



**Board of Education  
Regular Meeting Minutes  
March 20, 2023 7:30pm**

**I. CALL TO ORDER**

A. The regular meeting of the Allamuchy Township Board of Education held on March 20, 2023 is called to order at 7:30 p.m. by Lisa Strutin.

B. Statement of Compliance with Open Public Meetings Act

Statement by the Board President: *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, 2023 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
Stacy Bockbrader	X	
Abigail Christmann	X	
Harriett Gaddy	X	
Maryann Gibbs	X	
Craig Green	X	
Lisa Moyer	X	
Mary Renaud, V. President	X	
Lisa Strutin, President	X	

Also Present: Dr. Melissa Sabol, Superintendent of Schools  
Ms. Danielle Tarvin, Board Secretary  
Ms. Alyssa Weinstein, Board Attorney

**III. PLEDGE OF ALLEGIANCE**

**IV. MISSION AND VISION**

Our Mission is to Promote the Allamuchy Learner

Our Vision of the Allamuchy educational program is to develop young people who are curious, well rounded, knowledgeable, caring, respectful and responsible so that they may evolve into self-sufficient and confident citizens and members of a diverse society.

**V. APPROVAL OF MINUTES**

BE IT RESOLVED, that the minutes of the regular board meeting held on March 6, 2023, be approved. ([Regular Meeting Minutes 3.6.23](#))

BE IT RESOLVED, that the minutes of the executive session held on March 6, 2023, be approved. ([Executive Session Minutes 3.6.23](#))

A motion was made by Ms. Christmann, seconded by Mrs. Gibbs to amend the minutes to reflect no vote for Governance #2 for Mrs. Moyer and to remove board meeting date change from good of the order.

Motion: Gaddy		Second: Gibbs		
Board Member	Yes	No	Abstain	Absent
Stacy Bockbrader	X			
Abigail Christmann	X			
Harriett Gaddy	X			
Maryann Gibbs	X			
Craig Green	X			
Lisa Moyer	X			
Mary Renaud	X			
Lisa Strutin	X			

**VI. CORRESPONDENCE**

**VII. STUDENT REPRESENTATIVE REPORT**

**VIII. ACKNOWLEDGEMENTS**

**March**

Grade	Name	Pillar of Character
Pre-K	Declan Jerauld	Responsibility
K	Stone Clarke	Kindness
1	Madeleine Reyes	Kindness
2	Alhassan Farag	Perseverance
3	Reese Acquavella	Responsibility
4	John Brown	Caring
5	Charlie Providakis	Kindness and Respect
6	Selma Wyar	Caring
7	Jason Steeples	Responsibility
8	Riley Bradica	Respect
Staff Member of the Month: Michelle Ricci		

## IX. PRESENTATIONS

None

## X. PRESIDENT'S REPORT

Mrs. Strutin announced that there would be a special meeting on 4/4 for Board Vacancy interviews and Ethics Training and that the Vacancy will be open until 3/28 for applications. Mrs. Strutin also congratulated the staff and students who were recognized. Mrs. Thornton will be replacing our current NJSBA rep due to retirement.

## XI. COMMITTEE REPORTS

Operations (M. Renaud) - preliminary budget will be submitted to the county for approval, next month budget presentation, elevator contract  
Human Resources (H. Gaddy, Chair) - 1 resignation  
Education (M. Gibbs, Chair) - upcoming field trips  
Governance (C. Green, Chair)- 8 polices for 1st read, 10 policies for 2nd read  
Town Council Liaison (A.Christmann, C. Green) - 4/29 Allamuchy Day  
Rutherford Hall Committee (A. Christmann) - Upcoming tours and events- check website  
Rutherford Hall Liaison (A. Christmann, M. Renaud)  
Hackettstown Board of Education Representative (H. Gaddy)- revised calendar, Tiger grant, Centenary scholarship, Spring Break revised, Superintendent Search Ongoing  
PTO Liaison (C. Green)- upcoming events: Book Fair, Family Fun Night, Skyzone, Tricky ray, Spring Dance, Clothing Drive  
Green Team Liaison (A. Christmann)- None

