

**GREAT MEADOWS REGIONAL BOARD OF EDUCATION
MINUTES OF TUESDAY, May 23, 2017**

The regular meeting of the Great Meadows Regional Board of Education was held on Tuesday, May 23, 2017 at the Great Meadows Middle School, Independence Township. The meeting was called to order at 7:01 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, Lori Prymak, and Ed O'Melia.

Absent: Dave Schmitz, William Vonder Haar, and Agatha Wilke (Arrived @ 7:08).

David C. Mango, Superintendent, Timothy Havlusch School Business Administrator/Board Secretary, and Kathy Gesurmaria Shared Director of Special Services were also present.
There were also 70 members of the public in attendance.

At this time a determination was made to suspend with the regular order of Business and proceed directly to the Superintendent's report before proceeding with the rest of the agenda in order.

Superintendent's Report

The Superintendent introduced to the Building Principals so as to provide the following awards:

- Student of the Month awards for the months of April & May were made by all three Building Principals.
- The "Teacher of the Year" for each building were also recognized and acknowledged by the respective Building Principals.
- The Education Professionals of the Year for the district were also acknowledged and recognized.
- The staff members retiring as part of the 2016-17 school year were also recognized and acknowledge for their years of dedication and service to the students of Great Meadows.
- Chief Dennis Riley of the Independence Police Department was also saluted and congratulated for his years of service and dedication to the not only all of the residents but especially to the strident dedication to the safety in all of the buildings within the district.

At this point a decision was made to take a short break before continuing with the rest of the Superintendent's report. After a

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brief intermission the Superintendent's report continued with:

- A presentation by Michael Mai, The Principal of Central School, regarding the improvement in student DRA's for the 16/17 School Year.

This concluded the Superintendent's report.

Minutes

Motion by Ed O'Melia, seconded by Susan Cullen to approve the minutes from April 25, 2017 (Regular & Executive Session), as amended.

Motion carried in a voice vote with Agatha Wilke abstaining.

Committee Reports

Nothing at this time

Public Comment - Agenda Items Only

Nothing at this time.

Close of Public Comment

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 A-15.

There was some clarification provided on item A-15 and how it was necessary for the Board to approve applying for an accepting the Safety Grant from NJSIG for the 2017-2018 SY. The funds received from this grant are to be spent on increasing safety within the district, specifically in the area of trip and fall hazards and increase parking lot safety designations.

Motion carried in a roll call vote with Susan Cullen voting nay on item A-8(i) and Lori Prymak voting nay on item A-14.

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 26, 2017 through May 19, 2017 in the amount of \$2,122,915.88 (Check #'s 51041-51141) **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, 2017 through April 30, 2017 in the amount of \$12,905.58 (Check #'s 22516 through 22517) **ATTACHMENT A2.**

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- 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 March 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 March 31, 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 March 31, 2017 in the amount of \$79,502.00 **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 6/1/2017 through 7/31/2017 subsequent to appropriate building level approval as needed. (**Please note that an incomplete request has been submitted for the GMMS Gym on July 18 & 19 and the space has been reserved however the formal application cannot be approved until a current COI has been received.**) **ATTACHMENT A-7**
- A-7 MOTION to make 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, 2017 through June 30, 2018:
- 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. PEOSH Officer - Director of B & G
 - g. School Physician - Dr. Sanjay Jain, Hackettstown, NJ
 - h. Affirmative Action Officer for the District - Dir. of Curric. & Instr.
 - i. Public Agency Compliance Officer (i.e. contracts) - Business Administrator
 - j. Attendance Officers - Principals of each school building
 - k. District Purchasing Agent (QPA) - Business Administrator

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- l. Environmental Compliance Officer. - Director of B & G
- m. Asbestos Mgmt. Officer/Indoor Air Quality Designee - Director of B & G
- n. Right to Know Officer - Director of B & G
- o. School Architect - Settembrino Architects, Red Bank, NJ
- p. 504 Officer - Dir. of Curric. & Instr.
- q. Anti-Bullying Coordinator - Israel Marmolejos
- r. Custodian of School Records - Board Secretary
- s. District Testing Coordinator - Dir. of Curric. & Instr.
- t. Integrated Pest Management Coordinator - Director of B & G
- u. Continuing Disclosure Agent - Phoenix Advisors, LLC, Bordentown , NJ

