

**BOARD OF EDUCATION
CITY OF LONG BRANCH
NEW JERSEY**

MINUTES

JANUARY 3, 2017

The Re-organization meeting of the Long Branch Board of Education was held in the Historic High School Auditorium at 391 Westwood Avenue, Long Branch, New Jersey.

A. CALL TO ORDER

Mr. Peter E. Genovese III, School Business Administrator / Board Secretary called the meeting to order at 6:00 P.M.

B. FLAG SALUTE

Mr. Peter E. Genovese III, School Business Administrator / Board Secretary led the Flag Salute and Pledge of Allegiance.

C. STATEMENT OF THE MANNER OF NOTIFICATION OF THE MEETING

Mr. Genovese stated that adequate notice of the meeting of the Long Branch Board of Education has been provided by a schedule of Public Meetings published in the Atlanticville and the Asbury Park Press. A schedule of Public Meetings has been posted in the Board of Education Office and the Office of the City Clerk, Long Branch, New Jersey.

Mr. Genovese made the following announcement: Fire exits are located in the direction indicated. In case of fire, you will be signaled by bell and/or public address system. If so alerted to fire, please move in a calm and orderly fashion to the nearest smoke-free exit.

D. OBJECTIONS, IF ANY, TO THE VALIDITY OF THE MEETING

Mr. Genovese stated that the objecting member must give supporting reasons.

E. OPPORTUNITY TO ADDRESS THE BOARD RELATING TO AGENDA ITEMS

No one addressed the Board.

F. REPORT OF THE ELECTION RESULTS – (APPENDIX A)

Results of the November 8, 2016 Board of Education Election:

BOARD OF EDUCATION	NUMBER OF VOTES
Avery W. Grant	3,408
Michele Critelli, Ed.D.	3,207
Donald Covin	3,022
Lucille Perez	2,776
John D. Zuidema, Jr.	1,474
William Chasey, Jr.	1,023
Write In	37

G. **ADMINISTRATION OF THE OATH OF OFFICE TO NEW BOARD MEMBERS**

Three Year Appointment

Avery W. Grant
Michele Critelli, Ed.D.
Donald Covin

H. **ROLL CALL**

Mrs. George
Mr. Grant
Dr. Critelli

Mr. Dangler
Mr. Zambrano
Mr. Parnell

Mr. Covin
Mrs. Widdis
Rev. Bennett

Motion was made by Mrs. George, seconded by Mr. Covin and carried by roll call vote that the Board approve the following item (I).

Ayes (9), Nays (0), Absent (0)

I. **RESOLUTION FOR CLOSED EXECUTIVE SESSION – 6:07 P.M.**

That the Board approve the following resolution.

RESOLUTION

WHEREAS, the Open Public Meetings Act (Chapter 231, P.L. 1975) allows for the exclusion from discussion at the public portion of a meeting of certain matters which might endanger the public interest or risk the deprivation of individual rights, and

WHEREAS, the Long Branch Board of Education wishes to **discuss the qualifications of the possible nominees for President and Vice President, the suspension of Mark Graziano and LBSEA negotiations** with the resulting action being made public when a proper conclusion has been reached; and the need for confidentiality no longer exists;

NOW, THEREFORE, BE IT RESOLVED, the Long Branch Board of Education will hold a closed executive session immediately in Room #108, 391 Westwood Avenue, Long Branch, New Jersey. It is anticipated that the closed session will not last longer than 10 minutes. Action will be taken in the public portion of the meeting upon adjournment of this Executive Session.

Peter E. Genovese III, RSBO, QPA
School Business Administrator/Board Secretary

Ayes: 9
Nays: 0
Absent: 0
Date: January 3, 2017

J. **MEETING RECONVENED – 6:24 P.M.**

K. **ROLL CALL**

Mrs. George	Mr. Dangler	Mr. Covin
Mr. Grant	Mr. Zambrano	Mrs. Widdis
Dr. Critelli	Mr. Parnell	Rev. Bennett

L. **NOMINATION FOR THE OFFICE OF PRESIDENT** – Mr. Peter E. Genovese III

Nomination for James Parnell for President of the Long Branch Board of Education was made by Mrs. George and seconded by Mr. Parnell.

Nomination for Michele Critelli, Ed.D. for President of the Long Branch Board of Education was made by Mr. Covin and seconded by Mrs. Widdis.

MOTION TO CLOSE THE SLATE

There being no other nominations for President, motion was made by Mr. Dangler, seconded by Mr. Covin and carried by roll call vote to close the slate.

Ayes (9), Nays (0), Absent (0)

ROLL CALL TO ELECT PRESIDENT

Mr. Parnell – Mrs. George and Mr. Parnell

Dr. Critelli – Mr. Grant, Dr. Critelli, Mr. Dangler, Mr. Zambrano, Mr. Covin, Mrs. Widdis and Rev. Bennett

Michele Critelli, Ed.D. was elected to the office of **President** by a roll call vote of **7-2**.

MEETING TURNED OVER TO THE PRESIDENT – Michele Critelli, Ed.D.

M. **NOMINATION FOR THE OFFICE OF VICE PRESIDENT** – **Michele Critelli, Ed.D.**

Nomination for Donald Covin for Vice President of the Long Branch Board of Education was made by Mr. Dangler, seconded by Mr. Parnell.

MOTION TO CLOSE THE SLATE

There being no other nominations for Vice President, motion was made by Mr. Covin, seconded by Mrs. George and carried by roll call vote to close the slate.

