

August 26, 2019

Allamuchy Township Board of Education

The regular meeting of the Allamuchy Township Board of Education held on August 26, 2019 is called to order at p.m. in Room 149 by . 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 June 20, 2019 to the New Jersey Herald and Township Clerk. Notice was posted in the school office.

I. ROLL CALL

James Britt
Eniale Beachem
William Cramer
Giovanni Cusmano
Craig Green
Venita Prudenti
Mary Renaud
Lisa Strutin
John Egan, President

ABSENT

ALSO PRESENT

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

- A. Moved by and seconded by
BE IT RESOLVED, that the minutes of the regular board meeting held on June 24, 2019, be approved.
(Appendix 1)

CARRIED:

IV. STUDENT REPRESENTATIVE REPORT (None this month)

V. ACKNOWLEDGEMENTS (None this month)

VI. PRESENTATIONS Mariah Adams - Thanksgiving Day Parade

VII. PRESIDENT'S REPORT

VIII. COMMITTEE REPORTS

- A. Operations: J. Britt - Chair**
- B. Human Resources: G. Cusmano - Chair**
- C. Education: C. Green - Chair**
- D. Governance: V. Prudenti - Chair**
- E. Town Council Liaison: J. Egan and J. Britt**
- F. Rutherford Hall Liaison: L. Strutin and M. Renaud**

OTHER DISTRICT

- G. Hackettstown Board of Education Representative – G. Cusmano**

IX. SUPERINTENDENT'S REPORT

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

Current Month – August

Nothing to Report

Previous Month – July

Nothing to Report

Previous Month – June

0 Investigation – 0 HIB

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

B. Enrollment by Grade

Student Enrollment for Allamuchy Township School District										
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
K	25									
1	49									
2	57									
3	47									
4	54									
5	37									
6	45									
7	57									
8	44									
PSD	9									
Total	424									
9 th	49									
10 th	39									
11 th	31									
12 th	30									
Total	149									
GT	573									

SUPERINTENDENT’S REPORT

OPERATIONS:

- **Mountain Villa Campus/Allamuchy Township School**

 - The custodial staff are moving along to finish their summer cleaning in ATS and MVS, they have been working hard to ensure the buildings are ready to open. We tried something new this year and while MVS was used for the ESY and Enrichment, we had all staff at ATS and when we had the asbestos work completed they were working outside and at MVS. This was very beneficial to the overall cleaning process. We are going to evaluate and plan accordingly for next year.
 - ATS parking lot was crack filled, sealed and lines were painted. The custodial staff also worked on the front landscaping and the appearance of both buildings. It looks AWESOME!
 - We have completed the asbestos removal in the L hallway near the Media Center and that area is receiving a new ceiling and new tile floors.
 - We have completed the tile work in the last room in the middle school and all of the old carpet has been removed from the building.
 - We have analyzed the bus routes for the district, along with moving from numbers to colors as names of the routes. In addition, we moved back to 4 runs at the High School level to be more efficient as we provide services to Hackettstown for their bussing.
- **Rutherford Hall**

- Summer camps went very well. We had the morning camps with the Harry Potter theme and this is the second year with the afternoon camps with Nick Serraino running the outdoor adventure camps. In addition, we provided field trip opportunities for the YMCA to come on site for the summer that went very well. There is a debriefing meeting scheduled for Tuesday, September 24th with both YMCAs to discuss future visits throughout the school year.
- We received permission to install the temporary dock at the existing patio area near the lake. That consists of a land platform and a floating dock. This will allow for increased opportunity at Rutherford Hall
- The Allamuchy Country Fair is scheduled for September 6th – 8th, with fireworks on Saturday. In addition to all the activities, there will be a corn hole tournament, get your team ready. Visit rutherfordhall.org for details.
- Capital Campaign is out of its silent phase and in to the public phase after the meet and greet early this summer.

