

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

MINUTES

JANUARY 8, 2013

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 6, 2012 Board of Education Election:

BOARD OF EDUCATION	NUMBER OF VOTES
Mary L. George	3,521
Lucille M. Perez	3,399
Lorenzo "Bill" Dangler	3,245
Write - Ins	72

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

Three Year Appointment

Mary L. George
Lucille M. Perez
Lorenzo "Bill" Dangler

H. **ROLL CALL**

Mrs. George	Mrs. Critelli	Mr. Zambrano
Mrs. Perez	Mr. Dangler	Mr. Parnell
Mr. Grant	Mrs. Beams	Mr. Menkin

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

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

I. **RESOLUTION FOR CLOSED EXECUTIVE SESSION – 6:05 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 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 10 minutes. Action will be taken in the public portion of the meeting upon adjournment of this Executive Session.

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

Ayes: 9
Nays: 0
Absent: 0
Date: January 8, 2013

J. **MEETING RECONVENED – 6:12 P.M.**

K. **ROLL CALL**

Mrs. George	Mrs. Critelli	Mr. Zambrano
Mrs. Perez	Mr. Dangler	Mr. Parnell
Mr. Grant	Mrs. Beams	Mr. Menkin

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

Nomination for Tara Beams for President of the Long Branch Board of Education was made by Mrs. George and seconded by Mr. Dangler.

MOTION TO CLOSE THE SLATE

There being no other nominations for President, motion was made by Mr. Parnell, seconded by Mrs. Beams 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 **Tara Beams** as President.

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

Tara Beams was elected to the office of **President** by a roll call vote of 9 – 0.

MEETING TURNED OVER TO THE PRESIDENT – Tara Beams

M. **NOMINATION FOR THE OFFICE OF VICE PRESIDENT** - Mrs. Beams

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

MOTION TO CLOSE THE SLATE

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

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

ROLL CALL VOTE TO ELECT VICE PRESIDENT

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

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

James N. Parnell 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 Mr. Menkin and carried by roll call vote that the Board approve items (N1 – 4).

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

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

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

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

That the Board approve the appointment of Treasurer of School Monies, Ronald J. Mehlhorn, Sr. at the rate of \$6,200 for the term of January 8, 2013 through January 7, 2014.

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

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 8, 2013 through January 7, 2014 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 8, 2013

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, DAK CPA as Auditor of the Board for a period of May 1, 2013 through April 30, 2014, at a fee to be billed at standard hourly rates plus out-of-pocket costs at a total fee not to exceed \$31,500., 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 8, 2013

Mrs. Perez – Generally when we are in contract negotiations we usually appoint an attorney. Will we be doing that this year?

Mr. McOmber – If the Board wishes we can represent the Board with respect to the LBSEA and the LBFT only. However we can also recommend outside counsel to assist.

Mrs. George – When would a second counsel for negotiations have to be appointed?

Mr. McOmber – That would be up to the Board. Generally the Board would appoint someone in that position prior to the beginning of negotiations. This way it would give both the Board and the counsel an opportunity to discuss the goals of the Board of Education and the Superintendent.

Mr. Salvatore – Due to the fact that the re-organization this year is held in January and the negotiations committee started meeting in November, we have conferred with Mr. McOmber's firm on contract language.

O. **SUPERINTENDENT'S REPORT**

Motion was made by Mr. Dangler, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following items (O1 – 5).

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 8, 2013 through January 7, 2014;

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

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 8, 2013

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
Central Jersey Bank, N.A.
New Jersey Cash Management Plan
New Jersey Arm
Two River Community Bank
Investors Savings Bank

Tara Beams
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** and the **Atlanticville** as the official newspapers of the Board.

Mr. Zambrano – Is the architect we're appointing tonight the same one who performed the work for the High School concession stand?

Mr. Salvatore – No, JBA did the work at the Morris Avenue School.

Motion was made by Mr. Dangler, seconded by Mrs. Perez and carried by roll call vote that the Board approve the following items (O6 – 15).

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

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 2013 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 2013 calendar year.

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

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.

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

10. **AUTHORIZATION TO INCREASE 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 increased from \$29,000 to \$36,000, with the quote threshold equaling \$5,400.00 (15%), and

WHEREAS, Peter E. Genovese III has applied for his QPA certification and 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 raises the bid threshold to \$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 8, 2013

11. **RE-APPROVAL OF CURRICULUM – APPENDIX D**

That the curriculum guides currently being used in the district be re-approved by the Board of Education for calendar year 2013.

