

GREAT MEADOWS REGIONAL BOARD OF EDUCATION

MINUTES OF MONDAY, March 13, 2017

A special meeting of the Great Meadows Regional Board of Education was held on Monday, March 13, 2017 at the Great Meadows Middle School, Independence Township. The meeting was called to order at 7:10 PM by Ed O'Melia, 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, Susan Cullen, Dawn Frost, Joe Mailloux (left @ 9:30 PM), Lori Prymak, Dave Schmitz, William Vonder Haar, Agatha Wilke and Ed O'Melia.

Absent: None.

David C. Mango, Superintendent, Timothy Havlusch School Business Administrator/Board Secretary, Nadia Inskeep and Kathy Gesurmaria Shared Director of Special Services were also present. There were also 12 members of the public in attendance.

Committee Reports

The Operations committee gave an update on a Joint meeting with the Hackettstown Finance Committee that was held prior to tonight's meeting. The main topic was addressing recent reconciliation figures that come about annually as a result of receiving certified tuition rates from the NJ Department of Education almost 24 months after the initial rates are calculated and budgeted for. A matter of procedure that the committees did agree to as a result of this meeting is an annual resolution that will clarify and restate as a matter of public record, the current "status" of reconciliation figures as part of the annual adoption of the budgets for both districts. It was also presented by the committee that this step is not in any way required by the Warren County Department of Education but all members of both committee felt it would be an excellent mechanism to eliminate any confusion as to this topic and to preserve a continuity that will remain in place in the face any administrative turnover at any level.

At this time members of the Hackettstown Finance Committee addressed the Committee and the rest of the Board and thanked them for having this meeting as a way to discuss areas that have a joint financial impact on both districts, and that an annual joint committee meeting around December in preparation for an upcoming budget cycle would be welcomed by all parties.

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Ethics Training

At this point the Great Meadows Board of Education was provided annual ethics training by New Jersey School Boards and their representative to the district, Kathy Helewa. The Board was given a presentation of updated ethics requirements and given an overview of some of the changes in the law regarding recusals and other ethical standings as it relates to service on the Board. There was an in-depth discussion of the recent flood of opinions handed down by the Ethics Board.

Public Comment - Agenda Items Only

There was a question from the public on the potential impact on the local tax rate resulting from utilizing the 2% statutory limit on increasing the tax levy. There was also a clarification provided on future enrollment projections.

Close of Public Comment

SECTION A

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Lori Prymak, to approve the following **OPERATION** item A-1.

Motion carried in a roll call vote with William Vonder Haar voting nay.

A-1 Motion to adopt Tentative Budget for 2017-2018 - BE IT RESOLVED that the Board of Education, upon the recommendation of the School Business Administrator, approve the adoption of the 2017-2018 Great Meadows Regional School District Preliminary Tentative Budget to be submitted to the County Office as follows:

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	Appropriations	Revenue	
	Budget	Local Tax Levy	Other Sources
General Fund	20,195,702	13,972,628	
Local Sources			190,000
State Aide			5,983,074
Health Care Adjustment			
Banked Cap			
District Sources			50,000
Fund 20	249,640		
Grants & Entitlements			249,640
Fund 40 - Debt Service	695,588	517,876	177,712
Sub Total	21,140,930	14,490,504	6,650,426
Total	21,140,930	21,140,930	

Preliminary increase in Current Expense is 1.42%.
Preliminary increase in Special Revenue is 0.0%
Preliminary decrease in Debt Service is -0.05%

SECTION B

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Dawn Frost, to approve the following **HUMAN RESOURCES** item B-1.

There comments and praise from the Board for the work done by Nadia Inskeep and the Superintendent provided and update on the time line for interviewing and appointing a replacement for the position.

Motion carried in a unanimous roll call vote.

COMMITTEE: Motion to approve the following items recommended by the Superintendent:

B-1 Acceptance of Resignation(s) - BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent, accept the resignations for the 2016-2017 school year as attached by reference.

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Other Business

There was a lengthy discussion on the subject of ethical matters and how they pertained to certain board members. The process of submitting information to the School Ethics Committee (SEC) was discussed. Questions arose as to the process or mechanism for submitting additional information regarding a particular complaint if necessary. It was determined that a letter that had been crafted by the district's legal counsel and the Board Secretary would obtain a copy of that letter that is to be sent seeking an advisory opinion, if that letter was needed for any O.P.R.A. requests.

