

**HARDYSTON TOWNSHIP BOARD OF EDUCATION  
ANNUAL REORGANIZATION AND REGULAR MEETING MINUTES  
JANUARY 9, 2018  
7:00 PM – HARDYSTON MIDDLE SCHOOL LIBRARY**

**I CALL TO ORDER: by Board Secretary**

The Business Administrator/Board Secretary, James Sekelsky, called the 2018 Reorganization Meeting of the Hardyston Board of Education to order on January 9, 2018 at 7:00 p.m. in the Library of the Hardyston Middle School, 183 Wheatsworth Road, Hamburg, NJ.

The Business Administrator/Board Secretary, James Sekelsky read the Open Public Meetings Act statement. **“This is to advise the general public and to instruct that it be recorded in the Minutes that in compliance with Chapter 231 of the Public Law 1975, entitled, “Open Public Meetings Act”, Hardyston Township Board of Education posted a meeting notice setting forth the time, date, and location of this meeting at the Office of Hardyston Township Board of Education and on the district’s web site and mailed to the New Jersey Herald and to the Office of the Municipal Clerk of Hardyston Township.”**

**II PLEDGE OF ALLEGIANCE**

**III SCHOOL ELECTION RESULTS:**

For Three-Year (3) full term for membership on the Board of Education, Jeff Parrott, Sussex County Clerk, certified the following candidates were elected to the Hardyston Township Board of Education:

Nick Demsak  
Amie Ficacci  
Susan Lucarelli

The official certified results from the Sussex County Clerk’s Office will be on file in the Hardyston Township Board Office for review.

**Induction and Administration of Oath of Office** to the new and re-elected Board Members (N.J.S.A:18A:17.11) – Please rise, recite the oath of office, and sign as indicated in the presence of the Board Secretary.

- a. 3-year term: Nick Demsak
  
- b. 3-year term: Amie Ficacci
  
- c. 3-year term: Susan Lucarelli

**IV Roll Call**

Vacant	present
Ms. Donna Carey	present
Ms. Jen Cenatiempo	present
Mr. Nick Demsak	present
Mrs. Amie Ficacci	present

Mr. Ron Hoffman present  
Mrs. Susan Lucarelli present  
Mrs. Susana Pohl present  
Mr. David Van Ginneken present

Mr. Michael Ryder present  
Mr. James Sekelsky present

Quorum confirmed:  Yes  No

Special Guest(s) Present: Ms. Heidi Wohlleb, Auditor  
Mr. Brian Kaminski

Staff Members Present: n/a

Community Members Present: n/a

Other: n/a

**V. CODE OF ETHICS FOR SCHOOL BOARD MEMBERS (School Ethics Act, Chapter 178, Public Law 2001)**

**18A:12-24.1 Code of Ethics for School Board Members**

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

*Each board member read aloud the following statements, which are then followed by each board member affixing their signature to an affirmation statement and discussion:*

1. 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.
2. 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.
3. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. 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.
5. 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.
6. 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.
7. 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.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. 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.

**MISSION STATEMENT**

*The Hardyston School District together with our parents, families and community is dedicated to preparing our students for the 21<sup>st</sup> Century by providing each student with a quality education, in a safe and caring*

*environment, which allows all students to achieve the New Jersey Core Curriculum Content Standards and Common Core State Standards at all grade levels and includes the knowledge, confidence, and self-esteem to be successful lifelong learners in a culturally diverse democracy.*

**VI. BOARD OFFICERS AND APPOINTMENTS - School Business Administrator**

**Election of President of the Board:**

Nominations will now be accepted for President of the Hardyston Twp. Board of Education:

- 1. Ron Hoffman Nominated by: David VanGinneken
- 2. Nick Demsak Nominated by: Jennifer Cenatiempo

Roll call vote to elect the President of the Board:

Vacant:	n/a	Carey:	Hoffman	Cenatiempo:	Demsak
Demsak:	Demsak	Ficacci:	Hoffman	Hoffman:	Hoffman
Lucarelli:	Hoffman	Pohl:	Demsak	Van Ginneken:	Hoffman

President of the Board is: Ron Hoffman

**The meeting is now turned over to the Board President.**

**Election of Vice President of the Board:**

Nominations will now be accepted for Vice President of the Hardyston Township Board of Education:

- 1. Nick Demsak Nominated by: Jennifer Cenatiempo
- 2. David Van Ginneken Nominated by: Donna Carey

