

Allamuchy Board of Education

Regular Meeting Minutes

March 18, 2020

The regular meeting of the Allamuchy Township Board of Education held on March 16, 2020 is called to order at 6:00 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 March 16, 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 Mr. Cramer and seconded by Ms. Prudenti:

- A. BE IT RESOLVED, that the minutes of the regular board meeting held on February 24, 2020, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on February 24, 2020, be approved. (Appendix 1B)

CARRIED: 9-0 in a roll call vote.

IV. STUDENT REPRESENTATIVE REPORT

None.

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V. ACKNOWLEDGEMENTS

GRADE	NAME	AWARD
K	Benjamin Clarke	Fairness
1	Jacob Boyd	Responsibility
2	Jordyn Castles	Perseverance
3	Damon Ramos	Responsibility
4	Josie Hardy	Respect
5	Ryan Decker	Trustworthiness
6	Gabby Cefaloni	Caring
7	Joe Camacho	Respect
8	Daniel Cucciniello	Responsibility

Teacher of the month: All Staff, Teachers and Paraprofessionals for their response to the public situation. Their efforts are greatly appreciated.

VI. PRESENTATIONS

None.

VII. PRESIDENT'S REPORT

- Thanked all staff, parents and community.
- There will be no executive session following this meeting.

VIII. COMMITTEE REPORTS

A. Operations (J. Britt, Chair)

- Summarized meeting with NJ State Senators.
- Disclosed the usage of banked cap in the formulation of the 2020-21 budget.
- Discussed the potential for debt restructuring and capital projects referendum.

B. Human Resources (M. Renaud, Chair)

- No report.

C. Education (C. Green, Chair)

- Looking at class sizes; aware of potential budget constraints.

D. Governance (V. Prudenti, Chair)

- Discussed policy alerts on the agenda.

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

- Town is closing its offices due to health concerns and following the lead of the state.

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- F. Rutherford Hall Liaison (L. Strutin and M. Renaud)
 - Continuing with Capital Campaign.
 - Discussing the replacement of the Executive Director.
- G. Hackettstown Board of Education Representative (H. Gaddy)
 - Recap of Hackettstown's proposed budget for 2020-21.

IX. SUPERINTENDENT'S REPORT

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

Current Month: March

2 Investigations; 0 HIB

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

Previous Month: February

1 Investigations; 1 HIB

2 Out-of-School Suspensions; 0 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			
1	49	50	50	49	49	50	50			
2	57	57	57	57	57	56	57			
3	47	48	48	49	49	50	50			
4	54	55	55	55	55	55	55			
5	37	35	34	35	35	37	37			
6	45	46	45	45	45	44	44			
7	57	57	57	57	57	57	57			
8	44	45	44	44	45	45	45			
PSD	9	9	9	10	10	9	9			
Total	424	428	425	427	428	430	431			
9	40	41	42	42	42	42	42			
10	39	42	40	40	39	39	39			
11	31	30	31	31	31	30	30			
12	30	31	31	31	31	31	31			
Total	140	144	144	144	143	142	142			
GT	564	572	569	571	571	572	573			

C. Other Items

- Eye on class sizes moving into the next school year.
- Update on health situation.

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- Thanks to the public for their support.
- Continuing to receive updates and guidance from government agencies.
- Initial plan is to reopen on March 30 (14-day closure), but preparing for a longer term.

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.

- No public comment on agenda items.

XI. BOARD COMMITTEE ACTION REPORTS

A. Operations:

Moved by Mr. Britt and seconded by Mr. Cramer, on the recommendation of the Superintendent and School Business Administrator, to approve the following resolution(s):

1. Budget Adjustments (Appendix 2)

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

Expense Budget Transfers	Fund 10	\$ 88,695.85
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2. Bills List (Appendix 3)

BE IT RESOLVED, that the general account bills list check #31070 through #31205 for a total amount of \$928,419.14 be approved for payment.

