

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes Regular Meeting January 10, 2019

Time: 7:45p.m.

Place: Green Hills School - Library

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

		<u>Term expires</u>		<u>Roll Call</u>
Mrs.	Marie Bilik	2020	MB	present
Mrs.	Ann Marie Cooke	2021	AMC	present
Mr.	Jonathan Ernst	2019	JE	present
Mr.	Matthew Fox	2020	MRF	present
Mr.	Scott Guzzo	2019	SG	present
Mr.	Noah Haiduc-Dale	2019	NHD	present
Mrs.	Denise Kelly-Jones	2020	DKJ	present
Ms.	Kristin Post	2021	KP	present
Mr.	Michael Rose	2021	MPR	absent
Ms.	Jennifer Thompson, Principal/Coordinator of Instruction			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

Regular meeting
1/10/2019

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

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.

II. CLOSED MEETING

Closed Meeting Motion was read by Marie Bilik.

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 Mrs. Cooke and second by Mr. Guzzo. The Board entered into executive session at 7:47pm with a verbal all in favor. Mr. Rose was absent.

Motion to reconvene into Public Session at 8:27pm

Motion to amend agenda and to approve amended agenda made by Noah Haiduc-Dale,

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

second by Denise Kelly Jones, motion approved by verbal all in favor with Mr. Michael Rose being absent.

III. NEW JERSEY SCHOOL BOARDS ASSOCIATION TRAINING - Kathy Helewa

Ethics & Other Board Training

IV. EDUCATIONAL PRESENTATION – Jennifer Thompson

Basic Skills Update presented by Ms. Jennifer Thompson: She reported that the oversight of the program has been realigned and all paperwork received has been reviewed to provide service to students with signed contracts. Teachers have been reassigned to accomplish this and a follow up meeting with the basic skills teachers in the form of a committee will review the program with the plan to revamp and make proposals for next year. Details will be solidified prior to next school year, including the identification of students, for a smooth and efficient start in September.

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:

January 8, 2019 Reorganization meeting:

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes Regular Meeting January 10, 2019

The Board Secretary announced results of Election: The election results of the three (3) year terms were Grace Dickson 1,643 votes, Joan Faye 1,439 votes and Jenna Genung 1,419 votes.

The Andover Representative is Daniel Cruz.

Stella Dunn was elected Board President and Edward Caffrey was elected Board Vice-President.

January 8, 2019 Regular Meeting:

Superintendent's Report: Full day preschool program has begun. 52/60 slots filled. Subscription busing discussed. Not feasible at this time. Information session for Centenary College Special Education Certification Program to be held January 28, 2019.

SBA/Board Secretary's Report: Canopy Project bids came in too high. Will revisit project at later date.
RFP's for Architect, Auditor, and Attorney received. Ad Hoc committee to review.

Board Business: Gratefully accepted a donation in the amount of \$25,000.00 from the estate of Virginia A. Smith to the Newton High School.

Old Board Business: TDC (Tri-District Consortium)

Next Meeting: Tuesday, January 22 at 7pm.

B. PTA UPDATE – Mrs. Jones

There was no PTA meeting. The meeting for 1/14/19 was cancelled and the next meeting is 3/18/19.

C. BOARD PRESIDENT'S REPORT – Mrs. Bilik

Mrs. Bilik read Mr. Rose's report regarding the Climate Committee as follows:

Scope of Committee Work:

- Engage the teachers to create a more collaborative environment between the board and the association.

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

- Assure the association that while we don't have direct supervision over them and cannot engage in individual issues with administration, we are extremely concerned in their well-being and overall satisfaction with their jobs here in Green where they can feel appreciated and most importantly safe while delivering a great education to our children.
- Conduct quarterly meetings to solicit feedback on progress of any actions previously identified.

Mission of Committee:

- To create a collaborative school environment in which the board, administration and the association partner to provide the best education for our children in a safe and secure environment.

Mrs. Bilik also presented the following Green Township Board of Education 2019 Committees:

Personnel Committee-Ann Marie Cooke, Chair

Scott Guzzo, Jon Ernst, Alternate Noah

Curriculum Committee-Noah Haiduc-Dale, Chair

Denise Kelly Jones, Kristin Post

Negotiations-Mike Rose, Chair

Ann Marie Cooke, Jon Ernst, Marie Bilik

Operations Committee-(includes finance and building and grounds)-Matt Fox, Chair

Mike Rose, Scott Guzzo

Policy Committee-Denise Kelly Jones, Chair

Kristin Post, Matt Fox

School Climate Adhoc Committee-Mike Rose, Chair

Scott Guzzo, Kristin Post, Noah Haiduc-Dale

At this time Noah has one committee. Mrs. Bilik will ask him to be the alternate for Personnel.