A-8 MOTION to make 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, 2017 through June 30, 2018:

- 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

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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, 2017, through June 30, 2018 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 Insurance Broker of Record for the 2017-18 school year.
- g. Designate to approve the following tax Shelter Annuity Companies: Siracusa, AXA Equitable, New York Life and Lincoln Financial for the 2017-18 school year.
- h. Designate the Annual Agenda for the Regular Board meetings shall be as follows:

**Opening - Call to Order - Flag Salute - Roll Call
Approval of Minutes
Communications to the Board
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**

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i. 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, 2017, through June 30, 2018.

j. Designate that all existing curricula and textbooks of the Great Meadows Regional Board of Education be adopted for the school year July 1, 2017, through June 30, 2018.

A-9 MOTION to Approve 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 2017-2018 School Year.

A-10 MOTION to Approve 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 2017-2018 School Year.

A-11 MOTION to Approve Addendum to extend Agreement with S4Tegachers, LLC. - BE IT RESOLVED: that the Board of Education, upon the recommendation of the School Business Administrator, approve addendum to extend the agreement to provide substitute staffing services currently in place until June 30 2017 through June 30 2018 as per the provisions attached. **ATTACHMENT A-11**

A-12 MOTION To Approve Maximum Travel Allowance for 2017-18
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 Federal Grant Funds (20).

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A-13 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, 2017 to June 30, 2018 for a management fee of \$10,758.00 and a maximum subsidy of \$0. The management fee will be payable in 10 monthly installments of \$ 1,075.80 starting September 1, 2017. Maschio's guarantees a no cost or break even food service operation, including the management fee **ATTACHEMENT A-13**

A-14 MOTION to Approve Lunch Pricing for 2017-18 - BE IT RESOLVED: that the Board of Education, upon the recommendation of the School Business Administrator, and after completing the Paid Lunch Equity (PEL) worksheet as provided by the United States Department of Agriculture, in compliance with Section 205 of the Healthy, Hunger-Free Kids Act of 2010, approves a lunch pricing structure for the 2017-2018 school year as follows:

Central & Liberty	\$2.85
GMMS	\$2.90

(*) Both increases reflect a \$0.10 increase from the 2016-17 school year.

A-15 MOTION to approve FY18 NJSIG Safety Grant Submission and Acceptance: BE IT RESOLVED that the Board of Education, upon recommendation by the School Business Administrator, authorize the submission of the FY18 NJSIG Safety Grant Application in the total amount of \$4,600.00 and hereby accept the award of funds upon subsequent approval of the application. The funds for this grant are to be disbursed in accordance with the provisions of the grant.

SECTION B

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Agatha Wilke, to approve the following **HUMAN RESOURCES** items B-1 through B-13.

There was some clarification provided on item B-2 and the appointments contained on the exhibit. There was also a comment made about including percentages to reflect the increase for future staff salary appointments. Additional clarifications were provided on the subject of voluntary vs. involuntary transfers. Clarification was also provided on specific aspects of the Business Administrator's contract in item B-8.

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Motion carried in a roll call vote with Susan Cullen voting nay on items B-1, B-2 & B-8.

- B-1 Approval of REVISED 2017-2018 District Staff - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve revised district staff for the 2017-2018 school year, attached by reference.
- B-2 Approval of New Staff - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve the new staff for the 2017-2018 school year, attached by reference.
- B-3 Approval of Voluntary Transfers- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve the voluntary transfers effective August 30, 2017, attached by reference.
- B-4 Approval of Involuntary Transfers- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve the involuntary transfers effective August 30, 2017, attached by reference.
- B-5 Approval of Revised Leave of Absence - BE IT RESOLVED:** that the Board of Education, upon recommendation of the Superintendent, approve revised leave of absence for the 2016-2017 school year, attached by reference.
- B-6 Approval of Superintendent Merit Pay - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve Resolution to award merit pay to Superintendent David C. Mango in the amount of \$9,765.25, attached by reference.
- B-7 Approval of Director's Merit Goal Payment- BE IT RESOLVED:** that the Board of Education upon the recommendation of the Superintendent, approve merit pay in the amount of \$2,008.50 for Nadia Inskeep and \$2,008.50 for Kathy Gesumaria for meeting merit criteria 2016-2017 school year, attached for reference.
- B-8 Approval of 2017-2018 Business Administrator's Employment Contract - BE IT RESOLVED:** that the Board of Education, upon recommendation of the Executive County Superintendent approve Tim Havlusch's employment contract effective July 1, 2017 through June 30, 2018, with a salary of \$109,790.00, attached by reference.