Ayes (9), Nays (0), Absent (0)

ROLL CALL TO ELECT THE VICE PRESIDENT

Roll call to elect Donald Covin as Vice President

Ayes (9), Dr. Critelli, Mrs. George, Mr. Grant, Mr. Dangler, Mr. Zambrano, Mr. Parnell, Mr. Covin, Mrs. Widdis, Rev. Bennett

Donald Covin was elected to the office of **Vice President** by a roll call vote of **9-0**.

N. **PRESIDENT'S REPORT**

Motion was made by Mr. Parnell, seconded by Mr. Dangler and carried by roll call vote that the Board approve the following items (N1 – N4).

Ayes (9), Nays (0), Absent (0)

1. **CODE OF ETHICS (APPENDIX B)**

As per Board of Education policy, all members of the Board of Education have received a copy of the Code of Ethics which is to be reviewed and signed by each member and sent back to the School Business Administrator/Board Secretary as soon as possible.

2. **APPOINTMENT OF TREASURER OF SCHOOL MONIES**

That the Board approve the appointment of Treasurer of School Monies, Ronald J. Mehlhorn, Sr., CPA, at the rate of \$9,800 for the term of January 3, 2017 through January 3, 2018.

3. **APPOINTMENT OF GENERAL COUNSEL FOR THE BOARD**

That the Board approve the following resolution.

RESOLUTION

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5 *et seq.*) states that the awarding of a contract for "Professional Services" without competitive bidding requires a statement of supporting reasons for award in a resolution adopted at a public meeting; and

WHEREAS, the Board of Education of the City of Long Branch in the County of Monmouth, hereby appoints McOmber & McOmber as General Counsel for the Board for the term of January 3, 2017 through January 3, 2018 at a retainer fee of \$29,000.00. The law firm will receive \$155.00 per hour for all non-retainer services; and the sum of \$250.00 for all meetings of the Board of Education attended by representatives of McOmber & McOmber, P.C. in excess of one meeting per month. In the event McOmber & McOmber defends the Board of Education in a matter for which McOmber & McOmber is reimbursed by a Board of Education insurance company, the hourly rate will be \$200.00. Additionally, under P.L.2005,c.271,s.2, any contract awarded in excess of \$17,500 outside the bid process must be accompanied by c.271 Political Contribution Disclosure Form prior to the award of contract.

NOW, THEREFORE, BE IT RESOLVED, the foregoing appointment is made without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-5 *et seq.*) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Additionally, the Political Contribution Disclosure Form has been received.

N. **PRESIDENT'S REPORT (continued)**

3. **APPOINTMENT OF GENERAL COUNSEL FOR THE BOARD (continued)**

BE IT FURTHER RESOLVED that the Board of Education authorizes and directs the President and Secretary of the Board of Education, respectively, to enter into a Retainer Agreement with the firm of McOmber & McOmber, P.C.

Peter E. Genovese III, RSBO, QPA
School Business Administrator/Board Secretary

Ayes: 9
Nays: 0
Absent: 0
Date: January 3, 2017

4. **APPOINTMENT OF BOARD AUDITOR**

That the Board approve the following resolution.

RESOLUTION

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5 et. seq.) states that the awarding of a contract for "Professional Services" without competitive bidding requires a statement of supporting reasons for award in a resolution adopted at a public meeting, and

WHEREAS, the Board of Education of the City of Long Branch in the County of Monmouth hereby appoints, Wiss and Company as Auditor of the Board for a period of January 3, 2017 through January 3, 2018, at a fee to be billed at standard hourly rates plus out-of-pocket costs at a total fee not to exceed \$53,000.00., and

NOW, THEREFORE, BE IT RESOLVED, the foregoing appointment is made without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-5 et seq.) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Additionally under P.L.2005, c.271,s 2, any contract awarded in excess of \$17,500 outside the bid process must be accompanied by c.271 Political Contribution Disclosure Form prior to the award of contract .

Peter E. Genovese III, RSBO, QPA
School Business Administrator / Board Secretary

Ayes: 9
Nays: 0
Absent: 0
Date: January 3, 2017

O. **SUPERINTENDENT'S REPORT**

Motion was made by Mrs. George, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (O1 – O7).

Ayes (9), Nays (0), Absent (0)

1. **APPOINTMENT OF PROFESSIONAL SERVICES**

That the Board approve the following resolution.

RESOLUTION

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5 et. seq.) states that the awarding of a contract for "Professional Services" without competitive bidding requires a statement of supporting reasons for award in a resolution adopted at a public meeting, and

WHEREAS, the Board of Education of the City of Long Branch in the County of Monmouth hereby appoints, the following professional services for a period of January 3, 2017 through January 3, 2018;

- **Architectural Services**
 - JBA Architecture & Consulting, LLC
 - Shore Point Architecture, PA
- **Insurance Brokers**
 - Brown & Brown Benefit Advisors
 - Willis of New Jersey, Inc.
 - Public Risk Group, LLC
 - Capacity Coverage
 - Insurance Office of America
 - CBIZ Insurance Services

NOW, THEREFORE, BE IT RESOLVED, the foregoing appointment is made without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-5 et seq.) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Additionally under P.L.2005, c.271,s.2, any contract awarded in excess of \$17,500 outside the bid process must be accompanied by c.271 Political Contribution Disclosure Form prior to the award of contract.

Peter E. Genovese III, RSBO, QPA
School Business Administrator / Board Secretary

Ayes: 9
Nays: 0
Absent: 0
Date: January 3, 2017

O. **SUPERINTENDENT'S REPORT (continued)**

2. **MINIMUM CHART OF ACCOUNTS**

That the Board adopt the Minimum Chart of Accounts as indicated on the Board Secretary's Report.