**XII. SUPERINTENDENT’S REPORT**

HIB Report: 2 investigations, 1 confirmed  
Suspensions: in-school, 1 out of school  
Enrollment By Grade

**Student Enrollment for Allamuchy Township School District**

	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
PK	34	35	35	35	35	35	36			
K	37	38	38	36	36	36	36			
1	41	41	40	40	40	40	40			
2	47	47	47	47	47	47	47			
3	29	30	29	29	29	29	29			
4	48	48	48	48	48	48	48			
5	57	57	57	56	56	56	56			
6	45	45	45	44	44	44	44			
7	56	56	56	53	54	55	54			
8	31	31	30	30	30	30	30			
Total	426	429	425	418	419	420	420			
9th	37	37	38	38	38	38	37			
10th	36	35	35	35	35	35	35			
11th	41	40	40	40	39	39	39			
12th	40	40	39	39	39	39	39			
Total	154	152	152	152	151	151	150			
GT	580	581	577	570	570	571	571			

Additional Items- 2 HIB investigations- 1 confirmed, 1 Out of school suspension  
Upcoming events- chess tournament, Harlem Wizards assembly, Harlem Wizards Fundraiser at Centenary, Open Forum on ease of access to social media, vape, substances, NJ Cap Parent Meeting, 7th Grade Math Fair, Skyzone (check out the promo video)

**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**

Statement by the Board President: *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**

### **Operations**

*On Behalf of the Operations Committee, I hereby move resolutions 1-11*

1. Budget Adjustments ([Budget Adjustments](#))  
approve budget adjustments for February 2023 from funds 10 and 20
2. Bills List ([Bills List](#))
  - a) approve for payment the general account bills list checks from 2/28/23 to 3/20/23 in the amount of \$1,663,177.51.
  - b) accepts the payroll registers for February 28, 2023 and March 15, 2023.
3. Monthly Certification of Budget (Board Secretary Reports Fund [10](#), [20](#), [40](#), [60](#)), ([Treasurer Report](#)), ([Deposits in Transit](#)), (Bank Reconciliation [10](#), [20](#), [40](#), [60](#))
  - 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 February 28, 2023 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23A-16.10 (c) 3.
  - 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 February 28, 2023 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:23A-16.10 (c) 4 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 28, 2023 with a total Governmental Funds Account cash balance of \$899,169.71.
4. Student Activity Account ([Student Fund Report](#))  
approve the Student Activity Account in the amount of \$43,941.12 as of 2/28/23
5. Retirement  
approve the following payouts in the amount shown

Name	Calculation	Total Payout
Kay, Tina	7/1/23 - \$3500 7/1/24 - \$3500	\$7,000 *

\*Payment for unused sick days upon retirement will be paid by the district over a minimum of two years, with the first payment (50%) issued July 1st of the calendar year following retirement and the remainder to be paid July 1st (50%) of the year following the first payment.

\*\*1st payout (50%) will be given in the current fiscal year that notice is given, 2nd payment (50%) will be given no later than the first business day of the second fiscal year.

6. Preliminary 2023-2024 School Budget

authorize the School Business Administrator to submit the preliminary budget to the Warren County Office of Education for compliance and approval for advertisement in the NJ Herald as follows:

Budget Amounts:

General Fund (11) 11,553,557  
 Transfer to Charter School (10) 26,738  
 Capital Expenditures (12) 0  
 Special Revenue Fund (20) 203,029  
 Debt Service (40) 767,000  
 Total 12,550,324

Taxation Amounts (School Fiscal Year)

General Fund 9,908,150  
 Debt Service 704,250  
 Total Tax Levy 10,612,400

The public hearing on the budget for the 2023-24 school year will be held at ATS on April 24, 2023 at 7:30.