Regular meeting

1/10/2019

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

D. SUPERINTENDENT'S REPORT –

None

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

None

VIII. DISCUSSION/ACTION ITEMS

None

IX. UNFINISHED BUSINESS

None

X. NEW BUSINESS

-Mr. Haiduc-Dale indicated that there are 3 new teachers in school and they should be invited to the BOE meeting for introduction.

-Tri-District meetings were discussed.

XI. BOARD BUSINESS – Ann Marie Cooke

A. Motion to accept minutes of the following meetings:

1. Regular meeting of December 19, 2018.
2. Executive meetings numbered 1 and 2 of December 19, 2018.
3. Reorganization meeting of January 2, 2019.
4. Executive session minutes of January 2, 2019.

Motion to approve Board Business A 1,2,3 & 4 made by Mrs. Cooke, second by Mr. Ernst. The motion was approved by verbal all in favor with Mr. Rose being absent.

- B. Motion to appoint Marie Bilik and/or Kristin Post as delegate to the Sussex County Educational Services Commission.

Regular meeting

1/10/2019

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

Motion to approve Board Business B made by Mrs. Cooke, second by Mrs. Kelly Jones. The motion was approved by verbal all in favor with Mr. Rose being absent.

C. Motion to affirm the Superintendent's decisions regarding HIB incidents as reported to the Board of Education on December 19, 2018.

Motion to approve Board Business C made by Mrs. Cooke, second by Mrs. Kelly Jones. The motion was approved by verbal all in favor with Mr. Rose being absent.

D. Motion to pass the code of ethics and ethics training.

The Board of Education Members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Green Township Board of Education:

CODE OF ETHICS

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.

Regular meeting

1/10/2019

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

- j. 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 to approve Board Business D made by Mrs. Cooke, second by Mr. Fox. The motion was approved by verbal all in favor with Mr. Rose being absent.

- E. Motion to establish meeting dates and times in accordance with the Open Public Meetings Act.

RESOLVED that the Green Township Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Green Township Board of Education's library, 69 Mackerley Road , Greendell NJ 07839, at 7:45 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the NJ Herald as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Main Office and the Business Office of the Board of Education Administration Offices and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board Meetings shall request such notification through the Board Secretary's Office and be charged an annual fee of \$25.00, paid in advance.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

Thursday, January 10, 2019 (Regular meeting)

Thursday, February 14, 2019 (Regular meeting)

**Tuesday, March 19, 2019 (Introduce Preliminary Budget & Regular meeting)

**Thursday, April 25, 2019 (Budget Hearing and Regular meeting – begins at 7:00pm.)

Thursday, May 9, 2019 (Regular meeting)

Thursday, June 13, 2019 (Regular meeting)

Thursday, July 11, 2019 (Regular meeting)

Thursday, August 8, 2019 (Regular meeting)

Thursday, September 12, 2019 (Regular meeting)

Thursday, October 10, 2019 (Regular meeting)

Thursday, November 14, 2019 (Regular meeting)

Thursday, December 12, 2019 (Regular meeting)

Thursday, January 2, 2020 (Reorganization/Regular meeting) (make-up date-Tuesday, January 7, 2020)

Motion to approve Board Business E made by Mrs. Cooke, second by Mr. Fox. The motion was approved by verbal all in favor with Mr. Rose being absent.

Regular meeting

1/10/2019

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

- F. Motion to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2018-2019 school year.
- 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

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

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. Motion to approve all current existing polices, regulation and curriculum.
- I. Motion to approve the use of the school name and logo on merchandise to be sold at a concession stand with proceeds to benefit class trips.
- J. Motion to approve the request from Tiffany Lutz to allow Friends of Rachel to sell snacks at Green Hills School basketball home games for the 2018-2019 school year. (attachment)

Motion to approve Board Business F,G,H,I & J made by Mrs. Cooke, second by Mr. Fox. The motion was approved by verbal all in favor with Mr. Rose being absent.