The after school bus, or "Late Bus", was also discussed at this time. Clarification was provided as to who should be utilizing that Late Bus and the current level of ridership for this additional service provided to the students of Great Meadows who attend Hackettstown High School.

Hackettstown Report

The joint meeting of the Operations/Finance committee that took place prior to tonight's meeting was mentioned.

Independence Township Report

Nothing to report at this time.

Liberty Township Report

Nothing to report at this time.

Public Comment/New Business

There was no public comment at this time.

Close of Public Comment/New Business

Motion to Adjourn

Motion by Ed O'Melia, seconded by Agatha Wilke, to adjourn at 9:24PM.

Motion carried in a unanimous voice vote.

Respectfully submitted,

Timothy Havlusch

GREAT MEADOWS REGIONAL BOARD OF EDUCATION

MINUTES OF TUESDAY, March 28, 2017

The regular meeting of the Great Meadows Regional Board of Education was held on Tuesday, March 28, 2017 at the Great Meadows Middle School, Independence Township. The meeting was called to order at 7:03 PM by Ed O'Melia, 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 (left @ 8:30PM), Susan Cullen, Dawn Frost, Joe Mailloux, William Vonder Haar, Agatha Wilke and Ed O'Melia.

Absent: Lori Prymak, Dave Schmitz.

David C. Mango, Superintendent, Timothy Havlusch School Business Administrator/Board Secretary, Nadia Inskeep and Kathy Gesurmaria Shared Director of Special Services were also present. There was also 65 member of the public in attendance.

Minutes

Motion by Ed O'Melia, seconded by Agatha Wilke to approve the minutes from February 28, 2017, (Regular & Executive Session as amended)

Motion carried in a unanimous voice vote.

Superintendent's Report

The Superintendent provided the Board and public with an update on various topics:

- Student of the Month awards were made for the months of March by the Principals of Central (Mr. Mai), Liberty (Mrs. Macones) and Great Meadows Middle (Mr. Marmelejos). Pictures of these presentations would be posted on the district website.
- The District's architect Kevin Settembrino, gave a presentation on the plans detailing the security vestibules that were planned for installation during the summer recess in all three buildings. After his presentation there were questions from the board as well as the public. The matters raised were explained by Mr. Settembrino as well as the Superintendent and the Chief of Police for Independence Township, Chief Riley. At the end of the presentation it was also noted that after review of legal consul that the award of the contract for the installation of the vestibules is on the addenda for approval

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by the board later in the evening.

- The Superintendent read a letter into the minutes received from the county office, that his office was copied on, that was in response to a concern within The Great Meadows Regional School District.



County Office
Response.pdf

- At this point a presentation was made by Mr. Timothy Havlusch, School Business Administrator/Board Secretary on the Calculation of Tuition in a Send/Receive Relationship. It was asked that all questions be held until or as part of public comment at the conclusion of the presentation.

Public Comment - Agenda Items Only

There was a long and detailed discussion on the presentation made regarding how tuition is calculated and the time frame from when those budgeted calculations are certified by the New Jersey Department of Education and then reconciled either plus or minus with Hackettstown in a subsequent budget cycle. Many questions were answered by Mr. Havlusch for over an hour on this topic. At the conclusion of the public comment Mr. Mango thanked the committee for their work on this topic.

Close of Public Comment

Committee Reports

Susan Cullen indicated that the Governance Committee would be looking at the proposed revised G&T practices within the district. There was also mention comments made on Policies that were up for first reading on this evening agenda and The Board's own regulations on such policies. She also mentioned the possibility of starting a robotics program within Great Meadows as a "feeder program" for the similar program at the High School.

SECTION A

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Susan Cullen, to approve the following **OPERATION** items A-1 through A13.

Motion carried in a unanimous roll call vote with Susan Cullen abstaining on items A-11 & A-12 and William Vonder Haar voting nay on item A-5.

