

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

MINUTES

JANUARY 7, 2014

The Re-organization Meeting of the Long Branch Board of Education was held in the Middle School Auditorium at 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 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 5, 2013 Board of Education Election:

BOARD OF EDUCATION	NUMBER OF VOTES
Donald C. Covin	1,554
Michele Critelli	1,536
Avery W. Grant	1,397
Tara Beams	1,057
Rose A. Joyce	934
George F. Lynch Jr.	592
Mary Ann Lumia	549
Write-Ins	30

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

Three Year Appointment

Donald C. Covin
Michele Critelli
Avery W. Grant

H. **ROLL CALL**

Mrs. George	Mrs. Critelli	Mr. Parnell
Mrs. Perez	Mr. Dangler	Mr. Menkin
Mr. Grant – 6:02 P.M.	Mr. Zambrano - absent	Mr. Covin

Motion was made by Mr. Grant, seconded by Mrs. George and carried by roll call vote that the Board approve the following item (1).

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

I. **RESOLUTION FOR CLOSED EXECUTIVE SESSION – 6:05 P.M.**

I entertain a motion 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 and the sale of real property**, 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 TV Editing Studio, 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.

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

Ayes: 8
Nays: 0
Absent: 1 (Mr. Zambrano)
Date: January 7, 2014

J. **MEETING RECONVENED – 6:44 P.M.**

K. **ROLL CALL**

Mrs. George	Mrs. Critelli	Mr. Parnell
Mrs. Perez	Mr. Dangler	Mr. Menkin
Mr. Grant	Mr. Zambrano - absent	Mr. Covin

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

Nomination for Lucille Perez for President of the Long Branch Board of Education was made by Mr. Dangler and seconded by Mr. Grant.

MOTION TO CLOSE THE SLATE

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

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

ROLL CALL VOTE TO ELECT PRESIDENT

Roll call vote to elect **Lucille Perez** as President.

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

Lucille Perez was elected to the office of **President** by a roll call vote of 8-0.

MEETING TURNED OVER TO THE PRESIDENT – Lucille Perez

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

Nomination for **Allan Menkin** for Vice President of the Long Branch Board of Education was made by Mrs. George, seconded by Mr. Parnell.

Nomination for **Bill Dangler** for Vice President of the Long Branch Board of Education was made by Mr. Grant, seconded by Mr. Covin.

MOTION TO CLOSE THE SLATE

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

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

ROLL CALL VOTE TO ELECT THE VICE PRESIDENT

Roll call vote to elect **Bill Dangler** as Vice President.

Ayes (5 – Mrs. Perez, Mr. Grant, Mrs. Critelli, Mr. Dangler and Mr. Covin)

Roll call vote to elect **Allan Menkin** as Vice President

Ayes (3 – Mrs. George, Mr. Parnell and Mr. Menkin)

Absent (1 – Mr. Zambrano)

Bill Dangler was elected to the office of **Vice President** by a roll call vote of 5-3.

N. **PRESIDENT'S REPORT**

Motion was made by Mr. Menkin, seconded by Mrs. George and carried by roll call vote that the Board approve the following items (N1 – 3).

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

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. at the rate of \$6,200 for the term of January 7, 2014 through January 6, 2015.

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 7, 2014 through January 6, 2015 at a retainer fee of \$29,000.00. The law firm will receive \$150.00 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 two meetings 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**

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: 8
Nays: 0
Absent: 1 (Mr. Zambrano)
Date: January 7, 2014

Motion was made by Mrs. George, seconded by Mr. Menkin and carried by roll call vote that the Board approve the following items (N4).

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

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, DAK CPA as Auditor of the Board for a period of May 1, 2014 through April 30, 2015, at a fee to be billed at standard hourly rates plus out-of-pocket costs at a total fee not to exceed \$32,400., 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: 8
Nays: 0
Absent: 1 (Mr. Zambrano)
Date: January 7, 2014

O. **SUPERINTENDENT'S REPORT**

Motion was made by Mr. Menkin, seconded by Mrs. Critelli and carried by roll call vote that the Board approve the following items (O1 – 13).

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

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 7, 2014 through January 6, 2015;

- **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

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: 8
Nays: 0
Absent: 1 (Mr. Zambrano)
Date: January 7, 2014

2. **MINIMUM CHART OF ACCOUNTS**

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

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

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
Rumson-Fair Haven Bank & Trust
Two River Community Bank
Investors Savings Bank**

**Lucille Perez
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 MEETING – (APPENDIX C)**

That the Board approve the attached meeting schedule for all Regular, Workshop, and Agenda Board meetings for the 2014 calendar year pursuant to the Open Public Meetings Act Ch.231 PL 1975.