3. **AUTHORIZATION TO APPROVE BUDGET TRANSFERS**

That the Superintendent of Schools be authorized to approve budget transfers between monthly meetings.

4. **DESIGNATION OF BOARD DEPOSITORIES AND SIGNERS FOR SCHOOL WARRANT ACCOUNTS**

That the Board approve the statement of designation of Board depositories and signers for school warrant accounts.

OceanFirst
TD Bank
Kearny Federal Savings
New Jersey Cash Management Plan
New Jersey Arm
1st Constitution Bank
Two River Community Bank
Investors Savings Bank

Michele Critelli, Ed.D.
Board President

Peter E. Genovese III, RSBO, QPA
School Business Administrator / Board Secretary

Ronald J. Mehlhorn, Sr.
Treasurer of School Monies

5. **DESIGNATION OF OFFICIAL NEWSPAPERS**

That the Board approve the Asbury Park Press, Atlanticville and The Link News as the official newspapers of the Board.

6. **DESIGNATION OF THE DAY AND TIME OF THE MONTHLY MEETINGS – (APPENDIX C)**

That the Board approve the attached meeting schedule for all Regular, Workshop, and Agenda Board meetings for the 2017 calendar year pursuant to the Open Public Meetings Act Ch.231 PL 1975.

After reviewing the calendar and the location for the Board of Education meetings, Dr. Salvatore asked the Board if they wanted to make any changes to the calendar prior to its advertisement. It was the consensus of the Board members to hold the January through May and September through November meetings at the Middle School Auditorium in order to accommodate larger participation at those meetings when the students are performing. The June, July and August Board meetings will be held in the Auditorium of the Historic High School when schools are out.

O. **SUPERINTENDENT'S REPORT (continued)**

7. **DESIGNATION OF THE DAY AND TIME OF THE MONTHLY COMMITTEE MEETINGS – (APPENDIX D)**

That the Board approve the attached committee meeting schedule for the 2017 calendar year.

Motion was made by Mr. Dangler, seconded by Mr. Parnell and carried by roll call vote that the Board approve the following items (O8 – O9).

Ayes (9), Nays (0), Absent (0).

8. **APPOINTMENT OF PURCHASING AGENT**

That the Board approve the appointment of **PETER E. GENOVESE III, RSBO, QPA** as the Purchasing Agent for the 2017 calendar year.

9. **DESIGNATION OF THE OFFICIAL MEETING PLACES**

That the Board approve the following meeting places:

- The January through May and September through November Board Meetings will be held in the auditorium at the Long Branch Middle School, 350 Indiana Avenue, Long Branch, New Jersey.
- The June, July and August Board Meetings will be held in the auditorium of the Historic High School, 391 Westwood Avenue, Long Branch, New Jersey.
- Other Board Meetings will be held in the Board Conference Room, 540 Broadway, Long Branch, New Jersey.

Motion was made by Mr. Parnell, seconded by Mr. Dangler and carried by roll call vote that the Board approve the following items (O10 – O20).

Ayes (9), Nays (0), Absent (0)

10. **RE-ADOPTION OF BOARD POLICIES, ADMINISTRATIVE REGULATIONS, BYLAWS, AND JOB DESCRIPTIONS**

That all policies, administrative regulations, and bylaws of the Long Branch Board of Education, and all job descriptions be re-adopted as the policies, administrative regulations, bylaws and job descriptions of this Board of Education for calendar year 2017.

11. **AUTHORIZATION TO ESTABLISH THE BID THRESHOLD**

That the following resolution be approved.

RESOLUTION

WHEREAS, in accordance with Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the bid threshold for Qualified Purchasing Agent (QPA) has been established at \$40,000, with the quote threshold equaling \$6,000 (15%), and

WHEREAS, Peter E. Genovese III has met all the necessary requirements to be a QPA,

O. **SUPERINTENDENT'S REPORT (continued)**

11. **AUTHORIZATION TO ESTABLISH THE BID THRESHOLD (continued)**

NOW, THEREFORE BE IT RESOLVED, that the Long Branch Board of Education appoints Peter E. Genovese III the QPA for the Long Branch Public Schools and establishes the bid threshold at \$40,000, and the quote threshold to \$6,000.

Peter E. Genovese III, RSBO, QPA
School Business Administrator / Board Secretary

Ayes: 9
Nays: 0
Absent: 0
Date: January 3, 2017

12. **RE-APPROVAL OF CURRICULA – (APPENDIX E)**

That the curricula guides currently being used in the district be approved by the Board of Education for calendar year 2017 to reflect alignment to State and National standards.

13. **RE-APPROVAL OF TEXTBOOKS / SOFTWARE**

That the textbooks and software currently being used in the district be re-approved by the Board of Education for calendar year 2017.

14. **RE-APPROVAL OF DISTRICT SERVICES**

That the Board re-approve the following district services:

- a) Guidance Services
- b) Library Services
- c) Child Study Team Services
- d) Health Services
- e) School Based Youth Services Program
- f) Little Waves
- g) Special Education and related services
- h) Early education program/services
- i) Enrichment and remedial services

15. **RE-ADOPTION OF DISTRICT GOALS AND MISSION STATEMENT – (APPENDIX F)**

That the Board re-adopt the district goals and mission statement.

16. **RE-ADOPTION OF BOARD OF EDUCATION GOALS (APPENDIX G)**

That the Board re-adopt the Board of Education goals.