Roll call vote to elect the Vice President of the Board:

Vacant:	n/a	Carey:	Van Ginneken	Cenatiempo:	Demsak
Demsak:	Demsak	Ficacci:	Demsak	Hoffman:	Van Ginneken
Lucarelli:	Demsak	Pohl:	Demsak	Van Ginneken:	Van Ginneken

Vice President of the Board is: Nick Demsak

**VII. Appointments and Delegates:**

Presentation, by the President, of positions to which delegates and alternates will be appointed to the New Jersey and Sussex County School Boards Association:

\*\*\*\*\*Appointments to be announced at the January 23, 2018 Workshop\*\*\*\*\*

Delegate

State Alternate

County Alternate

Sussex Co. Ed. Services

Appointment, by the President, to the New Jersey School Boards Legislative Delegate:

Member

Alternate

**VIII. Public Comment (Board Policy #1200) – Agenda “Action” Items only as indicated under Committee Reports, numbered, with “motion to” in the introduction statement.**

None

**REORGANIZATION AGENDA FOR APPROVAL, AS REQUIRED BY STATUTE:**

*NOTE: Inform Board of any additions/revisions to draft of Agenda previously submitted.*

Motion to approve the following governance year organizational items (1 - 9) for approval, as required by statute:

**1. Motion** to renew the approved monthly regular and workshop meeting schedule at 7:00 p.m. at the Hardyston Middle School, 183 Wheatsworth Road, to be held on the second (regular) and fourth (workshop) Tuesday of each month (except as noted). The next successive Tuesday will be the alternate date if needed.

<u>Month</u>	<u>2<sup>nd</sup> Tuesday Regular</u>	<u>4<sup>th</sup> Tuesday Workshop</u>
January	9 Annual Reorganization	23 Budget Workshop
February	13	27 Budget Workshop
March	13 Approve Prelim Budget	27 No Workshop Scheduled
April	10	24 Public Hearing and Adoption of 2018-2019 Budget (or May 1st, 2018)
May	8	22 No Workshop Scheduled
June	12	26 Annual Evaluation Workshop & Retreat
July	10	24 No Workshop Scheduled
August	14	28 No Workshop Scheduled

**2. Motion** to approve the Code of Ethics for School Board Members subject to Statute 12-24.1, Chapter 178, Public Law 2001, Robert’s Rules of Order, and Parliamentary Procedures for all meetings of the Hardyston Hardyston Township Board of Education – Minutes – Annual Reorganization and Regular Meeting – January 9, 2018 - Page 4 of 13





2. Recognition:

Board:

- School Board Recognition Month - January 2018

**HARDYSTON BOARD OF EDUCATION**

**WHEREAS,** The New Jersey School Boards Association has declared January 2018 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

**WHEREAS,** The Hardyston Board of Education is one of more than 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

**WHEREAS,** The Hardyston Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

**WHEREAS,** New Jersey’s local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

**WHEREAS,** New Jersey’s 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

**WHEREAS,** School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

**WHEREAS,** Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public’s expectations for the schools; and

**WHEREAS,** New Jersey can take pride in its schools, which rank among the nation’s best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

**RESOLVED,** That the Hardyston Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2018 as SCHOOL BOARD RECOGNITION MONTH; and be it further

**RESOLVED,** That the Hardyston Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children’s education.

Students:

- *D.A.R. Essay Contest*  
1<sup>st</sup> Place: *Marina Bakovic*  
2<sup>nd</sup> Place: *Zoe Kaczerski*  
3<sup>rd</sup> Place: *Jessica Wever*  
Honorable Mention: *Maeve Cheevers*

Staff:

- *Holiday Door Decoration Contest – “Holidays Around the World”*  
1<sup>st</sup> Place: *Ms. Blanchard – Saint Lucia Day (Sweden)*

- 2<sup>nd</sup> Place: *Mrs. Rosendale – A Victorian Christmas*  
 3<sup>rd</sup> Place: *Mrs. Hubbard and Mrs. Potosnak – The North Pole*  
 4<sup>th</sup> Place: *Mrs. Kervatt – Greece*  
 5<sup>th</sup> Place: *Mrs. Rosetti and Mr. Bennett – Winter Solstice (Celtic)*  
 Top Fan Favorite: *Mr. Hontz - Iran*

3. Auditor's Report
4. Committee Reports:
  - Finance, Facilities & Operations
  - Technology Infrastructure
  - Curriculum, Programs and Educational Technology
  - Community Relations
  - Policy (no report)
  - Personnel & Negotiations and Grievance
5. Board President Update
6. Superintendent's Report

