

Allamuchy Township Board of Education

The regular meeting of the Allamuchy Township Board of Education held on March 25, 2019 was called to order at 7:30 p.m. in Room 149 by John Egan. 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 January 8, 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
John Egan
Craig Green
Venita Prudenti
Lisa Strutin

ABSENT

Mary Renaud

ALSO PRESENT

Mr. Joseph Flynn, CSA
Mr. James Schlessinger, SBA
Donna Trainello, Board Secretary

II. PLEDGE TO THE FLAG

III. APPROVAL OF MINUTES

- A. Moved by W. Cramer and seconded by L. Strutin.
BE IT RESOLVED, that the minutes of the regular board meeting held on February 25, 2019, be approved. (Appendix 1)

CARRIED: Motion carried by roll call vote
G. Cusmano abstained

- B. Moved by W. Cramer and seconded by C. Green
BE IT RESOLVED, that the minutes of the executive session held on February 25, 2019 be approved. (Appendix 1A)

CARRIED: Motion carried by roll call vote
G. Cusmano abstained

IV. STUDENT REPRESENTATIVE REPORT

V. ACKNOWLEDGEMENTS

- Teacher of the Month – Robert White
- Students of the Month – Presented by Jennifer Gallegly and Melissa Sabol

GRADE	NAME	AWARD
K	Elina Dauti	Fairness
1	Liam Betances	Kindness
2	Kylie Mivelaz	Caring
3	Alexandra Rucker	Caring
4	Brooke DiLoreto	Responsibility
5	Owen Houle	Responsibility
6	Gabrielle Lopate	Caring
7	Angelo Mela	Respect
8	Robert Decker	Responsibility

VI. PRESENTATIONS

- Student Council - Slide Presentation
- Tim Vrabel, T.M Vrabel & Associates, LLC -2017-18 audit presentation

VII. PRESIDENT’S REPORT

VIII. PUBLIC COMMENTS

Bus Driver trainings for new staff - where and when are they training, with students or without. Bus alerts should go out on a timely fashion. Advised school bus made a U turn on Bald Eagle, not reported to school.

Mountain Villa school – there is not enough time for the children to eat their lunch and have recess. Café is too crowded.

IX. EXECUTIVE SESSION MOTION

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, WHEREAS, the Board of Education must discuss subjects concerning personnel issue 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: Motion carried unanimously by roll call vote

Executive Session

Moved by C. Green and seconded by V. Prudenti.

BE IT RESOLVED, that the Board of Education has been in executive session for 9 minutes for the purpose of legal issue. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: Motion carried unanimously by roll call vote

X. SUPERINTENDENT’S REPORT

A. HIB - Monthly Update

Current Month – March

3 Investigations – 1 HIB

0 Out-of-School Suspensions – 0 In-School Suspensions

Previous Month – February

2 Investigations – 1 HIB

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

A. Enrollment by Grade

Student Enrollment for Allamuchy Township School District										
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
K	50	51	52	52	51	51	50			
1	50	51	52	51	53	52	53			
2	45	46	46	46	46	46	46			
3	54	54	54	54	52	52	52			
4	38	38	39	39	39	39	39			
5	40	40	40	40	41	41	41			
6	54	54	54	54	56	56	56			
7	44	44	45	45	45	45	44			
8	46	46	46	46	46	46	46			
PSD	7	8	8	7	6	8	8			
Total	428	432	435	434	435	436	435			
9 th	38	38	40	40	41	41	40			
10 th	32	32	31	33	32	32	31			
11 th	32	32	31	31	31	32	31			
12 th	42	42	42	42	42	42	42			
Total	144	144	144	146	146	147	144			
GT	572	576	579	580	581	583	579			

SUPERINTENDENT'S REPORT

OPERATIONS:

