

# **GREAT MEADOWS REGIONAL BOARD OF EDUCATION**

## **MINUTES OF Tuesday, May 22, 2018**

The regular meeting of the Great Meadows Regional Board of Education was held on Tuesday, May 22, 2018 at the Great Meadows Middle School Media Center, Independence Township. The meeting was called to order at 7:00 PM by Joe Mailloux, Vice-President. A statement was read that adequate notice of the meeting had been given in accordance with the Open Public Meetings Act.

Flag Salute.

### **ROLL CALL:**

Present: Jamie Cicerelle, Dawn Frost, Tim Koeller, Joe Mailloux, Lori Prymak, Dave Schmitz and William Vonder Haar.

Absent: Susan Cullen and Ed O'Melia (arrived @ 7:48 PM).

David C. Mango, Superintendent, Timothy Havlusch School Business Administrator/Board Secretary, Debbi Grigoletti Director of Curriculum, and Kathy Gesurmaria Shared Director of Special Services were also present.

There was also approximately 50 members of the public in attendance.

### **Correspondence**

Nothing at this time.

### **Minutes**

Motion by Joe Mailloux seconded by Dawn Frost to approve the minutes from the Regular Meeting of April 24th, 2018. (Regular & Executive Session)

Motion carried in a voice vote.

### **Committee Reports**

The Education Committee reported on the topics discussed at the last meeting such as the District Goals and the current CST Program with WCSSTD.

The Governance Committee reported that the topics of the last meeting were distributed as minutes of the meeting the to the full Board prior to tonight's meeting.

### **Superintendent's Report**

The Superintendent began with giving an update on the topics that would be presented at the meeting in June such as the Principal's Goals for each building as well as the Long Range Facilities Plan (LRFP) and the updates of that plan.

- ✓ Presentations for the Student of the Month for Central, Liberty and Middle School for the month for May 2018 were made.
- ✓ Presentations were made for Teacher of The Year for each building as well as Education Professional of the Year.
- ✓ Presentations and recognition of all retiring staff members were made.

This concluded the Superintendent's report.

At this point it was announced the Board would need a very brief executive session to discuss matters of Negotiations for all non-conflicted members and to discuss matters of HIB.

### **Motion for Executive Session**

Motion was made by Ed O'Melia, seconded by Joe Mailloux to enter Executive Session for the purposes of matters of HIB and Negotiations for non-conflicted Members.

Motion carried in a unanimous voice vote.

The Board entered into Executive Session at 7:50 PM.

### **Motion Re-Open Public Session**

Motion was made by Ed O'Melia, seconded by Jamie Cicerelle to re-open the Public Session at 8:07 PM.

Motion carried in a unanimous voice vote.

Motion was made by Ed O'Melia, seconded by Joe Mailloux to approve the following.

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**MOTION to acknowledge receipt of Superintendent's H.I.B. Report:** Acknowledge receipt of the Superintendent's H.I.B. Report as presented.

Motion carried in a unanimous voice vote.

**Public Comment – Agenda Items Only**

There were no public comments at this time on agenda items.

**Close of Public Comment**

**SECTION A**

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Dawn Frost, to approve the following **OPERATIONS** items A-1 through A-18 as amended.

There were clarifications provided on item A-15 as to the terms of the contract.

The motion carried in a roll call vote with William Vonder Haar abstaining on check #'s 52442 in A-1 and voting nay to items A-5, A-8 & A-12.

- A-1 Approval of Check Register – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the bill list from April 25, 2018 through May 17, 2018 in the amount of \$2,444,154.93 (Check #'s 52412-52500) **ATTACHMENT A-1**
- A-2 Approval of Check Register (Cafeteria Account) – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the bill list from April 1, 2018 through April 30, 2018 in the amount of \$17,078.87 (Check #'s 22528) **ATTACHMENT A2.**
- A-3 Approval of Financial Reports – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator approve the Secretary and Treasurer Reports (**BSR & TSM**) for the month(s) of March 2018 & April 2018. **ATTACHMENT(s) A-3**
- A-4 Acceptance of Financial Reports Certification – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, accept the certification of the Board Secretary, and certify: in compliance with NJAC 6A:23A-16.10(c), that to the best of our knowledge as of April 30, 2018, no major account or fund has been over-expended and that sufficient funds exist to meet the district's financial obligations for the remainder of the 2017-2018 school years. **ATTACHMENT(s) A-3**
- A-5 Approval of Transfers -- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator approve the transfers as of March 31, 2018 in the amount of \$455,065.64 and as of April 30, 2018 in the amount of \$168,838.20 **ATTACHMENT(s) A-5**
- A-6 Approval of Facility Use Report – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the attached anticipated facility use report for the period 6/1/2018 through 6/30/2018 subsequent to appropriate building level approval as needed. **ATTACHMENT A-6**
- A-7 Approval of the following Appointments - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the following appointments effective July 1, 2018 through June 30, 2019:
- Board Secretary/Business Administrator –Timothy Havlusch
  - Treasurer of School Monies - Paula Hatch
  - Attorney – Comegno Law, LLC
  - Special Education Attorney – Comegno Law, LLC
  - School Auditors – Bedard, Kurowicki & Co., CPA's, PC
  - Wilentz, Goldman & Spitzer, P.A. – Bond Counsel of Record
  - PEOSH Officer – Director of B & G
  - School Physician - Dr. Sanjay Jain, Hackettstown, NJ
  - Affirmative Action Officer for the District – Dir. of Curric. & Instr.
  - Public Agency Compliance Officer (i.e. contracts) – Business Administrator
  - Attendance Officers - Principals of each school building
  - District Purchasing Agent (QPA) - Business Administrator
  - Environmental Compliance Officer. – Director of B & G
  - Asbestos Mgmt. Officer/Indoor Air Quality Designee – Director of B & G
  - Right to Know Officer – Director of B & G

