

Allamuchy Board of Education

Regular Meeting Minutes

May 4, 2020

The regular meeting of the Allamuchy Township Board of Education held on May 4, 2020 is called to order at 7:35 p.m. *via teleconference* by Lisa Strutin. In accordance with the Open Public Meetings Act, adequate notice of the meeting was provided and, to the extent known at the time of advance publication, the agenda items to be considered. Written advance notification of the time, date and location was sent on April 15, 2020 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

	<u>Present</u>	<u>Absent</u>
Stephen Bienko	X	
James Britt		X
William Cramer	X	
Giovanni Cusmano	X	
Harriett Gaddy	X	
Craig Green	X	
Venita Prudenti	X	
Mary Renaud	X	
Lisa Strutin, President	X	

ALSO PRESENT: Joseph Flynn, Superintendent
James Schlessinger, School Business Administrator

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

Moved by Dr. Gaddy and seconded by Mr. Bienko:

- A. BE IT RESOLVED, that the minutes of the special board meeting held on April 22, 2020, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on April 22, 2020, be approved. (Appendix 1B)

CARRIED: 8-0 in a roll call vote

IV. STUDENT REPRESENTATIVE REPORT

- None

V. ACKNOWLEDGEMENTS

- None

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VI. PRESENTATIONS

- NJSLA Science
- Budget for the 2020-2021 School Year (Appendix 6)
 - Moved by Ms. Strutin and seconded by Mr. Cramer to open the public hearing (8-0)
 - Ms. Ozcan inquired as to whether secretaries are included in admin costs (yes)
 - Moved by Mr. Green and seconded by Dr. Cusmano to close the public hearing (8-0)

VII. PRESIDENT'S REPORT

- Acknowledged teaching staff, the students and their families during the remote learning period
- Acknowledged the resignation of Mr. Britt from the Board
- Mentioned ongoing discussions over 8th grade graduation and refunds for cancelled activities

VIII. COMMITTEE REPORTS

A. Operations (M. Renaud)

- Thanked those involved in the budget process
- Updated status of lease agreement with the Town

B. Human Resources (M. Renaud, Chair)

- Staff reappointments are on the agenda

C. Education (C. Green, Chair)

- Thanked the teachers that participated in the Education Committee meeting
- Discussed calendar adjustments for the remainder of the 2019-20 school year
- Discussed the draft 2020-21 calendar
- Class sizes are being monitored going into next year
- Looking into establishing an 8th grade mentoring program with HHS
- Discussed math textbook upgrades

D. Governance (V. Prudenti, Chair)

- Policy updates on the agenda
- Discussed homework policy
- G&T policy has been sent back to Administration and the Education Committee

E. Town Council Liaison (S. Bienko & M. Renaud)

- Looking into more shared services opportunities
- Town doing a good job communicating information regarding the health crisis

F. Rutherford Hall Liaison (L. Strutin and M. Renaud)

- No report

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G. Hackettstown Board of Education Representative (H. Gaddy)

- No report - unable to attend

IX. SUPERINTENDENT'S REPORT

A. HIB - Monthly Update (if applicable, resolution to follow executive session)

Current Month: April

0 Investigations; 0 HIB

0 Out-of-School Suspensions; 0 In-School Suspensions

Previous Month: March

2 Investigations; 0 HIB

0 Out-of-School Suspensions; 1 In-School Suspensions

B. Enrollment by Grade

	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
K	25	26	26	26	26	27	27	27		
1	49	50	50	49	49	50	50	50		
2	57	57	57	57	57	56	57	57		
3	47	48	48	49	49	50	50	50		
4	54	55	55	55	55	55	55	55		
5	37	35	34	35	35	37	37	37		
6	45	46	45	45	45	44	44	44		
7	57	57	57	57	57	57	57	57		
8	44	45	44	44	45	45	45	45		
PSD	9	9	9	10	10	9	9	9		
Total	424	428	425	427	428	430	431	431		
9	40	41	42	42	42	42	42	42		
10	39	42	40	40	39	39	39	39		
11	31	30	31	31	31	30	30	30		
12	30	31	31	31	31	31	31	31		
Total	140	144	144	144	143	142	142	142		
GT	564	572	569	571	571	572	573	573		

C. Other Items

- Acknowledged teaching staff and the PTO for their efforts
- Discussed draft of 2020-21 calendar; tried to align as closely with Hackettstown as possible
- Announced that remote instruction will continue through the end of the school year
- ESY is unknown at this time; planning for both in-person or remote learning

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X. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

Public comment shall be governed by the Board of Education Bylaw 0167. There are two public comment opportunities. The first public comment is reserved for Action Items only, those items on the agenda the Board is voting on this evening. The second public comment is set aside for public comment on any school or school district issue that the public feels may be of concern to the residents of the school district. The first public comment is limited to five (5) minutes per person. The second public comment length is determined by the board as per policy.