17. **APPROVAL OF SCHOOL PHYSICIANS**

That the Board approve Dr. Fisher as the District's School Physician in accordance with the approved agreement with Monmouth Medical Center.

18. **APPROVAL OF INVESTMENT OFFICERS**

That the Board approve the following individuals as the District's Investment Officers.

- Michael Salvatore, Ph.D., Superintendent of Schools
- Peter E. Genovese III, RSBO, QPA, School Business Admin. / Board Secretary

O. **SUPERINTENDENT'S REPORT (continued)**

19. **AUTHORIZATION TO CLOSE SCHOOLS**

That the Board authorize Michael Salvatore, Ph.D., Superintendent of Schools to have the authority to close schools as needed.

20. **RE-APPROVAL OF TAX SHELTER PARTICIPANTS**

That the Board re-approve the following companies to participate in the Board of Education tax shelter annuity program.

- Ameriprise Financial Services, Inc.
- AXA Equitable
- Lincoln Investment
- Metropolitan Life
- VALIC

Motion was made by Mrs. George, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (O21 – O35).

Ayes (9), Nays (0), Absent (0)

21. **RE-APPROVAL OF 457 PLAN PARTICIPANTS**

That the Board re-approve the following companies to participate in the Board of Education 457 tax shelter annuity program.

- Lincoln
- Equitable

22. **APPOINTMENT OF DESEGREGATION OFFICER**

That the Board approve the appointment of **ALVIN L. FREEMAN** as the Desegregation Officer for the 2017 calendar year.

23. **APPOINTMENT OF PUBLIC AGENCY COMPLIANCE (PACO) OFFICER**

That the Board approve the appointment of **PETER E. GENOVESE III** as the Public Agency Compliance Officer for the 2017 calendar year.

24. **APPOINTMENT OF 504 (AMERICAN WITH DISABILITIES ACT) OFFICER**

That the Board approve the appointment of **JANETLYNN DUDICK** as the 504 Officer for the 2017 calendar year.

25. **APPOINTMENT OF OCCUPATIONAL HAZARD INFORMATION OFFICER**

That the Board approve the appointment of **KATHY CELLI** as the Occupational Hazard Information Officer for the 2017 calendar year.

26. **APPOINTMENT OF CUSTODIAN OF PUBLIC RECORDS**

That the Board approve the appointment of **NANCY L. VALENTI** as the Custodian of Public Records for the 2017 calendar year.

27. **DISTRICT LIAISON FOR THE EDUCATION OF HOMELESS CHILDREN**

That the Board approve the appointment of **JANETLYNN DUDICK** as the District Liaison For the Education of Homeless Children for the 2017 calendar year.

O. **SUPERINTENDENT'S REPORT (continued)**

28. **APPOINTMENT OF DISTRICT RIGHT TO KNOW OFFICER**

That the Board approve the appointment of **ANN DEGNAN** as the District Right to Know Officer for the 2017 calendar year.

29. **APPOINTMENT OF DISTRICT-WIDE ASSESSMENT COORDINATOR**

That the Board approve the appointment of **ROBERTA FREEMAN** as the District-Wide Assessment Coordinator for the 2017 calendar year.

30. **APPOINTMENT OF DISTRICT HARASSMENT, INTIMIDATION AND BULLYING (HIB)/ANTI-BULLYING COORDINATOR**

That the Board approve the appointment of **MARISSA FORNICOLA** as the District Harassment, Intimidation and Bullying (HIB)/Anti-Bullying Coordinator for the 2017 calendar year.

31. **ESTABLISHMENT OF PETTY CASH ACCOUNTS 2016 CALENDAR YEAR**

That the Board approve the following Petty Cash Account for the 2017 calendar year.

Business Office

\$ 2,000.00

32. **RE-ADOPTION OF THE BUSINESS OFFICE SOP/IC MANUAL**

That the Board re-adopt the Business Office Standard Operational Procedure and Internal Control manual.

33. **RE-APPROVAL OF HEALTH BENEFIT WAIVER OF COVERAGE**

That the Board re-approve the Health Benefits waiver of coverage policy.

34. **RE-APPROVAL OF FLEXIBLE SPENDING PLAN**

That the Board re-approve the flexible spending plan in accordance with Section 125 of the IRS code, and further to have Ameriflex administer the plan under a third party agreement.

35. **APPROVAL TO ENTER INTO AN INTER-LOCAL SHARED SERVICES AGREEMENT WITH THE ALLENHURST BOARD OF EDUCATION**

That the Board approve to enter into an inter-local shared services agreement with the Allenhurst Board of Education to provide school business services including the services of the School Business Administrator in order that all of the required business and secretarial services of Allenhurst will be fulfilled by employees of Long Branch. This agreement will be in effect for 5 years with payment in the amount of \$17,500 for the first year.

P. **PERSONNEL**

Motion was made by Mr. Covin, seconded by Mrs. George and carried by roll call vote that the Board approve the following items (P36 – P39).

Ayes (9), Nays (0), Absent (0)

36. **RESOLUTION - EMPLOYEE SUSPENSIONS WITH PAY**

That the Board approve the Resolution to suspend Mark Graziano as listed on **APPENDIX H.**

P. **PERSONNEL (continued)**

37. **APPOINTMENT OF CERTIFIED STAFF:**

That the Board approve/ratify the appointment of the following named individual who constitutes a careful selection and screening of applicants and is hereby recommended for an employment contract contingent upon the successful completion of their degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly Qualified Teacher requirements: a criminal history clearance and the successful completion of a medical examination as required by the Board of Education. This initial appointment may be changed as District needs develop.

