$110.00 per night for two nights, as recommended by the Superintendent.
3. Resolved, that the Board approves the settlement and release with Employee I.D. # 16274896; and
Be it further resolved that the Board accepts the employee's resignation, effective December 31, 2018.
4. Motion to approve the resignation of Cyndi Bresney as a paraprofessional effective December 17, 2018, as recommended by the Superintendent.
5. Motion to reapprove Samantha Shea as a Substitute Teacher Aide and Substitute Aftercare Assistant for the 2018-2019 school year, as recommended by the Superintendent.
6. Motion to approve Lorrain McCarthy as Full-Time Night Custodian for the 2018-2019 school year beginning January 2, 2019 at the salary of \$36,500.00 prorated, pending approval of her Criminal History Background Check archiving request, 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.
7. Motion to appoint Jennifer Thompson as Affirmative Action Officer for Green Hills School for the 2018-2019 school year, with no additional stipends or salary.
8. Motion to approve Justin Wynne as Art Teacher for the 2018-2019 school year beginning TBD at the salary of \$61,057 prorated BA Step 3, pending approval of his/her Criminal History Background Check archiving request, 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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Motion to approve Personnel items 1-8 made by Mrs. Cooke, second by Mr. Rose. The motion passed with a roll call vote with Mr. Fox being absent.

D. POLICY COMMITTEE REPORT – Mrs. Denise Kelly-Jones, Chairperson

1. Motion to approve the revisions and adopt the following Policy:

P8561 Procurement Procedures for School Nutrition Programs

Motion to approve Policy item 1 made by Mrs. Kelly-Jones, second by Dr. Cercone. The motion passed with a roll call vote with Mr. Fox being absent.

2. Motion to change the wording to Policy 0152 and Policy 0165 as follows. Changes are in bold.

Policy 0152-Board Officers:

Voting shall take place by **voice, show of hands, or** written ballot after nominations are closed. **If by written ballot**, board members will be provided a blank piece of paper and will write the name of the person they wish to see elected on the piece of paper and their name and signatures.

Policy 0165-Voting:

All Board of Education actions requiring a vote may be conducted by Voice, show of hands, **written ballot**, provided that the vote of each member is recorded in the minutes of the meeting. **If by written ballot, board members will be provided a blank piece of paper and will write their choice and their name and signature on the piece of paper. The ballots shall be tallied by the board secretary.**

Motion to approve Policy item 2 made by Mrs. Kelly-Jones, second by Mrs. Bilik. The motion passed with a roll call vote with Mr. Fox being absent.

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

1. Updates as applicable

XIII. 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

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thereafter not to respond. Members of the public are asked to state their name and address for the record.

- The GTEA submitted a survey to the Board.
- A parent commented that the lunch time was not long enough.
- A parent asked about the grading system for the 5th graders.
- There was a question from a parent, they wanted to know if the district was going to employ armed security guards. Mr. Nittolo said that the district conducted a survey and the survey results showed that the community did not want armed security guards.

XIV. CLOSED MEETING #2 - MOTION

Closed Meeting Motion was read by Jonathan Ernst.

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

- j. Matters rendered confidential by Federal Law, State Law, or Court Rule
- k. Individual privacy
- l. Collective bargaining agreements
- m. Purchase or lease of real property if public interest could be adversely affected
- n. Investment of public funds if public interest could be adversely affected
- o. Tactics or techniques utilized in protecting public safety and property
- p. Pending or anticipated litigation
- q. Attorney-client privilege
- r. 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 items (k) individual. Motion made by Mr. Ernst and second by Mr. Guzzo. The Board entered into executive session at 8:36pm with a verbal all in favor.

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XV. RECONVENE & ADJOURNMENT

Motion to reconvene and adjourn made by Mr. Ernst second by Mrs. Cooke at 8:47pm.

Respectfully submitted,

Sallyann McCarty
Board Secretary