

**GREAT MEADOWS REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING**

June 19, 2018

7:00 pm

Middle School Media Center

MISSION STATEMENT

The Great Meadows Regional School District will provide quality educational opportunities that ensure the individual success of all students within a safe and supportive environment and to build lifelong learners who will meet society's challenges into and beyond the 21st century. To that end, it is anticipated that all students will achieve the New Jersey Core Curriculum Content Standards at all grade levels.

A G E N D A

**Statement of Compliance with Open Public Meeting Act
Flag Salute
Call to Order**

Correspondence/Recognition

Approval of Minutes – May 22, 2018 Regular and Executive Session

Committee Reports

Superintendent's Report

- **June Students of the Month**
- **2018-2020 District Goals – Building Principals & Office of Curriculum**
- **Security Update**
- **L.R.F.P. Presentation – Mr. Timothy Havlusch**

Public Comment on Agenda Items Only – Shall be limited to 3 minutes (Policy 0167)

A. OPERATIONS

1. Approval of Check Register(s)
2. Approval of Check Register (Cafeteria Account)
3. Approval of Financial Reports
4. Acceptance of Financial Reports Certification
5. Approval of Transfers
6. Approval of Facility Use Report
7. Approval of Cancellation of Unexpended Balances in Capital Fund (30)
8. Approval of Transfer of Current Year Surplus to Capital Reserve
9. Approval of Transfer of Current Year Surplus to Maintenance Reserve
10. Approval of Transfer of Current Year Surplus to Tuition Reserve
11. Approval of FY19 IDEA Grant Submission and Acceptance
12. Approval of FY19 ESEA Consolidated Grant Submission and Acceptance
13. Approval of Logic54 (formerly EarthSpec) as the GMRSD Transportation Consultant
14. Approval of Tuition Contract Agreement, Special Education (ESY)
15. Approval of Report of Awarded Contracts

16. Approval of Payment of Sick Days upon Retirement
17. Approval of District Summer Hours
18. Approval of Updated Long Range Facility Plan
19. Approval of Tuition Contract Agreement, Special Education
20. Approval of Donation of Physical Education Items

B. HUMAN RESOURCES

1. Acceptance of Retirement
2. Acceptance of Resignations
3. Approval of New Staff
4. Approval of 2018-2019 Revision of Salary
5. Approval of Additional Summer 2018 ESY Staff
6. Approval of Summer Stipend
7. Approval of Summer 2018 CST Staff
8. Approval of Additional Summer and Substitute Custodians
9. Approval of Substitute Secretary
10. Approval of Summer Computer Technician
11. Appointment of 2018-2019 District Anti-Bullying Coordinator and School Anti-Bullying Specialists
12. Authorization to Fill Vacancies

C. EDUCATION/GOVERNANCE

1. Approval of District Mentoring Plan for 2018-2019
2. Approval of 2018-2020 District Goals
3. Approval of 1st Reading of District Policies & Regulations

Other Business

Hackettstown Report

Independence Report

Liberty Report

Public Comment – Shall be limited to 3 minutes (Policy 0167)

Executive Session

Adjournment

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION MEETING
June 19, 2018**

OPERATIONS

- 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 May 21 25, 2018 through June 14, 2018 in the amount of \$1,364,960.32 (Check #'s 52501-52627) *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 May 1, 2018 through May 31, 2018 in the amount of \$19,164.78 (Check #'s 22530) *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 April 2018 (Revised) & May 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 May 31, 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 May 31, 2018 in the amount of \$87,491.00 *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 6/20/2018 through 8/31/2018 subsequent to appropriate building level approval as needed. (*Please note that some 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 Cancellation of Unexpended Balances in Capital Fund (30) – BE IT RESOLVED:** WHEREAS, in the General Capital Fund there exists unexpended balances deriving from fully completed budgeted projects; and

WHEREAS, typically balances in the Genial Capital Fund remain open when projects are completed at an amount lower than previously estimated due to sound financial oversight of specific projects, are cancelled; and

WHEREAS, Generally Accepted Accounting Principles recommend the cancellation of balances, which may have been dormant or inactive for a long period of time, and return those funds to surplus whenever applicable; and

WHEREAS, the School Business Administrator has investigated these unexpended balances, and as a result recommends cancellation, in order to return the proceeds to surplus or Fund Balance whenever applicable;

NOW THEREFORE BE IT RESOLVED, by the Great Meadows Regional School District that the School Business Administrator shall and is hereby authorized to cancel the unexpended balances of Capital Projects as follows:

PROJECT	LOCATION	ACCOUNT	AMOUNT
Energy Savings Project	District Wide	30-000-520-930	23,887.32
Window Replacement	Central	30-000-520-930	33,114.51
Security Upgrade	District Wide	30-000-520-930	16,925.79
		TOTAL	73,927.62

BE IT FURTHER RESOLVED, by the Great Meadows Regional Board of Education that it hereby authorizes the district’s School Business Administrator to make these transfers to surplus or Fund Balance in the amount of \$73,927.62 consistent with all applicable laws and regulations.