RHYAN SHARKEY*

English Teacher
High School
BA, Step 1
\$50,536

Certification: Teacher of English
Education: Monmouth University
Replaces: B. Rooney, resigned
(Acct# 15-140-100-101-000-01-00) (UPC# 0057-01-ENGLS-TEACHR)
Effective: January 4, 2017

ANDREA SODHI*

Spanish Teacher
High School
BA, Step 1
\$50,536

Certification: Teacher of Spanish
Education: Monmouth University
Replaces: R. Frankoski, resigned
(Acct# 15-140-100-101-000-01-00) (UPC# 0136-01-WRDLG-TEACHR)
Effective: January 4, 2017

Mr. Zambrano inquired regarding the backgrounds of the new hires, specifically the English teacher at the High School.

Dr. Salvatore – Rhyan Sharkey is right out of college. She has some experience working in the juvenile justice system teaching English to incarcerated students. She was a maternity replacement in Marlboro but she turned it down to accept this position. Andrea Sodhi, Spanish teacher, double major in English and Spanish from Monmouth University. This will be her first position as a Spanish teacher.

Mr. Zambrano – Did she work as a substitute in the district?

Dr. Salvatore – No, her application was received from a posting after our Spanish teacher resigned. We did not have a large response and after the panel interview process she was recommended as the top candidate.

P. **PERSONNEL (continued)**

38. **APPOINTMENT OF INSTRUCTIONAL ASSISTANT**

That the Board approve the employment of the following named individual as an Instructional Assistant for the 2016-2017 school year:

SOLANGE SIMPSON*, Audrey W. Clark School, at a salary of \$19,556, effective pending fingerprint clearance (Acct#:15-209-100-106-000-06-00) (UPC#:0646-06-SELDI-PARAPH).

39. **APPROVAL OF MEMORANDUM OF AGREEMENT WITH THE LBSEA**

That the Board approve the Memorandum of Agreement with the LBSEA from July 1, 2017 through June 30, 2020 – **APPENDIX I**.

Motion was made by Mrs. George, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (P40 – P41).

Ayes (9), Nays (0), Absent (0)

40. **SUBSTITUTE TEACHERS**

That the Board approve the following substitute teachers:

Carolyn Cimusz

Tonna Leeks

41. **CORRECTIONS/REVISIONS TO MINUTES**

That the Board approve the following corrections/revisions to minutes indicated:

November 30, 2016

APPOINTMENT OF INSTRUCTIONAL ASSISTANT

ENYE CARTER-NEVILLE, Lenna W. Conrow School, at a salary of \$19,997.00, effective December 1, 2016 (Acct#: 20-218-100-106-000-08-00) (UPC#: 1229-08-PRESC-PARAPF). This salary should have read \$19,747.00.

APPROVAL TO RATIFY COACHES SALARY GUIDE

That the Board ratify the approval of the coaching salary guides effective November 1, 2016. This should have read July 1, 2016.

Q. **OPPORTUNITY TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

Vincent Lepore
33 Ocean Terrace
Long Branch, NJ

Mr. Lepore stated that the Board will have a very challenging year under the new administration in Washington. He felt as if the common core as well as the PARCC testing may be eliminated and that this incoming administration seems to be oriented towards charter schools.

R. **ADJOURNMENT – 6:46 P.M.**

There being no further discussion, motion was made by Mrs. George, seconded by Mr. Covin and carried by roll call vote that the Board adjourn the meeting at 6:46 P.M. Ayes (9), Nays (0), Absent (0)

Peter E. Genovese III, RSBO, QPA
School Business Administrator/Board Secretary

LONG BRANCH PUBLIC SCHOOLS
SCHOOL ELECTION
TUESDAY, NOVEMBER 8, 2016

CANDIDATES (3 Year term)	Elberon Fire House	West End Fire House	West End Fire House	Elberon Fire House	Operation Life Bldg.	Long Branch H.S.	Oceanic Fire House	Operation Life Bldg.	Morris Ave. School	Neptune Fire House	LB Senior Center	Long Branch Public Library	Independent Fire House	A.A. Anastasia School	Lenna W. Conrow School	Oliver Byron Fire House	Lenna W. Conrow School	Subtotal	Absentee Ballots	Provisional Ballots	TOTAL VOTES
	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11	#12	#13	#14	#15	#16	#17	TOTAL	ABSENT	PROVI-SIONAL	
Avery W. Grant	80	152	168	128	164	160	188	97	145	161	303	165	273	338	196	205	207	3130	221	57	3408
Michele Critelli	88	139	212	162	193	183	248	90	157	187	251	138	150	194	187	189	148	2916	253	38	3207
John D. Zuidema, Jr.	35	58	77	77	94	67	84	53	73	65	125	59	74	95	111	109	81	1337	119	18	1474
Donald Covin	65	94	134	111	133	167	252	75	134	165	229	163	256	294	134	194	217	2817	153	52	3022
William Chasey, Jr.	29	53	65	41	69	49	60	40	49	41	79	39	44	61	58	97	50	924	88	11	1023
Lucille Perez	49	109	175	127	157	169	228	79	138	157	180	162	188	210	105	164	138	2515	216	45	2776
WRITE IN--	0	0	4	5	2	1	2	2	0	0	0	2	0	3	11	0	0	32	4	1	37
WRITE IN--																					
BOND PROPOSAL YES	83	205	260	109	219	232	262	164	187	190	386	186	310	304	231	279	221	3,828	275	67	4,170
BOND PROPOSAL NO	131	224	230	219	216	151	231	94	142	180	203	142	120	207	212	226	170	3,098	264	30	3,392
TOTAL VOTES FOR CANDIDATES	346	605	835	651	812	796	1,062	436	696	776	1,167	728	965	1,195	802	958	841	13,671	1,054	222	14,947
TOTAL VOTES FOR BOND PROPOSAL	214	429	490	328	435	383	493	258	329	370	589	328	430	511	443	505	391	6,926	539	97	7,562
Number of Registered Voters	455	1,012	934	604	996	698	907	683	685	766	1,445	788	1,024	1,201	886	961	722	14,767			14,767
Number of Ballots Cast	274	549	563	391	550	454	623	358	428	468	823	436	590	736	555	610	485	8,893	623	175	9,691
% of Registered Voters Casting Ballots	60.2%	54.2%	60.3%	64.7%	55.2%	65.0%	68.7%	52.4%	62.5%	61.1%	57.0%	55.3%	57.6%	61.3%	62.6%	63.5%	67.2%	60.2%	4.2%	1.2%	65.6%