- **Mountain Villa Campus/Allamuchy Township School**
 - We have reviewed and are in the process of preparing for the following summer projects;
 - Flooring at ATS in the middle school
 - Asbestos Abatement in the classrooms and hallway near the CST office to include new flooring
 - Safety and Security work at both buildings to include but not limited to;
 - Panic Buttons at both buildings that are mandated through Alyssa's Law
 - Man traps at both buildings
 - First Phase of Security Cameras
- **Rutherford Hall**
 - We have met with the YMCA of Randolph and Morristown, they are interested in expanding their use of our facility in conjunction with our outdoor coordinators, Nick S. and Deb D. In addition, Laurie R. Executive Director of Rutherford Hall is involved as well
 - Construction Projects at Rutherford Hall
 - Removal of Kitchen Equipment donated by Parona Farms
 - Completion of minor asbestos abatement 3.22 to 3.24
 - Work on the construction drawings for the structural work in the basement kitchen area are being addressed.
 - Schematic Drawings are being completed for the ADA Bathrooms at Rutherford Hall. The Capital Campaign will be financing this project.
 - Application went to Melissa Castellon, Superintendent of Allamuchy State Park, we are looking for a long term lease for the following events;
 - 4th of July Celebration (with fireworks)
 - First Night Celebration (with fireworks)
 - Cleaning brush along the water's edge
 - Water activities
 - Stabilization and restoration of the Historical Dock
 - We are in the process of placing a temporary Land Dock using a repurposed floor from a shed that was taken down at ATS – We will be investigating the stabilization of the existing dock
 - **The Operations Committee has created a Preliminary Budget that is to be presented and approved to go to the NJ DOE Warren County Office**

HUMAN RESOURCES:

- Resignations of the following individuals
 - Bus Driver – Terri Sparacino
 - MVS Nurse Danielle Pulver
- Maternity Leave
 - Michelle Cleere
- Hiring of the following individuals
 - Robin Vitullo as a Bus Driver
- Beginning to review staffing needs for the 2019-2020 SY

EDUCATION:
<ul style="list-style-type: none"> • Allamuchy Township School/Mountain Villa School • Expanding the After School opportunities <ul style="list-style-type: none"> ▪ Code.org® is a nonprofit dedicated to expanding access to computer technology ▪ Examine the electives offered at the middle school ▪ Partnering with YMCA to expand opportunities ▪ Utilize the staff to allow for programs. • Professional development and curriculum development over the summer. <ul style="list-style-type: none"> ▪ Draft Calendar from Hackettstown • Hackettstown High School <ul style="list-style-type: none"> ▪ Looking at opportunities for the Hackettstown High School Students to Mentor the 8th graders as they enter High School ▪ Articulation with high school to see how our kids are doing as they move to High School • Examine the website for upgrades • Use of Technology in the classroom: Smart TV's replacing smart boards
GOVERNANCE:
<ul style="list-style-type: none"> • Policy Review <ul style="list-style-type: none"> ○ Continue to review the policies that are currently in place to ensure they meet the needs of the district. • Strategic Planning Process – Kathy Helewa of NJSBA – has been completed. The group has developed 4 focus areas and the administration will develop an Action Plan to present to the Board. The action plan once shared with the Board will be shared with the group at a future meeting. • The Electronic version of a “Newsletter” is complete and is the first of many that will go out monthly.
ALLAMUCHY TOWNSHIP
<ul style="list-style-type: none"> • We have met with representatives from Township Committee to discuss the budget and the opportunities that are available to continue to work together to share services.
HACKETTSTOWN HIGH SCHOOL
<ul style="list-style-type: none"> • No Report
OTHER:
<ul style="list-style-type: none"> • Legal Update in Executive Session

XI. COMMITTEES 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

XII. BOARD COMMITTEE ACTION REPORTS

Operations

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

A. Budget Adjustments

Moved by J. Britt and seconded by W. Cramer.

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

Expense Budget Transfers	Fund 10	\$46,369.10
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(Appendix 2)

CARRIED: Motion carried unanimously by roll call vote

B. Bills List

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, that the general account bills list check #29958 through #30043 for a total amount of \$1,550,454.34 be approved for payment. (Appendix 3)

CARRIED: Motion carried by roll call vote.

V. Prudenti voted no

C. Student Activity

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, to approve the Student Activity Account in the amount of \$62,911.58 Investors Bank balance as of February 28, 2019.