**V. Public Comment (Board Policy #1200) –**

None

**VI. Executive Session**

*Motion is presented by R. Hoffman and seconded by D. VanGinneken that the Hardyston Township Board of Education enters private session at 8:52 p.m. to discuss HIB, which is exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, "Open Public Meetings Act." Any discussion held by the Board which need not remain confidential will be made public when appropriate. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session.*

**Roll Call**

Voice Unanimous

**VII. Return to Public Session**

*Motion is presented by N. Demsak and seconded by D. Carey that the Hardyston Township Board of Education return to public session at 9:29 p.m.*

**Roll Call**

Voice Unanimous

**VIII. Old Business**

**O/B-1**

Meeting Dates for 2017- 2018:

- January 23 – Budget Workshop
- February 13 – Regular Meeting
- February 27 – Budget Workshop
- March 13 – Regular Meeting
- March 27 – Approval and Filing of Tentative Budget
- April 10 – Regular Meeting



- April 24 – Public Hearing and Adoption of Budget

**IX. New Business**

**X. Agenda Items:**

**MEETING MINUTES**

1. December 12, 2017 Regular Meeting

Motion of adopt: R. Hoffman

Seconded By: D. Carey

<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Carey	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Cenatiempo	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Demsak	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Ficacci	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
Lucarelli	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
Pohl	<u>      </u>	<u>      </u>	<u>  X  </u>	<u>      </u>
Van Ginneken	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Hoffman	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Vacant	n/a			

**HIB REPORT**

Motion to approve the HIB report as presented by the chief school administrator on 12-12-17.

<u>MOTION</u>	<u>YES</u>	<u>NO</u>	<u>MODIFY</u>	<u>ABSTAIN</u>
Carey	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Cenatiempo	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Demsak	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Ficacci	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Lucarelli	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Pohl	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Van Ginneken	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Hoffman	<u>  X  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Vacant	n/a			

**FINANCE**

**F-1**

Motion to approve \$2,727.41 in transfers for the month of December 2017.

**F-2**

Motion to approve the Bills List for the month of December 2017 in the amount of \$1,050,551.42.

**F-3**

Motion to approve the Treasurer of School Monies Comparison Report for November 2017.

**F-4**

Motion to approve the Board Secretary’s Monthly Comparison Report for November 2017.

*WHEREAS, the New Jersey Department of Education regulation N.J.A.C. 6A:23A-16.10(c)3 require local school districts*

to file a monthly certification of budgetary line item status,

NOW, THEREFORE, BE IT RESOLVED that the Board of Education acknowledges that James R. Sekelsky, Board Secretary, certifies the following statement: Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I, James R. Sekelsky, Board Secretary, certify that no budgetary line items accounts are over-appropriated nor over-expended for the period ending November 30, 2017.

BE IT FURTHER RESOLVED that pursuant to N.J.A.C. 6A:23A-16.10(c)4 the board of Education certifies that as of after review of the board secretary's and treasurer's monthly financial reports and upon consultation with the appropriate school 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(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**F-5**

Motion to accept and approve the Comprehensive Annual Financial Report and Auditors' Management Report for the fiscal year ending June 30, 2017, as submitted by the school auditor, Heidi Wohlleb of Nisivoccia & Company, LLP, Newton, NJ, as discussed at the public meeting on January 9, 2018, and approving the corrective action plan: Treasurer of School Monies: review the reconciling items of the Treasurer's General operating account bank reconciliation on a monthly basis to determine whether the items are valid or should be cancelled.

ACTION ITEM(S): F-1 – F- 5

Motion to adopt: D. VanGinneken Seconded By: R. Hoffman

MOTION	YES	NO	ABSTAIN
Carey	<u>  X  </u>	<u>      </u>	<u>      </u>
Cenatiempo	<u>  X  </u>	<u>      </u>	<u>      </u>
Demsak	<u>  X  </u>	<u>      </u>	<u>      </u>
Ficacci	<u>  X  </u>	<u>      </u>	<u>      </u>
Lucarelli	<u>  X  </u>	<u>      </u>	<u>      </u>
Pohl	<u>  X  </u>	<u>      </u>	<u>      </u>
Van Ginneken	<u>  X  </u>	<u>      </u>	<u>      </u>
Hoffman	<u>  X  </u>	<u>      </u>	<u>      </u>
Vacant	n/a		

**PERSONNEL**

(All Personnel resolutions are based on the recommendation of the Superintendent)

**P-1**

Motion to approve the substitutes listed below to be placed on our substitute calling list for the 2017-2018 school year. Employment is on an emergent basis, if necessary, and contingent upon criminal history background clearance as required by P.O. 1986, C.116.