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- p. School Architect – Settembrino Architects, Red Bank, NJ
- q. 504 Officer - Dir. of Curric. & Instr.
- r. Anti-Bullying Coordinator – Israel Marmolejos
- s. Custodian of School Records – Board Secretary
- t. District Testing Coordinator – Dir. of Curric. & Instr.
- u. Integrated Pest Management Coordinator – Director of B & G
- v. Continuing Disclosure Agent – Phoenix Advisors, LLC, Bordentown , NJ
- w. Physician Services, Evaluative & Drug Testing Agent – Practice Associates Medical Group, P.A.

**A-8 Approval of the following Designations - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the following appointments effective July 1, 2018 through June 30, 2019:

- a. Official Newspapers - The Express Times, Star Ledger, and Warren Reporter.
- b. Bank Depositories:  
First Hope Bank Great Meadows Branch: General Account, Payroll Agency, and Salary Account, Three (3) Principals' Checking Accounts, CST Checking Account, Board Office Checking Account, School Building Class Funds, Performing Arts Account, Yearbook Account, Middle School Sunshine Club Account, GMRSD Now Card Account and Great Meadows Regional Cafeteria Account, Investment Account, Maintenance Reserve Account, Capital Reserve

Signatures required for each account shall be as follows:

General Account - Any three of the following: President or Vice-President; Board Secretary; and Treasurer

Building Class Funds - Any two of the following: Building Principal, Principal's Secretary, Board Secretary

Cafeteria Account - Any two of the following: Board Secretary, Human Resources Secretary

Payroll Agency and Salary Account - Treasurer

Principal Accounts - any two of the following: Building Principal, Principal's Secretary, Board Secretary

Board Office Checking - any two of the following: Board Secretary, Human Resources Secretary

Performing Arts Account – Rosemary Kumma and Martha Teixeira

MS Sunshine Club Account – Janessa Green

MS Yearbook Account – Janessa Green and MS Secretary

GMRSD Now Card Account – any two of the following: Board Secretary, Human Resources Secretary

- c. Designate Business Administrator as the person responsible for Investments.
- d. Authorize Superintendent to make line item transfers between Board Meetings which will be presented for approval at the following Board meeting.
- e. Designate that petty cash funds be established for July 1, 2018, through June 30, 2019 in the amount of \$75 each for Liberty School Office, Central School Office, Middle School Office, Child Study Team and Business Office and that the secretary in each office be designated as the individual who will be responsible for the proper disposition of such funds.
- f. Designate that the firm of Brown & Brown be designated as Health & Risk Management Insurance Broker of Record for the 2018-19 school year.
- g. Designate New Jersey School Insurance Group be designated as Worker's Compensation Insurance Agent of Record for the 2018-19 school year.
- h.. Designate to approve the following tax Shelter Annuity Companies: Siracusa, AXA Equitable, New York Life and Lincoln Financial for the 2018-19 school year.
- i. Designate the Annual Agenda for the Regular Board meetings shall be as follows:

**Opening – Call to Order – Flag Salute – Roll Cal**

**Communications to the Board**

**Approval of Minutes**

**Committee Reports**

**Superintendent's Report**

**Public Comment – Agenda Items Only**

**Action Items**

**Hackettstown BOE Representative's Report**

**Independence Twp. Representative Report**

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**Liberty Twp. Representative's Report**  
**Public Comment/New Business**  
**Unfinished Business**  
**Possible Executive Session**  
**Adjournment**

- j. Designate that all existing By-laws, Policies and Regulations of the Great Meadows Regional Board of Education be adopted for the school year July 1, 2018, through June 30, 2019.
- k. Designate that all existing curricula and textbooks of the Great Meadows Regional Board of Education be adopted for the school year July 1, 2018, through June 30, 2019.

