

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

**MINUTES**

**JANUARY 5, 2022**

The Re-organization meeting of the Long Branch Board of Education was held in the auditorium of the Long Branch Middle School, 350 Indiana 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 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**

**F. REPORT OF THE ELECTION RESULTS**

Results of the November 2, 2021 Board of Education Election:

<b>BOARD OF EDUCATION (3 year term)</b>	<b>NUMBER OF VOTES</b>
<b>Violeta Peters</b>	<b>2,949</b>
<b>Maria Teresa Benosky</b>	<b>2,726</b>
<b>Joseph M. Ferraina</b>	<b>2,624</b>
Caroline Bennett	2,031
Write-In	93

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

Three Year Appointment

Violeta Peters  
Maria Teresa Benosky  
Joseph M. Ferraina

H. ROLL CALL

Mr. Grant - Absent	Mr. Covin - ZOOM	Mrs. Perez - ZOOM
Dr. Critelli - ZOOM	Mrs. Youngblood Brown	Ms. Benosky
Mr. Zambrano	Mrs. Peters	Mr. Ferraina

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

Ayes (8), Nays (0), Absent (1) Mr. Grant

I. RESOLUTION FOR CLOSED EXECUTIVE SESSION – 6:09 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**, 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 the Middle School, 350 Indiana 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.

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

Ayes: 8  
Nays: 0  
Absent: 1 (Mr. Grant)  
Date: January 5, 2022

J. **MEETING RECONVENED – 6:19 P.M.**

K. **ROLL CALL**

Mr. Grant - absent	Mr. Covin	Mrs. Perez
Dr. Critelli	Mrs. Youngblood Brown	Ms. Benosky
Mr. Zambrano	Mrs. Peters	Mr. Ferraina

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

Nomination for Tasha Youngblood Brown for President of the Long Branch Board of Education was made by Mrs. Perez, seconded by Mr. Covin.

**MOTION TO CLOSE THE SLATE**

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

Ayes (8), Nays (0), Absent (1) Mr. Grant

**ROLL CALL TO ELECT THE PRESIDENT**

Roll call to elect Tasha Youngblood Brown as President.

Ayes (8) – Dr. Critelli, Mr. Zambrano, Mr. Covin, Mrs. Youngblood Brown, Mrs. Peters, Mrs. Perez, Ms. Benosky and Mr. Ferraina, Absent (1) Mr. Grant

**Tasha Youngblood Brown** was elected to the office of **President** by a roll call vote of **8-0-1 (Mr. Grant)**.

**MEETING TURNED OVER TO THE PRESIDENT**

M. **NOMINATION FOR THE OFFICE OF VICE PRESIDENT** – Mrs. Youngblood Brown

Nomination for Lucille Perez for Vice President of the Long Branch Board of Education was made by Mr. Zambrano and seconded by Mr. Ferraina.

**MOTION TO CLOSE THE SLATE**

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

Ayes (8), Nays (0), Absent (1) Mr. Grant

**ROLL CALL TO ELECT THE VICE PRESIDENT**

Roll call vote to elect Lucille Perez as Vice President.

Ayes (8) – Dr. Critelli, Mr. Zambrano, Mr. Covin, Mrs. Youngblood Brown, Mrs. Peters, Mrs. Perez, Ms. Benosky and Mr. Ferraina, Absent (1) Mr. Grant

**Lucille Perez** was elected to the office of **Vice President** by a roll call vote of **8-0-1 (Mr. Grant)**.

N. **PRESIDENT'S REPORT**

Motion was made by Dr. Critelli, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following items (N1 – N2).

Ayes (8), Nays (0), Absent (1) Mr. Grant

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

As per Board of Education policy, all members of the Board of Education have received a copy of the Code of Ethics which was reviewed and will be signed by each member.

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 \$12,000 for the term of January 5, 2022 through January 4, 2023.

Motion was made by Mr. Ferraina, seconded by Mr. Covin and carried by roll call vote that the Board approve the following item (N3).

