

**GREAT MEADOWS REGIONAL BOARD OF EDUCATION**  
**MINUTES OF Tuesday May 21, 2019**

The regular meeting of the Great Meadows Regional Board of Education was held on Tuesday, May 21, 2019 at the Great Meadows Middle School Media Center, Independence Township. The meeting was called to order at 7:00 PM by Lori Prymak, 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, Tim Koeller, Ed O'Melia, Doug Smith, William Vonder Haar, Courtney Wenthen and Lori Prymak.

Absent: Susan Cullen, Joe Mailloux

David C. Mango, Superintendent, Timothy Havlusch School Business Administrator/Board Secretary, Taylor Rulova, Comegno Law Group as Board Attorney, Debbi Grigoletti Director of Curriculum, Israel Marmolejos Principal of GMMS, and Kathy Gesurmaria Shared Director of Special Services were also present.

There was also approximately 35 member of the public in attendance.

**Correspondence**

Correspondence from a resident regarding requests for public records under the OPRA legislation was acknowledged.

**Minutes**

Motion by Lori Prymak, seconded by Courtney Wenthen to approve the minutes from April 29, 2019 regular session only.

Motion carried in a unanimous voice vote.

**Committee Reports**

William Vonder Haar reports on matters involving polices that were tabled and some additional modifications that needed to be made in order to better meet the needs of the district.

The Education committee reported that the minutes from their last meeting were distributed to the entire BOE.

**Superintendent's Report**

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

- ✓ Presentations for Student of the Months of May were made for Central School, Liberty School and the Great Meadows Middle School.
- ✓ 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.
- ✓ The School Business Administrator gave an update on the follow up visit from the DOH resulting from an open letter about the condition of asbestos in Central School.

This concluded the Superintendent's report.

**Public Comment – Agenda Items Only**

There were comments made about the DOH visit to Central School. There were also comments made from the public about the wastewater treatment plant at Liberty School.

**Close of Public Comment**

**SECTION A**

Upon recommendation of the Superintendent, motion by Lori Prymak and second by Jamie Cicerelle, to approve the following **OPERATIONS** items A-1 through A-19 as amended.

There was a clarification provided on item A-13 as the resolution would be amended to remove Liberty School and include GMMS.

The Motion carried in a roll call vote with Doug Smith voting nay to item A-5 and William Vonder Haar voting nay to items A-5, A-8 & A-9.

**A-1 Approval of Check Register(s) – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the bill list from April 30, 2019 through May 17, 2019 in the amount of \$1,536,878.42 (Check #'s 53757-53858) **ATTACHMENTS A-1**

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- 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, 2019 through April 30, 2019 in the amount of \$14,073.00 (Check #'s 22543 & 22544) **ATTACHMENT A-2.**
- 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 of April 2019. **ATTACHMENT 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, 2019, 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 2018-2019 school year. **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 as of April 30, 2019 in the amount of \$76,584.92 **ATTACHMENT 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 5/22/2019 through 6/30/2019 subsequent to appropriate building level approval as needed. (**Please note that in some instances requests have been submitted and the space has been "reserved" however the formal application cannot be approved until a current COI has been received.**) **ATTACHMENT A-6**
- A-7 Approval of Fundraisers – BE IT RESOLVED:** Nothing at this time
- A-8 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, 2019 through June 30, 2020:
- a. Board Secretary/Business Administrator – Timothy Havlusch
  - b. Treasurer of School Monies - Paula Hatch
  - c. Attorney – Comegno Law, LLC
  - d. Special Education Attorney – Comegno Law, LLC
  - e. School Auditors – Bedard, Kurowicki & Co., CPA's, PC
  - f. Wilentz, Goldman & Spitzer, P.A. – Bond Counsel of Record
  - g. PEOSH Officer – B&G Supervisor - District Wide
  - h. School Physician - Dr. Sanjay Jain, Hackettstown, NJ
  - i. Affirmative Action Officer for the District – Dir. of Curric. & Instr.
  - j. Public Agency Compliance Officer (i.e. contracts) – Business Administrator
  - k. Attendance Officers - Principals of each school building
  - l. District Purchasing Agent (QPA) - Business Administrator
  - m. Environmental Compliance Officer. – B&G Supervisor - District Wide
  - n. Asbestos Mgmt. Officer/Indoor Air Quality Designee – B&G Supervisor - District Wide
  - o. Right to Know Officer – B&G Supervisor - District Wide
  - p. School Architect – Settembrino Architects, Red Bank, NJ
  - q. 504 Officer - Dir. of Curric. & Instr.
  - r. Anti-Bulling Coordinator – Israel Marmolejos
  - s. Custodian of School Records – Board Secretary
  - t. District Testing Coordinator – Dir. of Curric. & Instr.
  - u. Integrated Pest Management Coordinator – B&G Supervisor - District Wide
  - v. Continuing Disclosure Agent – Phoenix Advisors, LLC, Bordentown, NJ
  - w. Physician Services, Evaluative & Drug Testing Agent – Practice Associates Medical Group, P.A.