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- 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 March 1, 2017 through March 23, 2017 in the amount of \$1,194,251.43 (Check #'s 50863-50950) **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 February 1, 2017 through February 28, 2017 in the amount of \$16,825.44 (Check # 22514) **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 February 2017. **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 February 28, 2017, 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 2016-2017 school years. **ATTACHMENT 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 February 28, 2017 in the amount of \$68,083.19 **ATTACHMENT A-5**
- A-6 Approval of Capital Improvement Projects for Submittal - BE IT RESOLVED:** that the Great Meadows Regional Board of Education authorizes Settembrino Architects to submit capital improvement projects at the following schools to the State of New Jersey Department of Education for review and approval:

School Project	NJ DOE Project #
New Security Vestibule at Central Elementary School	DOE #: 1785-050-17-1000
New Security Vestibule at Great Meadows Regional Middle School	DOE #: 1785-040-17-1000
New Security Vestibule at Liberty Elementary School	DOE #: 1785-060-17-1000

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These projects are other capital projects. The Great Meadows Regional Board of Education is not seeking any state funding for these projects.

Be it further resolved that the Great Meadows Regional Board of Education authorizes amendment to the District's approved LRFP to include the following as capital improvement projects:

<u>School Project</u>	<u>NJ DOE Project #</u>
New Security Vestibule at Central Elementary School	DOE #: 1785-050-17-1000
New Security Vestibule at Great Meadows Regional Middle School	DOE #: 1785-040-17-1000
New Security Vestibule at Liberty Elementary School	DOE #: 1785-060-17-1000

A-7 Approval of Technology Disposal - BE IT RESOLVED: that the Board of Education, upon recommendation of the School Business Administrator, approve the disposal of technology items as attached. **ATTACHMENT A-7**

A-8 Approval of Fund Raiser(s) - BE IT RESOLVED: that the Board of Education, upon the recommendation of the School Business Administrator, approve in accordance with Policy #5830 the following fundraising events in the Great Meadows School District as attached: **ATTACHMENT A-8**

A-9 Approval of Tuition Contract Agreement (Receiving), Special Education -- BE IT RESOLVED: that the Board of Education, upon the recommendation of the School Business Administrator approve the Special Education Tuition Contract Agreement with Newton School District for the purposes of receiving special education students into district run BD program at Liberty School starting on or about March 22, 2017 through June 30, 2017.

A-10 Approval of use of "The Pit" - BE IT RESOLVED: that the Board of Education Permit the Colonial Little League to place a shed for storage and concessions in the area known as "the pit" where the Little League plays their games.

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A-11 Approval of Interlocal Agreement - BE IT RESOLVED: that the Board of Education approve the Interlocal Agreement between the Great Meadows Regional School District and the Township of Independence for Shared Services, effective July 1, 2016 through June 30, 2017.

A-12 Approval of Interlocal Agreement - BE IT RESOLVED: that the Board of Education approve the Interlocal Agreement between the Great Meadows Regional School District and the Township of Liberty for Shared Services, effective July 1, 2016 through June 30, 2017.

A-13 Award of Security Vestibule Installation Contract - BE IT RESOLVED: that the Board of Education, upon the recommendation of the School Business Administrator approve the awarding of the contract for Security Vestibule Installation @ Central School, Liberty School and Great Meadows Middle School Panoramic Window and Door Systems, Inc. of Stockton, NJ in the amount of \$318,000 (Base Bid) based on available funds and attorney review. This award is being made based on Panoramic Window and Door Systems, Inc. as being the lowest qualified bidder as a result of the bid opening held on March 24, 2017. Letter of recommendation and Bid Tabulation attached. **Exhibit A-13**

SECTION B

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Susan Cullen, to approve the following **HUMAN RESOURCES** items B-1 through B-4.

Motion carried in a unanimous roll call.

COMMITTEE: Motion to approve the following items recommended by the Superintendent:

B-1 Approval of New Staff - BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent, approve the new staff for the 2016-2017 school year, attached by reference.

B-2 Acceptance of Resignation(s) - BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent, accept the resignations for the 2016-2017 school year attached by reference.

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B-3 Approval of Substitute(s) - BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent, approve substitutes for the 2016-2017 school year, attached by reference

B-3 Approval of Substitute(s) - BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent, approve substitutes for the 2016-2017 school year, attached by reference.

B-4 Approval of Replacement Home Instructor- BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent, approve the replacement of Linda Wilkins for Tyler Matthijssen as home instructor for an 8th grade student effective 3/17/17 not exceed 10 hours/week for the 2016-2017 school year at a rate of \$38/hour.

