

**HARDYSTON TOWNSHIP BOARD OF EDUCATION
ANNUAL REORGANIZATION AND REGULAR MEETING MINUTES
JANUARY 8, 2019
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.”**

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:

Carla Kubrin
David Van Ginneken
Ronald E. Hoffman

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: Carla Kubrin | Board of Education Member, 2019-2021 |
| b. | 3-year term: David Van Ginneken | Board of Education Member, 2019-2021 |
| c. | 3-year term: Ronald E. Hoffman | Board of Education Member, 2019-2021 |

IV Roll Call

| | |
|------------------------|---------|
| Ms. Donna Carey | present |
| Ms. Jen Cenatiempo | present |
| Mr. Nick Demsak | present |
| Mrs. Amie Ficacci | absent |
| Mr. Ron Hoffman | present |
| Mrs. Carla Kubrin | present |
| Mrs. Susan Lucarelli | present |
| Mrs. Susana Pohl | absent |
| Mr. David Van Ginneken | present |

Mr. Michael Ryder present
Mr. James Sekelsky present

Quorum confirmed: Yes No

Special Guest(s) Present: HTEA President, Alizah Scherr
HTEA Negotiations co-chair, Sharalyn Guarino
Jennifer Cimaglia, Principal Elementary School

Staff Members Present: 3

Community Members Present: 2

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 took turns reading aloud the following statements, which was 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 21st 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 Township Board of Education:

1. Ronald Hoffman Nominated by Donna Carey

Roll call vote to elect the President of the Board:

| | | | | | |
|------------|--------|-------------|--------|---------------|-----|
| Carey: | Yes | Cenatiempo: | Yes | Demsak: | Yes |
| Ficacci: | absent | Hoffman: | Yes | Kubrin: | Yes |
| Lucarelli: | Yes | Pohl: | absent | Van Ginneken: | Yes |

President of the Board is: Ronald 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 Ronald Hoffman

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

| | | | | | |
|------------|--------|-------------|--------|---------------|-----|
| Carey: | Yes | Cenatiempo: | Yes | Demsak: | Yes |
| Ficacci: | absent | Hoffman: | Yes | Kubrin: | Yes |
| Lucarelli: | Yes | Pohl: | absent | Van Ginneken: | Yes |

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:

| | |
|------------------|--------------|
| Delegate | Ron Hoffman |
| State Alternate | Amie Ficacci |
| County Alternate | Amie Ficacci |

Sussex Co. Ed. Services Michael Ryder/Nick Demsak (alternate)

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

Member Nick Demsack

Alternate Susan Lucarelli

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:

Motion to approve the following governance year organizational items (1 - 10) 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.

| Month | 2nd Tuesday Regular | 4th Tuesday Workshop |
|--------------|---|--|
| January | 8 Annual Reorganization | 22 Budget Workshop |
| February | 12 | 26 Budget Workshop |
| March | 12 Approve Tentative Budget | 20 Filing of Tentative Budget (informational only) 26 No Workshop Scheduled *** |
| April | 9 | 30 Public Hearing and Adoption of 2019-2020 Budget *** |
| May | 14 | 28 No Workshop Scheduled |
| June | 11 | 25 Annual Retreat |
| July | 9 | 23 No Workshop Scheduled |
| August | 13 | 27 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 Township Board of Education.

3. **Motion** to reaffirm all past resolutions and motions previously approved by the Board of Education through December 31, 2018.
4. **Motion** to approve all past executive session minutes, through December 31, 2018, for review and redaction by attorney to comply with potential Open Public Records Requests.
5. **Motion** to re-adopt all existing Board of Education policy manual, by-laws, regulations, handbooks, contractual agreements, and other legislative or regulatory action of this board hereby continued in force through June 30, 2019.
6. **Motion** to recognize the Hardyston Township Education Association as the official organized bargaining units representing all non-administrative contractual staff.
7. **Motion** to approve all curriculum, curriculum guides, 5-year curriculum review schedule through June 30, 2019, educational programs, and existing approved textbooks for the 2018-2019 school year.
8. **Motion** to approve the New Jersey Herald as the official newspaper and the Star Ledger and Advertiser News as the official (alternate) newspapers of the Board of Education for advertising purposes.
9. **Motion** to designate the Sussex Bank, New Jersey Cash Management Fund, and New Jersey Asset Rebate Management Fund as the official depositories of the Board of Education for all funds.
10. **Motion** to continue the board committee structure (with board incumbents) as listed for the 2018-2019 School year.
 1. Curriculum, Programs and Educational Technology & Community Relations
 2. Finance, Facilities and Operations & Technology Infrastructure
 3. Personnel, Negotiations, Grievance & Policy
 4. Ad Hoc Joint Services Committee