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3. Student Activity (Appendix 4)

BE IT RESOLVED, to approve the Student Activity Account in the amount of \$57,787.86 at Investors Bank as of 2/29/2020.

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 2/29/2020 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 February 29, 2020 with a total Governmental Funds Account cash balance of \$92,498.05.

5. Preliminary 2020-2021 School Budget

BE IT RESOLVED, to introduce the preliminary 2020-2021 School Budget and authorize the School Business Administrator to submit the preliminary budget to the Warren County Office of Education for compliance and approval for advertisement as follows. It is understood that the budget can be advertised prior to approval of the county office due to time constraints:

Budget Amounts:	
General Fund (11)	10,462,098
Capital Expenditures (12)	100,000
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. Approve the use of Tax Levy Adjustments for the 2020-21 Budget Year:

BE IT RESOLVED, that the Allamuchy Township Board of Education approves the Tax Levy adjustments for the 2020-2021 school year as follows:

Adjustment for the Increase in Health Care Costs	-
Adjustment for Enrollment	-
Use of Banked Cap balance	80,098
Total Tax Levy Adjustments	80,098

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WHEREAS, in accordance with N.J.A.C. 6A:23A-1 0.3(b)1, a district can request use of banked cap only after it has fully exhausted all eligible statutory spending authority in the budget year; and

WHEREAS, banked cap from the earliest pre-budget year must be used before the amount from a more recent year;

BE IT FURTHER RESOLVED, that the Allamuchy Township Board of Education has fully exhausted all eligible statutory spending authority for the 2020-2021 budget year and has determined the need for banked cap and other tax levy adjustments for the 2020-2021 budget year as follows:

Need	Amount
Additional staffing needed to maintain preferred class sizes	80,098

This need must be completed by the end of the 2020-21 budget year and cannot be deferred or incrementally completed over a longer period of time.

7. Special Education Medicaid Initiative (SEMI) Program

BE IT RESOLVED, to approve a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2020-2021 school year as the Allamuchy Township Board of Education would be fewer than 30 Medicaid eligible classified students.

8. Documentation of Bus Evacuation Drills

BE IT RESOLVED, to acknowledge that Bus evacuation drills were held at the Mountain Villa School and the Allamuchy Township School on September 24, 2019.

9. Unused Sick and Vacation Day Payout

BE IT RESOLVED, to approve the payout as of the date of termination of Laurie Rapisardi's unused sick days at the rates set forth in the Collective Bargaining Agreement and unused vacation days at her per-diem rates.

10. Renewal of Maschio's Food Service Contract (Appendix 6)

BE IT RESOLVED, Allamuchy Township Board of Education approves the renewal of the FSMC base year contract with Maschio's Food Services, Inc., for the 2020-2021 school year as follows:

The Allamuchy Township Board of Education shall pay Maschio's Food Services, Inc., an annual management fee of \$7,765.22. The management fee shall be payable in monthly installments of \$776.52 per month commencing on September 1, 2020 and ending June 30, 2021.

Maschio's Food Service, Inc. guarantees a return to the Allamuchy Township

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Board of Education of \$7,000.00. In the event the actual bottom line of the operational report (total revenue from all sources less program costs, including the management fee) is below this amount Maschio's Food Service, Inc., shall be responsible for any shortfalls incurred.

11. Donation

BE IT RESOLVED, to approve the donation and installation of kitchen equipment at Rutherford Hall at no cost to the District, pending approval by the District's architect and structural engineer, to include proper permitting and approval by governing agencies.

12. Fourth of July Event

BE IT RESOLVED, to approve Rosemary Tuohy and Matt Begley to facilitate the Fourth of July Celebration in conjunction with the staff at Rutherford Hall and the Superintendent at no cost to the District. The budget will be evaluated at a time closer to the event to determine whether the event should still be held.

