



Board of Education
Regular Meeting Minutes
July 25, 2022 7:30pm

I. CALL TO ORDER

A. The regular meeting of the Allamuchy Township Board of Education held on July 25, 2022 is called to order at 7:30 p.m. by Lisa Strutin, Board President.

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
Abigail Christmann	X	
Giovanni Cusmano		X
Harriett Gaddy	X	
Maryann Gibbs	X	
Craig Green		X
Lisa Moyer		X
Venita Prudenti		X
Mary Renaud	X	
Lisa Strutin, President	X	

Also Present: Dr. Melissa Sabol, Superintendent of Schools

Ms. Danielle Tarvin, Board Secretary
Jonathan Busch, Board Attorney

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 June 29, 2022, be approved. (Appendix 1A)
- B. BE IT RESOLVED, that the minutes of the executive session held on June 29, 2022, be approved. (Appendix 1B)
- C. BE IT RESOLVED, that the minutes of the Board Retreat held on June 25, 2022, be approved. (Appendix 1c)

Motion Made By: Ms. Renaud
Seconded By: Dr. Gaddy

Board Member	Yes	No	Abstain
Abigail Christmann	X		
Giovanni Cusmano			
Harriett Gaddy	X		
Maryann Gibbs	X		
Craig Green			
Lisa Moyer			
Venita Prudenti			
Mary Renaud	X		
Lisa Strutin, President	X		

Motion Carried

VI. CORRESPONDENCE - None

VII. STUDENT REPRESENTATIVE REPORT - None

VIII. ACKNOWLEDGEMENTS

Dr. Sabol announced the Summer Star Students of the Month.

Grade	Name	Pillar of Character
K	Levi Freeborn	Hard Work and Responsibility
2	Jackson Turney	Hard Work and Responsibility
Middle School	Delaney Hartman	Responsibility
Staff Member of the Month:		

IX. PRESENTATIONS - None

X. PRESIDENT’S REPORT

Mrs. Strutin congratulated students on their acknowledgement. She also reviewed the District Social Media Policy with the Board. Mrs. Strutin congratulated Jessica Ervy and Riley Ferguson on their participation with summer programs. Mrs. Strutin also thanked Anthony Cetani for volunteering at Rutherford Hall.

XI. COMMITTEE REPORTS

- A. Operations (M. Renaud) - normal planning
- B. Human Resources (H. Gaddy, Chair) - normal planning, a few new hires on the agenda
- C. Education (L. Strutin, Chair) - approving curriculum writing, CPR for Rutherford Hall, Smartboard Training, AC- October Board Training, Ms. Renaud- Spring Law Forum
- D. Governance (C. Green, Chair)- Policy updates, district board goals
- E. Town Council Liaison (M. Renaud, A.Christmann) - no report
- F. Rutherford Hall Committee (A. Christmann) - purchases for camp, dock, garden, part-time cleaning, items for disposal/donation, no foundation meeting, friends- number of new members
Rutherford Hall Liaison (A. Christmann, M. Renaud)
- G. Hackettstown Board of Education Representative (H. Gaddy)- July 20 Superintendent reported that internet use should be monitored by parents, safe return plan has been updated, analyzing results of security survey to discuss adding a class 3 police officer
- H. PTO Liaison (C. Green)- no report

XII. SUPERINTENDENT’S REPORT

The Green Team will maintain the Mountain Villa Outdoor Classroom. Summer Intervention included reading specialists, use of the outdoor classroom, and SRO visits. We are required to administer Start Strong in September. The data is shared quickly. Trees on Johnsonburg that block the view of the solar panel needed to be cleaned up. This has been resolved.

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

Student Enrollment for Allamuchy Township School District

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
PK										
K										
1										
2										
3										
4										
5										
6										
7										
8										
Total										
9th										
10th										
11th										
12th										
Total										
GT										

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.*

None

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.

Marsha Carter requested that the board consider hiring a permanent substitute teacher.

