



David Ytreboe <ytreboed@newegypt.us>

Board Seat Vacancy

3 messages

Tim Teehan <tteeahan@njsba.org>
To: David Ytreboe <ytreboed@newegypt.us>

Mon, Jun 9, 2025 at 8:00 AM

Good morning,

A board has 65 days to fill a vacancy. The vacancy time clock starts from the date that the Board member submits their resignation to be effective not when the Board accepts the resignation. I generally suggest starting the advertising and interview process as soon as possible, especially when there are holidays that will be during the 65-day timeframe. You can get the vacancy posted and create a deadline for interested candidates to submit a letter of interest and resume (if the board would like a resume included) and start to plan some dates for interviewing the candidates. Candidates are interviewed in open session and then the board may deliberate in closed session. The Board would then exit Executive Session and return to public session to take a vote. The selected individual would be able to start after the seat is vacated by the current Board member. The candidate would have to complete fingerprinting. If the results have not returned by the time the Board member is sworn in, during the swear in, they are attesting to the fact that they meet all the requirements (a clean background check is one of the requirements). As long as they attest to it, they are fine. If the results come back afterwards disqualifying the individual, then the Board member would not be able to serve beginning the moment the disqualifying results are received.

I am attaching six files that will be beneficial. Included in the files are sample questions with evaluation rubric. A sample Ad and vacancy press release are two of the files.

Please let me know if you have any questions or need any clarification.

Tim Teehan

Dr. Timothy Teehan

Field Service Representative

c. 609.462.2564

p. 609.278.5239

e. tteeahan@njsba.org

w. www.njsba.org



AWARD WINNER
Most Transparent Organization



6 attachments

-  **Vacancy-Press Release.doc**
42K
-  **18A Board Vacancies.docx**
24K
-  **9111 P Qualification Background Checks.doc**
49K
-  **Best Practices Filling a Board Vacancy.docx**
26K
-  **Board Candidates Questions and Evaluation.docx**
32K
-  **BOARD OF EDUCATION VACANCY AD.doc**
48K

David Ytreboe <ytreboed@newegypt.us>

Mon, Jun 9, 2025 at 8:11 AM

To: Vincent Giardina <giardinav@newegypt.us>, Justin Goodman <goodmanj@newegypt.us>, Kelly Morgan <morganke@newegypt.us>

FYI. Please discuss the specific dates and let me know the timeline and I will take care of posting, etc.

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

[Quoted text hidden]

6 attachments

-  **Vacancy-Press Release.doc**
42K
 -  **18A Board Vacancies.docx**
24K
 -  **9111 P Qualification Background Checks.doc**
49K
 -  **Best Practices Filling a Board Vacancy.docx**
26K
 -  **Board Candidates Questions and Evaluation.docx**
32K
 -  **BOARD OF EDUCATION VACANCY AD.doc**
48K
-

David Ytreboe <ytreboed@newegypt.us>
To: Tim Teehan <tteeahan@njsba.org>

Mon, Jun 9, 2025 at 8:12 AM

Tim,

Thank you so much for your assistance. I shared this with the BOE President and Vice President and will begin planning forward.

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

[Quoted text hidden]



David Ytreboe <ytreboed@newegypt.us>

BOE Vacancy

6 messages

David Ytreboe <ytreboed@newegypt.us>

Tue, Jun 24, 2025 at 1:57 PM

To: Vincent Giardina <giardinav@newegypt.us>

Cc: Sean Gately <gatelys@newegypt.us>, Jessica Farrell <farrellj@newegypt.us>, Robbin Galloway <gallowayr@newegypt.us>

Bcc: Heather DeGrandis <degrandish@newegypt.us>

Dr. Giardina,

I have reviewed documents from NJSBA and looked at our Bylaws. I outlined the steps that the BOE should take to fill the vacancy. The BOE has 65 days to fill the vacancy.

1. The BOE President shall inform all other BOE members.
2. The BOE will inform the public about the vacancy and invite any qualified person to submit a written request for consideration. The Board Secretary will manage the posting and collect written requests for the position.
3. The Board of Education can interview candidates in public or executive session. The Board must appoint a candidate in a public session with a nomination, second, and roll-call vote.
4. This should occur at the August 13, 2025, meeting to meet the 65-day deadline.

