

ORGANIZATION MEETING JANUARY 8, 2014

The Organization Meeting of the Fair Haven Board of Education was held on Wednesday, January 8, 2014 at 7:00 P.M. in the Knollwood School Media Center, 224 Hance Road.

I. Call to Order By the Board Secretary

II. Statement of Compliance

I hereby announce, pursuant to Section 5 of the Open Public Meetings Act; that adequate notice of the meeting has been provided by posting of the Agenda in the Municipal Building; notification the Asbury Park Press, The Hub, and Two River Times, and filing of the Agenda with the Municipal Clerk; at least 48 hours prior to the date of the Meeting.

III. Pledge of Allegiance

IV. Election Results – Tuesday, November 5, 2013

The official results have been received from the Board of County Canvassers. Michael Goione was duly elected as a member of the Rumson-Fair Haven Regional High School Board of Education, full term. Michael Bernstein, Claudia Brasch and Jeffrey Spector were duly elected as members of the Fair Haven Board of Education, full term. Kathy Frissora was duly elected as a member of the Fair Haven Board of Education, one year unexpired term.

V. Oath of Office

The Board Attorney administered the oath of office to newly elected Board members.

VI. Roll Call:

Present: Mrs. Alescio, Mr. Bernstein, Mrs. Brasch, Mrs. Frissora, Mr. Mancuso, Mrs. Rehder,
Mr. Spector, Mrs. Walker
Absent: Mrs. Lehnert,
Others Present: Ms. Petrone, Mr. Ribon, Mr. Sciarrillo

VII. 2014 Fair Haven Borough Board of Education

<u>Board Member</u>	<u>Term Expires</u>
Cathy Alescio	2014
Elaine Lehnert	2014
Katy Frissora	2014
Mark Mancuso	2015
Tracy Rehder	2015
Randy Walker	2015
Michael Bernstein	2016
Claudia Brasch	2016
Jeff Spector	2016

VII. Election of President

The Board Secretary opened nominations for President. Mr. Spector nominated Mr. Mancuso for President. Mr. Mancuso was elected President on unanimous voice vote with Mr. Mancuso abstaining.

VIII. Election of Vice President

The President opened for nominations for Vice President. Mr. Bernstein nominated Mrs. Brasch for Vice President. Mrs. Brasch was elected Vice President on unanimous voice vote.

IX. Recognition of Visitors

X. Schedule of Regular Monthly Meetings

RESOLUTION by Mr. Mancuso, seconded by Mr. Bernstein, and unanimously carried on roll call vote to hold regular monthly meetings as detailed below at 7:00 P.M., unless otherwise noted, in the Knollwood Media Center, 224 Hance Rd., Fair Haven NJ. Notice of the meetings will be posted in accordance with the requirement of the Open Public Meetings Act.

Regular Meetings 2014

January 22	April 30	July 23 (6:30PM)	October 22 (6:30PM)
February 26	May 21	August 27 (6:30PM)	November 19 (6:30PM)
March 26	June 25	September 17	December 17

Reorganization January 7, 2015

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

Special meetings of the Board may be held from time to time at a place and time to be designated. Prior notice as required shall be given as required by the Open Public Meetings Act.

BE IT FURTHER RESOLVED that the Fair Haven Board of Education adopts The Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the year.

BE IT FURTHER RESOLVED that the Board designates the Asbury Park Press as the official Board newspaper for publications, advertisements and legal notices and further authorizes the Board Secretary and Superintendent to release other notices as appropriate to The Star Ledger, Two River Times, The HUB and other publications as needed.

XI. Appointments and Authorizations

MOTION by Mr. Brasch, seconded by Mr. Bernstein and carried on voice vote to move items A – Z as a consent agenda.

RESOLUTION by Mr. Brasch, seconded by Mr. Bernstein and carried on unanimous roll call vote to approve items A through Z as follows:

A. Board Secretary/Assistant Board Secretaries

MOTION to reappoint Valery Petrone as the Board Secretary; the Superintendent and Vice President of the Board as Assistant Board Secretaries to serve in the Board Secretary's absence until the next Organization Meeting.

B. Treasurer of School Funds

RESOLUTION to appoint Thomas O'Hara as Treasurer of School Funds until the next Organization Meeting.