A-8 Approval of Transfer of Current Year Surplus to Capital Reserve – BE IT RESOLVED: 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) \$500,000 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-9 Approval of Transfer of Current Year Surplus to Maintenance Reserve – BE IT RESOLVED: 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) \$500,000 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-10 Approval of Transfer of Current Year Surplus to Tuition Reserve – BE IT RESOLVED - 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 Tuition Reserve account at year end, and

WHEREAS, the Great Meadows Regional Board of Education has determined that (an amount not to exceed) \$500,000 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-11 Approval of FY19 IDEA Grant Submission and Acceptance – BE IT RESOLVED: that the Board of Education, upon recommendation by the School Business Administrator, authorize the submission of the FY2019 IDEA (Basic & Preschool) grant application in the total amount of \$202,254 – Basic & \$5,147 – Preschool; and accept the award of funds upon subsequent approval of the application.

- A-12 Approval of FY19 ESEA Consolidated Grant Submission and Acceptance – BE IT RESOLVED:** that the Board of Education, upon recommendation by the School Business Administrator, authorize the submission of the FY2019 ESEA Consolidated grant application in the total amount of \$75,975 – TITLE I, \$19,439 – TITLE II, \$939 – TITLE III and \$10,000 – TITLE IV; and accept the award of funds upon subsequent approval of the application.
- A-13 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 2018-2019 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-13*
- A-14 Approval of Tuition Contract Agreement, Special Education (ESY) – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator approve the Special Education Tuition Contract Agreement for School Year 18-19 and ESY with Shepard Preparatory High School in the amount of \$61,382.34 from July 1, 2018 through June 30, 2019 (\$288.18/day for 213 Days)
- A-15 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-15*
- A-16 Approval of Payment of Sick Days upon Retirement – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the School Business Administrator approves payment for unused sick days in accordance with the CBA between GMRBOE and the GMREA in the amount of \$8,800 (\$4,400 to be paid on or before 8/15/18 and \$4,400 to be paid on or before 1/15/19)

Payment of unused sick days to the following 10-month staff members:

Retiring July 1, 2018:

Joanne Coppola - \$8,800. (\$4,400 to be paid 8/15/18 and \$4,400 to be paid 1/15/19)
 Jacquie Lunden - \$8,800. (\$4,400 to be paid 8/15/18 and \$4,400 to be paid 1/15/19)
 Mary Redus - \$8,800. (\$4,400 to be paid 8/15/18 and \$4,400 to be paid 1/15/19)
 Laurie Washburn - \$8,800. (\$4,400 to be paid 8/15/18 and \$4,400 to be paid 1/15/19)

Retired July 1, 2017:

Sheila Castanien - \$8,800 (\$4,400 to be paid 8/15/18 and \$4,400 to be paid 1/15/19)

12-month staff member retiring July 1, 2018.

Gene Farber – unused sick days - \$2,090 - accumulated vacation days - \$2,476 (to be paid on or before 7/13/18)

A-17 Approval of Summer Hours -- BE IT RESOLVED: that the Board of Education approve GMRSD summer hours effective June 21, 2018, through August 29, 2018, Monday through Friday – 8 am – 3 pm.

A-18 Approval of Updated Long Range Facility Plan (LRFP) – BE IT RESOLVED; **WHEREAS**, N.J.S.A. 18A:7G-4 requires the Board to amend its Long-range Facilities Plan (“LRFP”) on file with the New Jersey Department of Education at least once every five years to update enrollment projections, building capacities, and health and safety conditions; and

WHEREAS, the Board desires to update its previously approved LRFP at this time to comply with statutory and regulatory requirements; and

WHEREAS, the Board has previously contracted with its Architect, Settembrino Architects, to prepare an amended LRFP in compliance with such requirements, which has been accomplished; and

WHEREAS, this Board resolution amending the approved Long-range Facilities Plan complies with the five-year reporting requirements per the Educational Facilities Construction and Financing Act, P.L. 2000, c. 72 (N.J.S.A. 18A:7G-1 et seq.), as amended by P.L. 2007, c.137, and the applicable provisions of N.J.A.C 6A:26-1 et seq. (Educational Facilities Code);