Ayes (8), Nays (0), Absent (1) Mr. Grant

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 Lester E. Taylor III of Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC as General Counsel for the Board for the term of January 5, 2022 through January 4, 2023 at a retainer fee of \$30,000.00. The law firm will receive \$165 per hour for all non-retainer services. 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 pursuant to a Request for Proposal, for a Professional Service under the provisions of the Public School Contracts Law (*N.J.S.A. 18A:18A - 4.4 - 4.5*) 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 Florio, Perrucci, Steinhardt & Cappelli, LLC.

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

Ayes: 8  
Nays: 0  
Absent: 1 (Mr. Grant)  
Date: January 5, 2022

Motion was made by Mr. Covin, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following item (N4).

Ayes (7), Nays (0), Abstain (1) Mr. Ferraina, Absent (1) Mr. Grant)

4. **APPOINTMENT OF SPECIAL 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 Jonathan Busch of The Busch Law Group as Special Counsel for the Board at the rate of \$160.00 per hour, effective January 5, 2022 through January 4, 2023.

**NOW, THEREFORE, BE IT RESOLVED**, the foregoing appointment is made pursuant to a Request for Proposal, for a Professional Service under the provisions of the Public School Contracts Law (N.J.S.A. 18A-18A – 4.4 – 4.5) 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.

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

Ayes: 7  
Nays: 0  
Abstain: 1 (Mr. Ferraina)  
Absent: 1 (Mr. Grant)  
Date: January 5, 2022

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

Mrs. Peters asked if the fee is the same amount we paid last year.

Mr. Genovese – No, this fee is approximately \$30,000 more due to several factors, one being the length of time to complete the audit and also the fact that the company is struggling to maintain staff.

The Board discussed tabling the motion. Mr. Ferraina suggested moving forward with the vote. After the vote, Mrs. Youngblood Brown suggested discussing this further at the next Finance Committee meeting.

Motion was made by Dr. Critelli, seconded by Mr. Covin and carried by roll call vote that the Board approve the following item (N5).

Ayes (4), Nays (4) Mrs. Youngblood Brown, Mr. Zambrano, Mrs. Peters and Ms. Benosky,  
Absent (1) Mr. Grant

The motion did not pass.

5. **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 5, 2022 through January 4, 2023, at a fee to be billed at standard hourly rates plus out-of-pocket costs at a total fee not to exceed \$92,000 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 .

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

Ayes: 4  
Nays: 4 (Mrs. Youngblood Brown, Mr. Zambrano, Mrs. Peters, Ms. Benosky)  
Absent: 1 (Mr. Grant)  
Date: January 5, 2022

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

Motion was made by Mr. Covin, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following item (N6).

Ayes (7), Nays (0), Abstain (1) Mr. Ferraina, Absent (1) Mr. Grant

6. **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 5, 2022 through January 4, 2023:

- **Architectural/Engineering Services**
  - JBA Architecture & Consulting, LLC
  - Shore Point Architecture, PA
  - Hill International, Inc.
- **Insurance Brokers**
  - Brown & Brown Benefit Advisors
  - Willis of New Jersey, Inc.
  - Public Risk Group, LLC
  - 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.

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

Ayes: 7  
Nays: 0  
Abstain: 1 (Mr. Ferraina)  
Absent: 1 (Mr. Grant)  
Date: January 5, 2022

O. **SUPERINTENDENT'S REPORT**

Motion was made by Dr. Critelli, seconded by Mr. Covin and carried by roll call vote that the Board approve the following item (O1 – O5).

Ayes (8), Nays (0), Absent (1) Mr. Grant

1. **MINIMUM CHART OF ACCOUNTS**

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

2. **AUTHORIZATION TO APPROVE BUDGET TRANSFERS**

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

3. **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**

**1<sup>st</sup> Constitution Bank**

**Investors Savings Bank**

**Tasha Youngblood Brown**

**Board President**

**Peter E. Genovese III, RSBO, QPA**

**School Business Administrator / Board Secretary**

**Ronald J. Mehlhorn, Sr.**

**Treasurer of School Monies**

4. **DESIGNATION OF OFFICIAL NEWSPAPER**

That the Board approve the **Asbury Park Press** and **The Link News** as the official newspaper of the Board.