C. Board Attorney – **RESOLUTION** Authorizing Legal Services

WHEREAS, there exists a need for legal services for the Board of Education; and

WHEREAS, the Public School Contracts Law (NJSA 18A: 18A-5) permits the awarding of a contract for professional services without competitive bidding and **WHEREAS**, the appointment of an attorney is considered a professional service under the meaning of the Act;

NOW THEREFORE BE IT RESOLVED, that the Board of Education reaffirms its employment of Mr. Anthony P. Sciarrillo of the firm Lindabury, McCormick, Estabrook & Cooper, as Board Attorney at an hourly fee of \$160; and **FURTHER** that Mr. Sciarrillo shall provide a log of billable hours for review by the Board Secretary.

D. Board Auditor - **RESOLUTION** Authorizing Auditing Services

WHEREAS, there exists a need for auditing services for the Fair Haven Borough Board of Education; and **WHEREAS**, the Public School Contracts Law (NJSA 18A: 18A-5) permits the awarding of a contract for professional services without competitive bidding; and **WHEREAS**, the appointment of an auditor is considered a professional service under the meaning of the Act;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education affirms its employment of Robert Hulsart and Company to perform the 2013-2014 school year audit and to provide consultant services as needed throughout the school year.

E. Awarding Contracts below Bid Threshold

MOTION to set the bid threshold at \$36,000, the maximum allowed under the Public Schools Contracts Law for a Qualified Purchasing Agent and authorize the Business Administrator to award contracts within the bid threshold. The quotation amount is set at 15% of \$36,000 or \$5,400.

F. Authorization for Payment of Bills between Board meetings

MOTION to authorize the Business Administrator to pay necessary bills and transfer funds if required between Board of Education meetings with the Superintendent's approval. The bills list and transfers will be ratified by the Board at the next meeting.

G. Authorization to Request Funds

RESOLUTION to authorize the Business Administrator to request State and Federal funds.

H. Purchase through State Contracts

MOTION to authorize the Business Administrator to procure goods and services through State Agencies using State Contracts when financially beneficial to the district.

I. Safety Officers

MOTION to appoint Valery J. Petrone and John Robbins as the District Safety Officers at no additional salary.

J. Right to Know Officer/IPM Coordinator/AHERA Officer/.Indoor Air Quality Officer

MOTION to appoint John Richard Robbins as the District's Right to Know Officer, Integrated Pest Management Coordinator, AHERA Officer/Indoor Air Quality Officer at no additional salary.

K. School Physician

RESOLUTION to reappoint Dr. Melanie Cotenoff as school physician. Dr. Cotenoff's retainer is \$5,500.

L. Insurance Agents

MOTION to appoint Brown and Brown Benefit Advisors as insurance broker for benefit coverage and Boynton and Boynton as insurance agent for liability insurance.

M. Approval of Tax Shelter Annuity Companies

MOTION to continue the authorization of payroll deductions for employees to participate in the tax shelter annuities: AXA/Equitable, Lincoln National Life Insurance Company and Vanguard. The 403b agreement is on file in the business office.

N. Custodian of Public Records

MOTION to appoint the Business Administrator as Custodian of Public Records at no additional salary and to set costs per copy at \$.05 for 8.5 x 11 size and \$.07 for legal size (8.5 x 14) copies.

O. Affirmative Action Officer

MOTION to approve Pamela Greenhall as the District Affirmative Action Officer.

P. Depositories for Funds

1. **RESOLUTION** to designate the following depositories for Board of Education funds:

Wells Fargo -

General Account, Salary Account, Payroll Agency Account, Unemployment Trust Account, Mekenian Science Award Trust Account, Campbell Art Award, Capital Reserve Account

PNC Bank -

Food Service Account, Student Activities (GOF), James Egan Account, Viola L. Sickles Memorial Fund Account, Superintendent Outstanding Student Account, World Language Account

2. **RESOLUTION** to redraft Bank Signature Cards for the above listed accounts to reflect the current authorizing officers of the Board – President, Vice President, Superintendent, Custodian of School Funds and Board Secretary.

Q. Interest on Bonds

RESOLUTION to reaffirm that any interest received from the investment of bond proceeds is to be transferred to the General Operating Fund.