BOND PROPOSAL PASSING: ☒ YES

POLICY

LONG BRANCH BOARD OF EDUCATION

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BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

M

Each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

Qualification and Requirements of Office

A Board member must be a citizen of the United States.

A Board member must be a resident of the district the member represents and must have been such for at least one year immediately preceding the member's election or appointment.

A Board member may not be convicted of a felony.

A Board member must be able to read and write.

A Board member must be registered to vote in the district and not disqualified from voting pursuant to N.J.S.A. 19:4-1.

A Board member cannot concurrently hold office as mayor or a member of the governing body of Long Branch.

A Board member who has not been disqualified due to the conviction of a crime or offense listed in N.J.S.A. 18A:12-1. In order to fulfill this requirement:

1. Each member of the Board of Education, within 30 days of the election or appointment to the Board shall undergo a criminal history background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a conviction of a crime or offense pursuant to the statute listed above: and
2. The Board shall reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the check.



POLICY

LONG BRANCH BOARD OF EDUCATION

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BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

Prohibited Acts

"Business" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

"Interest" means the ownership of or control of more than ten percent of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

"Immediate family" means the person to whom the Board member is legally married and any dependent child of the Board member residing in the same household.

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.

No Board member shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No Board member shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the Board member or a member of his/her immediate family.

No Board member shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No Board member or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties, except that the member may have



POLICY

LONG BRANCH BOARD OF EDUCATION

Bylaws

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BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

solicited or accepted contributions to his/her campaign for election to public office if he/she had no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence him/her in the discharge of official duties. Board members may not accept offers of meals, entertainment or hospitality which are limited to clients/customers of the individual providing such hospitality. Board members may attend hospitality suites or receptions at conferences only when they are open to all persons attending the conference.

No Board member shall use, or allow to be used, his/her public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

No Board member or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application, or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

It is not a conflict of interest if, merely by reason of his/her participation in any matter voted upon by the Board, a Board member accrues material or monetary gain that is no greater than the gain that could reasonably be expected to accrue to any other member of the member's business, profession, occupation, or group.

No elected Board member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward, or other thing of value is promised to or given to or accepted by the member or a member of his/her immediate family, whether directly or indirectly, in return for the information so requested.

Nothing shall prohibit a Board member or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests, except that Board members shall disqualify themselves from participating in negotiations and voting on collective bargaining agreements where their spouse or dependent children are members of the bargaining unit.

Each Board member shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.

Ineligibility for District Employment



POLICY

LONG BRANCH BOARD OF EDUCATION

Bylaws

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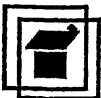
BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

A Board member cannot be appointed to a paid office or position required to be filled by the Board, except where law permits or requires that the office or position be filled by a Board member, and is ineligible for appointment to a paid office or position in the district for at least six months after the member's retirement, resignation, or removal from Board membership.

Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. 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. Make decisions in terms of the educational welfare of children and 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. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.
4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.
5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.
6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.



POLICY

LONG BRANCH BOARD OF EDUCATION

Bylaws

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BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. Support and protect school personnel in proper performance of their duties.
10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

Each Board member is required to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq. The Board Secretary will provide each Board member with a copy of the Code of Ethics and the required acknowledgement on an annual basis and will maintain the original signed acknowledgment(s) in the Board office.

The Board will receive a copy of and discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 12-21 et seq., at a regular scheduled public meeting each year. The discussion may include presentations by school administrative staff, the Board attorney, Board members and/or other professionals familiar with the School Ethics Act and the Code of Ethics. In addition, the Board Attorney, Superintendent, and/or School Business Administrator/Board Secretary will keep the Board informed of decisions by the School Ethics Commission, Commissioner of Education, State Board of Education and courts.

Oath of Office

Each Board member shall, before entering upon the duties of the office, swear or affirm under oath that he/she qualifies for membership and will faithfully discharge the duties of the office of Board member.

N.J.S.A. 18A:12-1; 18A:12-1.1; 18A:12-2;
18A:12-2.1; 18A:12-21 through 18A:12-34
N.J.S.A. 41:1-3
School Ethics Commission Policy Guideline 1.

Adopted: 18 August 2010
Revised: 16 August 2011



Code of Ethics

Policy 0142

I, _____ have received, read and understand the Code of Ethics.