HUMAN RESOURCES:

- Schedule “A” Position Hires on agenda
- Curriculum Writing on the agenda
- Kindergarten Countdown
- Multiple Disabilities Position (self contained) at MVS
- New 4th Grade Teacher
- Moving Part-time permanent to Full-time
- New Bus Driver
- Event Person for RH
- LDTC – will be contracting this position out.
- Centenary University Clinical Interns

EDUCATION:

- **Allamuchy Township School/Mountain Villa School**
- **Opening of School**
 - **First day with Teachers, Tuesday, September 3rd**
 - **We have a family picnic planned for our staff and families that evening starting at 6:30 PM. Please join us that evening at ATS. RSVP Please**
 - **First day for students is Thursday, September 5th**
 - **Back to School Nights are Tuesday, September 10th and Wednesday, September 11th**
 - Financial Literacy Special will start for grades 6-8 in fall – New required standards are being implemented during a special and we adjusted our schedule to meet the needs of this requirement.
 - Boating trips planned for grades 2-8 next year in fall and spring - We have spent a great deal of time with the boating program. Having an Outdoor Coordinator at each building has allowed for greater opportunity in this area. We will be looking to expand this to allow outside districts to come to Allamuchy. We began this past summer with the YMCA camps coming to Rutherford Hall.
 - 2019-2020 Calendar: Hackettstown changed calendar - Unfortunately as much we want to stay as close to Hackettstown’s Calendar. They made some changes to their calendar last minute based on Contractual reasons.
 - Chromebook Insurance - We will be implementing a chromebook insurance program this year that will require a fee charged to the student’s family of \$25.00

<p>per student for the year (8th grade 2019-2020 and 2020-201 fee will be \$50.00). It will allow for coverage for the chromebook. At the end of the 4 years a student has the Chromebook, they will have the opportunity to take the Chromebook with they when they leave Allamuchy as 8th graders at no extra charge.</p> <ul style="list-style-type: none">• After school activities moving forward - We have received proposals from the staff, we have reviewed those proposals and will be making recommendations accordingly for our After-School activities.• 3rd grade enrollment numbers - Our numbers in the 3rd grade is increasing, based on that we are moving to three sections. We have an opening in the 4th grade and have hired an in-house candidate after reviewing applications and interviewing. The candidate has a strong LA/L background and served as the Basic Skills Instructor for the district last year. With the BSI position being opened, we had another candidate that would fit that position well, she was not interested in PT, so we will be posting and filling that position at a later date.• Kindergarten enrollment numbers - We will have 2 sections this year• Class sizes- elementary & middle school - There is a need for a Special Education Resource Room Teacher for .25 per day, we have posted and the position is difficult to fill. We have adjusted sections in the 7th grade to move to 2 sections with the exception of Math, which will be 3 sections due to having an advanced class.• Curriculum Writing - Note we are being QSAC'ed this year and we need to ensure the curriculum is compliant as it relates to QSAC, be reminded we completed minimal curriculum writing last summer awaiting direction from the NJDOE.
<p>GOVERNANCE:</p>
<ul style="list-style-type: none">• Strategic Planning Action Plan - We will review the action plan at Monday's Meeting• Hard copy newsletter will be going out to the community mid-September• New website design – Thank you to Mrs. Sabol and Mrs. Gallegly along with Mrs. Kay and Mrs. Bahl. They have worked hard to make the new website live. There are still areas that are under construction.• We will be moving toward more Social Media coverage to promote and celebrate the many awesome things our students and staff do on a daily basis. The District Twitter Handle is @atsdschools ,as we move forward, create a twitter account and begin to follow the district.
<p>ALLAMUCHY TOWNSHIP</p>
<ul style="list-style-type: none">• We have started discussing with the Township Committee how we can pave the parking are at the bus yard. We will keep you posted on the progress of those discussions.
<p>HACKETTSTOWN HIGH SCHOOL</p>
<ul style="list-style-type: none">• Met with the administrative cabinet to discuss the Joint Transportation agreement and the parameters around providing that service.• Met with the High School Principal on piloting a late bus from the high school back up to Allamuchy.
<p>OTHER:</p>
<ul style="list-style-type: none">• Legal Update in Executive Session

- Negotiations Update in Executive Session

X. PUBLIC COMMENTS ON AGENDA ITEMS ONLY

XI. BOARD COMMITTEE ACTION REPORTS

Operations:

On the recommendation of the Chief School Administrator/School Business Administrator:

A. Budget Adjustments

Moved by _____ and seconded by _____ .

BE IT RESOLVED to approve the following budget adjustment(s):

Expense Budget Transfers	Fund 10	\$ 105,367.23
Expense Budget Transfers	Fund 20	\$ 2,330.00

(Appendix 2)

CARRIED:

B. Bills List

Moved by _____ and seconded by _____ .

BE IT RESOLVED, that the general account bills list check #30354 through #30376 for a total amount of \$76,904.65 (18-19 school year) and check #30400 through #30521 for a total amount of \$959,986.80 (19-20 school year) be approved for payment.

(Appendix 3)

CARRIED:

C. Student Activity

Moved by _____ and seconded by _____ .

