

**GREAT MEADOWS REGIONAL BOARD OF EDUCATION  
MINUTES OF TUESDAY, May 24, 2016**

The regular meeting of the Great Meadows Regional Board of Education was held on Tuesday, May 24, 2016 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, David Schmitz, William Vonder Haar and Ed O'Melia.

Absent: Joe Mailloux, Lori Prymak, and Agatha Wilke.

David C. Mango, Superintendent, Timothy Havlusch School Business Administrator/Board Secretary and Nadia Inskeep Director of Curriculum were also present.

There was also 3 member of the public in attendance.

**Minutes**

Motion by Ed O'Melia, seconded by Jamie Cicerelle to approve the minutes from April 26, 2016.

Motion carried in a unanimous voice vote.

Motion by Ed O'Melia, seconded by David Schmitz to approve the executive session minutes from April 26, 2016.

Motion carried in a unanimous voice vote.

**Financial Reports**

Motion by Ed O'Melia, seconded by Dave Schmitz, to accept the Financial Reports of the Secretary and Treasurer for the month ending March 31, 2016.

Motion carried in unanimous roll call vote.

**Bills List**

Motion by Dave Schmitz, seconded by Susan Cullen to approve General Fund Bills List from April 23, 2016 through May 19, 2016 in the amount of \$2,072,769.45 (Check #'s 33053 - 33162)

Motion carried in a unanimous roll call vote.

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**Bills List (Cafeteria)**

Motion by David Schmitz, seconded by Susan Cullen to approve Cafeteria Fund Bills List from May 1, 2016 through May 19, 2016 in the amount of \$32,165.82 (Check #'s 22497 - 22498)

Motion carried in a unanimous roll call vote.

**Communications** - None at this time.

**Committee Reports**

Human Resources Committee announced that merit goals should be set by this Friday.

Governance Committee had a discussion on clarification of policies that were on tonight's agenda as it pertained to punctuation and clarification.

**Superintendent's Report**

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

- Transition Activities for Hackettstown HS were set for June 14<sup>th</sup>
- A college and career survey would be expanded to include input from former graduates of HHS
- Graduation for Great Meadows was set for June 17 @ 7:00pm

This concluded the Superintendent's report.

**Public Comment - Agenda Items Only**

No public comments at this time.

**Close of Public Comment**

**SECTION A**

Upon recommendation of the Superintendent, motion by Ed O'Melia second by Jamie Cicerelle, to approve the following **OPERATION** items A-1 through A-12.

There were questions and comments from the Board on items A-2(d), A-2(e), A-6 & A-7. Clarification was provided to the Board by the Business Administrator on these points.

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Motion carried in a unanimous roll call vote with Susan Cullen voting nay to item A-2(i) and abstaining on item A-2(j) and William Vonder Haar voting nay on item A-2(d).

**A-1 MOTION to make the following Appointments.**

Approve the following appointments effective July 1, 2016 through June 30, 2017:

- 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 Building & Grounds
- 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
- l. Environmental Compliance Officer. - Director of Building & Grounds
- m. Asbestos Mgmt. Officer/Indoor Air Quality Designee - Supv. Bldg. & Grounds
- n. Right to Know Officer - Supervisor of Buildings & Grounds
- o. School Architect - Gianforcaro Architects, Chester, NJ
- p. 504 Officer - Dir. of Curric. & Instr.
- q. Anti-Bulling 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 Building & Grounds

**A-2 MOTION to make the following Designations.**

Approve the following appointments effective July 1, 2016 through June 30, 2017:

- a. Official Newspapers - The Express Times, Star Ledger, and Warren Reporter.

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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, 2016, through June 30, 2017 in the amount of \$75 each for Liberty School Office, Central School Office, Middle School Office, Child

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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 2015-16 school year.
- g. Designate to approve the following tax Shelter Annuity Companies: Siracusa, AXA Equitable, and Lincoln Financial for the 2016-17 school year.
- h. Designate the Annual Agenda for the Regular Board meetings shall be as follows:

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

**Approval of Minutes**

**Financial Reports**

**Approval of Bills**

**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**

- 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, 2016, through June 30, 2017.
- j. Designate that all existing curricula and textbooks of the Great Meadows Regional Board of Education be adopted for the school year July 1, 2016, through June 30, 2017.

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**A-3 MOTION to Approve Participation in Hunterdon ESC-COOP**

Approve participation in the Hunterdon County Educational Services Commission Cooperative Pricing Program for school materials and supplies for the 2016-2017 School Year.