Board of Education Member (print name)

Board of Education Member's signature

Date

APPENDIX C

Pursuant to the Open Public Meetings Act (Chapter 232, P.L. 1975), the Long Branch Board of Education establishes the following meeting dates for the period January, 2017 to January, 2018

Annual Notice of Public Meetings (Chapter 231, P.L. 1975)

Board Agenda Meetings

January 24, 2017

February 21, 2017

March 28, 2017

April 25, 2017

May 23, 2017

*June 20, 2017

*July 25, 2017

*August 22, 2017

September 26, 2017

October 17, 2017

November 28, 2017

December 12, 2017

Board Regular Monthly Meetings

January 25, 2017

February 22, 2017

March 29, 2017

April 26, 2017

May 24, 2017

**June 21, 2017

**July 26, 2017

**August 23, 2017

September 27, 2017

October 18, 2017

November 29, 2017

**January 3, 2018

7:00 P.M. 540 Broadway

*6:00 P.M.

7:00 P.M. LB Middle School Auditorium

**6:00 P.M.

c: Ms. Kathy Schmelz, City Clerk
Asbury Park Press (FOR PUBLICATION ON XXX)
Atlanticville (FOR INFORMATION ONLY)
Long Branch Bulletin Boards (2)
Sodexo

2017 - BOARD MEMBER COMMITTEE ASSIGNMENTS

APPENDIX D

Finance Committee

Scheduled Dates	Time	Board Representatives	Administrator
Monthly prior to the Agenda Meeting	6:00 PM		Michael Salvatore, Ph.D. Peter E. Genovese III Nancy L. Valenti

Personnel Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, February 8, 2017 Wednesday, June 14, 2017 Wednesday, October 11, 2017	5:30 PM		Michael Salvatore, Ph.D. Alvin L. Freeman, Ed.D. Peter E. Genovese III

Governance Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, February 8, 2017 Wednesday, June 14, 2017 Wednesday, October 11, 2017	6:15 PM		Michael Salvatore, Ph.D. Alvin L. Freeman, Ed.D. Peter E. Genovese III

Operation & Management Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, January 11, 2017 Wednesday, March 8, 2017 Wednesday, May 10, 2017 Wednesday, September 13, 2017 Wednesday, November 8, 2017	6:15 PM		Michael Salvatore, Ph.D. Peter E. Genovese III Ann Degnan Chris Dringus

Instruction & Programs Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, January 11, 2017 Wednesday, March 8, 2017 Wednesday, May 10, 2017 Wednesday, September 13, 2017 Wednesday, November 8, 2017	5:30 PM		Michael Salvatore, Ph.D. Alvin L. Freeman, Ed.D. Roberta Freeman

Communications/Security

Scheduled Dates	Time	Board Representatives	Administrator
Tuesday, January 10, 2017 Tuesday, March 7, 2017 Tuesday, May 9, 2017 Tuesday, September 12, 2017 Tuesday, November 7, 2017	5:30 P.M.		Michael Salvatore, Ph.D. Alvin L. Freeman, Ed.D. Walter O'Neill

Athletics

Scheduled Dates	Time	Board Representatives	Administrator
Tuesday, February 7, 2017 Tuesday, June 13, 2017 Tuesday, October 10, 2017	5:30 PM		Michael Salvatore, Ph.D. Alvin L. Freeman, Ed.D. Jason Corley

*There will be no committee meeting in April due to spring break and the late date of the March meeting.

*There will be no committee meeting in December. Items will be discussed at the December Board meeting.

I recommend the Board approve the following written curricula that clearly and specifically align with the most recent State Board adopted version of the Common Core State Standards.

Language Arts Literacy

Prek 3 and 4 Curriculum
K-8 Language Arts Literacy
AP English 12
Creative Writing I
Creative Writing II
English 9
English 9 Honors
English 10
English 10 Honors
English 11
English 11 Honors
English 12
English 12 Honors
ESL K-12
Journalism

Science

K-8 Science
AP Biology
AP Chemistry
AP Physics
Biology
Biology Honors
Chemistry
Chemistry Honors
Environmental Science
Forensic Chemistry
Animal Anatomy and Physiology
Physics
Physics Honors

Project Lead the Way (K - 12)

Elementary - Launch Curriculum
Middle School - Gateway – Design and Model

High School

Engineering

- Introduction to Engineering Design
- Principles of Engineering
- Biological Engineering
- Civil Engineering and Architecture

Biomedical Science

- Principles of Biomedical Science
- Human Body Systems
- Medical Interventions

Physical Education

K-8 Comprehensive Health & Physical Education
9-12 Comprehensive Health & Physical Education
K-12 Adaptive PE

Mathematics

K-8 Mathematics
Algebra 1
Algebra II
Algebra II Honors
AP Calculus
Contemporary Math
Geometry
Geometry Honors
Pre-calculus
Pre-calculus Honors
Algebra I Honors
Statistics
Statistics Honors

History

K-8 Social Studies
AP American
Government/Politics
AP US History II
AP World History
AP Psychology
AP Human Geography
AP Macroeconomics
Criminal Justice
Law
Economics
African American Studies
World Geography
US History I
US History I Honors
US History II
US History II Honors
US History III/The Vietnam Era
World History
World History Honors

Elementary Specials & Additional Programs

K-5 Art
K-5 Music (vocal & instrumental)
K-5 Dance
K-5 Library Studies
K-5 Gifted & Talented

Electives 6-8

Baking
Media/TV Broadcasting
Chorus
Computer Application & Education
Concert Band
Instrumental Music
Exploring Art
Industrial Technology
Introduction to Foods
Introduction to Sewing
Keyboarding
Photography
Drama
Music Technology