XV. BOARD COMMITTEE ACTION REPORTS

A. Operations

On Behalf of the Operations Committee, I hereby move resolutions 1-6

1. Budget Adjustments (Appendix 2)
approve budget adjustments for April, May and June 2022 from funds 10 and 20
2. Bills List (Appendix 3)
 - a) approve for payment the general account bills list checks from 06/23/22 to 07/25/22 in the amount of \$769,410.97.
 - b) accepts the payroll registers for June 30, 2022 and July 15, 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 June 30, 2022 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 June 30, 2022 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 June 30, 2022 with a total Governmental Funds Account cash balance of \$46,841.57
 - d) Student Activity Account (Appendix 5)
approve the Student Activity Account in the amount of \$50,427.66 as of 6/30/22

4. Contracts for renewal/annual payment due:
 - a. Hackettstown High School - special education and general education for the 2022-2023 school year
 - b. Follett (Destiny Library Management System) - \$4,617.54
 - c. JDM Group - \$4819 per month for 2022-2023 and \$5060 per month for 2023-2024
 - d. E2e Consultants (Erate Management) - \$5,530 for all services

5. Polish School Educational Corporation (Appendix 6)
approve the annual contract to host the Polish School Educational Corporation; 12 classrooms plus the great room; \$360 per day.

6. Amending the Signatories of Investors Bank Accounts
approve the amendment to signatories to include Danielle Tarvin-Griffith on the following accounts Salary Account X0663, Payroll Agency Account X0671, Cafeteria Account X0698, Unemployment Comp Ins Fund Account X0738, Health Care Account X1190, Employee Holding Account X1701, and General Account X0655 effective 7-1-2022

Motion Made By: Ms. Renaud
Seconded By: Ms. Christmann

Board Member	Yes	No	Abstain
Abigail Christmann	X		
Giovanni Cusmano			
Harriett Gaddy	X		
Maryann Gibbs	X		
Craig Green			
Lisa Moyer			
Venita Prudenti			
Mary Renaud	X		
Lisa Strutin, President	X		

Motion Carried

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 1-2

1. Personnel

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

Name	Position	Notes	Step/Salary	Start Date
Tara Olezeski	Paraprofessional Full-time	22-23 School Year	Step 1, Paraguide \$20,080	9/1/2022
Dorothy Buel	Social Worker		MA Step 20 \$84,988	9/10/2022 *
Gretchen Stefankiewicz	Psychologist	Shared Service with Knowlton (Appendix 7)	\$43,253 (.5 FTE)	9/1/2022
Jack Patterson	Summer Custodian Sub		\$15/hour	7/25/2022
Pat Gardiner	Stipend: Preschool Program Secretary	Additional duties to manage registration and tuition	\$2000	8/1/2022

*earlier pending release of current employer

2. Lateral Move

approve the following lateral moves on the guide, effective September 1, 2022.

Lateral Guide Movement	Sarah DeMary	Move to Step 3 Masters +15	\$60,688
Lateral Guide Movement	Kaitlyn Plegar	Step 3 Masters	\$59,488

Motion Made By: Dr. Gaddy

Seconded By: Mrs. Gibbs

Board Member	Yes	No	Abstain
Abigail Christmann	X		
Giovanni Cusmano			

Harriett Gaddy	X		
Maryann Gibbs	X		
Craig Green			
Lisa Moyer			
Venita Prudenti			
Mary Renaud	X		
Lisa Strutin, President	X		

Motion Carried

C. Education

On Behalf of The Education Committee I hereby move resolution 1-3

1. Workshops
approve the attendance at the following workshops

Name of Staff Member	Date of Workshop	Title of Workshop	Cost of Workshop	Mileage
Board Member: Mary Renaud	7/13/2022	Spring School Law Forum	\$299	0
Board Members and Admins	10/24 - 10/26	NJSBA - Atlantic City	Group Rate \$2100	157
Teachers and Paras	Sept. 1, 2022	SmartBoard Training	\$2890	On Site
All Staff	Throughout the year	CPR through RH		On Site

2. Field Trips
approve the following requests for field trips
3. Curriculum Writing
approve Chrissie Wendel and Joanne Ferguson to write the K-5 Language Arts (up to 20 hours) and Middle School Civics (up to 10 hours) curriculum respectively. \$35/hour

Motion Made By: Mrs. Strutin
Seconded By: Dr. Gaddy

Board Member	Yes	No	Abstain
Abigail Christmann	X		
Giovanni Cusmano			
Harriett Gaddy	X		
Maryann Gibbs	X		
Craig Green			
Lisa Moyer			
Venita Prudenti			
Mary Renaud	X		
Lisa Strutin, President	X		

Motion Carried

D. Governance

On Behalf of The Governance Committee I hereby move resolutions 1-4

1. Strauss Esmay Policy Alert 227 (Appendix 8)
approve the following policies for first reading per Strauss Esmay Alert 227