7. **APPOINTMENT OF PURCHASING AGENT**

That the Board approve the appointment of **PETER E. GENOVESE III, RSBO, QPA** as the Purchasing Agent for the 2014 calendar year.

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

That the Board approve the following meeting places:

- Regular Board Meetings will be held in the auditorium at the Long Branch Middle School, 350 Indiana Avenue, Long Branch, New Jersey.
- Other Board Meetings will be held in the Board Conference Room, 540 Broadway, Long Branch, New Jersey.

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

9. **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 2014.

10. **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 \$36,000, with the quote threshold equaling \$5,400.00 (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 \$36,000, and the quote threshold to \$5,400.00.

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

Ayes: 8
Nays: 0
Absent: 1 (Mr. Zambrano)
Date: January 7, 2014

11. **RE-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 2014 to reflect alignment to State and National standards.

12. **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 2014.

13. **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) Hand-In-Hand Program
- g) Special Education and related services
- h) Early education program/services
- i) Enrichment and remedial services

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

Motion was made by Mrs. Perez, seconded by Mrs. Critelli and carried by roll call vote that the Board approve the following items (O14 – 31).

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

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

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

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

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

16. **APPROVAL OF SCHOOL PHYSICIANS**

That the Board approve Dr. Fisher and Dr. DeGroot 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, Superintendent of Schools
- Peter E. Genovese III, RSBO, QPA, School Business Admin. / Board Secretary

18. **AUTHORIZATION TO CLOSE SCHOOLS**

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

19. **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

20. **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

21. **APPOINTMENT OF DESEGREGATION OFFICER**

That the Board approve the appointment of **ALVIN L. FREEMAN** as the Desegregation Officer for the 2014 calendar year.

22. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

That the Board approve the appointment of **JANETLYNN DUDICK** as the Affirmative Action Officer for the 2014 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 2014 calendar year.

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

24. **APPOINTMENT OF 504 (AMERICAN WITH DISABILITIES ACT) OFFICER**
That the Board approve the appointment of **MARISSA FORNICOLA** as the 504 Officer for the 2014 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 2014 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 2014 calendar year.
27. **DISTRICT LIAISON FOR THE EDUCATION OF HOMELESS CHILDREN**
That the Board approve the appointment of **BRIDGETTE BURTT** as the District Liaison For the Education of Homeless Children for the 2014 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 2014 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 2014 calendar year.
30. **APPOINTMENT OF DISTRICT HARASSMENT, INTIMIDATION AND BULLYING (HIB)/ANTI-BULLYING COORDINATOR**
That the Board approve the appointment of **JOHN WINTER** as the District Harassment, Intimidation and Bullying (HIB)/Anti-Bullying Coordinator for the 2014 calendar year.
31. **ESTABLISHMENT OF PETTY CASH ACCOUNTS 2014 CALENDAR YEAR**
That the Board approve the following Petty Cash Account for the 2014 calendar year.

Business Office	\$ 2,000.00
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Motion was made by Mrs. Critelli, seconded by Mr. Dangler and carried by roll call vote that the Board approve the following items (O32 – 39).

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

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 SEHBP WAIVER OF COVERAGE**
That the Board re-approve the State Health Benefits waiver of coverage policy.
34. **RE-APPROVAL OF FLEXIBLE SPENDING PLAN**
That the Board re-approve the flexible spending plan (Section 125 of the IRS code).

P. **PERSONNEL**

35. **CERTIFIED STAFF**

That the Board approve/ratify the appointment of the following named individuals 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: Effective Date: January 2, 2014

NICOLE NAVARRETE

Elementary Teacher
Gregory School
MA Step 1
\$51,510

Education: Jones International University

Certification: Elementary School Teacher Grades K-5

(Acct#:15-120-100-101-000-07-00)(UPC#:0657-07-METRO-TEACHR)

36. **RESIGNATION – CONTRACTUAL POSITIONS**

That the Board accept the resignation of the following individuals:

ALEXSANDRA LITOWSKY, Alternative Academy Biology teacher, effective December 16, 2013.

CAITLIN MCGRATH, High School History teacher, effective February 10, 2014.

CHRISTINA TIERNEY, Gregory School teacher, effective December 16, 2013.