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 2013.

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

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

14. **RE-ADOPTION OF BOARD OF EDUCATION GOALS AND MISSION STATEMENT – APPENDIX E**

That the Board re-adopt the Board of Education goals and mission statement.

15. **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.

Mr. Menkin – Why is there a Board of Education meeting being held on March 21st which is a Thursday?

Mr. Salvatore – This date is within the time frame that we must hold our public hearing on the budget due to the fact that the district is on vacation the following week.

Mrs. Beams – Since we will be re-organizing in January, when we look at new curriculum over the summer will we adopt it then and re-adopt it in January?

Mr. Salvatore – We can adopt curriculum as it is written and then it will have to be re-adopted at each annual re-organization meeting.

Motion was made by Mr. Menkin, seconded by Mrs. Critelli and carried by roll call vote that the Board approve the following items (O16 – 27).

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

16. **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

17. **AUTHORIZATION TO CLOSE SCHOOLS**

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

18. **RESOLUTION AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCY FOR THE 2013 CALENDAR YEAR**

That the Board approve the following resolution.

RESOLUTION

WHEREAS, Title 18A:18A-10 provides that, "A Board of Education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

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

18. **RESOLUTION AUTHORIZING THE PROCUREMENT OF GOODS AND SERVICES THROUGH STATE AGENCY FOR THE 2013 CALENDAR YEAR (continued)**

WHEREAS, the Long Branch Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Long Branch Board of Education desires to authorize its purchasing agent for the 2013 calendar year to make any and all purchases necessary to meet the needs of the school district throughout the school year,

NOW THEREFORE BE IT RESOLVED, that the Long Branch Board of Education does hereby authorize the district's purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors as listed:

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State Contract #</u>
Library supplies, school supplies and teaching aids	Tequipment, Inc.	80992

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

Ayes: 9
Nays: 0
Absent: 0
Date: January 8, 2013

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 2013 calendar year.

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

22. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

That the Board approve the appointment of **JANETLYNN DUDICK** as the Affirmative Action Officer for the 2013 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 2013 calendar year.

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

That the Board approve the appointment of **JOSETTE NOGUEIRA** as the 504 Officer for the 2013 calendar year.

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

That the Board approve the appointment of **ANN DEGNAN** as the Occupational Hazard Information Officer for the 2013 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 2013 calendar year.

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

That the Board approve the appointment of **JOSETTE NOGUEIRA** as the District Liaison For the Education of Homeless Children for the 2013 calendar year.

Mrs. Beams – At a previous Personnel Committee meeting I believe we had discussed the possibility of conflicts for Ms. Dudick as Affirmative Action Officer as well as Director of Personnel.

Mr. Salvatore – We addressed that possible conflict. We have identified our anti-bullying coordinator as an investigator if there is a question of conflict.

Motion was made by Mrs. Perez, seconded by Mrs. George and carried by roll call vote that the Board approve the following items (O28 – 33).

Ayes (7), Nays (0), Abstain (2) Mr. Dangler and Mr. Menkin, Absent (0)

28. **ESTABLISHMENT OF PETTY CASH ACCOUNTS 2013 CALENDAR YEAR**

That the Board approve the following Petty Cash Account for the 2013 calendar year.

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

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

30. **RE-APPROVAL OF SEHBP WAIVER OF COVERAGE**

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

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

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

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

32. **ATTENDANCE AT CONFERENCES / MEETINGS**

That the Board approve **MICHAEL SALVATORE**, Superintendent of Schools, **BILL DANGLER** and **ALLAN MENKIN**, Board of Education members at a cost not to exceed \$1,665 per person to attend the 73rd Annual National School Boards Association Convention in San Diego, CA on April 13 – 15, 2013 (Acct. #11-000-230-585-390-12-44).

33. **ATTENDANCE AT CONFERENCES / MEETINGS**

That the Board approve **JENNIFER CASTORO**, Amerigo A. Anastasia School teacher, at a cost not to exceed \$266.37 to attend the Applied Behavior Analysis: Powerful Intervention Strategies To Help You More Successfully Manage Students Struggling With Behavioral Issues at the Cherry Hill Mansion on Main Street in Voorhees, New Jersey on January 24, 2013 (Acct. #20-231-200-300-231-20-00; Acct. #15-000-240-500-390-03-44),

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

No one addressed the Board

Q. **ADJOURNMENT – 6:29 P.M.**

There being no further discussion, motion was made by Mrs. Perez, seconded by Mr. Menkin and carried by roll call vote that the Board adjourn the meeting at 6:29 P.M.