(Appendix 4)

CARRIED: Motion carried unanimously by roll call vote

D. Sussex County Regional Coop Transportation

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, to approve the joint resolution for transportation services with the Sussex County Regional Cooperative for the 2019-2020 school year and includes a 4% administration fee.

CARRIED: Motion carried unanimously by roll call vote

E. Coordinated Transportation

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, to approve the Resolution for Participation in coordinated transportation for special needs, public, non-public and/or vocational students with Warren County Special Services School District for the 2019-2020 school year and includes a 4% administration fee.

CARRIED: Motion carried unanimously by roll call vote.

F. Eighth Grade Washington DC Trip - Chaperones

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, to approve the following staff members for the Washington D.C. trip on June 5, 6, 7 at the negotiated rate per contract

Jennifer Gallegly Michelle Ricci Vicki Patterson Marsha Koerner
Christine Rodriguez Scott Brady Sam Greco

CARRIED: Motion carried unanimously by roll call vote

G. Seventh Grade Overnight Camping Trip

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, to approve the following staff members for the Overnight Camping trip on May 28, 2019 and May 29, 2019 at the negotiated rate per contract.

Kate Stiner Debra DeAngelis Melissa Sabol Rob White
Scott Brady Brian Lohse Marsha Koerner

CARRIED: Motion carried unanimously by roll call vote

H. Preliminary 2019-2020 School Budget

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, to introduce the preliminary 2019-2020 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:

<i>Budget Amounts:</i>	
General Fund (11)	\$ 10,003,255
Capital Expenditures (12)	\$ 108,932
Special Revenue Fund (20)	\$ 181,500
Debt Service (40)	\$ 762,800
<i>Taxation Amounts (School Fiscal Year):</i>	
General Fund	\$ 9,075,073
Debt Service	\$ 700,394
Total Tax Levy	\$ 9,775,467

CARRIED: Motion carried unanimously by roll call vote

I. Approve the use of Tax Levy Adjustments for the 2019-20 Budget Year

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, that the Allamuchy Township Board of Education approves the Tax Levy adjustments for the 2019-2020 school year as follows:

Adjustment for the Increase in Health Care Costs	\$ 43,153
Use of Banked Cap Balance	\$ 43,792
Total Tax Levy Adjustments	\$ 86,945

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 2019-2020 budget year and has determined the need for banked cap and other tax levy adjustments for the 2019-2020 budget year as follows:

Need	Amount
Additional staffing for special education and counseling services	\$ 86,945

This need must be completed by the end of the 2019-20 budget year and cannot be deferred or incrementally completed over a longer period of time.

CARRIED: Motion carried unanimously by roll call vote

J. Special Education Medicaid Initiative (SEMI) Program

Moved by J. Britt and seconded by W. Cramer.

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 2018-2019 school year as the Allamuchy Township Board of Education would be fewer than 30 Medicaid eligible classified students.

CARRIED: Motion carried unanimously by roll call vote

K. Monthly Certification of Budget

Moved by J. Britt and seconded by W. Cramer.

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 February 28, 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:23-16.10 (c)4.
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 February 28, 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 February 28, 2019 with a total Governmental Funds Account cash balance of \$ 533,471.53. (Appendix 5)

CARRIED: Motion carried by roll call vote.

V. Prudenti voted no

L. Comprehensive Annual Financial Report (CAFR)

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, to accept the Comprehensive Annual Financial Report (CAFR) and the Auditor's Management report for fiscal year ended June 30, 2018. (Appendix 6)

Auditor's recommendations:

1. Administrative Practices and Procedures – NONE
2. Financial Planning, Accounting and Reporting – All overtime be authorized by written approval

3. School Purchasing Program – NONE
4. School Food Service – NONE
5. Student Activity Funds – NONE
6. Application for State School Aid – NONE
7. Pupil Transportation – NONE
8. Facilities and Capital Assets – NONE
9. Lease Purchase Agreements - NONE
10. Miscellaneous – NONE
11. Status of Prior Years’ Audit Findings/Recommendations
All overtime be authorized by written approval

CARRIED: Motion carried unanimously by roll call vote

Human Resources

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

A. Tuition Students

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to approve the children of employees Michelle Ricci, and Catherine Cefaloni to attend the Allamuchy Township School District for the 2019/2020 school year.