R. Board Policies /Regulations

MOTION to adopt the existing bylaws, policies, administrative procedures of the Fair Haven Board of Education until the next Organization Meeting.

S. Uniform Chart of Accounts

MOTION to approve the current uniform Chart of Accounts which conforms to the Generally Accepted Accounting Principles (GAAP). A copy of the Chart of Accounts is available in the business office.

T. Curriculum and Textbooks

1. **RESOLUTION** to approve existing curriculum and textbooks as follows:

V&P Arts	October 2012	Health/PE	October 2012
English Language Arts	October 2012	Math	October 2011
Science	September 2011	Social Studies	October 2012
World Language	October 2012	Technology	October 2012
21 st C. Life and Careers	October 2012		

2. **RESOLUTION** to approve five-year curriculum revision cycle.

U. Multi – Year Plan Approvals

MOTION to approve the Three-Year Maintenance Plan, The Technology Plan, The Comprehensive Equity Plan, Five-Year Long Range Facility Plan, and the New Teacher Mentor Plan.

V. Current Contracts

RESOLUTION to continue the following contracts now in existence:

ACES	ACT
Asbury Park Information Technology System	Marpal Carting
ED-Data Services	Sterling HS
Strauss Esmay Associates	Comcast
Western Pest	METCOM
Xerox	Red Bank Regional HS
MOESC	On-Tech Consulting
Phillips Mc Dade	

All insurance, tuition contracts and professional contracts currently in force are reaffirmed for the respective terms of the agreement.

W. Travel and Related Expense Reimbursement -

1. **RESOLUTION** to approve the following individuals who must attend state or county meetings, state/county mandatory training, travel for school duties as assigned, or travel for student monitoring for a maximum amount of \$500 each as approved by the Superintendent: the Business Administrator, Principals, Curriculum Coordinator; Members of the CST, Supervisor of Buildings and Grounds, custodians, guidance counselors.

2. **RESOLUTION** to approve Teachers College Workshop travel reimbursement to a maximum of \$55 per day with proper documentation.

X. 504 Officer

MOTION to appoint Pamela Greenhall as the District 504 Officer at no additional salary.

Y. IC/SOP Manual

MOTION to readopt the Internal Controls and Standard Operating Procedures Manuals.

Z. Emergency Management Plan

MOTION to readopt the Emergency Management Plan for the District.

XII. Code of Ethics

A. Reaffirmation

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should 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 which 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 only after the Board has consulted 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 which 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. But 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 schools.
- 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 such complaints at public meetings only after failure of an administrative solution.

MOTION by Mr. Spector, seconded by Mr. Bernstein and carried on voice vote to reaffirm the Code of Ethics for the Board of Education

B. Training

The Board Attorney provided Code of Ethics training to the board.

XIII. Doctrine of Necessity

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a), the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED MOTION by Mr. Mancuso, seconded by Mr. Bernstein and carried on unanimous roll call vote that the Board of Education must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that the Board of Education that invokes the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy.

XIV. Committee Appointments

The President confirmed committee appointments will remain as they were for 2013.

XV. NJSBA Delegates

MOTION by Mr. Mancuso, seconded by Mr. Spector and carried on voice vote to appoint Mr. Mancuso as delegate and Mrs. Brasch as alternate to represent the Board in meetings of the New Jersey School Boards Association.

XVI. Opportunity for Public Comment

To permit the fair and orderly expression of comments we ask that the public:

- Wait to be recognized
- Preface comments with your name and address
- Direct all comments to the presiding officer
- Discuss only concerns that have been previously addressed through proper administrative channels
- Refrain from using any pupil or staff member's name

There were no comments

XVII. Other Business

- The board wished Mr. Sciarrillo a Happy Birthday
- January is board recognition month

XVIII. Adjournment to Closed Session

MOTION by Mr. Mancuso, seconded by Mr. Bernstein and unanimously carried on voice vote to adjourn to Closed Session at 8:22 PM

XIX. Return to open session at 8:28 PM

XX. Adjourn

MOTION by Mr. Mancuso, seconded by Mrs. Alescio and unanimously carried on voice vote to adjourn at 8:29 PM

Valery Petrone, Board Secretary