ACTION ITEM(S): Reorganization Items #1 - #10

| | | | | |
|-----------------------------|-----------------------------|-------------------|-------------------|-------------------|
| Motion to accept: N. Demsak | Seconded By: D. VanGinneken | | | |
| MOTION | YES | NO | ABSTAIN | ABSENT |
| 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> </u> | <u> X </u> |
| Hoffman | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |
| Kubrin | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |
| Lucarelli | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |
| Pohl | <u> </u> | <u> </u> | <u> </u> | <u> X </u> |
| Van Ginneken | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |

ADJOURNMENT of Annual Reorganization Meeting

With no further action or discussion required of the Hardyston Township Board of Education at this time, motion was presented by R. Hoffman, and seconded by J. Cenatiempo to adjourn the meeting at 7:22 p.m.

I. Call to Order

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.

| | |
|------------------------|---------|
| Ms. Donna Carey | present |
| Ms. Jen Cenatiempo | present |
| Mr. Nick Demsak | present |
| Mrs. Amie Ficacci | absent |
| Mr. Ron Hoffman | present |
| Mrs. Carla Kubrin | present |
| Mrs. Susan Lucarelli | present |
| Mrs. Susana Pohl | absent |
| Mr. David Van Ginneken | present |
| | |
| Mr. Michael Ryder | present |
| Mr. James Sekelsky | present |

Quorum confirmed: Yes No

Special Guest(s) Present: HTEA President, Alizah Scherr
HTEA Negotiations co-chair, Sharalyn Guarino
Jennifer Cimaglia, Principal Elementary School

Staff Members Present: 3

Community Members Present: 2

Other: n/a

MISSION STATEMENT

The Hardyston School District together with our parents, families and community is dedicated to preparing our students for the 21st 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 life-long learners in a culturally diverse democracy.

III. Regular Agenda Items

IV. Workshop

1. Updates to Agenda (Jim Sekelsky)
2. Committee Reports:
 - Curriculum, Programs, Educational Technology & Community Relations (Donna Carey)
 - Finance, Facilities and Operations & Technology Infrastructure (David Van Ginneken)
 - Personnel, Negotiations, Grievance & Policy (Nick Demsak)
 - Ad Hoc (Dave Van Ginneken)

3. Board President Update
4. Superintendent's Report
5. Staff Recognition: Holiday Door Decoration Winners (*book themed*)
6. Student Council Update -- Emily Carey presented upcoming Spirit events and covered the Door Decorating Contest.

V. Public Comment (Board Policy #1200) (please limit to agenda items only)

None

VI. Executive Session

None

VII. Return to Public Session

n/a

VIII. Old Business

O/B-1

Meeting Dates for 2018- 2019:

- January 22 – Budget Workshop
- February 12 – Regular Meeting
- February 26 – Budget Workshop
- March 12 – Regular Meeting and Approval of Tentative Budget
- ~~March 26 – Workshop~~ No Workshop Scheduled
- April 9 – Regular Meeting
- April 30 – Workshop Meeting and 2019-2020 Budget Hearing
- May 14 -- Regular Meeting

IX. New Business

- 1) Mr. Demsak asks to look into building security measures; “man-trap”, ID verifications, etc. This will go to Facilities Committee.
- 2) Ms. Cenatiempo asks the Board to look at ways to streamline the workshop portion of the meetings; i.e. speed it up, look at other agenda models.

X. Agenda Items:

MEETING MINUTES

1. December 11, 2018 – Regular Meeting

Motion of adopt: R. Hoffman

Seconded By: C. Kubrin

| <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> </u> | <u> X </u> |
| Hoffman | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |

| | | | | |
|--------------|---------------|---------------|---------------|---------------|
| Kubrin | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |
| Lucarelli | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |
| Pohl | <u> </u> | <u> </u> | <u> </u> | <u> X </u> |
| Van Ginneken | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |

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 system for the 2018-2019 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 |
|---------------|--------------|------------------------|
| Gail Kopko | Teacher/Aide | Sub Cert – Exp. 1/2024 |
| Phillip Verso | Custodian | N/A |
| Regan Dalby | Teacher | CEAS |

P-2

Motion to accept, with regret, the letter of resignation from Robert Shevlin, part time elementary custodian, effective January 2, 2019. Mr. Shevlin has accepted a full time position in another school district.

