

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

MINUTES

JANUARY 6, 2021

The Re-organization meeting of the Long Branch Board of Education was held in the Varsity Room of the Historic High School, 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 Link 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

Mr. Vin Gopal congratulated the 3 candidates on their successful election and wished Dr. Salvatore continued success in his new endeavor. He also stated that he is looking forward to working with the incoming Superintendent.

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

Results of the November 3, 2020 Board of Education Election:

BOARD OF EDUCATION (3 year term)	NUMBER OF VOTES
Lucille M. Perez	5,220
Armand Zambrano	4,787
Tasha Youngblood Brown	4,671
Joseph M. Ferraina	4,054
Kristopher Soto	2,950
Write-In	22

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

Three Year Appointment

Lucille Perez
Armand R. Zambrano, Jr.
Tasha Youngblood Brown

H. **ROLL CALL**

Mr. Grant – 6:19 P.M.	Mr. Covin	Ms. McCaskill
Dr. Critelli	Rev. Bennett	Mrs. Peters
Mr. Zambrano – call in	Mrs. Youngblood Brown	Mrs. Perez

Motion was made by Mr. Covin, seconded by Dr. Critelli 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 – 6:15 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 Varsity Room of the Historic High School, 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: 8
Nays: 0
Absent: 1 (Mr. Grant)
Date: January 6, 2021

J. **MEETING RECONVENED – 6:23 P.M.**

Mr. Grant arrived at the meeting at 6:19 while in Executive Session.

K. **ROLL CALL**

Mr. Grant	Mr. Covin	Ms. McCaskill
Dr. Critelli	Rev. Bennett	Mrs. Peters
Mr. Zambrano – call in	Mrs. Youngblood Brown	Mrs. Perez

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. Zambrano.

MOTION TO CLOSE THE SLATE

There being no other nominations for President, motion was made by Mrs. Perez, seconded by Dr. Critelli and carried by roll call vote to close the slate.

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

ROLL CALL TO ELECT THE PRESIDENT

Roll call to elect Tasha Youngblood Brown as President.

Ayes (9) – Mr. Grant, Dr. Critelli, Mr. Zambrano, Mr. Covin, Rev. Bennett, Mrs. Youngblood Brown, Ms. McCaskill, Mrs. Peters and Mrs. Perez.

Tasha Youngblood Brown was elected to the office of **President** by a roll call vote of **9-0-0**.

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 Dr. Critelli and seconded by Mr. Zambrano.

Nomination for Violeta Peters for Vice President of the Long Branch Board of Education was made by Rev. Bennett and seconded by Ms. McCaskill.

MOTION TO CLOSE THE SLATE

There being no other nominations for Vice President, motion was made by Mr. Covin, seconded by Mrs. Peters to close the slate.

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

ROLL CALL TO ELECT THE VICE PRESIDENT

Mrs. Perez – Mr. Grant, Dr. Critelli, Mr. Zambrano, Mr. Covin, Mrs. Youngblood Brown and Mrs. Perez

Mrs. Peters – Rev. Bennett, Ms. McCaskill and Mrs. Peters

Lucille Perez was elected to the office of **Vice President** by a roll call vote of **6-3-0**.

N. **PRESIDENT'S REPORT**

Motion was made by Mr. Covin, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following items (N1 – N3).

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 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 7, 2021 through January 5, 2022.

Mr. Zambrano discussed with the Board the attendance of Lester Taylor over the past 2 years stating that although his associate has been to several meetings, it was his understanding that Mr. Taylor would be attending all of the meetings.

Mr. Covin stated that over the past 2 years Mr. Taylor's counsel has been extremely beneficial and that there were times on a Saturday or a Sunday that he would reach out to him to discuss important or sensitive issues.

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 or designee of Florio, Perrucci, Steinhardt, Cappelli, Tipton & Taylor, LLC as General Counsel for the Board for the term of January 7, 2021 through January 5, 2022 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.

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

Ayes: 8
Nays: 0
Abstain: 1 (Mr. Zambrano)
Absent: 0
Date: January 6, 2021

Motion was made by Mr. Covin, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following items (N4 – N6).

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

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 \$155.00 per hour, effective January 7, 2021 through January 5, 2022.

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.

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

Ayes: 9
Nays: 0
Absent: 0
Date: January 6, 2021

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

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 7, 2021 through January 5, 2022, at a fee to be billed at standard hourly rates plus out-of-pocket costs at a total fee not to exceed \$59,650, 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 6, 2021

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

N. PRESIDENT'S REPORT (continued)

6. APPOINTMENT OF PROFESSIONAL SERVICES (continued)

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 7, 2021 through January 5, 2022:

- **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.

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

Ayes: 9
Nays: 0
Absent: 0
Date: January 6, 2021

Mr. Grant – What is the purpose of special counsel?