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

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

LONG BRANCH BOE FULL TERM

Vote for 3

RECEIVED
LONG BRANCH PUBLIC SCHOOLS

DEC 3 2012

SCHOOL BUSINESS ADMINISTRATOR
BOARD SECRETARY

	Registered Voters	Ballots Cast	% Turnout	Mary George	Lucille M. Perez	Bill Dangler	Write-In
Long Branch City 1	440	212	48.18%	69	67	67	0
Long Branch City 2	963	432	44.86%	156	128	118	4
Long Branch City 3	917	458	49.95%	206	178	173	3
Long Branch City 4	646	382	59.13%	169	160	146	13
Long Branch City 5	956	468	48.95%	192	181	161	5
Long Branch City 6	608	334	54.93%	166	161	143	5
Long Branch City 7	895	622	69.50%	315	301	279	3
Long Branch City 8	707	305	43.14%	128	118	113	4
Long Branch City 9	706	376	53.26%	156	159	143	2
Long Branch City 10	747	425	56.89%	206	178	163	2
Long Branch City 11	1379	605	43.87%	222	218	219	0
Long Branch City 12	760	400	52.63%	147	174	146	0
Long Branch City 13	1023	533	52.10%	184	201	205	4
Long Branch City 14	1099	642	58.42%	227	236	240	4
Long Branch City 15	821	421	51.28%	188	172	162	5
Long Branch City 16	931	483	51.88%	229	213	205	5
Long Branch City 17	691	388	56.15%	167	152	169	0
Long Branch City Mail-In Ballot	0	571	0.00%	337	325	326	11
Long Branch City Provisional	0	412	0.00%	57	77	67	2
Long Branch City Emergency	0	0	0.00%	0	0	0	0
Long Branch City Mail-In Ballot Rejected	0	24	0.00%	0	0	0	0
Long Branch City Provisional Rejected	0	103	0.00%	0	0	0	0
Long Branch City Emergency Rejected	0	0	0.00%	0	0	0	0
Totals - Long Branch City	14289	8469	59.27%	3521	3399	3245	72
Totals - Grand Totals	14289	8469	59.27%	3521	3399	3245	72

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





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

APPENDIX C

MICHAEL SALVATORE
Superintendent of Schools

"Where Children Matter Most"

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

Pursuant to the Open Public Meetings Act (Chapter 232, P.L. 1975), the Long Branch Board of Education establishes the following meeting dates for the period February, 2013 to January, 2014

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

Board Workshop Meetings

Board Agenda Meetings

Board Regular Monthly Meetings

	January 29, 2013	January 30, 2013
	February 26, 2013	February 27, 2013
March 20, 2013	March 20, 2013	*March 21, 2013
	April 23, 2013	April 24, 2013
	May 21, 2013	May 22, 2013
	June 18, 2013	June 19, 2013
	July 23, 2013	*July 24, 2013
	August 27, 2013	*August 28, 2013
	September 24, 2013	September 25, 2013
	October 29, 2013	October 30, 2013
	November 19, 2013	November 20, 2013
		*January 7, 2014
<u>6:00 P.M. 540 Broadway</u>	<u>7:00 P.M. 540 Broadway</u>	<u>7:00 P.M. LB Middle School Auditorium</u> *6:00 P.M.

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

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

Language Arts Literacy

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

Mathematics

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

Science

- K-8 Science
- AP Biology
- AP Chemistry
- AP Physics
- Biology
- Biology Honors
- Chemistry
- Chemistry Honors
- Environmental Science
- Forensic Chemistry
- Geophysical Science
- Physics
- Physics Honors

History

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

World Language

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

Physical Education

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

Elementary Specials & Additional Programs

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

Electives 6-8

- Baking
- Broadcast Journalism
- Ceramics
- Chorus
- Computer Application & Education
- Concert Band Broadcast Journalism
- Creative Dramatics
- Decorative Arts and Textile Design
- Development Instrumental Music
- Exploring Art
- Industrial Technology
- