



**Board of Education  
Reorganization Meeting Minutes  
January 3, 2023 7:30pm  
Board of Education  
Reorganization Meeting Agenda  
January 3, 2023 7:30pm**

**I. CALL TO ORDER**

A. The scheduled reorganization meeting of the Allamuchy Township Board of Education held on January 3, 2023 is called to order at 7:32p.m. by Danielle Tarvin, Board Secretary.

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

Lisa Strutin	X	
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Also Present: Dr. Melissa Sabol, Superintendent of Schools  
Ms. Danielle Tarvin, Board Secretary

### 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. ELECTION RESULTS

Maryann Gibbs	Stacy Bockbrader	Mary Renaud	Various Write Ins	Total Votes Cast
1,556 votes	1,551 votes	1,362 votes	60 votes	6,963

### VI. OATH OF NEW/RE-ELECTED MEMBERS

Stacy Bockbrader  
Maryann Gibbs  
Mary Renaud

Board Member	Present	Absent
Stacy Bockbrader	X	
Abigail Christmann	X	
Harriett Gaddy	X	
Maryann Gibbs	X	
Craig Green	X	
Lisa Moyer	X	
Venita Prudenti		X
Mary Renaud	X	
Lisa Strutin	X	

### VII. ELECTION OF OFFICERS - Ms. Tarvin

A. President

Moved by Dr. Gaddy and seconded by Ms. Renaud to open the nominations for President.

Nominee	Nominated by
Mrs. Strutin	Ms. Renaud
Mrs. Gibbs	Mrs. Moyer

Moved by Ms. Renaud and seconded by Mr. Green to close the nominations for President.

Vote for: Mrs. Strutin

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

Mrs. Strutin elected as President of the Board.

***The Board President becomes the presiding official of the meeting at this time.***

B. Vice President

Moved by Ms. Christmann and seconded by Mr. Green to open the nominations for Vice President.

Nominee	Nominated by
Ms. Renaud	Mrs. Strutin
Mrs. Gibbs	Mrs. Moyer

Moved by Ms. Christmann and seconded by Mr. Green to close the nominations for Vice President.

Vote for: Ms. Renaud

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

Ms. Renaud elected as Vice President of the Board.

C. Representatives/Delegates

Moved by Ms. Christmann and seconded by Mr. Green

BE IT RESOLVED, to appoint the following representatives and delegates:

Position	Representative/Delegate
Hackettstown Board of Ed Liaison	Dr. Gaddy

NJSBA Delegate	Mrs. Strutin
WCSBA Delegate	Mrs. Bockbrader
Municipal Liaison - Allamuchy Twp	Ms. Christmann / Mr. Green
Legislative Chairperson	Mrs. Gibbs
Alternate Legislative Chairperson	Mr. Green
PTO Liaison	Mr. Green
Rutherford Hall Liaison	Ms. Renaud / Ms. Christmann
Green Team Liaison	Ms. Christmann

*Second part of the meeting will be conducted by the newly elected Officer(s)*

**VIII. NEW ROLL CALL**

Board Member	Present	Absent
Stacy Bockbrader	X	
Abigail Christmann	X	
Harriett Gaddy	X	
Maryann Gibbs	X	
Craig Green	X	
Lisa Moyer	X	
Venita Prudenti		X
Mary Renaud	X	
Lisa Strutin	X	

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

**IX. 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.*

None

## **X. REORGANIZATION ITEMS**

### **A. Annual Appointments**

BE IT RESOLVED, to approve the following appointments for the 2022-2023 School Year:

<b>Appointment</b>	<b>Appointee</b>	<b>Comments</b>
Board Secretary	Danielle Tarvin	
School Physician	Dr. Sanjay Jain	\$2,000 per annum
Auditor	Nisivoccia	
Board Attorney	Busch Law Group, LLC	
Special Education Attorney	Busch Law Group, LLC	
Special Attorney	Coughlin Duffy	
Special Attorney	Wilentz Spitzer & Goldman	
Project Architect	EI Associates	
Historical Architect	Eclectic Architecture, LLC	
Liability Insurance Agency	The Morville Agency (Arthur J. Gallagher; New Jersey Schools Insurance Group)	

<b>Appointment</b>	<b>Appointee</b>	<b>Comments</b>
Board Secretary	Danielle Tarvin	
School Physician	Dr. Sanjay Jain	\$2,000 per annum
Auditor	Nisivoccia	
Board Attorney	Busch Law Group, LLC	
Health Benefits Agent	Integrity Consulting Group	
Absence Management System	Frontline	
Time & Attendance System	Frontline	
Payroll Services	R&L Datacenters	
Board Administrative Systems & Functions	CDK Systems, Inc.	
Internet Provider	Lightpath	
Student Records Administration	Realtime Information Technology, Inc.	
Online Lunch Payment Platform	Payschools	
Policy Service Provider	Strauss Esmay	

BE IT FURTHER RESOLVED, to approve the following for the 2022-2023 School Year:

