

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

MINUTES

JANUARY 7, 2015

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 4, 2014 Board of Education Election:

BOARD OF EDUCATION	NUMBER OF VOTES
Rose Marie Widdis	1,917
James N. Parnell	1,745
Armand R. Zambrano Jr.	1,728
David Allen Brown	1,498
Allan Menkin	1,273
Write-Ins	25

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

Three Year Appointment

Rose Marie Widdis
James N. Parnell
Armand R. Zambrano Jr.

H. **ROLL CALL**

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

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

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

I. **RESOLUTION FOR CLOSED EXECUTIVE SESSION – 6:05 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 litigation between Clifford Jackson and the Long Branch Board of Education and 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 TV Editing Studio, 350 Indiana Avenue, Long Branch, New Jersey. It is anticipated that the closed session will not last longer than 15 minutes. Action will be taken in the public portion of the meeting upon adjournment of this Executive Session.

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

Ayes: 9
Nays: 0
Absent: 0
Date: January 7, 2015

J. **MEETING RECONVENED – 6:12 P.M.**

K. **ROLL CALL**

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

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

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

MOTION TO CLOSE THE SLATE

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

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

ROLL CALL VOTE TO ELECT PRESIDENT

Roll call vote to elect James N. Parnell as President.

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

James N. Parnell was elected to the office of **President** by a roll call vote of 9-0.

MEETING TURNED OVER TO THE PRESIDENT – James N. Parnell

M. **NOMINATION FOR THE OFFICE OF VICE PRESIDENT** – Mr. Parnell

Nomination for Mary L. George for Vice President of the Long Branch Board of Education was made by Mr. Dangler, seconded by Mr. Parnell.

MOTION TO CLOSE THE SLATE

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

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

ROLL CALL TO ELECT THE VICE PRESIDENT

Roll call to elect Mary L. George as Vice President

Mary L. George was elected to the office of **Vice President** by a roll call vote of 9-0.

N. **PRESIDENT'S REPORT**

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

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

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

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

Motion was made by Mrs. George, seconded by Mr. Parnell and carried by roll call vote that the Board approve the following item (2).

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

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, 2015 through January 5, 2016.

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

Motion was made by Mrs. Perez, seconded by Mrs. Widdis and carried by roll call vote that the Board approve the following items (3 – 4).

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

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, 2015 through January 5, 2016 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.

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

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

Ayes: 9
Nays: 0
Absent: 0
Date: January 7, 2015

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

4. **APPOINTMENT OF BOARD AUDITOR**

That the Board approve the following resolution.

RESOLUTION

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

WHEREAS, the Board of Education of the City of Long Branch in the County of Monmouth hereby appoints, Wiss and Company as Auditor of the Board for a period of January 7, 2015 through January 5, 2016, 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: 9
Nays: 0
Absent: 0
Date: January 7, 2015

O. **SUPERINTENDENT'S REPORT**

Motion was made by Mrs. George, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following items (1 – 6).

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

1. **APPOINTMENT OF PROFESSIONAL SERVICES**

That the Board approve the following resolution.

RESOLUTION

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

WHEREAS, the Board of Education of the City of Long Branch in the County of Monmouth hereby appoints, the following professional services for a period of January 7, 2015 through January 5, 2016;

- **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: 9
Nays: 0
Absent: 0
Date: January 7, 2015

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

2. **MINIMUM CHART OF ACCOUNTS**

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

3. **AUTHORIZATION TO APPROVE BUDGET TRANSFERS**

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

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

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

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

James N. Parnell
Board President

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

Ronald J. Mehlhorn, Sr.
Treasurer of School Monies

5. **DESIGNATION OF OFFICIAL NEWSPAPERS**

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

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

That the Board approve the attached meeting schedule for all Regular, Workshop, and Agenda Board meetings for the 2015 calendar year pursuant to the Open Public Meetings Act Ch.231 PL 1975.

Motion was made by Mr. Dangler, seconded by Mr. Parnell and carried by roll call vote that the Board approve the following items (7 – 16).

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

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

That the Board approve the attached committee meeting schedule for the 2015 calendar year.

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

8. **APPOINTMENT OF PURCHASING AGENT**

That the Board approve the appointment of **PETER E. GENOVESE III, RSBO, QPA** as the Purchasing Agent for the 2015 calendar year.

9. **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.

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

That all policies, administrative regulations, and bylaws of the Long Branch Board of Education, and all job descriptions be re-adopted as the policies, administrative regulations, bylaws and job descriptions of this Board of Education for calendar year 2015.

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

That the following resolution be approved.

RESOLUTION

WHEREAS, in accordance with Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the bid threshold for Qualified Purchasing Agent (QPA) has been established at \$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: 9
Nays: 0
Absent: 0
Date: January 7, 2015

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

That the curricula guides currently being used in the district be approved by the Board of Education for calendar year 2015 to reflect alignment to State and National standards.

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

That the textbooks and software currently being used in the district be re-approved by the Board of Education for calendar year 2015.

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

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

That the Board re-approve the following district services:

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

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

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

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

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

Motion was made by Mr. Dangler, seconded by Mrs. George and carried by roll call vote that the Board approve the following items (17 – 31).

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

17. **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.

18. **APPROVAL OF INVESTMENT OFFICERS**

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

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

19. **AUTHORIZATION TO CLOSE SCHOOLS**

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

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

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

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

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

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

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

- Lincoln
- Equitable

22. **APPOINTMENT OF DESEGREGATION OFFICER**

That the Board approve the appointment of **ALVIN L. FREEMAN** as the Desegregation Officer for the 2015 calendar year.

23. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

That the Board approve the appointment of **JANETLYNN DUDICK** as the Affirmative Action Officer for the 2015 calendar year.

24. **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 2015 calendar year.

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

That the Board approve the appointment of **NELYDA PEREZ** as the 504 Officer for the 2015 calendar year.

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

That the Board approve the appointment of **KATHY CELLI** as the Occupational Hazard Information Officer for the 2015 calendar year.

27. **APPOINTMENT OF CUSTODIAN OF PUBLIC RECORDS**

That the Board approve the appointment of **NANCY L. VALENTI** as the Custodian of Public Records for the 2015 calendar year.

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

That the Board approve the appointment of **NELYDA PEREZ** as the District Liaison For the Education of Homeless Children for the 2015 calendar year.

29. **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 2015 calendar year.

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

That the Board approve the appointment of **ROBERTA FREEMAN** as the District-Wide Assessment Coordinator for the 2015 calendar year.

31. **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 2015 calendar year.

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

Motion was made by Mr. Dangler, seconded by Mrs. George and carried by roll call vote that the Board approve the following items (32 – 37).

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

32. **ESTABLISHMENT OF PETTY CASH ACCOUNTS 2015 CALENDAR YEAR**

That the Board approve the following Petty Cash Account for the 2015 calendar year.

Business Office	\$ 2,000.00
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33. **RE-ADOPTION OF THE BUSINESS OFFICE SOP/IC MANUAL**

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

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

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

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

That the Board re-approve the flexible spending plan (Section 125 of the IRS code).

36. **ATTENDANCE AT CONFERENCES / MEETINGS**

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

JACQUELINE RACCIUA, Speech Pathologist, at the Timesaving Strategies to Integrate Your SLP Interventions into Classrooms: Moving from a Caseload to a Workload Approach sponsored by the Institute for Educational Development to be held at the Crown Plaza in New Brunswick, NJ on January 9, 2015 at a total cost not to exceed \$235.00 (Acct. #11-000-219-592-312-11-44).

37. **APPROVAL OF ON-LINE TRAINING**

That the Board approve the following Supervisors and Principals to complete the State mandated Legal One School Law Bundle (including Governance & Ethics) on-line at a cost not to exceed \$300 per person:

Brian Dorgan (Acct. #11-000-230-585-390-12-44); Nicole Esposito (Acct. #11-000-230-585-390-12-44); Chantal Gudzak (Acct. #11-000-230-585-390-12-44); Melanie Harding (Acct. #11-000-230-585-390-12-44); Lonell Klina (Acct. #11-000-230-585-390-12-44); Kelly McOmber (Acct. #11-000-230-585-390-12-44); April Morgan (Acct. #11-000-230-585-390-12-44); Tara Puleio (Acct. #11-000-230-585-390-12-44); Jennifer Steffich (Acct. #11-000-230-585-390-12-44); Jena Valdiviezo (Acct. #11-000-230-585-390-12-44); Renee Whelan (Acct. #11-000-230-585-390-12-44); Beth Behnken (Acct. #15-000-240-500-390-07-44); Joy Daniels (Acct. #15-000-240-500-390-07-44); Michelle Merckx-Clary (Acct. #15-000-240-500-390-03-44); Melanie Rovinsky (Acct. #15-000-223-500-390-09-44); Kim Hyde (Acct. #15-000-240-500-160-02-44; Acct. #15-000-240-500-161-02-44)

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

No one addressed the Board.

Q. **ADJOURNMENT – 6:28 P.M.**

There being no further discussion, motion was made by Mr. Covin, seconded by Mr. Dangler and carried by roll call vote that the Board adjourn the meeting at 6:28 P.M.
Ayes (9), Nays (0), Absent (0)

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