If you have any questions, please let me know.

Sincerely,

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

Sean Gately <gatelys@newegypt.us>

Tue, Jul 8, 2025 at 9:12 AM

To: David Ytreboe <ytreboed@newegypt.us>

Dave,

I've received emails from 2 individuals expressing interest in the vacancy. I just want to confirm that the interviews will be conducted at the 8/13/2025 BOE meeting so that I can relay that information to back to them.

Thanks,

Sean Gately
Business Administrator/Board Secretary
Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533
(609) 758-6800 ext. 4200

[Quoted text hidden]

David Ytreboe <ytreboed@newegypt.us>
To: Sean Gately <gatelys@newegypt.us>

Tue, Jul 8, 2025 at 9:24 AM

Yes, that is correct. Can you provide me with the names? Tom Semko and Kevin Dreher have contacted me, but I'm unsure if they applied.

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

[Quoted text hidden]

Sean Gately <gatelys@newegypt.us>
To: David Ytreboe <ytreboed@newegypt.us>

Tue, Jul 8, 2025 at 9:31 AM

Will the interviews be during executive or regular session? I'll bcc you on the response to each candidate so that you have their letters and resumes as well. Tom and Kevin have not applied as of today.

Sean Gately
Business Administrator/Board Secretary
Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533
(609) 758-6800 ext. 4200

[Quoted text hidden]

David Ytreboe <ytreboed@newegypt.us>
To: Sean Gately <gatelys@newegypt.us>

Tue, Jul 8, 2025 at 9:43 AM

Interesting. Okay, thank you.

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

[Quoted text hidden]

Sean Gately <gatels@newegypt.us>
To: David Ytreboe <ytreboed@newegypt.us>

Tue, Jul 8, 2025 at 9:55 AM

My mistake - Kevin did apply.

Sean Gately
Business Administrator/Board Secretary
Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533
(609) 758-6800 ext. 4200

[Quoted text hidden]



David Ytreboe <ytreboed@newegypt.us>

Candidate Information

2 messages

David Ytreboe <ytreboed@newegypt.us>

Thu, Aug 7, 2025 at 10:15 AM

To: Sean Gately <gatelys@newegypt.us>

Sean,

Can you forward me information on the three candidates for the BOE appointment? I will share them with Dr. Giardina and Mrs. Morgan.

Sincerely,

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

Sean Gately <gatelys@newegypt.us>

Thu, Aug 7, 2025 at 1:32 PM

To: David Ytreboe <ytreboed@newegypt.us>

Dave,

Attached.

Sean Gately
Business Administrator/Board Secretary
Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533
(609) 758-6800 ext. 4200

[Quoted text hidden]



BOE Vacancy Candidates.pdf

427K



David Ytreboe <ytreboed@newegypt.us>

Plumsted Board of Education Vacancy Interviews - August 13, 2025

4 messages

Sean Gately <gatelys@newegypt.us>
To: Sean Gately <gatelys@newegypt.us>
Bcc: ytreboed@newegypt.us

Tue, Aug 12, 2025 at 4:00 PM

Ms. Gill, Mr. Dreher and Mr. Semko,

Thank you for your interest in the vacant Board of Education seat. Interviews will take place in executive session during the new business portion of the meeting agenda tomorrow evening, Wednesday, August 13, 2025. Since the exact time of the interviews cannot be determined, please plan to arrive at the meeting at 7:00 p.m.

The interview schedule is in the order received:

1. Ms. Gill
2. Mr. Dreher
3. Mr. Semko

I look forward to meeting you tomorrow evening.

Sean Gately
Business Administrator/Board Secretary
Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533
(609) 758-6800 ext. 4200

David Ytreboe <ytreboed@newegypt.us>
To: Vincent Giardina <giardinav@newegypt.us>, Kelly Morgan <morganke@newegypt.us>

Tue, Aug 12, 2025 at 4:50 PM

FYI

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

[Quoted text hidden]

David Ytreboe <ytreboed@newegypt.us>
To: Jessica Farrell <farrellj@newegypt.us>

Wed, Aug 13, 2025 at 9:56 AM

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

----- Forwarded message -----

From: **Sean Gately** <gatelys@newegypt.us>

Date: Tue, Aug 12, 2025 at 4:01 PM

Subject: Plumsted Board of Education Vacancy Interviews - August 13, 2025

To: Sean Gately <gatelys@newegypt.us>

[Quoted text hidden]

Sean Gately <gatelys@newegypt.us>

Wed, Aug 13, 2025 at 4:04 PM

To: Thomas Semko <thomas.semko@gmail.com>

Bcc: ytreboed@newegypt.us

Tom,

That's correct.