Before making a public comment, participants are to state their name, place of residence, and group affiliation if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the Board of Education does not endorse your comments nor will the Board of Education be held liable for comments you make about a staff member or other person which the staff member or other person may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

- Ms. Moyer asked why there are only 5 snow days instead of 6 as per the current year
 - Board and CSA reinforced the intent to align with Hackettstown, which included 5 snow days in their calendar

XI. BOARD COMMITTEE ACTION REPORTS

A. Operations:

Moved by Ms. Renaud and seconded by Mr. Cramer, on the recommendation of the Superintendent and School Business Administrator, to approve the following resolutions:

1. Budget Adjustments (Appendix 2)

BE IT RESOLVED to approve the following budget adjustment(s) for March, 2020:

Expense Budget Transfers	Fund 10	\$ 45,485.89
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2. Bills List (Appendix 3)

BE IT RESOLVED, that the general account bills list check #31264 through #31274 for a total amount of \$277,514.96 be approved for payment.

3. Student Activity (Appendix 4)

- N/A - Month ended March 31 approved at April Meeting; month ended April 30 to be available at next meeting.

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4. Monthly Certification of Budget (Appendix 5)

- a. BE IT RESOLVED, that the Allamuchy Board of Education accepts the Board Secretary's monthly certification, as attached, pursuant to N.J.A.C. 6A:23-2.12(c) 3 that as of 3/31/2020 no line item account has encumbrances and Expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11 (a).
- b. BE IT RESOLVED, that Pursuant to N.J.A.C. 6A:23-2.12 (c) 4, the Allamuchy Township School District Board of Education, after review of the Board Secretary's and Treasurer's monthly financial reports certify that as of 2/29/2020 and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- c. BE IT RESOLVED, that the motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month ending March 31, 2020 with a total Governmental Funds Account cash balance of \$849,484.74.

5. 2020-2021 School Budget

BE IT RESOLVED, to approve, on the recommendation of the Operations Committee and the Chief School Administrator, that the 2020-2021 school district budget be approved as follows:

Budget Amounts:	
General Fund (11)	10,562,081
Capital Expenditures (12)	102,316
Special Revenue Fund (20)	182,000
Debt Service (40)	769,600
Taxation Amounts (School Fiscal Year)	
General Fund	9,336,672
Debt Service	706,637
Total Tax Levy	10,043,309

6. Tax Payment Schedule / Debt Service

BE IT RESOLVED, that the amount of district taxes needed to meet all interest and debt redemption charges for the 2019-2020 school year is:

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2020 - 2021 TAX LEVY REQUEST

	Gen'l Fund Tax Levy	Debt Service Levy	Total Levy
July, 2020	778,056.00		778,056.00
August, 2020	778,056.00		778,056.00
September, 2020	778,056.00	154,800.00	932,856.00
October, 2020	778,056.00		778,056.00
November, 2020	778,056.00		778,056.00
December, 2020	778,056.00		778,056.00
January, 2021	778,056.00		778,056.00
February, 2021	778,056.00		778,056.00
March, 2021	778,056.00	551,837.00	1,329,893.00
April, 2021	778,056.00		778,056.00
May, 2021	778,056.00		778,056.00
June, 2021	778,056.00		778,056.00
	9,336,672.00	706,637.00	10,043,309.00

7. Lease Agreement

BE IT RESOLVED, to approve the lease agreement between the Allamuchy Township School District and the Township of Allamuchy for the use of the bus yard on Johnsonburg Road. (Appendix 7)

8. Annual July 4th Celebration

BE IT RESOLVED, to move the annual 4th of July celebration from June 27 (rain date June 28) to August 29 (rain date August 30).