5. **DESIGNATION OF THE DAY AND TIME OF THE MONTHLY MEETINGS – (APPENDIX B)**

That the Board approve the attached meeting schedule for all Regular, Workshop, and Agenda Board meetings for the 2022 calendar year pursuant to the Open Public Meetings Act Ch.231 PL 1975.



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

Motion was made by Mrs. Perez, seconded by Dr. Critelli and carried by roll call vote that the Board approve the following item (O6 – O12).

Ayes (8), Nays (0), Absent (1) Mr. Grant

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

That the Board approve the attached committee meeting schedule for the 2022 calendar year.

7. **APPOINTMENT OF PURCHASING AGENT**

That the Board approve the appointment of **PETER E. GENOVESE III, RSBO, QPA** as the Purchasing Agent for the 2022 calendar year.

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

That the Board approve the following meeting places:

- Historic High School Varsity Room, 391 Westwood Avenue
- Long Branch Middle School auditorium, 350 Indiana Avenue
- Long Branch Administration Office, 540 Broadway

9. **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 adopted as the policies, administrative regulations, bylaws and job descriptions of this Board of Education for calendar year 2022.

10. **APPROVAL OF CURRICULA – (APPENDIX D)**

That the curricula guides currently being used in the district be approved by the Board of Education for calendar year 2022 to reflect alignment to State and National standards.

11. **APPROVAL OF TEXTBOOKS / SOFTWARE**

That the textbooks and software currently being used in the district be approved by the Board of Education for calendar year 2022.

12. **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 \$44,000, with the quote threshold equaling \$6,600 (15%), and

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

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

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

**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 \$44,000, and the quote threshold to \$6,600.

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

Ayes: 8  
Nays: 0  
Absent: 1 (Mr. Grant)  
Date: January 5, 2022

Motion was made by Mrs. Peters, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (O13 – O19).

Ayes (8), Nays (0), Absent (1) Mr. Grant

13. **APPROVAL OF DISTRICT SERVICES**

That the Board approve the following district services:

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

14. **ADOPTION OF DISTRICT GOALS AND MISSION STATEMENT – (APPENDIX E)**

That the Board adopt the district goals and mission statement.

15. **ADOPTION OF BOARD OF EDUCATION GOALS (APPENDIX F)**

That the Board adopt the Board of Education goals.

16. **APPROVAL OF SCHOOL PHYSICIANS**

That the Board approve Dr. Jonathan E. Teitelbaum and Dr. Jacqueline G. Brunetto as the District's School Physicians in accordance with the approved agreement with Monmouth Medical Center.

17. **APPROVAL OF INVESTMENT OFFICERS**

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

- Francisco E. Rodriguez, Superintendent of Schools
- Peter E. Genovese III, RSBO, QPA, School Business Admin. / Board Secretary

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

18. **AUTHORIZATION TO CLOSE SCHOOLS**

That the Board authorize Francisco E. Rodriguez., Superintendent of Schools to have the authority to close schools as needed.

19. **APPROVAL OF 403 (b) TAX SHELTER PARTICIPANTS**

That the Board 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
- ING
- Legacy Benefits Group LLC
- National Life Group/LSW
- Vanguard

Motion was made by Mrs. Peters, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (O20 – O31).

Ayes (6), Nays (1) Mrs. Perez, Abstain (1) Mr. Ferraina, Absent (1) Mr. Grant

20. **APPROVAL OF 457 PLAN PARTICIPANTS**

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

- Lincoln
- Equitable

21. **APPOINTMENT OF DESEGREGATION OFFICER**

That the Board approve the appointment of **FRANK RILEY** as the Desegregation Officer for the 2022 calendar year.

22. **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 2022 calendar year.

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

That the Board approve the appointment of **JANETLYNN DUDICK, Ph.D.** as the 504 Officer for the 2022 calendar year.

24. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

That the Board approve the appointment of **JENA VALDIVIEZO, Ed.D.** as the Affirmative Action Officer for the 2022 calendar year.

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

That the Board approve the appointment of **VIRGINIA CARREIRA** as the Occupational Hazard Information Officer for the 2022 calendar year.

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

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 2022 calendar year.

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

That the Board approve the appointment of **MARISSA FORNICOLA** as the District Liaison for the Education of Homeless Children for the 2022 calendar year.

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 2022 calendar year.

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

That the Board approve the appointment of **TARA PULEIO** as the District-Wide Assessment Coordinator for the 2022 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 2022 calendar year.

31. **APPOINTMENT OF DISTRICT SCHOOL SAFETY SPECIALIST**

That the Board approve the appointment of **WALTER O'NEILL** as the District School Safety Specialist for the 2022 calendar year.

Motion was made by Dr. Critelli, seconded by Mr. Covin and carried by roll call vote that the Board approve the following items (O32 – O35).

Ayes (5), Nays (1) Mrs. Perez, Abstain (2) Ms. Benosky and Mr. Ferraina, Absent (1) Mr. Grant

32. **APPOINTMENT OF TITLE IX OFFICER**

That the Board approve the appointment of **JENA VALDIVIEZO, Ed.D.** as the Title IX Officer for the 2022 calendar year.

33. **ESTABLISHMENT OF PETTY CASH ACCOUNTS 2021 CALENDAR YEAR**

That the Board approve the following Petty Cash Account for the 2022 calendar year with a per check amount not to exceed \$250.00.

Business Office

\$ 2,000.00

34. **ADOPTION OF THE BUSINESS OFFICE SOP/IC MANUAL**

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

35. **APPROVAL OF FLEXIBLE SPENDING PLAN**

That the Board 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.

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

No one addressed the Board

Mr. Zambrano asked for an update on the turf field.

Mr. Rodriguez explained that the project was held up waiting for the selection of the logo which has now been finalized. We will be using the logo with LB and the Wave.

Mrs. Perez asked when the committee meeting assignments would be finalized.

Mrs. Youngblood Brown asked the members to reach out to her and let her know if they are interested in remaining on their current committees.

Q. **ADJOURNMENT – 6:51 P.M.**

There being no further discussion, motion was made by Mr. Ferraina, seconded by Mr. Covin and carried by roll call vote that the Board adjourn the meeting at 6:51 P.M.  
Ayes (8), Nays (0), Absent (1) Mr. Grant

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

# POLICY

## LONG BRANCH BOARD OF EDUCATION

Bylaws  
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### 0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (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.



## 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 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

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.



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's signature

\_\_\_\_\_  
Date



OFFICE OF THE SUPERINTENDENT  
LONG BRANCH PUBLIC SCHOOLS  
540 Broadway, Long Branch, New Jersey 07740

APPENDIX B

*"Together We Can, Juntos Nós Podemos, Juntos Podemos"*

FRANCISCO E. RODRIGUEZ  
Superintendent of Schools

PETER E. GENOVESE III, RSBO, QPA  
School Business Administrator  
Board Secretary  
732-571-2868 x 40100  
Fax: 732-229-0797

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, 2022 to January, 2023

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

**Board Agenda Meetings**

Tuesday, January 18, 2022  
Tuesday, February 22, 2022  
Tuesday, March 15, 2022  
Tuesday, April 26, 2022  
Tuesday, May 24, 2022  
Tuesday, June 21, 2022  
Tuesday, July 26, 2022  
Tuesday, August 30, 2022  
Tuesday, September 20, 2022  
Tuesday, October 18, 2022  
Tuesday, November 15, 2022

**6:00 P.M. – 540 Broadway**

**Board Regular Monthly Meetings**

Wednesday, January 19, 2022  
Wednesday, February 23, 2022  
Wednesday, March 16, 2022  
Wednesday, April 27, 2022  
Wednesday, May 25, 2022  
Wednesday, June 22, 2022  
Wednesday, July 27, 2022  
Wednesday, August 31, 2022  
Wednesday, September 21, 2022  
Wednesday, October 19, 2022  
Wednesday, November 16, 2022  
Wednesday, December 7, 2022  
Wednesday, January 4, 2023  
(Re-Organization Meeting)