Sean Gately
Business Administrator/Board Secretary
Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533
(609) 758-6800 ext. 4200

On Wed, Aug 13, 2025 at 8:22AM Thomas Semko <thomas.semko@gmail.com> wrote:

Sean,

Do you want us to meet in the library at 7pm and you will bring us to the executive session?

Best Regards,

Tom

[Quoted text hidden]



David Ytreboe <ytreboed@newegypt.us>

BOE Vacancy Appointment

6 messages

David Ytreboe <ytreboed@newegypt.us>

Thu, Aug 7, 2025 at 7:00 AM

To: Vincent Giardina <giardinav@newegypt.us>, Kelly Morgan <morganke@newegypt.us>

Cc: Sean Gately <gatelys@newegypt.us>, Robbin Galloway <gallowayr@newegypt.us>, Jessica Farrell <farrellj@newegypt.us>

Bcc: Heather DeGrandis <degrandish@newegypt.us>

Three people will be interviewing for the open BOE position that will be expiring on December 31, 2025.

1. The Board of Education can interview candidates in public or executive session. The Board must appoint a candidate in a public session with a nomination, second, and roll-call vote.
2. This will occur at the August 13, 2025, meeting to meet the 65-day deadline.

I am including a document from NJSBA that states "typically" the interviews are held in public session, but to follow our bylaws. Our bylaws say public or executive session. This is a BOE leadership decision, so please let me know how you would like to proceed.

I have provided you with questions that can be asked during the interview and a sheet to score. Please let me know if you have any questions or if you would like anything added or removed.

If you have any questions, please let me know.

Sincerely,

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

2 attachments

 **Board Candidates Questions and Evaluation.docx**
32K

 **Best Practices Filling a Board Vacancy.docx**
26K

Kelly Morgan <morganke@newegypt.us>

Thu, Aug 7, 2025 at 10:05 AM

To: David Ytreboe <ytreboed@newegypt.us>

Cc: Vincent Giardina <giardinav@newegypt.us>, Sean Gately <gatelys@newegypt.us>, Robbin Galloway <gallowayr@newegypt.us>, Jessica Farrell <farrellj@newegypt.us>

Can we, or will we be supplied with their resume or something of the like?

In public or executive, both work fine for me, but I do feel this process might move more quickly if we have more upfront info regarding the candidates.

Respectfully,

Kelly Morgan
(908) 692-7017
[Quoted text hidden]

Sean Gately <gatelys@newegypt.us>

Tue, Aug 12, 2025 at 7:58 AM

To: David Ytreboe <ytreboed@newegypt.us>

Cc: Vincent Giardina <giardinav@newegypt.us>, Kelly Morgan <morganke@newegypt.us>, Robbin Galloway <gallowayr@newegypt.us>, Jessica Farrell <farrellj@newegypt.us>

Dave,

Is there a decision on this matter? I would like to notify the candidates today.

Please advise.

Sean Gately
Business Administrator/Board Secretary
Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533
(609) 758-6800 ext. 4200

On Thu, Aug 7, 2025 at 7:00AM David Ytreboe <ytreboed@newegypt.us> wrote:
[Quoted text hidden]

David Ytreboe <ytreboed@newegypt.us>

Tue, Aug 12, 2025 at 9:37 AM

To: Sean Gately <gatelys@newegypt.us>

Cc: Vincent Giardina <giardinav@newegypt.us>, Kelly Morgan <morganke@newegypt.us>, Robbin Galloway <gallowayr@newegypt.us>, Jessica Farrell <farrellj@newegypt.us>

Sean,

The interviews will be in executive session.

