



Allamuchy Township School District
Promoting The Allamuchy Learner
ALLAMUCHY

Board of Education
Regular Meeting Agenda
February 28, 2022 7:30pm

I. CALL TO ORDER

A. The regular meeting of the Allamuchy Township Board of Education held on _____, 2022 is called to order at _____ p.m. by _____.

B. Statement of Compliance with Open Public Meetings Act

1. The New Jersey Open Public Meetings Act was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, The Allamuchy Township Board of Education has caused adequate and electronic notice of this meeting 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 January 11, 2022 to the New Jersey Herald, Express Times, and Township Clerk. Notices were prominently posted on the bulletin board of the offices of each school, on the district website and on the district marquee. Please be advised that this meeting is being recorded; the recording will be made available on the District website as soon as possible, but no later than one week after the meeting has concluded.

II. ROLL CALL

Board Member	Present	Absent
Stephen Bienko		
Abigail Christmann		
Giovanni Cusmano		
Harriett Gaddy		
Craig Green		
Lisa Moyer		
Venita Prudenti		
Mary Renaud		
Lisa Strutin, President		

Also Present: Dr. Melissa Sabol, Superintendent of Schools
 Mr. Jim Minkewicz, School Business Administrator

III. PLEDGE OF ALLEGIANCE

IV. MISSION AND VISION

- A. To Promote the Allamuchy Learner
- B. The vision of the Allamuchy educational program is to develop young people who are curious, well rounded, knowledgeable, caring, respectful and responsible so that they can evolve into self-sufficient and confident citizens and members of a diverse society.

V. APPROVAL OF MINUTES

- A. BE IT RESOLVED, that the minutes of the regular board meeting held on January 24, 2022, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on January 24, 2022, be approved. (Appendix 1B)

VI. CORRESPONDENCE

VII. STUDENT REPRESENTATIVE REPORT

VIII. ACKNOWLEDGEMENTS

February

Grade	Name	Pillar of Character
Pre-K	Chloe Walsh	Respect
K	Madeleine Reyes	Responsibility
1	Marlee Hardy	Caring and Kindness
2	Maitland Reedy	Responsibility
3	Conor Jerauld	Responsibility
4	Grayce Bockbrader	Trustworthiness
5	Adeola Adeniranye	Caring
6	Josie Hardy	Caring
7	Leigha Meyer	Respect
8	Adrianna Mela	Respect
Staff Member of the Month: Megan Schmidt		

IX. PRESENTATIONS

- A. Ethics Training - NJ School Boards, Kathy Helewa

X. PRESIDENT'S REPORT

XI. COMMITTEE REPORTS

- A. Operations (M. Renaud)
- B. Human Resources (H. Gaddy, Chair)
- C. Education (C. Green, Chair)
- D. Governance (V. Prudenti, Chair)
- E. Town Council Liaison (M. Renaud, A.Christmann)
- F. Rutherford Hall Liaison (M. Renaud, A. Christmann)
- G. Hackettstown Board of Education Representative (L. Moyer)
- H. PTO Liaison (C. Green)
- I. Rutherford Hall (L. Strutin)

XII. SUPERINTENDENT’S REPORT

- A. HIB Report: 1 investigations, 0 confirmed
- B. Suspensions: 0 in-school, 2 out of school
- C. Enrollment By Grade

Student Enrolment for Allamuchy Township School District										
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
PK	35	36	37	37	37	37				
K	36	37	37	37	38	38				
1	47	47	47	47	47	46				
2	29	29	28	28	29	29				
3	46	46	45	45	45	45				
4	54	54	55	55	55	55				
5	44	44	43	43	42	42				
6	54	53	53	53	53	54				
7	32	33	34	33	33	33				
8	43	43	44	44	44	44				
Total	420	422	423	422	423	423				
9th	39	40	40	42	42	42				
10th	38	39	39	40	40	40				
11th	42	42	40	41	41	41				
12th	41	42	42	42	42	42				
Total	160	163	161	165	165	165				
GT	580	585	584	587	588	588				

- D. Other Items
 - 1. School Climate Survey
 - 2. Federal Law requiring masks on buses

XIII. REVISIONS TO AGENDA ITEMS

Statement by the Board President: *This is now the time where a motion can be made for revisions, additions, and/or deletions to the agenda. This includes making a motion to table an item in a group of motions, making a motion to add or delete an item from a group of motions and making a motion to bring up a brand new agenda item. If there are no revisions to the agenda, we shall proceed as written.*

XIV. PUBLIC COMMENT ON AGENDA ITEMS ONLY

This meeting is being broadcasted and recorded for public access but not intended for public participation. Please be advised that public comment sessions are for those who are attending the meeting in person 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 three (3) 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. Please understand that public comment portions of our agenda are not structured as question and answer sessions, but rather they are offered as opportunities to share your thoughts with the Board. The Board may or may not respond to public comments. However, all comments are considered and will be investigated and addressed as appropriate. The Board may respond to comments tonight, or at subsequent meetings under "Old Business". 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.