P-3

Motion to approve movement on salary guide to MA for Megan Landgraff as per Article XXXIII of the negotiated HTEA contract, upon submission of completion of course work and submission of official transcripts to the School Business Administrator effective February 1, 2020.

P-4

Motion to approve Regan Dalby as Grade 6 Language Arts Teacher – Leave Replacement, at a rate of \$175.00 per day (as outlined in negotiated HTEA contract) for the period on or about February 13, 2019 through on or about June 6, 2019.

Background: Ms. Dalby will be a temporary replacement for current teacher out on leave.

P-5

Motion to approve an increase in the daily rate of pay for a substitute teacher from \$80 per day to \$95 per day.

P-6

Motion to approve an increase in the daily rate of pay for a substitute secretary from \$60 per day to \$75 per day.

P-7

Motion to accept, with regret, the letter of resignation dated December 21, 2018, from Dawn Krumpfer, Payroll & Benefits Coordinator.

Background: Ms. Krumpfer accepted another position outside of the district.

P-8
 Motion to appoint/re-appoint the extra-curricular coaches for the 2018/2019 school year (step amount as per negotiated agreement):

The Board of Education shall determine the requirements of and qualifications for all extracurricular positions in the district as dictated by the nature of the activity in accordance with N.J.S.A. 34:13A-23. Upon recommendation of the CSA, the Board shall appoint to all extracurricular assignments, those individuals who have the proper qualifications for the position and can meet the requirements of the position. In the event a qualified candidate cannot be found within the district, the Board may employ a qualified person from outside the district.

| | | | |
|-----------------|----------------------------|--------|---------|
| Kaitlin Gregory | Head Gymnastics Coach | Step 6 | \$2,802 |
| Jill Corbett | Assistant Gymnastics Coach | Step 1 | \$1,573 |

ACTION ITEM(S): P-1 – P-8

| | | | | |
|----------------------------|-------------------------|---------------|----------------|---------------|
| Motion to adopt: N. Demsak | Seconded By: R. Hoffman | | | |
| MOTION | YES | NO | ABSTAIN | ABSENT |
| 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> </u> | <u> X </u> |
| Hoffman | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |
| Kubrin | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |
| Lucarelli | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |
| Pohl | <u> </u> | <u> </u> | <u> </u> | <u> X </u> |
| Van Ginneken | <u> X </u> | <u> </u> | <u> </u> | <u> </u> |

CURRICULUM/PROGRAMS

C/P-1

Motion to approve the listed travel events in agreement with Chapter 53, Public Law 2007, Title 18A, and Board Policy 9250:

| EVENT | DATE | REGISTRATION FEE | MILEAGE & OTHER EXPENSES | EMPLOYEE/BOARD MEMBER |
|---|--------------|------------------------|--------------------------|-----------------------|
| NJAGC Conference – Ignite Passion with Purpose, West Windsor | 3/2/19 | \$159.00 | \$43.40 | S. Ploch |
| Executive Leadership Forum -- ASBO International, San Diego, CA | 2/14-15/2019 | Fully funded by NJASBO | Fully funded by NJASBO | J. Sekelsky |

C/P-2

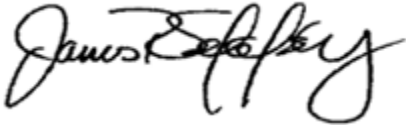
Motion to approve the following parent-paid class trip(s) for the 2018-2019 school year:

| GRADE | DESTINATION | DATE | COST PER STUDENT |
|-----------|---|---------|-------------------------------------|
| 6 | Medieval Times, Lyndhurst | 4/9/19 | \$51.00 |
| 8 | Wallkill Valley Regional High School, Hamburg (<i>tour of the school</i>) | 1/28/19 | N/A – transportation provided by WV |
| Select MS | Wallkill Valley Regional High School, | 1/8/19 | N/A |

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 S. Lucarelli, to adjourn the meeting at 8:14 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