7. Travel and Related Expenses

WHEREAS, Pursuant to N.J.S.A. 18A:11-12, in each pre-budget year, the Allamuchy Board of Education is required to establish a maximum travel expenditure amount for the budget year which may not be exceeded; and WHEREAS, The Board of Education has determined that the maximum travel expenditure amount includes all travel that is supported by State and local funds; and WHEREAS, The Board of Education had previously established a maximum amount for the pre-budget year 2022-2023 as \$25,000 and has expended \$847.74 to date; and WHEREAS, The Board of Education has elected to exclude travel expenditures supported by federal funds from the maximum travel expenditure amount; and RESOLVED, That the Allamuchy Board of Education hereby establishes the maximum travel expenditure amount for the 2023-2024 school year as \$25,000.

8. Tuition Rates

approve the following tuition rates for the 2023-2024 school year

Program	Enrolled on/after July 1, 2019	Enrolled prior to July 1, 2019
MD/ERI	\$26,505	\$26,505
Preschool Disabled	\$17,376	\$17,376
Full Day Kindergarten	\$9,726	\$8,246
Elementary and Middle School	\$9,726	\$8,246
Staff Dependents	\$9,726	\$1295

9. Champion Elevator (Champion Elevator Contract)

approve the contract with Champion Elevator Company to provide regular maintenance

10. Tuition Student

accept kindergarten tuition student, 1308, to enroll in Mountain Villa School for the 2023-2024 school year with a tuition of \$9,726 where \$972.60 is due on the first day of each month, August - May.

11. Prevention Specialists Incorporated (PSI Contract)

agree to the DOT Clearinghouse contract to provide CDL employees with required drug and alcohol testing.

Motion: Renaud		Second: Gaddy		
Board Member	Yes	No	Abstain	Absent
Stacy Bockbrader	X	#10		
Abigail Christmann	X			
Harriett Gaddy	X			
Maryann Gibbs	X			
Craig Green	X			
Lisa Moyer	X	#10		
Mary Renaud	X			
Lisa Strutin	X			

**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	Effective Date

2. Resignations

Name	Position	Notes	Effective Date
Nappa, Christopher	Paraprofessional	Resignation	3/10/2023

Motion: Gaddy		Second: Green		
Board Member	Yes	No	Abstain	Absent
Stacy Bockbrader	X			
Abigail Christmann	X			
Harriett Gaddy	X			
Maryann Gibbs	X			
Craig Green	X			
Lisa Moyer	X			
Mary Renaud	X			
Lisa Strutin	X			



## Education

*On Behalf of The Education Committee I hereby move resolution 1-2*

### 1. Workshops

approve the attendance at the following workshops

Name of Staff Member	Date of Workshop	Title of Workshop	Cost of Workshop	Mileage Reimbursement (.47/mile)
Thomas, Anna	4/27/23	Strategies for Effective Bystander Intervention (Virtual)	\$0	0
Thomas, Anna	3/30/23	Understanding the Needs of LGBTQIA+ Youth (Virtual)	\$0	0
Serraino, Nicholas	3/29/23	Sustainable Jersey for School Grant Award Event (TCNJ, Ewing, NJ)	\$0	0

### 2. Field Trips

approve the following requests for field trips

Teacher Requesting	Grade/ Class	Destination	Date of Trip	Cost to students
Price, Sarah	MD	Bockbrader Farm (Allamuchy, NJ)	4/19/2023	\$0
Samiljan, Robin	K	Turtle Back Zoo (West Orange NJ)	4/27/2023	\$15
Thomas, Anna	Battle of the Books Grades 7-8 (3 students)	North Warren Regional (Blairstown, NJ)	5/9/2023	\$0
Baglio, Nancy	5th grade (6 students)	Rubik's Cube , Strategic Thinking Day (Memorial School Washington Boro School District)	3/30/2023	\$0
Baglio, Nancy	4th grade	Quiet Valley Historical Farm (Stroudsburg, PA)	6/5/2023	\$16