CARRIED: All items carried by roll call vote with 8 yes and 1 no (Mr. Cusmano), except:

- Item 2 & 4c: carried 6-3 (Mr. Cusmano, Ms. Renaud, Ms. Strutin)
- Item 4a & 4b: carried 5-4 (Mr. Cusmano, Ms. Prudenti, Ms. Renaud, Ms. Strutin)
- Item 10: carried 7-2 (Mr. Bienko, Mr. Cusmano)

B. Human Resources

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

1. Substitute Teacher

BE IT RESOLVED, to approve Kimberly Ervey as a substitute teacher for the 2019-20 school year, effective 3/17/2020.

2. Resignation - Bus Driver

BE IT RESOLVED, to accept the resignation of Kim Gubernard, bus driver, effective March 13, 2020.

3. Teaching Position Funded by Federal Grant

BE IT RESOLVED, to approve Leslie Potente as a part time (0.5 FTE) basic skills teacher for the 2019-20 school year, with salary of \$26,308.00 (BA+15 Step 8, x0.5) funded by Title I grant, effective 9/1/2019.

CARRIED: 8-0-1 in a roll call vote (Mr. Cusmano abstained)

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C. Education

Moved by Mr. Green and seconded by Ms. Prudenti, on the recommendation of the Superintendent, to approve the following resolution(s):

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
Chudley	3/4	5/19/2020	Battle of the Books Competition	Oxford Street School (Belv)	\$ 250	\$ -	\$ -	\$ 250
Clinebell	MD	3/23/2020	Life Skills	ShopRite (Mansfield), Dollar Tree (Hackettstown)	\$ 250	\$ -	\$ -	\$ 250
Stiner	6	4/30/2020	Planetarium show	RVCC	\$ 250	\$ 450	\$ -	\$ 700
Rodriguez	Bowling	3/23/2020	Wrap up end of bowling club	Oakwood Lanes (Wash)	\$ 250	\$ -	\$ 16	\$ 266
Phlegar/ Clinebell	MD	4/28/2020	Life Skills	Circle Lanes (Ledgewood)	\$ 250	\$ 68	\$ -	\$ 318

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
Sarah Mikaliunas	05/02/2020	Creating Learning Environments for ALL Students	\$ 30	\$ 30	\$ 60

3. English Language Learner Plan SY 2017-2020 (Appendix 7)

BE IT RESOLVED, to approve the English Language Service Three-Year Program Plan for School Years 2017-2020.

4. Parent Workshop

BE IT RESOLVED, to approve the presentation of “Joshua’s Peace” workshop for parents to discuss the impact of drug use and addiction on the rest of the family, to be held on a date to be determined.

CARRIED: 9-0 in a roll call vote

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D. Governance

Moved by Ms. Prudenti and seconded by Mr. Cramer, on the recommendation of the Superintendent, to approve the following resolution(s):

1. Policy Updates (Appendix 8)

BE IT RESOLVED, to approve first reading of the following policies that have been reviewed, revised and recommended by the Governance Committee:

P 0152	Board Officers (Revised)
P 1581	Domestic Violence (M) (Revised)
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)
R 8220	School Closings (Revised)
P 8462	Reporting Potentially Missing or Abused Children (M) (Revised)

CARRIED: 8-0-1 in a roll call vote (Mr. Cusmano abstained)

XII. OLD BUSINESS

- None

XIII. PUBLIC COMMENTS

- Ms. Moyer, resident, asked for more video lessons from the teaching staff.

XIV. BOARD DISCUSSION

- Mr. Cusmano suggested the board move to a 'committee of the whole' structure, where the existing committees would be replaced by two meetings of the full board each month - one working meeting and one voting meeting. To be discussed further in the next meeting.
- Mr. Bienko extended his thanks to the teaching staff and asked that more flexibility to the 2:00pm hand-in times be considered.

XV. EXECUTIVE SESSION

- None.

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XVI. ADJOURNMENT

Moved by Ms. Strutin and seconded by Mr. Cusmano,

BE IT RESOLVED, to adjourn the meeting at 7:40 p.m.

CARRIED: 9-0 in a roll call vote.