- A-9 Approval of Participation in Hunterdon ESC-COOP - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve participation in the Hunterdon County Educational Services Commission Cooperative Pricing Program for school materials and supplies for the 2018-2019 School Year.
- A-10 Approval of Participation in Educational Services Commission of New Jersey COOP (Formerly Middlesex ESC) - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve participation in the Educational Services Commission of New Jersey Cooperative Pricing Program for school materials and supplies for the 2018-2019 School Year.
- A-11 Approval of Addendum and to extend Agreement with S4Teachers, LLC. - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve addendum and to extend the agreement to provide substitute staffing services currently in place until June 30 2017 through June 30, 2019 as per the provisions attached. **ATTACHMENT A-11**
- A-12 Approval of Maximum Travel Allowance for 2018-19 BE IT RESOLVED:** that,
- WHEREAS,** Pursuant to *N.J.S.A. 18A:11-12*, in each pre-budget year, the Great Meadows Regional Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and
- WHEREAS,** The Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State, local and federal funds; now therefore be it;
- RESOLVED,** That the Great Meadows Regional Board of Education hereby establishes the maximum travel expenditure amount for the 2017-18 school year as \$20,000 from State, local and Federal Grant Funds (20).
- A-13 Approval of Joint Resolution for Participation of Transportation Services with Sussex County Regional Transportation Cooperative (2018-19) -- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the Joint Resolution for Participation of Transportation Services with Sussex County Regional Transportation Cooperative for Transportation Services for the 2018-19 School Year.
- A-14 Approval of NJ CAP Program for Liberty and Central Schools - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the NJ Child Assault Prevention Program (CAP) for Central and Liberty Elementary Schools for the 2018-2019 school year with a NJ CAP grant award in the amount of \$937.00 and District responsibility of \$401.00
- A-15 Approval of Tuition Contract Agreement, Regular Education -- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator approve the attached Tuition Contract Agreement with the Hackettstown Board of Education, for the 2018-2019 school year in the amount of \$4,471,274 as attached, and further, that transportation be arranged as required. **ATTACHMENT A-15**
- A-16 Approval of Tuition Contract Agreement, Special Education -- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator approve the attached Special Education Tuition Contract Agreement with the Hackettstown Board of Education, for the 2017-2018 school year in the amount of \$238,000 as attached. **ATTACHMENT A-16**

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**A-17 MOTION to Renew FSMC for 2017-18 - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the agreement with Maschio's Food Services to provide a food service program for the period July 1, 2018 to June 30, 2019 for a management fee of \$11,074.00 and a maximum subsidy of \$0. The management fee will be payable in 10 monthly installments of \$ 1,174.80 starting September 1, 2018. Maschio's guarantees a no cost or break even food service operation, including the management fee **ATTACHMENT A-17**

**A-18 Approval of Tuition Contract Agreement, Special Education (ESY 2018) -- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator approve the Special Education Tuition Contract Agreement (ESY 2018) with Sussex County ESC (Northern Hills Academy) in the amount of \$11,218 for the 2018 ESY program as well as teacher's aide as required by IEP in the amount of \$5,307.00 and additional therapy in the amount of \$ 1,173.00

**SECTION B**

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Joe Mailloux, to approve the following **HUMAN RESOURCES** items B-1 through B-15 as amended.

Ed O'Melia took this time to thank all involved with negotiation a new CBA prior to the expiration of the current CBA on June 30, 2018.

Motion carried in a roll call vote with William Vonder Haar voting nay on item B-7.

**B-1 Acceptance of Resignations – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, accept resignations for the 2017-2018 school year, attached by reference.

**B-2 Approval of 2017-2018 Leave of Absence – BE IT RESOLVED:** that the Board of Education, upon recommendation of the Superintendent, approve revised leave of absence for the 2017-2018 school year, attached by reference.

**B-3 Approval of 2018-2019 Leave of Absence – BE IT RESOLVED:** that the Board of Education, upon recommendation of the Superintendent, approve revised leave of absence for the 2018-2019 school year, attached by reference.

**B-4 Approval of Co-Curricular Appointments - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve co-curricular appointments for the 2017-2018 school year, attached by reference.

**B-5 Revised Approval to Write Curriculum - BE IT RESOLVED:** that the Board of Education upon the recommendation of the Superintendent, approve the revised list to write curriculum for the 2017-2018 school year, attached by reference.