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

[Quoted text hidden]

Sean Gately <gatelys@newegypt.us>

Tue, Aug 12, 2025 at 9:42 AM

To: David Ytreboe <ytreboed@newegypt.us>

Cc: Vincent Giardina <giardinav@newegypt.us>, Kelly Morgan <morganke@newegypt.us>, Robbin Galloway <gallowayr@newegypt.us>, Jessica Farrell <farrellj@newegypt.us>

Dave,

What is the schedule?

Thanks,

Sean Gately
Business Administrator/Board Secretary
Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533
(609) 758-6800 ext. 4200

[Quoted text hidden]

David Ytreboe <ytreboed@newegypt.us>

Tue, Aug 12, 2025 at 9:46 AM

To: Sean Gately <gatelys@newegypt.us>

Cc: Vincent Giardina <giardinav@newegypt.us>, Kelly Morgan <morganke@newegypt.us>, Robbin Galloway <gallowayr@newegypt.us>, Jessica Farrell <farrellj@newegypt.us>

We can talk about it when you pop over for the meeting.

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

[Quoted text hidden]



David Ytreboe <ytreboed@newegypt.us>

Candidate Information

2 messages

David Ytreboe <ytreboed@newegypt.us>
To: Sean Gately <gatelys@newegypt.us>

Thu, Aug 7, 2025 at 10:15 AM

Sean,

Can you forward me information on the three candidates for the BOE appointment? I will share them with Dr. Giardina and Mrs. Morgan.

Sincerely,

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

Sean Gately <gatelys@newegypt.us>
To: David Ytreboe <ytreboed@newegypt.us>

Thu, Aug 7, 2025 at 1:32 PM

Dave,

Attached.

Sean Gately
Business Administrator/Board Secretary
Plumsted Township School District
131 Evergreen Road
New Egypt, NJ 08533
(609) 758-6800 ext. 4200

[Quoted text hidden]



BOE Vacancy Candidates.pdf

427K



David Ytreboe <ytreboed@newegypt.us>

BOE Update

3 messages

David Ytreboe <ytreboed@newegypt.us>

Tue, Aug 12, 2025 at 9:53 AM

To: David Ytreboe <ytreboed@newegypt.us>

Bcc: Vincent Giardina <giardinav@newegypt.us>, Ashley Raywood <raywooda@newegypt.us>, Kathryn Kovacs <kovacsk@newegypt.us>, Earl Meroney <meroneye@newegypt.us>, Kelly Morgan <morganke@newegypt.us>, Robert Stepnowski <stepnowskir@newegypt.us>, Heather DeGrandis <degrandish@newegypt.us>

- Good news. We have an American Sign Language teacher who will be joining us this year. She will replace the candidate that we are rescinding and will be based at NEHS, teaching 7-12. She lives in town and is an excellent pick-up for us!
- We will have a HIB appeal tomorrow night regarding a HIB investigation from the 2024-2025 school year.
- Annjanette Youngblood will be appointed as an interim Assistant Principal for the 25-26 school year. Mrs. Youngblood has been a per diem principal for us since the winter of 2024 and has covered all four buildings (middle school in 2024)
- BOE Vacancy - Please see the link below for the three candidates
- BOE Policy - *"In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision-making process of the Board."*
Interviews will take place in a closed session, and deliberations will take place under New Business.

Please don't hesitate to reach out if you have any questions.

Sincerely,

Dave

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!



BOE Vacancy Candidates.pdf

427K

Ashley Raywood <raywooda@newegypt.us>

Tue, Aug 12, 2025 at 3:15 PM

To: David Ytreboe <ytreboed@newegypt.us>

Hello,

Thank you for sharing this information. For the BOE candidate interviews, will there be a set of questions provided from NJSBA for us to choose from?

Thank you,

Ashley

[Quoted text hidden]

David Ytreboe <ytreboed@newegypt.us>
To: Ashley Raywood <raywooda@newegypt.us>

Tue, Aug 12, 2025 at 4:48 PM

Yes, we will have questions and a scoring rubric for the BOE members, which NJSBA provided.

Sincerely,

David M. Ytreboe
Superintendent of Schools
Plumsted Township School District
ytreboed@newegypt.us
609-758-6800



Home of the New Egypt Warriors!

[Quoted text hidden]