XV. BOARD COMMITTEE ACTION REPORTS

A. Operations

On Behalf of the Operations Committee, I hereby move resolutions 1-4

1. Budget Adjustments (Appendix 2)
approve budget adjustments for December 2021 from funds 10 and 20
2. Bills List (Appendix 3)
 - a) approve for payment the general account bills list check from 01/25/22 to 02/28/22 in the amount of \$494,317.09.
 - b) accepts the payroll registers for the month of January 2022.
3. Monthly Certification of Budget (Appendix 4)
 - 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 December 31, 2021 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 December 31, 2021 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 December 31, 2021 with a total Governmental Funds Account cash balance of \$885,121.65

d) Student Activity Account (Appendix 5)

approve the Student Activity Account in the amount of \$52798.16 as of 12/31/21

4. Comprehensive Annual Financial Report and AMR Findings

BE IT RESOLVED, to accept the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management Report (AMR) for the fiscal year ended June 30, 2021 and approve the Corrective Action Plan (CAP) as follows:

Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
Financial Planning, Accounting and Reporting 2021-001	That all purchase orders be maintained on file for audit review and all approval signatures be obtained on purchase orders.	All purchase orders will be maintained on file alphabetically and all approval signatures will be obtained.	Accounts payable supervisor and business administrator	March 1, 2022
2021-002	That payroll bank reconciliations be prepared in a timely manner.	Reconcile payroll bank accounts in a timely manner, no later than sixty days from the statement date.	Accounts payable supervisor, school treasurer and school business administrator	May 1, 2022
2021-003	That all payroll registers be reviewed and all required approval signatures be obtained.	Review monthly payroll registers and obtain approval signatures from the Board President, Superintendent and Business Administrator	Board president, superintendent and school business administrator	March 1, 2022

2021-004	That the district prepare and maintain an analysis of the payroll agency balance.	An analysis of the existing payroll monthly balances and spreadsheets will be completed and reviewed on a monthly basis going forward.	Accounts payable supervisor, school treasurer and school business administrator	May 1, 2022
2021-005	That the district ensure that the employee health benefit contributions are properly calculated.	The District will ensure the employee health benefit contributions are properly calculated by the 3 rd party software company that produces the contribution schedules and calculations for each payroll.	Payroll supervisor and school business administrator will review payroll contribution calculations from CDK Systems	March 1, 2022
2021-006	That the district review overtime timesheets and stipends prior to payment.	The district will review all overtime and stipends for approval prior to payment.	Department supervisors, principal, superintendent, school business administrator, payroll supervisor	March 1, 2022
2021-007	That appropriation transfers are made when necessary to ensure that appropriation lines are not over-expended.	The district, on a monthly basis, will ensure that appropriation transfers are made when necessary to prevent appropriation line over-expenditures.	School business administrator, accounts payable supervisor	March 1, 2022

2021-008	That the district obtain the County Superintendent's approval for all transfers in excess of 10% required by NJSA 6A:23A-13.3	The district will obtain the County Superintendent's approval for transfers on a cumulative basis in excess of 10%, required by NJSA 6A:23A-13.3	School business administrator, accounts payable supervisor	March 1, 2022
2021-009	That greater care is taken in monitoring expenditures to ensure cash deficits in the Rutherford Hall enterprise fund do not occur	The district will take greater care in monitoring expenditures to ensure cash deficits in the Rutherford Hall enterprise fund do not occur and a corrective Action Plan will be implemented to address the deficit in net position	Board of Education, superintendent of schools, Rutherford Hall Activities Coordinator, school business administrator	March 1, 2022
School Food Service 2021-010	That greater care be taken when reconciling the food service fund bank account and posting cash transactions into the general ledger.	The district will ensure that greater care is taken when reconciling the food service fund bank account and posting cash transactions into the general ledger.	Accounts payable supervisor, school treasurer, business administrator	March 1, 2022
Student Body Activities 2021-011	That all expenses are charged to the proper line item accounts	Expenses will be charged to proper line item accounts and only student activities related expenses will	School principal, department supervisors, superintendent, school business administrator	March 1, 2022