RACHAEL RENNERT, Middle School teacher, effective December 18, 2013.

37. **RETIREMENT**

That the Board accept with regret and best wishes the retirements of the following individuals:

ETTA CHIAFULLO, Middle School secretary, effective January 1, 2014. Mrs. Chiafullo has a total of nineteen (19) years of service.

JOSETTE NOGUEIRA, Pupil Personnel Services Director, effective February 1, 2014. Mrs. Nogueira has a total of eighteen (18) years of service.

LYNDA LEE GICAS, Lenna W. Conrow School instructional assistant, effective December 31, 2013. Mrs. Gicas has a total of eleven (11) years of service.

38. **STAFF TRANSFERS/RE-ASSIGNMENTS FOR 2013-2014 SCHOOL YEAR**

That the Boards approve the following staff transfers:

MICHAEL MAZZA, from 540 Broadway instructional assistant to West End School instructional assistant, effective December 10, 2013.

HELEN HENRY, from Joseph M Ferraina Early Childhood Learning Center instructional assistant to Lenna W. Conrow School instructional assistant, effective January 20, 2014.

P. **PERSONNEL (continued)**

38. **STAFF TRANSFERS/RE-ASSIGNMENTS FOR 2013-2014 SCHOOL YEAR (continued)**

BRIDGETTE BURTT, from Gregory School Principal to Acting Director Pupil Personnel Services, effective January 2, 2014.

BETH BEHNKEN, from Acting Assessment & Accountability Administrator to Acting Gregory School Principal, effective January 2, 2014.

39. **ATTENDANCE AT CONFERENCES / MEETINGS**

That the Board approve the attendance of the following staff member at the conference indicated:

LUANN CANDELMO, Pupil Personnel Services, Occupational Therapist, at the "Daily Relief and Creative Solutions for Reducing Anxiety & Problem Behaviors in Sensory, Autism & ADHD" workshop to be held at the Sheraton in Eatontown, NJ on February 3, 2014 at a total cost not to exceed \$179.00 (Acct. #20-251-200-500-251-20-00),

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

No one addressed the Board.

R. **ADJOURNMENT – 6:56 P.M.**

There being no further discussion, motion was made by Mr. Parnell, seconded by Mr. Dangler and carried by roll call vote that the Board adjourn the meeting at 6:56 P.M. Ayes (8), Nays (0), Absent (1) Mr. Zambrano

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

LONG BRANCH BOE

Vote for 3

	Registered Voters	Ballots Cast	% Turnout	Rose A Joyce	Michele Critelli	Tara Beams	Mary Ann Lumia	Avery W Grant	Donald C Covin	George F Lynch Jr	Write-In
Long Branch City 1	456	157	34.43%	34	44	29	23	29	30	13	4
Long Branch City 2	966	282	29.19%	61	76	55	31	38	37	24	3
Long Branch City 3	902	272	30.16%	56	110	78	23	60	83	38	2
Long Branch City 4	630	247	39.21%	61	91	54	29	65	62	31	7
Long Branch City 5	957	289	30.20%	59	97	65	44	60	72	36	1
Long Branch City 6	591	186	31.47%	41	80	57	23	38	70	24	0
Long Branch City 7	901	353	39.18%	89	172	109	46	98	138	49	1
Long Branch City 8	694	191	27.52%	30	53	41	23	47	44	24	1
Long Branch City 9	721	200	27.74%	31	67	53	13	57	71	18	0
Long Branch City 10	753	249	33.07%	49	93	51	29	72	98	31	0
Long Branch City 11	1352	350	25.89%	64	95	56	29	128	118	42	1
Long Branch City 12	726	189	26.03%	38	67	39	15	62	66	20	1
Long Branch City 13	995	241	24.22%	32	40	40	29	123	130	19	1
Long Branch City 14	1110	331	29.82%	50	73	72	30	160	153	41	1
Long Branch City 15	780	282	36.15%	55	79	65	36	67	69	45	4
Long Branch City 16	899	303	33.70%	65	98	75	38	84	98	40	1
Long Branch City 17	696	253	36.35%	45	80	48	31	118	135	35	1
Long Branch City Mail-In Ballot	0	276	0.00%	65	115	60	54	86	68	57	1
Long Branch City Provisional	0	26	0.00%	9	6	10	3	5	12	5	0
Long Branch City Emergency	0	0	0.00%	0	0	0	0	0	0	0	0
Long Branch City Mail-In Ballot Rejected	0	13	0.00%	0	0	0	0	0	0	0	0
Long Branch City Provisional Rejected	0	11	0.00%	0	0	0	0	0	0	0	0
Long Branch City Emergency Rejected	0	0	0.00%	0	0	0	0	0	0	0	0
Totals - Long Branch City	14129	4677	33.10%	934	1536	1057	549	1397	1554	592	30
Totals - Grand Totals	14129	4677	33.10%	934	1536	1057	549	1397	1554	592	30

POLICY

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 (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

Bylaws

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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

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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



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.



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

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

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 7, 2014 thru January 6, 2015

Board Agenda Meetings

All meetings will start at 7:00 pm unless otherwise stated
Location 540 Broadway

Board Regular Monthly Meetings

All meetings will start at 7:00 pm unless otherwise stated
Location LB Middle School Auditorium

January 28, 2014

January 29, 2014

February 25, 2014

February 26, 2014

March 25, 2014

March 26, 2014

April 29, 2014

April 30, 2014

May 20, 2014

May 21, 2014

June 24, 2014

June 25, 2014

July 7, 2014 *

July 22, 2014

July 23, 2014 **

August 26, 2014

August 27, 2014**

September 23, 2014

September 24, 2014

October 28, 2014

October 29, 2014

November 18, 2014

November 19, 2014

January 6, 2015 ***

* (9:00am Board Evaluation & Goal Setting)

** (6:00 pm Meeting)

*** (6:00pm Board Re-organization meeting)

c: Ms. Kathy Schmelz, City Clerk
Asbury Park Press (for publication on XXX)
Atlanticville (for information only)
Link (for information only)
Long Branch Bulletin Boards (2)
Sodexo

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-5 Language Arts Literacy
- 6-8 Language Arts Literacy
 - Experience
 - Glencoe
 - Read 180
 - Inside
 - Treasures
- AP English 12
- Creative Writing I/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
- Race, Gender, Ethnicity

Mathematics

- K-5 Mathematics
- 6-8 Mathematics
 - Connected Math
 - Math 180
 - Algebra I (Gr. 8)
- Algebra I
- Algebra I Honors
- Algebra II
- Algebra II Honors
- AP Calculus
- Contemporary Math
- Geometry
- Geometry Honors
- Pre-calculus
- Pre-calculus Honors
- Statistics
- Statistics Honors

Science

- K-5 Science
- 6-8 Science

History

- K-8 Social Studies
- AP American Government/Politics
- AP Macro Economics
- AP Psychology
- AP US History II
- AP World History
- Criminal Justice
- Economics
- Law
- US History I
- US History I Honors
- US History II
- US History II Honors
- World Geography
- World History
- World History Honors

World Language

- World Languages K-8
- AP Spanish
- 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
- Spanish for Heritage Speakers I & II

Physical Education

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

- Physical Science (Gr. 8)
- AP Biology
- AP Chemistry
- AP Physics
- Biology
- Biology Honors
- Chemistry
- Chemistry Honors
- Contemporary Anatomy
- Environmental Science
- Forensic Chemistry
- Physical Science
- Physics
- Physics Honors

Elementary Specials & Additional Programs

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

Electives 6-8

- Art
- Black & White Photography I
- Black & White Photography II
- Chorus
- Clothing Construction
- Concert Band
- Drama
- Digital Photography
- Introduction to Sewing
- Media/TV Broadcasting
- Photography
- Sewing is Fun

Electives (9-12)

- Accounting I
- Advanced Accounting
- Advanced Performance
- African American Studies
- American Popular Music
- Art I
- Art II
- Art III
- Art IV
- Biotechnical Engineering
- Business Law
- Civil Engineering
- Concert Chorus
- Cooperative Marketing Education
- Creative Sewing
- Dance I/II
- Dance III
- Dance IV
- Exploring Childhood
- Foods I
- Foods II
- Freshman Orientation
- Graphic Design
- Instrumental Aids I/II
- International Foods
- Intro to Engineering
- Marching Band
- Music Technology
- Music Theory
- Performance Dance
- Piano I/II
- Piano III
- Piano IV
- Principals of Engineering
- Psychology
- Public Speaking
- ROTC I, II, III, & IV
- SAT Math & Language Arts
- Scantek
- Sociology
- Speech and Theater
- Speech on the Job
- Technology Applications
- TV & Film Production
- Web Design
- Yearbook Journalism

APPENDIX E

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 F

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.