CARRIED: 8-0 in a roll call vote

B. Human Resources

Moved by Ms. Renaud and seconded by Mr. Green, on the recommendation of the Superintendent to approve the following resolutions:

In discussion, Ms. Prudenti requested that Groups I, M, N and O be excluded from the vote pending further discussion by the Board and the Board's Human Resources committee

Ms. Prudenti made a motion, seconded by Ms. Renaud, to table Groups I, M, N and O until a later meeting. The motion carried 7-1 in a roll call vote (Dr. Cusmano)

1. Reappointments for the 2020-2021 School Year

BE IT RESOLVED, to approve the following appointments for the 2020-2021 school year. Compensation as per negotiated agreement(s):

<u>GROUP A: ADMINISTRATION</u>

Jennifer Gallegly	Principal
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Melissa Sabol	Director of Special Education / Principal	
James Schlessinger	School Business Administrator	
<u>GROUP B: TENURED INSTRUCTIONAL STAFF</u>		
Mariah Adams	Melissa Arrambide	Andrea Aussems
Nancy Baglio	Lauren Boden	Clare Bundschuh Saalfeld
Cathy Cefaloni	Michelle Cleere	Alyson Chudley
Gina Davey	Debra DeAngelis	Joanne Ferguson
Samuel Greco	Holly Guido	Jaehnel Hanisak
Marsha Koerner	Brian Lohse	Frances Muhlenbruch
Victoria Patterson	Julie Profito	Michelle Ricci
Christine Rodriguez	Robin Samiljan	Jennifer Sauter
Paige Schmiedeke	Kate Stiner	Anna Thomas
Marilou Tshudy	Ashley Van Haste	Robert White
<u>GROUP C: NEWLY-TENURED INSTRUCTIONAL STAFF</u>		
Sarah Mikaliunas	Nicholas Serraino	
<u>GROUP D: NON-TENURED INSTRUCTIONAL STAFF</u>		
Rebecca Clinebell	Emily Delaney	Rosangela Franco
Kaitlin Phlegar	Leslie Potente	Sarah Price
Megan Schmidt (0.7 FTE)	Cristen Tierney	
<u>GROUP E: TENURED SCHOOL NURSE</u>		
Scott Brady		
<u>GROUP F: NON-TENURED SCHOOL NURSE</u>		
Jodie DeCostanza		
<u>GROUP G: ADMINISTRATIVE SUPPORT STAFF</u>		
Divya Bahl	Secretary	
Pat Gardiner	Secretary	
Tina L. Kay	Administrative Assistant to the Superintendent	
Donna Trainello	Assistant to Business Administrator	
Patricia Turoczy	Substitute /Special Projects Secretary	
<u>GROUP H: CLASSROOM TEACHER AIDES</u>		
Amy Crawford	Cheryl Forbes	Lorene Gallahue
Corinne Jacobson	Teresa Klein	Sarah Lamonaco
Alison Motzer	Nohemy Oliver	Brendan Poff
Lynn Quinto	Karen Delanni Rizzolo	Megan Schmidt (0.3 FTE)
Donna Stassi	Melissa Stavros	Tara Warnock

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GROUP I: PERMANENT SUBSTITUTE

~~Guy Gorman~~

GROUP J: BUS DRIVERS

Steve Bigham	Roxanne Carlson	Jovannah DiGilio
Frances DePaola	Donna Ervey	Linda Kucharski
Ann Longyhore	Antonia Tahinos	Deborah Waldele

GROUP K: SUBSTITUTE BUS DRIVERS

Michael Brown	Cassandra Claypotch	Lisa Greene
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GROUP L: CUSTODIAL /MAINTENANCE

Peter DeMary	Supervisor of Buildings and Grounds
Tim Mota	Lead Custodian FT (MVS)
Arnold Capriglione	FT Custodian
Suzanne Peterson	FT Custodian
Scott DeMary	Permanent PT Custodian
Raymond Mauceri	Permanent PT Custodian
Jerry Kucharski	Permanent PT Custodian
Michael Brown	Maintenance

GROUP M: SUBSTITUTE CUSTODIAL /MAINTENANCE

Ray Larsen	Owen Patterson	Gareth Patterson
Brendan Poff	Sarah Lamonaco	Lynn Quinto
Thomas Tagliareni	Jodi Eberhart	

GROUP N: SUBSTITUTE TEACHERS

Karyann Andrioli	Debra Capalbo	Joseph Cotignola
Jessica Ervey	Joyce Fisher	Beth Gavin
Rachael Holz	Renate LeDue	Alison Manley
Taylor McLaughlin	Lauren Mela	Jacklyn Mickelburgh
David Mitchell	Theresa Ostrom	Samantha Steinman
Jeryl Turner	Rebecca Vetro	