CARRIED: Motion carried unanimously by roll call vote

B. Leave of Absence

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to approve Michelle Cleere for a Leave of Absence around March 13, 2019 and returning in September 2019.

CARRIED: Motion carried unanimously by roll call vote

C. Resignation

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to accept with regret the resignation of Theresa Sparacino effective March 15, 2019.

CARRIED: Motion carried unanimously by roll call vote

D. Resignation

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to accept with regret the resignation of Danielle Pulver, School Nurse effective May 10, 2019.

CARRIED: Motion carried unanimously by roll call vote

E. Substitute Nurse

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to approve Danielle Pulver as a substitute Nurse for the 2018/2019 School Year.

CARRIED: Motion carried unanimously by roll call vote

F. Substitute Bus Driver

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to approve William Hulse a substitute Bus Driver for the 2018/2019 School Year at a rate of \$20.00 an hour.

CARRIED: Motion carried unanimously by roll call vote

G. Bus Driver

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to approve Robin Vitullo as a Bus Driver for the 2018/2019 School Year at \$20.00 an hour effective April 1, 2019 pending a Criminal History Check and the understanding that he will secure his Air Brake Certification.

CARRIED: Motion carried unanimously by roll call vote

H. Substitute Custodial/Maintenance

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to approve Robin Vitullo as a custodian/maintenance for the 2018/2019 School Year at \$13.00 an hour effective April 1, 2019.

CARRIED: Motion carried unanimously by roll call vote

I. Maternity Leave Replacement

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to approve Christine Moschella as a maternity leave replacement effective 3/11/19 at a pro-rated amount of \$57,498.

CARRIED: Motion carried unanimously by roll call vote

J. School Nurse

Moved by G. Cusmano and seconded by W. Cramer.

BE IT RESOLVED, to approve Jodie DeCostanza as School Nurse on or about May 11, 2019, Step 10 BA-30, \$54,578 prorated.

CARRIED: Motion carried unanimously by roll call vote

Education

A. Class Trips

Moved by C. Green and seconded by W. Cramer.

BE IT RESOLVED, to approve the following class trips for the 2018/2019 school year.

Teacher	Grade	Date	Brief description of trip	Location	Bus Cost	Student Cost	Approximate Total Cost	Funded by
DeAngelis	5	4/15/19	Team Building	Fairview Camp YMCA	\$200	\$1476	\$200	Students and ATS
Chudley	4	5/9/19	Rizzo's Wildlife	Flanders, NJ	\$200	\$624	\$824	Students
Ricci	7/8	5/14/19	Holocaust	Raritan Valley College	\$400	\$204.75	\$400	Raritan Valley College and Students
Aussems	3	5/31/19	Passsport to plants	Sussex County Fair Grounds	\$200	\$424	\$624	Students
Baglio	4	6/5/19	Quiet Valley Farm	Stroudsburg, PA	\$200	\$234	\$434	Students

CARRIED: Motion carried unanimously by roll call vote

Governance

A. HIB Report

Moved by V. Prudenti and seconded by W. Cramer.

BE IT RESOLVED, to accept the HIB Report from the Board of Education meeting held on February 25, 2019.

CARRIED: Motion carried unanimously by roll call vote

XIII. OLD BUSINESS

XIV. BOARD DISCUSSION

XV. EXECUTIVE SESSION MOTION

Moved by J. Britt and seconded by W. Cramer.

BE IT RESOLVED, WHEREAS, the Board of Education must discuss subjects concerning personnel issue 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: Motion carried unanimously by roll call vote

Executive Session

Moved by C. Green and seconded by V. Prudenti.

BE IT RESOLVED, that the Board of Education has been in executive session for 13 minutes for the purpose of legal issue. The matters that were discussed will be disclosed to the public as soon as possible once the reasons for nondisclosure no longer exist.

CARRIED: Motion carried unanimously by roll call vote

XVI. ADJOURNMENT

Moved by W. Cramer and seconded by V. Prudenti.

BE IT RESOLVED, to adjourn.

CARRIED: Motion carried unanimously by voice vote

Time: 9:05 p.m.