XII. COMMITTEE REPORTS

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

No report

B. OPERATIONS – Mr. Matthew Fox, Chairperson

1. Motion to approve the General Fund bills list for January 1, 2019 through January 10, 2019 for a total of \$612,910.64. **(attachment)**
2. Motion to approve the attached disbursements for January 2019 from the Student Activities Account in the amount of \$9,181.16 and the Business Office Petty Cash Account in the amount of \$21.70. **(attachment)**
3. Motion to approve the payment of the Oxford Health Insurance for February 2019 for approximately \$115,000 which is due February 1st. The exact amount will be

Regular meeting
1/10/2019

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes Regular Meeting January 10, 2019

retroactively approved again at the February Board meeting as a check on the bills list.

4. Motion to approve the payment of the January payroll of approximately \$575,000. The exact amount will be retroactively approved again at the February Board meeting on the bills list.
5. Motion to approve Ann Marie Cooke and Marie Bilik to attend NJSBA Leadership Training on February 9, 2019 at the registration cost of \$50.00 per person. Mileage reimbursement will be paid at the rate of \$.31 per mile. Parking and tolls will be reimbursed with a receipt.
6. Motion to approve transportation contract P2019A between the Green Township Board of Education and the parent of student #101308 in the amount of \$2,202.24 for the 2018-2019 school year from January 7, 2019 to June 30, 2019.
7. Motion to approve Student Activity account disbursement payable to Jostens Yearbook in the amount of \$1,634.00 for the final balance due for the 2017-2018 school yearbook.
8. Motion to approve Student Activity account disbursement payable to YMCA Camp Ralph Mason in the amount of \$8,036.00 for the final balance due for the 2018-2019 6th grade camping trip.

Motion to approve Operations items 1-8 made by Mr. Fox, second by Mrs. Kelly-Jones. The motion passed with a roll call vote as follows:

	MB	KP	MRF	SG	NHD	DKJ	MPR	AMC	JE
Yes	X	X	X	X	X	X			X
No	See note*							See note	
Abstain	5							5	
Absent							X		

*No to all AIL payments where more than one student from the same address is transported.

C. PERSONNEL

1. Resolved, that the Board of Education hereby approves the appointment of Dr. Lydia E. Furnari as Interim Assistant Superintendent/Acting Superintendent, effective January 10, 2019, at a rate of \$500.00 per day, as approved by the Executive County

Regular meeting
1/10/2019

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

Superintendent of Schools, along with her contract to serve in the place of Mr. Nittolo while he remains on administrative leave for personal reasons.

Motion to approve Personnel item #1 made by Mrs. Cooke, second by Mr. Haiduc-Dale. The motion was approved by verbal all in favor with Mr. Rose being absent.

2. Motion to approve Scott Rosselli as Substitute Custodian for the 2018-2019 school year pending approval of his Criminal History Background Check, as recommended by the Interim Assistant Superintendent/Acting 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.

Motion to approve Personnel item #2 made by Mrs. Cooke, second by Mrs. Kelly Jones. The motion was approved by verbal all in favor with Mr. Rose being absent.

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

None

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

None

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

Mrs. Bilik read a press release.

There were the following questions/comments from the public:

-When is the payment of Mr. Nittolo's salary ending?

Mrs. Bilik responded saying that it was a personnel and legal matter.

-Is local/fresh produce used.

The district uses Maschio's food service they get local produce whenever it is available.

Regular meeting

1/10/2019

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

-There is concerns about the lunch policy a student shouldn't get detention when they are eating outside the lunch room and sometimes even outside. The lunch period is too short.

-Bus safety issues – what can be done for reckless drivers when the bus is at a bus stop?

XIV. CLOSED MEETING

Closed Meeting Motion was read by Marie Bilik.

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- j. Matters rendered confidential by Federal Law, State Law, or Court Rule
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- q. Attorney-client privilege
- r. Personnel – employment matters affecting a specific prospective or current employee

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Motion to enter into executive session for the purpose of discussing item (j) Matters rendered confidential by Federal Law, State Law, or Court Rule. Motion made by Mrs. Bilik and second by Mrs. Cooke. The Board entered into executive session at 9:49pm with a verbal all in favor, with Mr. Rose being absent.

XV. RECONVENE

Motion to reconvene into public session made by Mrs. Bilik, second by Mrs. Cooke. The Board reconvened at 9:49pm with a verbal all in favor, with Mr. Rose being absent.

GREEN TOWNSHIP BOARD OF EDUCATION

Minutes

Regular Meeting

January 10, 2019

XVI. ADJOURNMENT

Motion to adjourn made by Mrs. Cooke, second by Mr. Ernst. The Board adjourned at 9:56pm with a verbal all in favor, with Mr. Rose being absent.

Respectfully submitted,

Sallyann McCarty
Board Secretary