GROUP O: SUBSTITUTE NURSES

Jane Hingos	Danielle Pulver
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GROUP P: RUTHERFURD HALL STAFF

Joan Salvas	Historian
Jessica Taenzer	Communication/Marketing Director & Event Planner
Janet Cunningham	Event Planner

CARRIED: as amended, 8-0 in a roll call vote

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C. Education

Moved by Mr. Green and seconded by Mr. Cramer, on the recommendation of the Superintendent, to approve the following resolutions:

1. Class Trips

BE IT RESOLVED, to approve the following class trips for the 2019-2020 school year (subject to the District resuming external and extracurricular activities):

Teacher	Grd	Date	Brief Descr of Trip	Location	Costs			
					Bus	Student	Board	TOTAL
None					\$ -	\$ -	\$ -	\$ -

2. Attendance at Professional Conferences

BE IT RESOLVED, to approve the following requests for attendance professional conferences with mileage reimbursed at the current rate:

Staff Member	Date	Workshop Name	Costs		
			Fee	Mileage	Total
None			\$ -	\$ -	\$ -

3. Draft 2020-2021 School Calendar

BE IT RESOLVED, to approve the 2020-2021 school calendar (Appendix 8):

4. Revised 2019-2020 School Calendar

BE IT RESOLVED, to approve the change in the school calendar due to three unused snow days. The last day for students and staff will be 6/18/19, with 6/16, 6/17 and 6/18 being shortened sessions.

CARRIED: 8-0 in a roll call vote

D. Governance

Moved by Ms. Prudenti and seconded by Mr. Cramer, on the recommendation of the Superintendent, to approve the following resolutions:

1. Policy Updates

BE IT RESOLVED, to approve second reading of the following policies that have been reviewed, revised and recommended by the Governance Committee (Appendix 9):

P 0152	Board Officers (Revised)
P 1581	Domestic Violence (M) (Revised)

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R 1581	Domestic Violence (M) (New)
P 2422	Health and Physical Education (M) (Revised)
P 3421.13	Postnatal Accommodations (New)
P 4421.13	Postnatal Accommodations (New)
P & R 5330	Administration of Medication (M) (Revised)
P 7243	Supervision of Construction (M) (Revised)
P 8210	School Year (Revised)
P 8220	School Day (M) (Revised)
R8220	School Closings (Revised)
P 8462	Reporting Potentially Missing or Abused Children (M) (Revised)

2. Board Member Resignation

BE IT RESOLVED, to accept, with regrets, the resignation of Mr. James Britt from the Allamuchy Board of Education, effective May 4, 2020:

CARRIED: Item 1 carried 8-0 in a roll call vote; item 2 carried 7-1 in a roll call vote.

XII. OLD BUSINESS

- None.

XIII. PUBLIC COMMENTS

- Ms. Moyer, resident, requested that 8th grade monies paid and/or fundraised be returned in some form of value to benefit the 8th graders as opposed to as a gift to the school (i.e. a bench, tree, etc.)
 - Board and CSA reiterated that the refund discussion was indeed underway for 8th grade as well as all cancelled activities district-wide; the final accounting (and thus the amount of available funds) for the 8th grade class is still pending decisions around graduation and other year-end activities; professional guidance is being sought regarding limitations, if any, on the fundraised monies.
- Ms. Steinle, resident, asked about options for the format of a graduation ceremony or celebration, as well as the timing and possibility to hold a more traditional celebration later in the summer
 - Board and CSA responded that guidance was expected but still pending from the Department of Education and other governing agencies. All options are currently on the table, and the pros and cons of each are part of the conversation. Ultimately, DoE and State guidance will have a major influence on the planning.
- Ms. Moyer, resident, asked why the District wasn't following the regular class schedule during remote instruction?
 - Board and CSA responded that the immediacy of implementation and the resource limitations of families throughout the communities were factors in the decision.

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- Mr. Sharrett, resident, PTO, thanked Dr. Flynn for facilitating the distribution of signs to the teaching staff and thanked the staff for their efforts.
- Ms. Davey, teacher, thanked the PTO for the signs

XIV. BOARD DISCUSSION

- None

XV. EXECUTIVE SESSION

- None anticipated

XVI. ADJOURNMENT

Moved by Ms. Prudenti and seconded by Mr. Green, to adjourn the meeting at 9:15 p.m.

CARRIED: 8-0 in a roll call vote