**B-6 Approval of Bus Aide - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve Nancy Mezzina as a bus aide to and from school with a pre-school student as needed effective May 1, 2018 through June 30, 2018 at a rate of \$12.50/hour.

**B-7 Approval of 2018-2019 Title I Summer Academic Programs - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve 2018-2019 Title I Summer Academic Support Program, attached by reference.

**B-8 Approval of Summer 2018 ESY Staff - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve the 2018 Extended School Year (ESY) Program Staff, attached by reference.

**B-9 Approve the Appointment of Teachers on Assignment – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve Kim Blanchard as Teacher on Assignment for Liberty School on an as needed basis and Jennifer Mandery (pending final certification August 2018) as Teacher on Assignment for Central School and Middle School on an as needed basis at the contracted rate for the 2018-2019 school year, attached by reference.

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- B-10 Approval of P/T Summer Office Clerks – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve Jessica DeNicola at a rate of \$12.60/hour, Beth Hendershot, and Norine Hansen at a rate of \$12/hour as P/T summer office clerks “as needed” for school secretaries.
- B-11 Approval of Summer & Substitute Custodians – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approval to employ summer and substitute custodians, attached by reference.
- B-12 Approval of Chaperones – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve chaperones for the 8<sup>th</sup> Grade Washington DC Trip for the 2017-2018 school year, attached by reference.
- B-13 Approval of 2018-2019 Business Administrator’s Employment Contract – BE IT RESOLVED:** that the Board of Education, upon recommendation of the Executive County Superintendent approves The Business Administrator’s employment contract effective July 1, 2018 through June 30, 2019, with a salary of \$111,996.00, attached by reference.
- B-14 Approval of 2018-2021 Memorandum of Agreement with GMREA – BE IT RESOLVED:** that the Board of Education, upon recommendation of the Board’s Negotiations Committee, to adopt and approved the Memorandum of Agreement with the Great Meadows Employees Association for the period of July 1, 2018 through June 30, 2021.
- B-15 Approval of 2018-19 Sidebar Agreement with the GMREA – BE IT RESOLVED:** that the Board of Education, upon recommendation of the Superintendent, to adopt and approve the attached Sidebar Agreement dated May 16, 2018 between the Board and the Great Meadows Regional Education Association.

### SECTION C

Upon recommendation of the Superintendent, motion by Ed O’Melia second by Dawn Frost, to approve the following **EDUCATIONAL/GOVERNANCE** items C-1 through C-5.

There was clarification provided about other potential for other evaluation models to be used in the district

Motion carried in a unanimous roll call vote.

- C-1 Approval of 2017-2018 Field Trips – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve field trips for the 2017-2018 school year, attached by reference.
- C-2 Approval of 2017-2018 Workshop Attendance – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve workshop attendance for the 2017-2018 school year, attached by reference.
- C-3 Approval of 2018-2019 Workshop Attendance – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve workshop attendance for the 2018-2019 school year, attached by reference.
- C-4 Approval of Adoption of the Danielson Specialists Evaluation Model – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Chief School Administrator, adopt the Danielson Specialists Evaluation Model for all certified staff other than teachers for the 2018-2019 school year, at no cost to the District.
- C-5 Approval of 2nd Reading of District Policies and Regulations – BE IT Resolved:** that the Board of Education, upon the recommendation of the Superintendent, approve the following District Policies and Regulations in a 2<sup>nd</sup> reading:

#### **P 2361 Acceptable Use of Computer Network/Computers & Resources (Revised)**

### Other Business

At this time and having approved the MOA on the agenda under the B Section, the Board was presented with an additional item under the B section that combines staff assignments approved in April, 2018 with the Salary Guides approved in the MOA resulting in a resolution that combines the two approvals.

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**B-16 Approval of 2018-19 District Staff – BE IT RESOLVED:** that the Board of Education, upon recommendation of the Superintendent, approve district staff for the 2018-19 school year based on previously approved MOA, attached by reference.

Also the Board agreed to move the regularly scheduled June Meeting from June 26 to June 19, 2018 @ 7:00 PM

**Hackettstown Report**

There is a meeting scheduled for tomorrow night.

**Independence Township Report**

Nothing to report at this time.

**Liberty Township Report**

Nothing to report at this time.

**Public Comment/New Business**

There were no public comments at this time.

There was a mention made of an anonymous letter received by a Board Member that dealt with and commented on the GATE program. It was determined that the appropriate measure at this point would be to forward the letter to the Education Committee for additional review and input.

**Close of Public Comment**

**Motion to Adjourn**

Motion by Ed O'Melia, seconded by Lori Prymak, to adjourn at 8:24 PM.

Motion carried in a unanimous voice vote.

Respectfully submitted,

Timothy Havlusch