Mr. Genovese – In the event that Mr. Taylor or a member of his firm should have a conflict, the special counsel would step in.

O. SUPERINTENDENT'S REPORT

Motion was made by Mr. Covin, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following items (O1 – O35).

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

1. MINIMUM CHART OF ACCOUNTS

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

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

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
1st Constitution Bank
Two River Community 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** as the official newspaper of the Board.

5. **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 2021 calendar year pursuant to the Open Public Meetings Act Ch.231 PL 1975.

DISCUSSION

Dr. Salvatore – Given the fact that COVID-19 is still rampant in our community, we may want to continue having one meeting per month at least through April and then re-evaluate the calendar after that.

Mrs. Peters – How does the Board feel about having the community participate in a ZOOM meeting?

Mr. Covin cautioned the Board stating that he has participated in several City Council meetings and found some of them to be a little bit of a show.

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

Ms. McCaskill – Can we tape the meetings and place them on the district website?

Mr. Zambrano stated that he would like to see 2 meetings per month because there is a lot of information to be shared and after the first meeting there is a chance to digest the information prior to making a decision the following night.

Dr. Critelli stated that her concern during the pandemic is that we should try not to be together too often.

Mrs. Perez suggested that it may not be a bad idea to have one monthly meeting through April and then re-evaluate as the Superintendent has suggested.

With regard to item #6 on the agenda, monthly committee meetings, Mr. Zambrano asked if there was a chance we would bring back the personnel committee meetings.

Mr. Covin – We need to be very careful. The reason we discontinued those meetings was to avoid potential violations.

Mr. Taylor stated that according to Board policy, you can have a personnel committee, however it would not be an opportunity to bring personnel files to the meeting but instead to discuss recommendations made by the Superintendent.

Dr. Critelli stated that she is very comfortable with the current process in place.

Mrs. Youngblood Brown – We will work with the next Superintendent to insure that he is aware of what we are looking for in a new hire.

Mrs. Perez also stated that the committee would do more than discuss hiring, but deal with vacancies, sick leave, etc.

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

That the Board approve the attached committee meeting schedule for the 2021 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 2021 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

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

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 2021.

10. **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 2021 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 2021.

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

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.

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

Ayes: 9
Nays: 0
Absent: 0
Date: January 6, 2021

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

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 F)**

That the Board adopt the district goals and mission statement.

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

That the Board adopt the Board of Education goals.

16. **APPROVAL OF SCHOOL PHYSICIANS**

That the Board approve Dr. Margaret Fisher and Dr. Jacqueline 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.

- Michael Salvatore, Ph.D., Superintendent of Schools – January 6, 2021 – January 31, 2021
- Francisco Rodriguez, Superintendent of Schools – February 1, 2021 – January 5, 2022
- Peter E. Genovese III, RSBO, QPA, School Business Admin. / Board Secretary

18. **AUTHORIZATION TO CLOSE SCHOOLS**

That the Board authorize Michael Salvatore, Ph.D., Superintendent of Schools, to have the authority to close schools from January 6, 2021 through January 31, 2021. I further recommend the Board authorize Francisco Rodriguez, Superintendent of Schools, to close schools from February 1, 2021 through January 5, 2022.

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

19. **APPROVAL OF 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

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 **ALVIN L. FREEMAN, Ed.D.** as the Desegregation Officer for the 2021 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 2021 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 2021 calendar year.

24. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

That the Board approve the appointment of **ALISA AQUINO** as the Affirmative Action Officer for the 2021 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 2021 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 2021 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 2021 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 2021 calendar year.

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

That the Board approve the appointment of **ROBERTA FREEMAN, Ed.D.** as the District-Wide Assessment Coordinator for the 2021 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 2021 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 2021 calendar year.

32. **APPOINTMENT OF TITLE IX OFFICER**

That the Board approve the appointment of **ALISA AQUINO** as the Title IX Officer for the 2021 calendar year.

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

That the Board approve the following Petty Cash Account for the 2021 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. Covin thanked the Board of Education for their support. He stated it has been a very difficult couple of years but it has been nice working with this group because the focus has always been on children and keeping the district out in front.

Dr. Salvatore thanked Mr. Covin for his time as President especially during this difficult time of dealing with the pandemic and technology training of the staff. Dr. Salvatore further stated that every time we seemed to be getting off track, it was Mr. Covin's leadership that helped us re-focus.