**6:00 P.M. – Middle School**

c: Ms. Mary Moss, City Clerk  
Asbury Park Press (For publication on January 14, 2022)  
Link (FOR INFORMATION ONLY)  
Long Branch Bulletin Boards (2)  
Sodexo

## 2022 - Board Member Committee Assignments

Finance Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Monthly prior to the Agenda Meeting	6:00 PM		Francisco E. Rodriguez
			Peter E. Genovese III
	5:30 PM May - August		Nancy L. Valenti

Governance Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, February 09, 2022			Francisco E. Rodriguez
Wednesday, June 08, 2022	5:30 P.M.		Frank Riley
Wednesday, October 05, 2022			Jena Valdiviezo, Ed. D.

Operation & Management Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 09, 2022			Francisco E. Rodriguez
Wednesday, May 11, 2022	6:30 P.M.		Peter E. Genovese III
Wednesday, September 14, 2022			Ann Degnan
Wednesday, November 09, 2022			Chris Dringus

Instruction & Programs Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 09, 2022			Francisco E. Rodriguez
Wednesday, May 11, 2022			JanetLynn Dudick, Ph.D.
Wednesday, September 14, 2022	5:30 PM		Frank Riley
Wednesday, November 09, 2022			Nicole Esposito Tara Puleio

Communications/Security Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 2, 2022			Francisco E. Rodriguez
Wednesday, May 04, 2022	5:30 P.M.		Walter O'Neill
Wednesday, September 07, 2022			
Wednesday, November 2, 2022			

Athletics Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Monday, February 07, 2022			Francisco E. Rodriguez
Monday, June 06, 2022	5:30 PM		Frank Riley
Monday, October 03, 2022			Jason Corley

Negotiations Committee			
Scheduled Dates	Time	Board Representatives	Administrator
TBD			Jena Valdiviezo, Ed. D.
	TBD		Peter E. Genovese III

\*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 meetings in October, December and January. Items will be discussed at the October, December and January Board meetings.

I recommend the Board approve the following written curricula that clearly and specifically align with the State Board adopted version of the New Jersey Student Learning Standards.

### **Language Arts Literacy**

PreK 3 and 4- Tools of the Mind  
 K-5 Reading  
 K-5 Writing  
 6-8 Language Arts Literacy  
 6-8 ESL  
 English 9/English 9 Honors  
 English 10/English 10 Honors  
 English 11/English 11 Honors  
 English 12/English 12 Honors  
 Creative Writing I  
 Yearbook  
 9-12 ESL Level I  
 9-12 ESL Level II  
 9-12 ESL Level III  
 9-12 ESL Level IV

### **Mathematics**

K-5 Math  
 6-8 Math  
 Grade 6 Accelerated Math  
 Grade 6 Advanced Math  
 Grade 7 Advanced Math  
 Algebra I  
 Algebra I Lab  
 Algebra I Honors  
 Geometry/Geometry Honors  
 Algebra II/Algebra II Honors  
 Precalculus/Precalculus Honors  
 Financial Algebra  
 Statistics/Statistics Honors  
 Accelerated Learning Guides:
 

- K-5 Instructional Tool; Scope & Sequence for Math
- Grades 6-8; Curriculum Resource Guide
- Algebra I; Curriculum Resource Guide
- Algebra II; Curriculum Resource Guide
- Geometry; Curriculum Resource Guide

### **Science**

K-5 Science  
 6-8 Science  
 Biology/Biology Honors  
 Chemistry/Chemistry Honors  
 Physics/Physics Honors  
 Environmental Science  
 Comparative Anatomy  
 Forensic Chemistry

### **Social Studies/Humanities**

K-5 Social Studies  
 6-8 Social Studies  
 World History/World History Honors  
 US History I/US History I Honors  
 US History II/US History II Honors  
 Psychology  
 Sociology  
 African American Studies  
 Race, Gender, & Ethnicity  
 Intro to Social Justice  
 Intro to Debate  
 Advanced Debate  
 Economics  
 Criminal Justice  
 Law  
 Law & Equity  
 Social Justice in Music & Art  
 Tech Apps  
 Personal Finance  
 Marketing  
 Entrepreneurship

### **Health & Physical Education**

K-5 Health & Physical Education  
 6-8 Health & Physical Education  
 9-12 Health & Physical Education

## **Visual & Performing Arts**

K-5 Music  
K-5 Art  
3-5 Instrumental Music  
6-8 Music Technology  
6-8 Art  
6-8 Instrumental Music  
6-8 Chorus  
6-8 TV & Film  
Foundational Art  
Marching Band/Symphonic Band  
American Popular Music  
Music Technology  
Dance I/II  
Dance III/IV  
Performance Dance  
Speech & Theater  
Public Speaking  
Stage Technology  
Advanced Performance Drama  
Graphic Design I  
TV & Film I  
TV & Film II  
TV & Film III  
TV & Film IV

## **World Language**

6-8 Spanish  
Spanish I  
Italian I  
French I

## **Consumer Family Sciences**

Foods I  
Foods II  
Creative Sewing

## **Industrial Arts**

Carpentry

## **AFJROTC**

**(Air Force Junior Reserve Officer Training Corps)**

ROTC 1  
ROTC 2  
ROTC 3  
ROTC 4

## **Advanced Placement**

AP World History, Modern  
AP Government & Politics  
AP Human Geography  
AP Macroeconomics  
AP Psychology  
AP United States History  
AP Language & Composition  
AP Literature & Composition  
AP Studio Art  
AP Calculus

## **Project Lead the Way (K-12)**

### **Elementary:**

Launch Curriculum

### **Middle School:**

Design and Modeling  
Automation and Robotics  
Medical Detectives  
Energy and the Environment

### **High School:**

#### *Engineering -*

Engineering Design Honors  
Principles of Engineering Design Honors  
Civil Engineering & Architecture Honors

#### *Biomedical Science-*

Principles of Biomedical Science Honors  
Human Body Systems Honors  
Medical Interventions Honors  
Biomedical Innovation Honors

#### *Computer Science-*

AP Principles of Computer Science

## **K-12 Curriculum Resources**

K-12 Diversity & Inclusion Resource Guide  
K-12 Holocaust & Amistad Curriculum Crosswalk

### **District Mission Statement**

We strive to create a mindful community of learners by modeling positivity and promoting openness in all interactions. Our aim is to prepare learners for a sustainable future by supporting wellness and evoking a growth-mindset through a personalized learning experience.

### **District Goals (tentative)**

#### **Student Achievement/Wellness**

**Goal #1:** Through innovative programs that personalize student learning, we aim to enhance social and emotional literacy for all members of our school family. Incorporating social and emotional learning into various disciplines will increase student awareness of self, allowing information to be received and retained without distraction. Further, through increased literary experiences and expanding guided mathematics instruction, students will continue to increase their academic achievement district wide.

#### **Staffing**

**Goal #1:** Increase the recruitment and retention of highly qualified staff members that reflect the demographics of the community and student needs.

**Goal #2:** To personalize professional learning for all staff regardless of title, degree or certification. We aim to offer various opportunities for professional growth each year.

**Goal #3:** Continue building leadership capacity by empowering faculty through school wide initiatives and action plans. Further, through a series of leadership trainings, the entire district leadership team will learn to support the district mission and initiatives.

#### **Communication**

**Goal #1:** Continue to develop and improve communication to all stakeholders in order to address school climate and culture.



**Board of Education Goals**

**Goal #1:** All Board of Education Committee members will attend each scheduled meeting and engage with district administration to fully understand the impact, implementation, and evaluation of district programs. Each Department Chairperson will report a summary of each meeting to the full Board and general public.

**Goal #2:** To explore trends in education through workshops, inservices, trainings, and State wide committees with the goal to enhance their ability to advocate for children.