Policy/Reg	Section	Title
Policy 2415.04	PROGRAM	Title 1 - District-wide parent and family engagement (M)
Policy 2415.50 2415.51	PROGRAM	Title 1 - School Parent and Family Engagement (M)
Policy 2416.01	PROGRAM	Postnatal Accommodations for Students
Policy 3161	TEACHING STAFF MEMBERS	Examination for Cause
Policy 4161	SUPPORT STAFF MEMBERS	Examination for Cause

2. Strauss Esmay Policy Alert 226 and 227 (Appendix 9)
approve the following policies and Regulations for second reading per Strauss Esmay Alert 226 and 227

Policy/Reg	Section	Title
Policy 2417	PROGRAM	Student Intervention and Referral Services (M)
Policy 2431.4	PROGRAM	Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)
Reg. 2431.4	PROGRAM	Same as above
Policy 5512	STUDENTS	Harassment, Intimidation, and Bullying (M)
Policy 7410	PROPERTY	Maintenance, and Repair
Reg 7410	PROPERTY	Same as above

3. District Goals (Appendix 10)

approve the following as district goals for the 2022-2023 school year:

Goal 1: The district will: Optimize the Curriculum to promote [The Allamuchy Learner](#).

Objective:

1. To develop a schedule for curricular revisions and updates and ensure compliance.
 - A. Reconstruct the curriculum advisor position to ensure that:
 1. Curriculum is updated at appropriate intervals
 2. All required elements are present in the current curriculum
 3. Curriculum format is standardized for all subject areas.

Goal 2: The district will: Foster a physically and emotionally safe and secure learning community where students can grow as learners and citizens while developing a sense of ownership within the community.

Objective:

1. Create awareness of current communication tools utilized by the district to promote community involvement.
 - A. Explore the reliability of our student management system to generate communication
 - B. Explore utilizing Realtime for school-wide or large group communications to increase the success of delivery.
 - C. Generate and enact procedures and processes for school visitors.
 - D. Explore and implement a background check system like Raptor
 - E. Increase school security by exploring and hiring security guards for the buildings.

Goal 3: The district will: Articulate District communications to all community stakeholders establishing ATSD as the “HUB”.

Objective:

1. To update the website regularly and evaluate for ease of navigation
 - A. Continue to evaluate the district website for ease of

- navigation and effective communication
- B. Host quarterly public forums to keep the community abreast of school information and topics
- C. Ensure that the public is aware of the web address
- D. Enhance the utilization of Twitter and Instagram by classroom, school, Rutherford Hall, and the district.

Goal 4: The district will: Enhance and maintain facilities, technologies, and classrooms to facilitate the growing needs of the school population and community.

Objectives:

1. Maintain and enhance student and teacher access to technology
 - A. Continue to utilize human resources to maximize the use of technology in our programming
 - Technology plan
 - B. Explore ways to increase funding for additional display boards
 2. Keep current with the best practices for classroom instruction utilizing the classroom spaces to enhance learning.
 - A. Pursue acquisition of the LRFP and take steps towards a referendum for all school-owned facilities
 - B. Increase utilization of Rutherford Hall through the school with a focus on:
 1. Maintenance
 2. Trips
 3. Educational and Vocational opportunities
 4. Security - install cameras on the exterior of the facility.
4. Board Goals (Appendix 11)
 approve the following as Board goals for the 2022-2023 school year:
1. **Complete the board’s self-evaluation**
 2. **Develop an in-district onboarding process for our new board members by December 2022**
 3. **Engage in professional development once every quarter of the school year on the following topics:**
 - Team building and conflict-resolution
 - Superintendent Evaluation Process
 - School board member ethics training
 - Topic -to be determined based on identified needs

Motion Made By: Ms. Renaud

Seconded By: Dr. Gaddy

Board Member	Yes	No	Abstain
Abigail Christmann	X		
Giovanni Cusmano			

Harriett Gaddy	X		
Maryann Gibbs	X		
Craig Green			
Lisa Moyer			
Venita Prudenti			
Mary Renaud	X		
Lisa Strutin, President	X		

Motion Carried

E. Rutherford Hall

On Behalf of The Rutherford Hall Committee I hereby move resolutions 1-2

1. Purchases for Rutherford Hall
approve the following purchases:

Expense	Funding Source	Proposed Expense	Check for Past Expense
Home Depot - Rutherford Hall Air Conditioners	Fund 60		1,647
Home Depot - Dock supplies	Fund 60		86.90
Lowes - Dock lumber and supplies	Fund 60		583.24
Home Depot - Health U Explore Day Supplies	Sustainability / Outdoor Ed. Account		40.82
Lowes - Garden Lumber	Fund 60 Garden Sponsors		386.64
Home Depot - storage shelves and containers for RH	Fund 60		211.84
Kirk Allen Trucking - Fill for Garden	Fund 60 Garden Sponsors		361
Harry Potter Camp Supplies - Eric Freedman	Fund 60 Camp Revenue		38.17
Rich Sharrett machine rental (complete)	Fund 60 Garden Sponsors		536.77
Artstitution	Fund 60		1,440
Charcuterie	Fund 60		2,400

Wedding tent reimbursement	Fund 60		1,800
Chef it up	Fund 60		820
St. Clares CPR (complete)	Fund 60		84.50
Tranquility Store	Fund 60 Camp Revenue		260
Replacement tent leg pole	School Funds	100	
St. Clares CPR (proposed)	Fund 60	400	
PVPOA Pool rental July	Fund 60 Camp Revenue	700	
PVPOA Pool rental August	Fund 60 Camp Revenue	400	
Waterslide rental	Fund 60 Camp Revenue	638.50	
Dunk tank rental	Fund 60 Camp Revenue	230	
Cotton candy machine rental	Fund 60 Camp Revenue	120	
Snow cones machine rental	Fund 60 Camp Revenue	150	
Ramseys boat repair	School Funds	100	
Rich Sharrett machine rental (proposed)	Fund 60 Garden Sponsors	300	
Bowling Laser Tag Field Trip	Fund 60 Camp Revenue	900	
Miniature Golf Field Trip	Fund 60 Camp Revenue	280	
Rock Climbing Field Trip	Fund 60 Camp Revenue	600	
Tranquility Farms Ice Cream Field Trip	Fund 60 Camp Revenue	322	
Zoo Field Trip	Fund 60 Camp Revenue	320	
Ropes Course Field Trip	Fund 60 Camp Revenue	660	
Sussex County Field Trip	Fund 60 Camp Revenue	550	
Home Depot - storage shelves and containers for RH	Fund 60	250	
ACA	School Funds	260	
Tent stakes and straps	School Funds		

		550	
Food Store Camp Supplies	Fund 60 Camp Revenue	100 (estimated)	

2. Rutherford Hall Cleaner
approve Ann Longyore as the cleaner for Rutherford Hall. Rutherford Hall will be cleaned weekly in accordance with the event schedule at the rate of \$20/hour, about 10 hours per week.
3. Grant Application
pre approval to apply for up to \$7500 camp grant through the New Jersey Department of Health
4. Donation Items (Appendix 12)
approve the list of items pictured in the appendix for donation or disposal if donation is not possible.

Motion Made By: Ms. Christmann

Seconded By: Ms. Renaud

Board Member	Yes	No	Abstain
Abigail Christmann	X		
Giovanni Cusmano			
Harriett Gaddy	X		
Maryann Gibbs	X		
Craig Green			
Lisa Moyer			
Venita Prudenti			
Mary Renaud	X		
Lisa Strutin, President	X		

Motion Carried

XVI. OLD BUSINESS

Board members should complete their self evaluations by September 1, 2022.

XVII. PUBLIC COMMENTS GENERAL- None

XVIII. FOR THE GOOD OF THE ORDER

Lisa Strutin formally congratulated Mrs. Gibbs on her board appointment and she welcomed the new Business Administrator.

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.

Motion Moved by: Ms. Christmann

Seconded by: Dr. Gaddy

MOTION CARRIED by unanimous voice vote

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 the findings of the HIB investigations.

Motion Made By: Ms. Christmann

Seconded By: Dr. Gaddy

Board Member	Yes	No	Abstain
Abigail Christmann	X		
Giovanni Cusmano			
Harriett Gaddy	X		
Maryann Gibbs	X		
Craig Green			
Lisa Moyer			
Venita Prudenti			
Mary Renaud	X		
Lisa Strutin, President	X		

Motion Carried

XX. ADJOURNMENT

Motion made at 8:49pm to adjourn the meeting by Ms. Christmann and seconded by Dr. Gaddy.

Motion carried by unanimous voice vote.

Respectfully submitted,

Danielle Tarvin-Griffith

Danielle Tarvin-Griffith
School Business Administrator/Board Secretary