Motion: Gibbs		Second: Gaddy		
Board Member	Yes	No	Abstain	Absent
Stacy Bockbrader	#2	#1		
Abigail Christmann	X			
Harriett Gaddy	X			
Maryann Gibbs	X			
Craig Green	X			
Lisa Moyer	#2	#1		
Mary Renaud	X			
Lisa Strutin	X			

### **Governance**

*On Behalf of The Governance Committee I hereby move resolutions 1-2*

1. New, Mandated, Revised or Recommended Regulations for **First Reading**( [Alert 229 Regulations](#))

Policy/Regulation	Section	Title	Notes
R2423	Program	Bilingual and ESL Education	Mandated Revised
R2425	Program	Emergency Virtual or Remote Instruction Program	Mandated New
R8140	Operations	Enrollment Accounting	Mandated Revised
R8330	Operations	Student Records	Mandated Revised
R8420.2	Operations	Bomb Threats	Mandated Revised
R8420.7	Operations	Lockdown Procedures	Mandated Revised

R8420.10	Operations	Active Shooter	Mandated Revised
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2. New, Mandated, Revised or Recommended Regulations for **Second Reading** ([Alert 229](#)), ([P5533](#))

Policy/Regulation	Section	Title	Notes
P0152	Bylaws	Board Officers	Revised and Recommended
P0161	Bylaws	Call, Adjournment, and Cancellation	Revised and Recommended
P0162	Bylaws	Notice of Board Meetings	Revised and Recommended
P2423	Program	Bilingual and ESL Education	Revised and Mandated
P2425	Program	Emergency Virtual or Remote Instruction Program	Revised and Mandated
P5200	Students	Attendance	Revised and Mandated
P5512	Students	Harassment, Intimidation, or Bullying	Revised and Mandated
P5533	Students	Student Smoking	Revised
P8140	Operations	Student Enrollments	Revised and Mandated
P8330	Operations	Student Records	Revised and Mandated

Motion: Green		Second: Gaddy		
Board Member	Yes	No	Abstain	Absent
Stacy Bockbrader	X			
Abigail Christmann	X			
Harriett Gaddy	X			

Maryann Gibbs	X			
Craig Green	X			
Lisa Moyer		X		
Mary Renaud	X			
Lisa Strutin	X			

**Rutherford Hall**

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

None

Motion:	Second:		
Board Member	Yes	No	Abstain
Stacy Bockbrader			
Abigail Christmann			
Harriett Gaddy			
Maryann Gibbs			
Craig Green			
Lisa Moyer			
Mary Renaud			
Lisa Strutin			

**XVI. OLD BUSINESS - None**

**XVII. PUBLIC COMMENTS GENERAL - None**

**XVIII. FOR THE GOOD OF THE ORDER**

Mrs. Moyer spoke about audience members commenting during the last board meeting.

**XIX. EXECUTIVE SESSION**

Enter Executive Session

Time: 8:05pm

Motion: Gaddy	Second: Green
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All In Favor?	Opposed?	Abstain?
X		

Exit Executive Session

Time: 8:38 pm

Motion: Gaddy      Second: Renaud		
All In Favor?	Opposed?	Abstain?
X		

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

- HIB
- ~~Attorney/Client Privilege~~
- Legal Matter
- Negotiations
- Superintendent Evaluation

*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**

*BE IT RESOLVED, that the Board of Education has been in executive session for the past 32 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 HIB investigation case number 12.
2. Be it resolved to uphold the findings of HIB investigation case number 13.

Motion: Gaddy		Second: Gibbs		
Board Member	Yes	No	Abstain	Absent
Stacy Bockbrader	X			
Abigail Christmann	X			
Harriett Gaddy	X			
Maryann Gibbs	X			
Craig Green	X			
Lisa Moyer	X			

Mary Renaud	X			
Lisa Strutin	X			

**XX. ADJOURNMENT**

8:38pm

Motion: Chrismann		Second: Gibbs
All In Favor?	Opposed?	Abstain?
X		