		be paid out of student activities funds		
Travel Expense and Reimbursement Policy 2021-012	That travel expenditures have prior approval by a majority of the board and the district maintain brief reports required by NJSA 18A:11-12(d) that substantiate the purpose and relevance of non-regular travel.	Travel expenditures will have prior approval by the majority of the full voting membership of the board. The district will maintain brief reports required by NJSA 18A:11-12(d) that substantiate the purpose and relevance of non-regular travel.	School principal, department supervisors, superintendent, assistant to the superintendent, BOE, school business administrator	May 1, 2022
Facilities and Capital Assets 2021-13	That the District have a formal inventory of the district's capital assets conducted by an independent appraisal company to ensure that the district's capital assets records are complete.	The district will have a formal inventory of the district's capital assets conducted by an independent appraisal company to ensure that the district's capital assets records are complete.	School business administrator, supervisor of buildings and grounds	May 1, 2022

5. Special Education Medicaid Initiative (SEMI) Program

approve a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for the 2021-2022 School year as Allamuchy Township Board of Education would have fewer than 30 Medicaid eligible students.

6. Purchase/Selling of Bus

approve the purchase of bus from Washington Twp for \$9,800 and approve the selling of bus 22 for \$13,000.

7. CDK Requisition Software

approve the purchase of CDK Requisition software for \$7,575.

B. Human Resources

Pursuant to the recommendation of the Superintendent of Schools, and on behalf of the of the Human Resources Committee, I hereby move the following resolutions 1a-1k

1. Personnel

approve/accept the following appointments as recommended by the superintendent:

a. AMP Instructors	Vicki Patterson Sam Greco Emily Rist	Additional Sessions (20 each)	\$1,000 each
b. Student Teacher, Grand Canyon University	Monerh Muheisen	Fall Semester No Charge to the district	Placement: TBD
c. Substitute	Molly Gorczyca		Sub Rate
d. Substitute	Tara Olezeski		Sub Rate
e. Substitute	Cynthia Healy		Sub Rate
f. Trep\$ Advisors	Megan Schmidt Brendan Poff		\$1000 Each
g. National Jr. Honor Society Advisor	Megan Schmidt		\$1000
h. Leave Replacement	Theresa Klein	Step 4 MA	\$60,563 pro-rated Start 2/22/22
i. Lateral Guide Movement	Sarah DeMary	Step 2 MA+15	\$58,763 pro-rated
j. Increased Hours	Lauren Mela	Step 1 Para	\$19,364 prorated Start 2/7/22
k. CCM Teacher Observations	Jack Quinoa	Hours to be completed before April 22, 22	\$0

1. Homebound Instruction	Sarah DeMary	Schedule A	
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C. Education

On Behalf of The Education Committee I hereby move resolution 1-4

1. Workshops

approve the attendance at the following workshops

All Staff	Suicide Awareness/ QPR	2/11/2022	\$250	Paid through ESSER Funds
Certificated Staff	Artsitution	12/17/2021	\$350	Paid through ESSER Funds
Joanne Ferguson	A New Place: Civics 2022	3/10/2022	\$0	Virtual
Christine Wendel	Dyslexia Conference	4/6 and 4/7	\$489	32 miles
Teachers	Teq - Smartboard Training	3/11/22	\$0	At ATS

2. Field Trips

approve the following requests for field trips

Teacher Requesting	Grade/Class	Destination	Date of Trip	Cost to students
Sarah Price	MD	ShopRite of Mansfield	2/28/22	\$0
Sarah Price	MD	Sonny's Pizza 2	3/14/22	Lunch Money
Robin Samiljan	K-2	Zoo	5/5/22 RD 5/6/22	\$16/student
Lauren Boden	5/6	County Spelling Bee	2/15/2022	\$0
Deb DeAngelis	5	Franklin Mineral Museum	5/5/2022	\$20/Student
Deb DeAngelis	5	Raritan Valley College Planetarium	4/8/2022	\$10/student
Mariah Adams	4-8 Band/Chorus	Dorney Park - High Note Festival	6/10/2022	\$55

Michelle Ricci	8	Fairview Lakes Camping Day Trip	5/9/2022	\$45
Michelle Ricci	8	Great Adventure	6/2/2022	TBD
Michelle Ricci	8	Jenkinson's and	TBD	TBD

3. 2022-2023 School Calendar (Appendix 6)
approve the proposed district calendar for the 2022-2023 school year
4. English Language Learning 3 Year Plan (Appendix 7)
approve the proposed English Language Learner Plan

D. Governance

On Behalf of The Governance Committee I hereby move resolutions 1-3

1. Strauss Esmay Policy Alert 225 (Appendix 8)
approve the following policies for second reading per Strauss Esmay Alert 225