World Language

World Languages K-8
French I
French II
French III
French IV Honors
French V Honors
Italian I
Italian II
Italian III
Italian IV Honors
Italian V Honors
Spanish I
Spanish II
Spanish III
Spanish IV Honors
Spanish V Honors

Electives (9-12)

Accounting I
Advanced Accounting
Foundational Art
High Focus Drawing & Painting
Art III
Art IV
AP Studio Art
Business Law
Introduction to Business
Marketing
Concert Chorus
Cooperative Marketing Education
Global Logistics: Intro. to Logistics
Creative Sewing
Dance I/II
Dance III
Dance IV
Exploring Childhood
Foods I
Freshman Orientation/Finance
Graphic Design
Instrumental Aids I/II
Marching/Symphonic Band
Music Theory
Music Technology
Performance Dance
Piano I/II
Piano III
Piano
Psychology
Public Speaking
Sociology
Speech and Theater
Advanced Performance
Speech on the Job
Technology Applications
TV & Film Production I
TV & Film Production II
TV & Film Production III
Yearbook Journalism
American Popular Music
Global Logistics: Intro. to Logistics
Global Logistics: Functional Areas in Logistics

District Mission Statement

We, the Long Branch School Community, strive to meet and exceed the standards set forth by the State of New Jersey.

District Goals

Student Achievement

Goal: Increase student learning and achievement district-wide.

Staffing

Goal #1: Increase the recruitment and retention of highly qualified staff that reflects the demographics of the community.

Goal #2: Develop a Leadership Academy for the district leadership team.

Communication

Goal: Continue to develop and improve communication to all stakeholders by increasing family/parental involvement in all grade levels.

APPENDIX G

Board of Education Goals

Goal #1: All Board of Education Committees will complete Action Plans in support of Board goals and put a plan into place to report out on their goals at Board of Education meetings throughout the year.

Goal #2: To provide increased opportunities for Board Professional Development.

RESOLUTION

BOARD OF EDUCATION OF THE CITY OF LONG BRANCH
IN THE COUNTY OF MONMOUTH

BE IT RESOLVED, that the Board of Education of the City of Long Branch, in the County of Monmouth ("Board of Education"), based on the recommendation of the Superintendent of Schools, suspended with pay MARK GRAZIANO, physical education teacher, effective December 19, 2016 pending the results of an investigation.

Peter E. Genovese, III, RSBO, QPA
School Business Administrator/Board Secretary

Ayes: 9
Nays: 0
Absent: 0
Date: January 3, 2017

Memorandum of Agreement
Between
Long Branch Board of Education
~ and ~
Long Branch School Employees Association

The undersigned parties have reached tentative agreement on the following modifications to the 2016-2017 collective bargaining agreement between the parties. The within agreements are subject to ratification by both parties at the conclusion of negotiations.

- 1.) All provisions of the 2016-2017 agreement shall be continued without change into the successor agreement except as set forth herein and/or attached hereto.
- 2.) The successor agreement shall be from **July 1, 2017 through June 30, 2020**
- 3.) Article XII, Paragraph E1 Tuition Reimbursement shall be modified as follows: "all members of the bargaining unit shall receive reimbursement by the Board of Education for the cost of tuition up to a maximum of **six (6)** college/graduate credits successfully completed between July 1 and June 30 of a given school year. Reimbursement of tuition shall not exceed 85% of the average State college tuition." (page 37)
- 4.) Article XII, Paragraph D4- Waiver shall be modified to read as follows "Any bargaining unit member who chooses to waive all health, dental, and prescription coverage for the full contract year shall receive a maximum reimbursement of **\$1,250.00 in two equal payments; one in December and one in June.** (page 37)
- 5.) Schedule C: **Effective July 1, 2017** the salary guides for Teachers, Secretaries/Clerks, Custodians/Groundsman/Maintenance, and Corridor Aides/Safe School Environment Persons shall be increased by **3.1%** inclusive of increment. (page 44)

Schedule C: **Effective July 1, 2018** the salary guides for Teachers, Secretaries/Clerks, Custodians/Groundsman/Maintenance, and Corridor Aides/Safe School Environment Persons shall be increased by **3.1%** inclusive of increment. (page 44)

Schedule C: **Effective July 1, 2019** the salary guides for Teachers, Secretaries/Clerks, Custodians/Groundsman/Maintenance, and Corridor Aides/Safe School Environment Persons shall be increased by **3.1%** inclusive of increment. (page 44)

The parties agree to mutually develop the salary guides.

- 6.) The mutually developed guides for Athletic Coaches' in 2016-2017 shall continue through 2020.
- 7.) Article XII, Paragraph D2 – Insurance Protection, **Effective July 1, 2019** all prescription co-pays will increase by **\$5 (five dollars);** and the Emergency Room co-pay will increase to **\$50 (fifty dollars).**
- 8.) Article XII, New Paragraph – Chapter 78 contributions – **Effective July 1, 2017 and continuing thereafter,** the contribution for all bargaining members in this unit shall be frozen at their **July 1, 2016** dollar value/contribution.
- 8.) All of terms and conditions not contained herein shall remain status quo.

In witness whereof, the parties have affixed their respective signatures this 3 day of JANUARY, 2018⁷

For the Association

<u>Johnnie Montanti</u>	<u>Mary Elizabeth Jones</u>
<u>F. J. E.</u>	<u>Diane Torrella</u>
<u>Carol Ann</u>	<u>Cynthia Murphy</u>
<u>Tracy Ann</u>	<u></u>

For the Board of Education

<u>Bill Doherty</u>
<u>James Pank</u>
<u></u>
<u></u>