**A-4 MOTION to Approve Participation in Middlesex ESC-COOP**

Approve participation in the Middlesex Regional Educational Services Commission Cooperative Pricing Program for school materials and supplies for the 2016-2017 School Year.

**A-5 MOTION to Approve Auditing Services Contract**

Approve the 2016-2017 purchased service contract between GMRSD and Bedard, Kurowicki & Co., CPA's, PC (BKC) with William M. Colantano, Jr. CPA as the lead auditor for audit and accounting services to be performed for the 2015-2016 fiscal year at a cost not to exceed \$20,000.00.

**A-6 MOTION to Transfer of Current Year Surplus to Capital Reserve**

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F 41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Great Meadows Regional Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

**WHEREAS**, the Great Meadows Regional Board of Education has determined that (an amount not to exceed) \$100,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Great Meadows Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this

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transfer consistent with all applicable laws and regulations.

**A-7 MOTION to Transfer of Current Year Surplus to  
Maintenance Reserve**

**WHEREAS**, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F 41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**WHEREAS**, the Great Meadows Regional Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account at year end, and

**WHEREAS**, the Great Meadows Regional Board of Education has determined that (an amount not to exceed) \$100,000 is available for such purpose of transfer;

**NOW THEREFORE BE IT RESOLVED** by the Great Meadows Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**A-8 MOTION to Approve Coordinated Transportation Agreement  
(2016-17)**

Approve the participation in Coordinated Transportation Agreement with the Warren County Special Services School District (WCSSSD) for Transportation Services for the 2016-17 School Year.

**A-9 MOTION to Approve ESY Special Ed Contract - Sussex County  
ESC**

Motion to approve a Special Education Contract between GMRSD and Sussex County ESC for one (1) student to attend the ESY program for the 2016-2017 school year commencing July 1st, 2016 at a cost of \$10,998.00 plus the

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additional cost of a paraprofessional in the amount of \$5,203.30.

**A-10 MOTION to Approve Special Ed Contract - P.G. Chambers**

Motion to approve a Special Education Contract between GMRSD and PG Chambers School for one (1) students to attend the ESY and ten month program for the 2016-2017 school year commencing July 11, 2016, at a cost of \$72,857.40 (\$10,408.20 ESY & 62,449.20 for 10 month program)

**A-11 MOTION to approve building usage:**

Motion to approve the use of the Middle School Gym to the **Hackettstown H.S. Boys Basketball team** on Saturday, June 18, 2016, from 9 am to 3 pm for a "Shoot Out" event. Cost of coverage will be \$25/hr. including ½ hr. before and after use (8:30-3:30) 7 hrs. x \$25/hr. totaling: \$175.00.

**A-12 MOTION to approve building usage:**

Motion to approve the use of the Middle School Gym to the TSA Cheer Camp on June 27, 28, 2016, from 8:30 am to 4:30 pm and 8:30 am to 4:00 pm on June 29, 2016. Since these are custodian work days, there will be no charge to the TSA Cheer Camp.

**SECTION B**

Upon recommendation of the Superintendent, motion by Ed O'Melia, seconded by Susan Cullen, to approve the following **HUMAN RESOURCES** items B-1 through B-9.

There was a clarification provided to the Board on item B-7.

Motion carried in a roll call vote with William Vonder Haar voting nay to Items B-1 & B-2.

**B-1 MOTION to approve Job Description:**

Motion to approve the following Job Description: (**Exhibit B-1 Attached**)

➤ **District Lead**

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**B-2 MOTION to approve Employment:**

Motion to approve the employment of the attached administrative and support staff effective July 1, 2016, through June 30, 2017. All staff to be paid in accordance with established Board procedures for payroll distribution. (*Exhibit B-2 Attached*)

**B-3 MOTION to approve Employment:**

Motion to approve the employment of *Veronica Jost*, as 5th gr. Resource Teacher, Step 1 BS at an annual salary of \$53,040.00, effective August 31, 2016, through June 30, 2017 to be paid in accordance with established Board procedures for payroll distribution. (11-213-100)

**B-4 MOTION to approve Employment:**

Motion to approve the employment of *Michelle D'Aconti*, as Middle School Administrative Assistant to Principal effective July 1, 2016, through June 30, 2017, at the annual salary of \$35,000.00 to be paid in accordance with established Board procedures for payroll distribution. (11-000-240)

**B-5 MOTION to approve Student Teacher Practicum:**

Motion to approve *Patrick Rynearson*, ESU student, to complete student teaching with *James Bechtel*, Wellness teacher at GMMS, effective October 18, 2016 through December 15, 2016.