P. 1648.14	SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19
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2. Strauss Esmay Policy Alert 224 (Appendix 9)
approve the following policies for first reading per Strauss Esmay Alert 224

P. 2422	Comprehensive Health and Physical Education
P. 2467	Surrogate Parents and Resource Family Parents
P. 5111	Eligibility of Resident/Nonresident Students
P. 5116	Education of Homeless Children
P. 6311	Contracts for Goods or Services Funded by Federal Grants
P. 7432	Eye Protection
R. 7432	Eye Protection
P. 8420	Emergency and Crisis Situations
R. 8420.1	Fire and Fire Drills

P. 8540	School Nutrition Programs
P. 8550	Meal Charges/Outstanding Food Service Bill
P. 8600	Student Transportation

3. Resolution to End Contract Tracing and Quarantine due to Covid-19
 approve the following resolution to end contract tracing and quarantine due to Covid-19.

RESOLUTION IN SUPPORT OF ENDING CONTACT TRACING AND QUARANTINE REQUIREMENTS OF NEW JERSEY PUBLIC SCHOOL STUDENTS

WHEREAS, the Allamuchy Township School District and the Allamuchy Board of Education are committed to protecting the health of all students and staff in the Allamuchy Township School District and to maintaining consistently high standards of student learning and social development;

WHEREAS, the Allamuchy community and parents have entrusted to the Allamuchy Township School District and the Allamuchy Board of Education specifically, the provision of excellent school-based academic and social outcomes for Allamuchy children;

WHEREAS, the data and evidence consistently and strongly support in-person learning as the best method for all students to achieve excellent academic outcomes;

WHEREAS, the data and evidence consistently and strongly demonstrate that students who are engaged in in-person learning have superior social and psychological outcomes over those students who are sporadically, suddenly, and repeatedly excluded from school due to quarantine requirements;

WHEREAS, the data and evidence consistently and strongly demonstrate that students who are sporadically, suddenly, and repeatedly excluded from school due to quarantine requirements have decreased academic performance, increased behavioral issues, and suffer emotional and psychological effects from the isolation and removal from peers;

WHEREAS, the large-scale impact of COVID-19 on millions of New Jerseyans makes contact tracing and quarantine measures unduly burdensome for local public health officials and school staff, significantly detrimental to the school environment, and highly disruptive to New Jersey families, students, schools, and employers;

WHEREAS, the practice of quarantining children and excluding them from in-person student learning imposes substantial costs on employers, special burdens on parents, and is especially detrimental to single parents, legal guardians, and working parents and guardians;

WHEREAS, the practice of quarantining school staff and excluding them from in-person instruction and supervision imposes substantial costs and loss of learning due to diminished pools of available substitute teachers, instructional assistants, and building-level administrators;

WHEREAS, in light of the development and wide-spread availability of other effective measures of disease control for COVID-19, such as vaccinations and other treatments, contact tracing and quarantining have diminished in their utility as a primary and efficient mitigation measure for disease control;

WHEREAS, the presence of COVID-19 in our State and County is likely to persist well into the future without a known or defined end;

WHEREAS, the importance and continuation of isolation protocols for symptomatic individuals and those who test positive for COVID-19 or other communicable diseases are essential for the protection of healthy students, teachers, and staff;

WHEREAS, we support the work and guidance of our County and State Public Health Directors and will continue to partner with local public health officials to ensure appropriate responses if the data regarding impacts of COVID-19 on students and staff indicates a need for more intense strategic responses; and

WHEREAS, the Allamuchy Township School District and the Allamuchy Board of Education will work together to safely, lawfully, and effectively seek to end quarantining of healthy, asymptomatic students and staff beginning March 7, 2022, to minimize the number of missed instructional days to achieve grade promotion.

NOW, THEREFORE, in consideration of these and other relevant matters, the Allamuchy Township School District and the Allamuchy Board of Education hereby jointly and resolutely call upon the State of New Jersey and the Department of Health to take whatever actions are necessary to end the practice of contact tracing and quarantining of students on or before March 7, 2022.

E. Rutherford Hall

On Behalf of The Rutherford Hall Committee I hereby move resolution 1

1. Contract with David's (Appendix 10)
approve the transition to termination contract with David's Country Inn

XVI. OLD BUSINESS

XVII. PUBLIC COMMENTS GENERAL
XVIII. FOR THE GOOD OF THE ORDER
XIX. EXECUTIVE SESSION

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

- Attorney-Client Privilege
- Legal Matters
- HIB

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.

Executive Session

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

1. Be it resolved to uphold, deny, or modify the findings of the HIB investigation.

XX. ADJOURNMENT

[Attachments](#)