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**A-9 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, 2019 through June 30, 2020:

- 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
  - MS Sunshine Club Account - Cheryl Wilson and 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, 2019, through June 30, 2020 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 2019-20 school year.
- g. Designate New Jersey School Insurance Group be designated as Worker's Compensation Insurance Agent of Record for the 2019-20 school year.
- h.. Designate to approve the following tax Shelter Annuity Companies: Siracusa, AXA Equitable, New York Life and Lincoln Financial for the 2019-20 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**
  - 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, 2019, through June 30, 2020.
- k. Designate that all existing curricula and textbooks of the Great Meadows Regional Board of Education be adopted for the school year July 1, 2019, through June 30, 2020.

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- A-10 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 2019-2020 School Year.
- A-11 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 2019-2020 School Year.
- A-12 Approval of Addendum and to extend Agreement with S4Tegachers, 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 2019 through June 30, 2020 as per the provisions attached. **ATTACHMENT A-12**
- A-13 Approval of NJ CAP Program for Liberty and Central Schools - BE ITRESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator, approve the NJ Child Assault Prevention Program (CAP) for Central and Great Meadows Middle Schools for the 2019-2020 school year with a NJ CAP grant award in the amount of \$937.00 and District responsibility of \$401.00
- A-14 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 2019-2020 school year in the amount of \$4,021,989 as attached, and further, that transportation be arranged as required. **ATTACHMENT A-14**
- A-15 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 Agreements with the Hackettstown Board of Education, for the 2019-2020 school year in the amount of \$505,217 as attached. **ATTACHMENT A-15**
- A-16 Approval of Logic54 (formerly EarthSpec) as the as the GMRSD Transportation Consultant – BE IT RESOLVED:** that the Board of Education, upon recommendation by the School Business Administrator, approve Logic54 as the as the GMRSD Transportation Consultant for the 2019-2020 school year for the amount of \$16,392.00 to be paid in 12 monthly installments of \$1,366/month. **This price reflects 0% increase from the prior year. ATTACHMENT A-16**
- A-17 Approval of Report of Awarded Contracts – P.L. 2015, Chapter 47 – BE IT RESOLVED:** that pursuant to PL 2015, Chapter 47 the Great Meadows Regional Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq. **ATTACHMENT A-17**
- A-18 Approval of Payment of Unused Vacation Days -- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator approves payment for unused Vacation Days in accordance with the contract between GMRBOE and Jessica McDonough (Acting Principal - Liberty School) in the amount of \$4,433.52 based on 9.8 days @ 452.40/day as of June 30, 2019. **(Should any additional days be used and the balance of unused days be reduced prior to the payment due on 6/30/19, this amount will be adjusted accordingly.)**

**SECTION B**

Upon recommendation of the Superintendent, motion by Lori Prymak, second by Ed O'Melia, to approve the following **HUMAN RESOURCES** item B-1 through B-14 as amended.

Motion carried in a unanimous roll call vote, with William Vonder Haar voting nay to item B-4.

- B-1 Acceptance of Retirement - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, accept the retirement upon the completion of the 2018-2019 school year attached by reference. **(ATTACHMENT)**