NOW, THEREFORE, BE IT RESOLVED, that the Great Meadows Regional Board of Education hereby approves the latest amended Long-range Facilities Plan on file in the office of the School Business Administrator and authorizes submission of same to the New Jersey Department of Education; and be it

FURTHER RESOLVED, the Board hereby authorizes and directs its School Business Administrator and its Architect to take any steps necessary to effectuate the terms of this resolution and to submit the five-year LRFP amendment to the New Jersey Department of Education. *ATTACHMENT A-18*

A-19 Approval of Tuition Contract Agreement, Special Education (ESY) – BE IT RESOLVED: that the Board of Education, upon the recommendation of the School Business Administrator approve the Special Education Tuition Contract Agreement for School Year 18-19 and ESY with Stepping Stone School in the amount of \$52,647.00 from July 1, 2018 through June 30, 2019 (\$250.70/day for 210 Days) as well as Extraordinary Services at a per diem rate of \$225.00

A-20 Approval of Donation of Physical Education Items -- BE IT RESOLVED: that the Board of Education, upon the recommendation of the School Business Administrator approve and accept the donation of various Physical Education Equipment items as donated by staff member Allison Sullivan. The total cost/value of the donation is less than \$100.

**GREAT MEADOWS REGIONAL SCHOOL DISTRICT
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June 19, 2018**

HUMAN RESOURCES

- 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 2017-2018 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 2017-2018 school year attached by reference.
- B-3 Approval of New Staff – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve the new staff for the 2018-2019 school year, attached by reference.
- B-4 Approval of 2018-2019 Revision of Salary - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve 2018-2019 revision of salary for Dawn McPeck, Shared Superintendent’s Secretary from \$67,105.80 (50/50 split HT-\$33,552.90 & GM \$33,552.90) to \$65,790.00 (50/50 split HT-\$32,895.00 & GM \$32,895.00) for the 2018-2019 school year in order to receive 4th week of vacation time.
- B-5 Approval of Additional Summer 2018 ESY Staff - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve additional 2018 Extended School Year (ESY) Program Staff, attached by reference.
- B-6 Approval of Summer Stipend – BE IT RESOLVED:** that the Board of Education, upon recommendation of the Superintendent, approve Jessica McDonagh, Middle School Assistant Principal, (10 month employee) a stipend of \$2,500 for 10 days of work during the summer of 2018.
- B-7 Approval of Summer 2018 CST Staff - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve Child Study Team members to work on new referrals during the summer of 2018, attached by reference.
- B-8 Approval of Additional 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-9 Approval of Summer Computer Technician – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approval of Paige Hann as a summer computer technician effective July 2, 2018 through August 24, 2018, Monday-Friday 9 am to 3 pm, at a rate of \$20.00/hour.

**GREAT MEADOWS REGIONAL SCHOOL DISTRICT
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HUMAN RESOURCES

- B-10 Approval of Substitute Secretary – BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approval to employ Jennifer VanRokel as a substitute secretary effective May 25, 2018 through June 30, 2018 at a rate of \$12.00/hour.

- B-11 Appointment of 2018-2019 District Anti-Bullying Coordinator and School Anti-Bullying Specialists - BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, approve 2018-2019 District Anti-Bullying Coordinator and School Anti-Bullying Specialists, attached by reference.

- B-12 Authorization to Fill Vacancies- BE IT RESOLVED:** that the Board of Education, upon the recommendation of the Superintendent, authorize the Superintendent, after consultation with the Board President and the Personnel Committee Chairperson, to fill staff vacancies between board of education meetings through September 30, 2018.

GREAT MEADOWS BOARD OF EDUCATION
Board of Education Meeting
June 19, 2018

Summer 2018 ADDITIONAL ESY Staff Appointments

Last Name	First Name	Dates	Total Days	Total Hrs.	Hourly Rate	
Speech						
Dell Elba	Chelsea	7/2-8/6	AS NEEDED	AS NEEDED	\$40.16	As necessary for therapy, evals & CST Meetings during the summer
Teacher						
McNair	Rheana	7/2-8/6	20	Not to Exceed 90	\$40.00	
Aides						
Flanagan	Colleen	7/2-8/6	20	Not to Exceed 90	\$13.01	
Substitutes						
Silpoch	Jessica	7/2-8/6	AS NEEDED	AS NEEDED	\$40.00	SUBSTITUTE TEACHER
Araki	Pat	7/2-8/6	AS NEEDED	AS NEEDED	\$14.23	SUBSTITUTE AIDE ONLY