<b>Item</b>	<b>Description</b>
Policies	Adopt all existing policies and bylaws
Textbooks	Adopt all textbooks as currently in use and that any revisions be formally adopted in future meetings
Curricula	Adopt all written curricula as currently stated and that any revisions be formally adopted in future meetings
Bonding	Approve the bonding of the School Business Administrator, Board Secretary and all other employees as deemed necessary for the 2022-2023 school year as per State Law requirements
Memorandum of Agreement	Approve the Standing Memorandum of Agreement with Law Enforcement for the 2022-2023 school year

Purchasing Agent

WHEREAS, 18:18A-2 provides that the Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$32,000) be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS 18a:18a-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$44,000) be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution,

NOW THERE BE IT RESOLVED, that the Allamuchy Twp. Board of Education pursuant to the statutes cited above hereby appoints the Business Administrator as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Allamuchy Twp. Board of Education, and

BE IT FURTHER RESOLVED, that the Business Administrator is hereby authorized to seek competitive quotations when applicable and practicable and to award contracts when contracts in the aggregate exceed 15% of the bid threshold.

Investment of School Funds and Bank Depositories

BE IT RESOLVED, that the person currently employed as School Business Administrator is appointed as person responsible for the investment of school funds, and that the Investors Savings Bank and the State of New Jersey Cash Management Fund Foundation and other selected depositories for the Savings Accounts, Certificates of Deposit and other investment vehicles.

Bank Depositories

BE IT RESOLVED, to approve the Investors Bank, Washington, NJ with the following depository accounts.

<b>Account</b>	<b>Account Number</b>	<b>Number of Required Signatures</b>	<b>Checks Signed By</b>
General	DD00669900655	2	President or Vice President, School Business Administrator
Salary	DD00669900663	2	School Business Administrator, President
Payroll Agency	DD00669900671	2	School Business Administrator, Superintendent



Cafeteria	DD00669900698	2	School Business Administrator, Superintendent
Student Activity	DD00669900711	2	Superintendent or Principal, Secretary for the student activity account
Rutherford Hall	DD001001932802	2	School Business Administrator, Superintendent
Unemployment Comp. Ins. Fund	DD00669900738	2	School Business Administrator, Superintendent
Health Care Fund	DD00669901190	2	School nurse, Board Secretary
Employee Holding	DD00669901701	2	School Business Administrator, Superintendent

Transfers

BE IT RESOLVED, to permit the Chief School Administrator to approve such transfers as are necessary between meetings of the Board and that such transfers be reported to the Board, for ratification and recording in the minutes at a subsequent meeting of the Board, but not less than monthly as per NJSA 18A-22-8.1.

BE IT RESOLVED, to approve the issuance of monthly electronic funds transfers (EFTs) for the following accounts and to initiate and be disbursed by the business administrator or his/her designee and to be reviewed weekly by the superintendent:

Heartland  
 UNUM Life Insurance Company - Disability Insurance  
 Horizon/NJ Department of Health - Health Benefits for Retirees  
 Delta Dental  
 Jersey Central Power & Light  
 WEX (fuel for buses)

Payment

BE IT RESOLVED, to permit the School Business Administrator in conjunction with the Board President to audit and approve any account and demand to be paid prior to presentation to the Board Any such approval shall be presented to the Board for ratification at their next meeting as per NJSA 18A:19-4.1.

Procurement of Goods and Services through State Contract

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education", without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Allamuchy School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Allamuchy Board of Education desires to authorize its purchasing agent for the 2022-2023 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW THEREFORE, BE IT RESOLVED, that the Allamuchy School Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the district utilizing state approved vendors.

Newspaper

BE IT RESOLVED, that the New Jersey Herald or Express Times are designated as official newspapers for legal advertisements and that newspapers designated by the Chief School Administrator may be used for staff and administrative vacancies.

Staff Appointments

BE IT RESOLVED, to permit the Chief School Administrator to appoint staff members as deemed necessary between meetings of the Board and that such appointments be reported to the Board for ratification and reporting in the minutes at the next subsequent meeting of the Board as per NJSA 18A:27-4.1.

Meeting Dates

BE IT RESOLVED, to approve the official time and place of the Regular Board Meetings of the Allamuchy Township Board of Education for the 2023 calendar year as follows:

Meetings will be held at the Mountain Villa School, Great Room, 1686 Rt. 517, Allamuchy, NJ at 7:30 p.m. on each of the dates set forth below:

January 23, 2023  
February 27, 2023  
March 20, 2023  
April 24, 2023  
May 22, 2023  
June 26, 2023  
July 24, 2023  
August 21, 2023  
September 18, 2023  
October 30, 2023  
December 11, 2023  
January 2, 2024 – Reorganization Meeting (Tuesday)

Notices of any addition or changes to the above schedule will be posted in this location, and delivered to the newspaper and the Allamuchy Township Clerk as required by law.

Not to Exceed

BE IT RESOLVED, to approve the “Not to Exceed” printing and mailing for Public Relations not to exceed \$15,000.