BE IT RESOLVED, to approve the Student Activity Account in the amount of \$54,139.52, Investors Bank balance as of July 31, 2019.

(Appendix 4)

CARRIED:

D. ECLC of New Jersey

Moved by _____ and seconded by _____ .

BE IT RESOLVED, to approve the tuition contract with ECLC of New Jersey for HS student #0406, tuition \$59,550 effective July 1, 2019 to June 30, 2020.

CARRIED:

E. Gramon School

Moved by _____ and seconded by _____ .

BE IT RESOLVED, to approve the tuition contract with Gramon School for HS student #0204, tuition \$81,830 effective July 1, 2019 to June 30, 2020.

CARRIED:

F. Joint Transportation Contract

Moved by _____ and seconded by _____

BE IT RESOLVED, to approve the 2019-2020 Joint Transportation contract with:

Frelinghuysen Township Board of Education		
9A	Route Frelinghuysen	\$40,017
9B	Ridge & Valley Charter School	\$17,150
	Cost per full day field trips	\$ 285

CARRIED:

G. Joint Transportation Contract

Moved by _____ and seconded by _____

BE IT RESOLVED, to approve the 2019-2020 joint transportation agreement between Allamuchy Township Board of Education and Green Township Board of Education to transport two Allamuchy students.

<u>Jointure Route#</u>	<u>Host Dist.</u>	<u>Joiner Dist.</u>	<u>Destination</u>	<u>Joiner Cost</u>
14	Green	Allamuchy	Green Hills School	\$842.12

CARRIED:

H. Warren County Vocational School

Moved by _____ and seconded by _____ .
BE IT RESOLVED, to approve the tuition contract with Warren County Vocational School tuition \$12,300 regular ed, \$13,800 special ed and Transportation \$4,500 effective July 1, 2019 to June 30, 2020.

CARRIED:

I. Travel Reimbursement

Moved by _____ and seconded by _____ .
BE IT RESOLVED, to approve 2019-2020 mileage reimbursement for the following employees who travel for general district business at the current NJ OMB Circular Rate.

Employee Name	Title	Business Conducted
Mr. Joseph Flynn	Superintendent	Professional organizations, between district travel, contractual items.
James Schlessinger	Business Administrator	NJASBO State & County meetings, district banking, County BOE, contractual items, professional organizations.
Jennifer Gallegly	Principal (ATS)	Professional organizations, Training/Workshops, Misc. District Business
Melissa Sabol	Principal (MVS)	Evaluations, Professional Meetings, Tech, Special Education, etc.
Tina Kay	Administrative Assistant	Training/Workshops, Post Office, Banking, Deliveries to Board Members, Misc. District Business
Trainello, Donna	Business Office Assistant Transportation Coordinator Board Secretary	Banking, County BOE, Training/Workshops, Post Office, etc.
Charles Zukoski / Peter DeMary	Maintenance Dept.	Post office, Town Hall, Professional Organizations, Training/Workshops, Misc. District Business
Laurie Rapisardi	Secretary	Post Office, Misc. District Business; Training/Workshops
Divya Bahl	Secretary	Misc. District Business; Training/Workshops

CARRIED:

J. Self-Assessment

Moved by _____ and seconded by _____ .
BE IT RESOLVED, to approve the Self-Assessment for determining grades under the Anti-Bullying Bill of Right Act. (**Appendix 5**)

CARRIED:

K. Monthly Certification of Budget

Moved by _____ and seconded by _____ .

1. **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 **6/30/2019** 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).

2. **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 **6/30/2019** 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.

3. **BE IT RESOLVED**, that the motion to accept the financial reports from the Board Secretary and the Treasurer of School Monies for the month of **June 30, 2019** with a total Governmental Funds Account cash balance of \$466,949.65.
(Appendix 6)

CARRIED:

L. Business Office Standard Procedures and Internal Controls Document

Moved by _____ and seconded by _____ .

BE IT RESOLVED, to approve the Business Office Standard Procedures and Internal Controls Document. (Appendix 7)

CARRIED:

Human Resources

On the recommendation of the Chief School Administrator/School Business Administrator:

A. Schedule A Positions

Moved by _____ and seconded by _____ .

BE IT RESOLVED, to approve the following schedule A positions for the 2019/2020 school year.