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- B-2 Approval of Liberty School Nurse Substitute - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve Karen Jurkowski as the Liberty School Substitute Nurse in the amount of \$273.15 per day from June 1, 2019 through June 21, 2019.
- B-3 Approval of Revised Co-Curricular Appointments - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve co-curricular appointments for the 2018-2019 school year, attached by reference. **(ATTACHMENT)**
- B-4 Approval of 2019-2020 District Support Staff - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve district support staff for the 2019-2020 school year, attached by reference. **(ATTACHMENT)**
- B-5 Approval of Summer 2019 ESY Staff - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve the 2019 Extended School Year (ESY) Program Staff, attached by reference. **(ATTACHMENT)**
- B-6 Approval of Middle School Nurse Stipend - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve Cheryl Wilson for extended coverage at Great Meadows Middle School throughout the 2019-2020 school year at the contracted hourly rate with the GMR SDEA for a total of \$5,670.00.
- B-7 Approval of Needs Assessment - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, authorize the Affirmative Action Team to conduct Needs Assessment and develop a Comprehensive Equity Plan for the 2019-2020 school year.
- B-8 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. **(ATTACHMENT)**
- B-9 Approval of Revised 2019-2020 Organizational Chart - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve the revised 2019-2020 staff organizational chart, attached by reference **(ATTACHMENT)**
- B-10 Approval of Observation Hours - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve observation hours for the 2019-2020 school year, attached by reference. **(ATTACHMENT)**
- B-11 Approval of 2018-2019 New Staff - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, appoint new staff, for the 2018-2019 school year attached by reference.
- B-12 Approval of 2019-2020 New Staff - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, appoint Dorothy Buel, School Social Worker, at a salary of MA Step 19/\$75,105.00 effective August 28, 2019 through June 30, 2020 (plus additional hours as needed during Summer 2019 for open or new referrals at a rate of \$49.04/hour) pending all clearances.
- B-13 Approval of REVISED P/T Summer Office Clerks Hourly Rate - BE IT RESOLVED:** that the Board Education, upon the recommendation of the Superintendent, approve Jessica DeNicola at a rate of \$12.86/hour, Beth Hendershot and Norine Hansen at a rate of \$12/hour as P/T summer office clerks "as needed" for school secretaries.
- B-14 Approval of Hiring of B&G Supervisor - BE IT RESOLVED :** that the Board of Education, upon the recommendation of the Superintendent, authorize the Superintendent to fill the position of Building and Ground Supervisor as necessary for a period through June 30, 2019 to be approved at the next regularly scheduled meeting.

**SECTION C**

Upon recommendation of the Superintendent, motion by Lori Prymak seconded by Ed O'Melia, to approve the following **EDUCATIONAL/GOVERNANCE** items C-1 through C-4.

There was a comment and clarification provided about item C-4.

Motion carried in a unanimous roll call vote with Doug Smith abstaining on item C-1.

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- C-1 Approval of 2018-2019 Field Trips - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve field trips for the 2018-2019 school year, attached by reference. **(ATTACHMENT)**
- C-2 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. **(ATTACHMENT)**
- C-3 Approval of Comprehensive Equity Plan for the 2019-2020 through 2021-2022 School Years- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve the Comprehensive Equity Plan for the 2019-2020 school year through the 2021-2022 school year, attached by reference. **(ATTACHMENT)**
- C-4 Approval of 2<sup>nd</sup> 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:

**R2260 Affirmative Action Program for School and Classroom Practices Complaint Procedure**

**Other Business**

The matter of potentially recording future meetings in either voice or video format was discussed and certain aspects were clarified. A review of the current policy in Hackettstown and its relevance to GM would be looked at.

**Hackettstown Report**

The continuing repairs of the Auditorium are targeted for a late September 2019 completion. Hackettstown would be hold a special meeting on June 12<sup>th</sup> for the purposes of personnel appointments and new hires. Graduation is set for June 26<sup>th</sup> on the football field.

**Independence Township Report**

Nothing to report at this time.

**Liberty Township Report**

Continued progress on the retaining wall in the area of Mountain Lake was reported as well as Community day on June 8.

**Public Comment/New Business**

There were comments about investigating the recording of meetings. There were also clarifications provided on parliamentary procedures as set for in Robert's Rules of Order.

**Close of Public Comment**

**Motion for Executive Session**

Motion was made by Ed O'Melia, seconded by Courtney Wenthen to enter Executive Session for the purposes of discussion of HIB, personnel and potential litigation matters within the district that are to be discussed under executive session.

Motion carried in a voice vote.

The Board entered into Executive Session at 8:07 PM.

**Motion Re-Open Public Session**

Motion was made by William Vonder Haar, seconded by Tim Koeller to re-open the Public Session at 8:43 PM.

Motion was made by William Vonder Haar, seconded by Doug Smith to approve the following.

**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.

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**Motion to Adjourn**

Motion by Lori Prymak, seconded by William Vonder Haar, to adjourn at 8:49 PM.

Motion carried in a unanimous voice vote.

Respectfully submitted,



Timothy Havlusch

DRAFT