

**GREEN TOWNSHIP BOARD OF EDUCATION  
MINUTES  
Work Session  
February 2, 2021**

**Time: 7:00p.m.**

**Place: Remote Platform**

**I. CALL TO ORDER** President Bilik

**A. FLAG SALUTE** President Bilik

**B. MEETING ANNOUNCEMENT** Read by President Bilik

“This is a Work Session of the Green Township Board of Education for the purpose of discussing the Superintendent search process. Action may be taken. In compliance with Chapter 31, Laws of 1975, and N.J.A.C. 5:39-1.1 et seq. having to do with conducting public business in a transparent manner during a declared emergency, the New Jersey Herald was properly notified, the remote meeting notice was properly posted on the District's website and copies of the agenda of this meeting were appropriately posted and made available for the public.”

**C. ROLL CALL**

Term Roll Call

Mrs.	Marie Bilik	2023	P
Mrs.	Ann Marie Cooke	2021	P
Mr.	Scott Guzzo	2022	P
Mr.	Noah Haiduc-Dale	2022	P
Ms.	Deana Lykins	2023	P
Ms.	Kristin Post	2021	P
Mr.	Michael Rose	2021	P
Mr.	Rob Strasser	2022	P
Dr.	Melissa Van Blarcom	2023	P
Dr.	Lydia Furnari, Interim Superintendent		P
Dr.	Vincent Occhino, Interim SBA/Bd. Secretary		P

P=Present

**D. MISSION STATEMENT** Read by President Bilik

Our mission at Green is to educate every student in a safe and secure environment to become a confident and caring life-long learner, who can communicate and contribute positively to the changing needs of society. The district, in cooperation with the community, will provide an academic environment that values excellence, initiative, and diversity of our students and community, while supporting a program of studies that is congruent with the New Jersey Student Learning Standards.

**II. SUPERINTENDENT SEARCH PROCESS** – Discussion lead by Kathleen Helewa,  
NJSBA Field Representative

NJSBA Field Representative, Kathleen Helewa began the discussion by explaining the search process. Mrs. Helewa asked the Board for when they wanted the newly appointed Superintendent to start. Based on their response, a search calendar was developed. The table below represents an unofficial draft of the specific dates needed to complete the search.

The Board spent time reviewing the wording used in advertising for the position of Superintendent. Mrs. Helewa will be preparing a draft of the advertisement for the Board to approve.

**DRAFT**  
**Green Township Board of Education**  
**Superintendent Search Calendar**  
**2021**

<b>February 2</b> (Special Meeting)	Refine process: Identify BOE criteria, Establish calendar, write advertisement.
<b>TBD</b> <b>February 10—March 3?</b>	<b>Input surveys available on website, etc.</b>
<b>March 10</b>	NJSBA Report on Congruent Criteria emailed to the Green BOE
<b>February 5– March 8</b>	Advertisement appears on NJSBA.org. Information to be distributed to associations, colleges, county superintendents, etc.
<b>March 8</b>	Deadline for receipt of applications
<b>March 9</b>	Pool report to the Board

<b>March 13 9-12 noon</b>	Delivery of candidate pool to the Board Board determines interview questions Board selects 1 <sup>st</sup> interview candidates
<b>TBD</b>	<b>Board meets for Superintendent Contract training w/NJSBA Labor</b>
<b>Friday March 19 and Saturday March 20</b>	Board conducts first round interviews
<b>March 26 and/or March 27</b>	Board conducts 2 <sup>nd</sup> interviews –
<b>March 31</b>	Board conducts 3 <sup>rd</sup> interview, settles on a finalist
<b>March 31—April 11</b>	Board conducts reference checks
<b>Week of April 12</b>	<b>In-District Visits: In Green: TBD In Candidate's District: TBD</b>
<b>~ April 19</b>	Board affirms finalist and extends offer; Board begins contract negotiations with finalist
<b>~ April 26</b>	Board submits contract to ECS for review & approval
<b>Special meeting after ECS approval</b>	Board publicly approves new Superintendent and introduces Superintendent to staff and community
<b>July 1, 2021 or shortly thereafter</b>	New Superintendent begins work in the district, 60 days after appointment date
<b>TBD</b>	<b>Transition Workshop with Superintendent and GBOE</b>

Mrs. Helewa concluded her presentation and left the meeting at 9:07pm.

Mrs. Bilik suggested that the Board begin a discussion on the hiring of a business administrator. Board members stated their opinions on the qualifications they wanted in a successful candidate. Other considerations included what the involvement of the new Superintendent should be in the screening process of the candidates, and what would the start date be for the Business Administrator.

**III. ADJOURNMENT      9:23 pm**

Motion      **Mrs. Cooke**  
**Roll Call/**

Second      **Mr. Haiduc-Dale**

	MR. GUZZO	MR. HAIDUC- DALE	MS. LYKINS	DR. VAN BLARCOM	MS. POST	MR. ROSE	MR. STRASSER	MRS. COOKE	MRS. BILIK	<b>ALL IN FAVOR</b>
<b>YES</b>										<b>9</b>
<b>NO</b>										<b>0</b>
<b>Abstain</b>										<b>0</b>
<b>Absent</b>										<b>0</b>

**Submitted by:**

**Vincent J. Occhino**

**February 3, 2021**

**Vincent J. Occhino**  
**Interim Business Administrator/Board Secretary**