7th Grade Advisor	Victoria Patterson
8th Grade Advisor	Michelle Ricci
Anti-Bullying Specialist	Julie Profito

Band Advisor	Mariah Adams
Battle of the Books Advisor 3-4	Holly Guido
Battle of the Books Advisor 5-6	Holly Guido
Battle of the Books Advisor 7-8	Victoria Patterson
Chorus Advisor	Mariah Adams
Cross Country Coach (# of coaches pending based upon # of students)	Andrea Aussems
Cross Country Coach (# of coaches pending based upon # of students)	Nicholas Serraino
Curriculum Advisor	Joanne Ferguson
CST Coordinator	Marilou Tshudy
Dean of Students	Robert White
Detention (After School- Rotating Pool)	Marsha Koerner
Detention (After School- Rotating Pool)	Karen Constantino
Detention (After School- Rotating Pool)	Christine Rodriguez
Detention (After School- Rotating Pool)	Sam Greco
Detention (After School- Rotating Pool)	Debra DeAngelis
Detention (Friday/Saturday- Rotating Pool)	Marsha Koerner
Detention (Friday/Saturday- Rotating Pool)	Christine Rodriguez
Detention (Friday/Saturday- Rotating Pool)	Sam Greco
Detention (Friday/Saturday- Rotating Pool)	Debra DeAngelis
Detention (Friday/Saturday- Rotating Pool)	Karen Constantino
Drama Advisors	Michelle Cleere
Drama Advisors	Holly Guido
Drama Advisors	Melissa Arrambide
G&T (K)	Catherine Cefaloni
G&T (1)	Robin Samiljan
G&T (2)	Melissa Arrambide
G&T (3)	Brian Lohse
G&T (4)	Nancy Baglio
G&T (5)	Anna Thomas
G&T (6)	Anna Thomas
G&T (7)	Victoria Patterson
G&T (8)	Michelle Ricci
Homework Club Supervisor	Kate Stiner
Homework Club Supervisor	Claire Saalfield
Jumpstart	Andrea Aussems
Jumpstart	Paige Schmiedeke
AMP	Karen Constantino
AMP	Victoria Patterson
Math Advisor	Sam Greco
Outdoor Education Coordinator ATS	Debra DeAngelis
Outdoor Education Coordinator MVS	Nicholas Serriano
Professional Development / Mentor Advisor	Joanne Ferguson
Reading Specialist Coordinator	Holly Guido
Safety Patrol Advisor (split)	Michelle Ricci

Safety Patrol Advisor (split)	Joanne Ferguson
School Safety Team Member	Jennifer Sauter
School Safety Team Member	Megan Schmidt
School Safety Team Member	Anna Thomas
School Safety Team Member	Rob White
Student Council	Debra DeAngelis
Track & Field Coach (# of coaches pending based upon # of students)	Christine Rodriguez
Track & Field Coach (# of coaches pending based upon # of students)	Nicholas Serriano
Volleyball Coach	Brian Lohse
Volleyball Coach	Michelle Cleere
Yearbook Advisor	Catherine Cefaloni

CARRIED:

B. Curriculum Writing

Moved by _____ and seconded by _____ .
BE IT RESOLVED, to approve the following Curriculum Writing for the 2019/2020 school year.

K-8 ELA Update (up to 10 hours)	Andrea Aussems
K-8 Math Update (up to 10 hours)	Anna Thomas
K-8 Science Update (up to 10 hours)	Deb DeAngelis
K-8 Social Studies Update (up to 10 hours)	Joanne Ferguson
K-8 Visual & Performing Arts Update (up to 15 hours)	Mariah Adams
K-8 Health & PE Update (up to 10 hours)	Christian Rodriguez
K-8 21 st Century Skills (Financial Literacy up to 20 hours)	Joanne Ferguson
K-8 World Language (up to 15 hours)	TBD
K-8 Guidance (up to 25 hours)	Julie Profito

CARRIED:

C. MD Teacher

Moved by _____ and seconded by _____ .
BE IT RESOLVED, to approve Sarah Apgar as the MD Teacher at MVS effective 9/3/19 Step 4 BA at a salary of \$49,221.00 for the 2019/2020 School year.

CARRIED:

D. Custodian

Moved by _____ and seconded by _____.

BE IT RESOLVED, to approve Suzanne Peterson from P/T custodian to F/T custodian effective 9/03/19 at a rate of \$37,000 for the 2019/2020 School year.

CARRIED:

E. Bus Driver

Moved by _____ and seconded by _____.

BE IT RESOLVED, to approve Kim Gubernard as a full time bus driver effective 9/3/19 at an hourly rate of \$21.40 for the 2019/2020 School year.