BE IT RESOLVED, to approve the “Not to Exceed” travel reimbursement figure of \$25,000.

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

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 2022-2023 school year as \$25,000.

Allamuchy Parent Teacher Organization

BE IT RESOLVED, that the Board of Education recognizes the organization and activities of the Allamuchy Parent Teacher Organization for the purposes of Officer Liability and errors and omissions.

Rutherford Hall Foundation

BE IT RESOLVED, that the Board of Education recognizes the organization and activities of the Rutherford Hall Foundation for the purposes of Officer Liability and errors and omissions.

Friends of Rutherford Hall

BE IT RESOLVED, that the Board of Education recognizes the organization and activities of the Friends of Rutherford Hall for the purposes of Officer Liability and errors and omissions.

Compliance Positions

BE IT RESOLVED, to appoint the following persons to the Compliance Positions:

<b>Position</b>	<b>Appointed To</b>	<b>Current Holder</b>
Asbestos Hazard Emergency Response Act	School Business Administrator	Daneille Tarvin
Right to Know District	School Business Administrator	Daneille Tarvin
Integrated Pest Mgt.	School Business Administrator	Daneille Tarvin
OSHA Lockout/Tagout	School Business Administrator	Daneille Tarvin

Vocational/Educational Health & Safety	Superintendent	Melissa Sabol
Affirmative Action Officer	Superintendent	Melissa Sabol
Gender Equity Officer	Director of Special Education	Melissa Sabol
504 Officer	Director of Special Education	Melissa Sabol
Public Agency Compliance Officer	School Business Administrator	Danielle Tarvin
Working Papers Issuance Officer	Administrator	Jennifer Gallegly
Truant Officer	Administrator	Jennifer Gallegly
Custodian of Public Record	School Business Administrator	Danielle Tarvin
Health and Safety Officer	School Nurse	Jodie DeCostanza Scott Brady
Homeless Liaison	Supervisor of Student Support Services	Julie Profito
School Safety Specialist	Administrator	Jennifer Gallegly

Tax Shelter

BE IT RESOLVED, to allow the following Tax Shelter Annuities to market their product to the employees:

The Variable Annuity Life Insurance Company  
 AXA  
 Primerica

Flexible Benefits Plan

BE IT RESOLVED, to approve HealthEquity (formerly WageWorks) to administer the Medical Care Expense Reimbursement program and the Flexible Benefits Plan.

Comprehensive Equity Plan – Members of the Affirmative Action Team

BE IT RESOLVED, to reaffirm the following as members of the Affirmative Action Team: 9 of 12

Dorothy Buel	Danielle Tarvin	Samuel Greco
Julie Profito	Gina Davey	Melissa Sabol
Jennifer Gallegly	Christine Rodriguez	Robert White

Payroll checks

BE IT RESOLVED, for the 2022-2023 school year all permanent employees shall have direct deposit.

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		
Venita Prudenti				X
Mary Renaud	X			
Lisa Strutin	X			

**Motion carried**

**B. ADOPTION OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

*“The NJ Department of Education requires that each year the Boards of Education publicly acknowledge receipt of and compliance with the “Code of Ethics for School Board Members”, (18A:12-24.1).*

That the Allamuchy Twp. Board of Education publicly acknowledges the receipt of and compliance with the “Code of Ethics for School Board Members”, and that the board has adopted policies and procedures regarding the training of district Board of Education members on required Ethics knowledge.

Each Board member takes a turn and reads out loud a section of the Code of Ethics for Board Members.

**STATE OF NJ DEPARTMENT OF EDUCATION CODE OF ETHICS FOR SCHOOL BOARD MEMBERS (18A:12-24.1)**

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my board action to policy making, planning, and appraisal and I will help to frame policies and plans for those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution. (L.2001, c.178, s.5.)

Motion: Christmann		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			
Venita Prudenti				X
Mary Renaud	X			

Lisa Strutin	X			
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**Motion carried**

**C. Board Committees**

BE IT RESOLVED, to approve the following Board Committees; with membership to be determined by the Board President.

Board

	Governance	Education	Operations	Human Resources	Rutherford Hall
Chair					
Member					
Member					
Member					

Board Representative:

	Hackettstown BOE Representative	Town Council Liaison	Rutherford Hall Foundation
Representative			
Alternate	X		

Ad Hoc

	Negotiations	Insurance
Chair		
Member		
Member		
Member		

Motion: Christmann		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			
Venita Prudenti				X
Mary Renaud	X			
Lisa Strutin	X			

**Motion carried**

**VIII. PUBLIC COMMENT GENERAL**

Mrs. Tuohy commented on OSHA Lockout/Tagout requirements.

**IX. ADJOURNMENT**

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

**Motion carried by unanimous voice vote at 8:20pm.**

Respectfully submitted,

*Danielle Tarvin-Griffith*

Danielle Tarvin-Griffith

School Business Administrator/Board Secretary