SECTION C

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Agatha Wilke, to approve the following **EDUCATIONAL/GOVERNANCE** items and Addenda items C-1 through C-3 as amended.

There was a questions as to the written notification listed in one of the policies phone number contained in one of the policies and a request for clarification on item C-3.

Motion carried in a unanimous roll call vote with Susan Cullen voting nay to items A-2 & A-3.

COMMITTEE: Motion to approve the following items recommended by the Superintendent:

C-1 Approval of 2016-2017 Field Trips - BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent, approve field trips for the 2016- 2017 school year, attached by reference.

C-2 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 2nd reading, attached by reference:

P & R 1510 Americans with Disabilities Act (M) (Revised)

P 2415.30 Title I - Educational Stability for Children in Foster Care (M) (New)

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P & R 2418 Section 504 of the Rehabilitation Act of 1973 - Students (M) (New)
P & R 5116 Education of Homeless Children (Revised)
P & R 8330 Student Records (M) (Revised)
Policy 2361 Acceptable Use of Computer Network/Computers and Resources Policy 2460
Special Education (Revised)
Reg. 2460.1 Special Education - Location, Identification and Referral (Revised)
Reg. 2460.8 Special Education - Free and Appropriate Public Education (Revised)
Reg. 2460.9 Special Education - Transition From Early Intervention Programs to
Preschool Programs (Revised)
Reg. 2460.15 Special Education - In-Service Training Needs for Professional and
Paraprofessional Staff (Revised)
Policy 2467 Surrogate Parents and Foster Parents (Revised)

C-3 Approval of 1st 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 1st reading, attached by reference:

0000.01 Introduction (M) (Revised)
0000.02 Introduction (M) (Revised)
0000.03 Introduction (M) (Revised)
P2415.06 Unsafe School Choice Option (M) (Revised)
Reg. 2460 Special Education (M) (Revised)
Reg. 2460.16 Special Education - Instructional Material to Blind or Print-Disabled
Students (New) (No Revision Required/Readopt)
Policy 2464 Gifted and Talented Students (M) (Revised)
Policy 2622 Student Assessment (M) (Revised)
P & R 3160 Physical Examination (M) (Revised)
P & R 4160 Physical Examination (M) (Revised)
P & R 5116 Education of Homeless Children (Revised)
Policy 7446 School Security Program (New)
Policy 8350 Records Retention (New)

Other Business

At this point the topic and viability and merit of the "Late Bus" route was discussed. After the discussion upon recommendation of the Superintendent, motion by Joe Mailloux second by Agatha Wilke, to eliminate the "Late Bus" from Hackettstown High School effective April 1st, 2017.

Motion carried in a roll call vote with William Vonder Haar abstaining.

As an extension of Committee Reports, Joe Mailloux announced that he was voluntarily removing himself from the Shared Services Committee effective immediately and hoped that an interested member of the board would present them self to the Board President for consideration to serve on this committee.

Susan Cullen expressed a need for the HR committee to start conducting the Superintendent's evaluation process for the current year.

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Hackettstown Report

Nothing to report at this time.

Independence Township Report

The Superintendent and Business Administrator would be making a presentation to the Mayor & Council as part of their meeting on April 11th.

Liberty Township Report

Nothing to report at this time.

Public Comment/New Business

There was no public comment at this time.

Close of Public Comment/New Business

Motion for Executive Session

Motion was made by Ed O'Melia, seconded by Agatha Wilke to enter Executive Session for the purposes of H.I.B.

Motion carried in a unanimous voice vote.

The Board entered into Executive Session at 10:05 PM.

Motion Re-Open Public Session

Motion was made by Ed O'Melia, seconded by Joe Mailloux to re-open the Public Session at 10:13 PM.

Motion carried in a unanimous voice vote.

Motion to acknowledge receipt of Superintendent's H.I.B. Report:

Motion was made by Ed O'Melia, seconded by Agatha Wilke to acknowledge receipt of the Superintendent's H.I.B. Report as presented.

Motion carried in a unanimous voice vote.

Motion to Adjourn

Motion by Ed O'Melia, seconded by Agatha Wilke, to adjourn at 10:13PM.

Motion carried in a unanimous voice vote.

Respectfully submitted,

Timothy Havlusch