CARRIED:

F. Rutherford Hall Event Staff

Moved by _____ and seconded by _____.

BE IT RESOLVED, to approve Janet Cunningham as an event staff member at a rate of \$16.40 for 15hours/week effective 9/3/19 as needed for the 2019/2020 School year.

CARRIED:

G. LDTC

Moved by _____ and seconded by _____.

BE IT RESOLVED, to approve the LDTC contract for 1 day a week at a salary of \$21,420 and hourly rate of \$85.00. **(Appendix 8) To Follow on Monday**

CARRIED:

H. CPI Training

Moved by _____ and seconded by _____.

BE IT RESOLVED, to approve Sara Mikaliunas for CPI training for \$3,249.00 to be certified as a trainer to train the Allamuchy Township School Employees.

CARRIED:

I. Clinical Interns

Moved by _____ and seconded by _____.

BE IT RESOLVED, to approve Sydney Watkins and Carly Palmer as Clinical Interns for the 2019/2020 School year.

CARRIED:

J. Fourth Grade Teacher

Moved by _____ and seconded by _____
BE IT RESOLVED, to approve Cristen Tierney as the fourth grade teacher effective 9/03/19 step MA 9 at a salary of \$55,206.00 for the 2019/2020 School year.

CARRIED:

Education

A. Class Trips

Moved by _____ and seconded by _____
BE IT RESOLVED, to approve the following class trips for the 2019-2020 school year:

Teacher	Grade	Date	Brief Description of Trip	Location	Bus Cost	Student Cost	Approximate Total Cost
DeAngelis	5	10/02/19	Franklin Mineral Museum	Franklin	\$250.00	\$646.00	\$896.00
DeAngelis	5	10/09/19	Fairview Lakes YMCA	Newton	\$250.00	\$760.00	\$1,010.00
Ferguson	8	10/11/19	Food Bank	Hillside, NJ	\$250.00	\$0	\$250.00

CARRIED:

B. Attendance at Professional Conferences

Moved by _____ and seconded by _____
BE IT RESOLVED, to approve the following requests for attendance professional conferences with mileage reimbursed at the current rate.

Staff Member	Date	Workshop Name	Cost	Mileage	Approximate Total Cost
Rob White	08/12/2019	Code of Conduct Certificate Program	\$150.00	\$29.14	\$179.14
Jennifer Gallegly	07/31/2019	Code of Conduct Certificate Program	\$0.00	\$18.60	\$18.60
Melissa Sabol	07/30/2019	Code of Conduct Certificate Program	\$0.00	\$32.86	\$32.86
Vicky Patterson	10/18/19	Holocaust Workshop	\$0	\$23.56	\$23.56
Michelle Ricci	10/18/19	Echoes & Reflection Workshop	\$0	\$24.80	\$24.80
Karen Constantino	10/24/19	IXL Workshop	\$75.00	\$24.80	\$99.80
Sam Greco	10/24/19	IXL Workshop	\$75.00	\$7.13	\$82.13

CARRIED:

C. Principal Evaluation Tool

Moved by _____ and seconded by _____

BE IT RESOLVED, to approve the NJ Principal Evaluation for Professional Learning Observation Instrument.

<https://www.state.nj.us/education/AchieveNJ/principal/pl/ObservationInstrument.pdf> for the 2019-2020 school year:

CARRIED:

XII. OLD BUSINESS

XIII. PUBLIC COMMENTS:

XIV. BOARD DISCUSSION

XV. EXECUTIVE SESSION MOTION

Moved by _____ and seconded by _____ .

BE IT RESOLVED, WHEREAS, the Board of Education must discuss subjects concerning legal, personnel, and negation issues

- AEA contract negotiation
- Update on M.A. o/b/o K.A. vs. ABoE
- Discuss MOU to outsource fleet management services to a 3rd party provider

and WHEREAS, the aforesaid subjects are not appropriate subjects to be discussed in public meeting; and WHEREAS, the aforesaid subjects to be discussed are within the exemptions pursuant to P.L.1975 Chapter 231, it is; therefore, **RESOLVED**, that the aforesaid subjects shall be discussed in private session by this board and administrative staff and, information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for nondisclosure no longer exists.

CARRIED:

Executive Session

Moved by _____ and seconded by _____

BE IT RESOLVED, that the Board of Education has been in executive session for the past _____ minutes. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED:

August 26, 2019

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XVI. ADJOURNMENT

Moved by _____ and seconded by _____ .
BE IT RESOLVED, to adjourn.

CARRIED:

Time: _____ p.m.