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- B-9 Approval of 2017-2018 Organizational Chart - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve the 2017-2018 staff organizational chart, attached by reference.
- B-10 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 pending fingerprint clearance, attached by reference.
- B-11 Approval of Student/Practicum Teacher - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve Student/Practicum Teacher for the 2017-2018 school year, attached by reference.
- B-12 Approval of P/T Summer Office Clerks - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve Jessica DeNicola, Beth Hendershot, and Norine Hansen as P/T summer office clerks "as needed" for school secretaries at a rate of \$12/hour.
- B-13 Approval of Paid Administrative Leave - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approves a paid administrative leave for staff member # 1000405, effective May 4, 2017, through June 30, 2017.

SECTION C

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Lori Prymak, to approve the following **EDUCATIONAL/GOVERNANCE** items C-1 & C-2.

Motion carried in a unanimous roll call vote.

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.

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C-2 Approval of Workshop Attendance – BE IT RESOLVED: that the Board of Education, upon the recommendation of the Superintendent, approve workshop attendance for the 2016- 2017 school year, attached by reference.

Other Business

Hackettstown Report

A report was given on the status of the auditing firms between the two districts. It was confirmed that Great Meadows would maintain the use of the current auditors for at least one more year.

Independence Township Report

Nothing to report at this time.

Liberty Township Report

Community Day is scheduled for June 10th at the Mountain Lake Fire Department.

Acceptance of Resignation

At this time the Superintendent read the resignation letter from Debbie Grigoletti for the position of Middle School Assistant Principal in Great Meadows now that she has been appoint to the position of Shared Services Director of Curriculum & Instruction between Hackettstown & Great Meadows.



Resignation.pdf

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Susan Cullen a motion was made to accept the resignation before the Board.

Motion carried in a unanimous voice vote.

Public Comment/New Business

Councilperson Feula thanked the Board for their display of appreciation for Chief Riley upon his impending retirement. He also took this time to introduce Chief Keith to the Board and present members of the School District. He also praised the Board for their commitment to the budget process and doing their best in terms of

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preparation of the budget for the upcoming school year.

A mention was also made about Dr. Timothy Purnell a former Middle School Principal in Great Meadows who was recently selected Superintendent of the Year for 2016-2017.

Close of Public Comment/New Business

Motion for Executive Session

Motion was made by Ed O'Melia, seconded by Joe Mailloux to enter Executive Session for the purposes of H.I.B. and matters of personnel.

Motion carried in a unanimous voice vote.

The Board entered into Executive Session at 8:30 PM.

Motion Re-Open Public Session

Motion was made by Ed O'Melia, seconded by Joe Mailloux to re-open the Public Session at 9:12 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 withhold increment:

Upon recommendation of the Superintendent, motion by Ed O'Melia, seconded by Joe Mailloux to approve the following addendum item in **PERSONNEL**.

WHEREAS, it has been determined that employee #33612474 has engaged in inappropriate conduct; and

WHEREAS, it has been determined that employee #33612474's inappropriate conduct provides a sufficient basis to withhold his/her increment and adjustment increment pursuant to N.J.A.A. 18A:29-14;

IT IS HEREBY RESOLVED, that upon the recommendation of the Superintendent, that employee #33612474's employment and adjustment increment for the 2017-2018 school year shall be withheld; and

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IT IS FURTHER RESOLVED that the Superintendent will provide employee #33612474 with written notice of this action within ten (10) days pursuant to N.J.S.A. 18A:29-14.

Motion carried in a unanimous roll call vote.

Motion to Adjourn

Motion by Ed O'Melia, seconded by Dawn Frost, to adjourn at 9:17PM.

Motion carried in a unanimous voice vote.

Respectfully submitted,

Timothy Havlusch