NAME	POSITION	CERTIFICATION
Aileen Caruso	Teacher/Aide	Sub Cert. – Exp. 1/23
Natalie Cammarata	Secretary	N/A
Rebecca Beltramine	Teacher/Aide	Sub Cert. – Exp. 1/23

ACTION ITEM(S): P-1

Motion to adopt: R. Hoffman Seconded By: D. Carey

MOTION	YES	NO	ABSTAIN
Carey	<u>  X  </u>	<u>      </u>	<u>      </u>
Cenatiempo	<u>  X  </u>	<u>      </u>	<u>      </u>
Demsak	<u>  X  </u>	<u>      </u>	<u>      </u>



Motion to approve a second reading of Series 3000 and Series 4000 of the policy manual.

Background: Revised as needed; please see Attachment A.

**POL-2**

Motion to approve a first reading of Series 5000, 6000 and Series 7000 of the policy manual.

Background: Revised as needed; please see Attachment B.

ACTION ITEM(S): POL-1 – POL-2

Motion to adopt: J. Cenatiempo Seconded By: N. Demsak

MOTION	YES	NO	ABSTAIN
Carey	<u>  X  </u>	<u>      </u>	<u>      </u>
Cenatiempo	<u>  X  </u>	<u>      </u>	<u>      </u>
Demsak	<u>  X  </u>	<u>      </u>	<u>      </u>
Ficacci	<u>      </u>	<u>      </u>	<u>  X  </u>
Lucarelli	<u>      </u>	<u>      </u>	<u>  X  </u>
Pohl	<u>  X  </u>	<u>      </u>	<u>      </u>
Van Ginneken	<u>  X  </u>	<u>      </u>	<u>      </u>
Hoffman	<u>  X  </u>	<u>      </u>	<u>      </u>
Vacant	n/a		

**FACILITIES/OPERATIONS**

**F/O-1**

Motion to approve the use of the soccer field at the elementary school by Wallkill Valley Travel Soccer from March 15 to June 30, Monday through Friday, from 6:00-9:00 PM. Required paperwork is on file.

**F/O-2**

Motion to approve the funds to replace a bad heat exchanger in Boiler #2 at the Elementary School via the Maintenance Reserve if regular operating fund transfers are not available. Temp Masters’ quote was awarded the job at a total cost of \$35,986.00.

ACTION ITEM(S): F/O-1- F/O-2

Motion to adopt: \_\_\_\_\_ Seconded By: \_\_\_\_\_

MOTION	YES	NO	ABSTAIN
Carey	<u>  X  </u>	<u>      </u>	<u>      </u>
Cenatiempo	<u>  X  </u>	<u>      </u>	<u>      </u>
Demsak	<u>  X  </u>	<u>      </u>	<u>      </u>
Ficacci	<u>  X  </u>	<u>      </u>	<u>      </u>
Lucarelli	<u>  X  </u>	<u>      </u>	<u>      </u>
Pohl	<u>  X  </u>	<u>      </u>	<u>      </u>
Van Ginneken	<u>  X  </u>	<u>      </u>	<u>      </u>
Hoffman	<u>  X  </u>	<u>      </u>	<u>      </u>
Vacant	n/a		

**XI. Written Communication**

1. Thank you note - YMCA

**XII. Public Comment (Board Policy #1200) –**

None

**XIII. Executive Session**

N/A

**XIV. Return to Public Session – if needed**

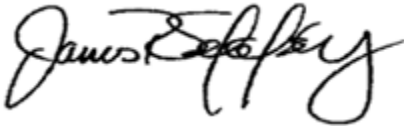
N/A

**ADJOURNMENT**

With no further action or discussion required of the Hardyston Township Board of Education at this time, a motion was presented by R. Hoffman, and seconded by D. VanGinneken to adjourn the meeting at 10:00 p.m.

Voice Unanimous

Respectfully submitted,

A handwritten signature in black ink, appearing to read "James R. Sekelsky". The signature is written in a cursive style with a large, stylized initial "J".

James R. Sekelsky  
School Board Administrator/Board Secretary