**B-6 MOTION to approve movement on the salary guide:**

Motion to approve a horizontal movement on guide for *Laurie Washburn* for the 2016-2017 school year from Step 21 BS+30 to Step 21 MA at an annual salary of \$83,175.

**B-7 MOTION to approve after-school club and presenters for the Fall season:**

Motion to approve *Laurie Weingarten and Michelle McGeary* to be the presenters of an after-school club, *Crazy 8's* to be held for 8 weeks for approximately 45 mins./ea. with 30 mins. prep weekly tentatively beginning October 3, 2016, at a cost of \$760.00 plus \$20 cost of supplies = Total: \$760.00 - **split**.

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**B-8 MOTION to teaching substitute:**

Motion to approve **Valerie Kumma** to become a teaching substitute for the Great Meadows Regional School District for the **2015-2016** school year.

**B-9 MOTION to approve lateral move on salary guide:**

Motion to approve a horizontal movement on guide for **Eileen Romagnoli** for the 2016-2017 school year from Step 21 M+15 to Step 21 M+30 at an annual salary of \$84,975.

**SECTION C**

Upon recommendation of the Superintendent, motion by Ed O'Melia, seconded by David Schmitz, to approve the following **EDUCATION** item C-1.

Motion carried in a unanimous roll call vote.

**C-1 MOTION to approve chaperones for the 8<sup>th</sup> gr. trip to Washington, D. C.:**

Motion to approve the following certificated staff members to chaperone on the trip to Washington, D. C. at the daily rate of \$185.00.

**Bechtel, James  
Feliu, Michael  
Grigoletti, Debbie  
Pach, Casey  
Rosequist, Jeffrey  
Teixiera, Martha  
Thorpe, Stephen  
Treweweke, Lisa  
Wilson, Cheryl  
Wojcicki, Sharon**

**SECTION D**

Upon recommendation of the Superintendent, motion by Ed O'Melia, seconded by Susan Cullen, to approve the following **GOVERNANCE** items D-1 and D-2 as amended.

Motion carried in a unanimous roll call vote.

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**D-1 MOTION to approve 2nd reading and adoption of policies and regulations:**

Motion to approve the 2nd reading and adoption of the following policies and regulations:

Policy #0167 - Public Participation in Board Meetings

Policy #0168 - Recording Board Meetings

Policy #2422 - Health and Physical Education

Regulation#2431.2 - Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad

Policy #5111 - Eligibility of Resident/Nonresident Pupils (M)

Regulation #5111 - Eligibility of Resident/Nonresident Pupils

Policy #5310 - Health Services (M)

Regulation #5310 - Health Services

Policy #5330.01 - Administration of Medical Marijuana

Regulation #5330.01 - Administration of Medical Marijuana

Policy #8462 - Reporting Potentially Missing or Abused Children (M)

Regulation #8462 - Reporting Potentially Missing or Abused Children (M)

Policy #8550 - Outstanding Food Service Charges

**D-2 MOTION to abolish Policy # 2425 "Physical Education":**

Motion to abolish GMRSD Policy #2425 "*Physical Education*" adopted in March 2010.

**Hackettstown Report**

Nothing to report at this time.

**Independence Township Report**

Nothing to report at this time.

**Liberty Township Report**

Community day is Saturday June 11 at Mountain Lake.

**Public Comment/New Business**

There were comments and concerns presented to the Board reading potential transition conflicts involving the PSD program.

**Close of Public Comment/New Business**

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**Unfinished Business**

At this time the Board had a discussion regarding the quarterly newsletter and potential ways to improve the goal of disseminating information to the public that may not be directly involved with the school district.

The Board also approved re-scheduling the next meeting from June 28 to June 14. Also that Mr. Redmond the Technology Coordinator from Hackettstown HS would be a presenter at the meeting on June 14.

**Motion for Executive Session**

Motion was made by Ed O'Melia, seconded by William Vonder Haar to enter Executive Session for the purposes of H.I.B. & Potential Litigation.

Motion carried in a unanimous voice vote.

**Motion Re-Open Public Session**

Motion was made by Ed O'Melia, seconded by William Vonder Haar to re-open the Public Session.

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 Jamie Cicerelle 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 Dawn Frost, to adjourn at 8:14 PM.

Motion carried in a unanimous voice vote.

Respectfully submitted,

Timothy Havlusch  
Board Secretary