Q. **ADJOURNMENT – 7:37 P.M.**

There being no further discussion, motion was made by Mr. Covin, seconded by Mrs. Perez and carried by roll call vote that the Board adjourn the meeting at 7:37 P.M.
Ayes (9), Nays (0), Absent (0)

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

**MONMOUTH COUNTY
GENERAL ELECTION, NOVEMBER 3RD, 2020**

Statement of Determination

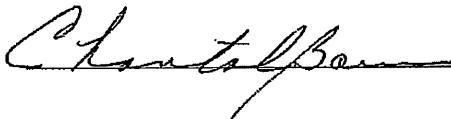
This STATEMENT of the determination of the Board of County Canvassers, relative to the election held in the County of Monmouth on the third day of November, in the year of our Lord two thousand and twenty, for the election of:

Long Branch City Board Of Education

The said board does determine that at said election the following person(s) listed were duly elected.

I DO HEREBY CERTIFY that the foregoing is a true, full and correct statement of the determination of the Board of Canvassers therein mentioned.

IN WITNESS WHEREOF, I have hereunto set my hand this twentieth day of November, in the year of our Lord two thousand and twenty.

 _____ Chair, Board of County Canvassers

Attest:  _____
Clerk, Board of County Canvassers

LONG BRANCH CITY

LONG BRANCH BOARD OF EDUCATION - Full Term - Vote for Three

Tasha Youngblood Brown

Lucille Perez

Armand R. Zambrano, Jr.

BYLAWS

APPENDIX B
**LONG BRANCH
BOARD OF EDUCATION**

BYLAWS
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Board Member Qualifications, Prohibited
Acts and Code of Ethics
M

0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED
ACTS AND CODE OF ETHICS

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 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.

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.



BYLAWS

LONG BRANCH BOARD OF EDUCATION

BYLAWS

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Board Member Qualifications, Prohibited Acts and Code of Ethics

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.



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Board Member Qualifications, Prohibited
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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.



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Board Member Qualifications, Prohibited
Acts and Code of Ethics

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.



BYLAWS

LONG BRANCH BOARD OF EDUCATION

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Board Member Qualifications, Prohibited
Acts and Code of Ethics

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



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, 2021 to January, 2022

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

Board Agenda Meetings

January 26, 2021

February 23, 2021

March 16, 2021

April 27, 2021

May 25, 2021

June 29, 2021

July 27, 2021

August 17, 2021

August 31, 2021

September 28, 2021

October 12, 2021

November 16, 2021

December 7, 2021

Board Regular Monthly Meetings

May 26, 2021

June 30, 2021

July 28, 2021

September 29, 2021

October 13, 2021

November 17, 2021

January 5, 2022

6:00 P.M. - Historic High School

6:00 P.M. - Historic High School

c: Ms. Mary Moss, City Clerk
Asbury Park Press (For publication on January 15, 2021)
Link (FOR INFORMATION ONLY)
Long Branch Bulletin Boards (2)
Sodexo

2021 - BOARD MEMBER COMMITTEE ASSIGNMENTS

APPENDIX D

Finance Committee

Scheduled Dates	Time	Board Representatives	Administrator
Monthly prior to the Agenda Meeting	6:00 PM		
	5:30 PM		
	May -		
	August		

Governance Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, February 3, 2021	6:30 P.M.		
Wednesday, June 9, 2021			
Wednesday, October 6, 2021			

Operation & Management Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 3, 2021	6:30 P.M.		
Wednesday, May 5, 2021			
Wednesday, September 8, 2021			
Wednesday, November 3, 2021			

Instruction & Programs Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 3, 2021	5:30 PM		
Wednesday, May 5, 2021			
Wednesday, September 8, 2021			
Wednesday, November 3, 2021			

Communications/Security Committee

Scheduled Dates	Time	Board Representatives	Administrator
Tuesday, March 2, 2021	5:30 P.M.		
Tuesday, May 4, 2021			
Tuesday, September 7, 2021			
Tuesday, November 2, 2021			

Athletics Committee

Scheduled Dates	Time	Board Representatives	Administrator
Tuesday, February 2, 2021	5:30 PM		
Tuesday, June 8, 2021			
Tuesday, October 5, 2021			

Negotiations Committee

Scheduled Dates	Time	Board Representatives	Administrator
TBD	TBD		

*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.

APPENDIX E

I recommend the Board approve the following written curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Student Learnings 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
AP English 11
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 Inventions

Physical Education

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

Mathematics

K-8 Mathematics
Algebra I
Algebra II
Algebra II Honors
AP Calculus
Financial Algebra
Geometry
Geometry Honors
Pre-Calculus
Pre-Calculus Honors
Algebra I Honors
Statistics
Statistics Honors
Accelerated Grade 6

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

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 Language 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
Tech Apps
Creative Sewing
Dance I/II
Dance III
Dance IV
Exploring Childhood
Foods I
Freshman Orientation/Personal 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
Personal Finance
American Popular Music
Stage Technology

APPENDIX F

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.

APPENDIX G

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.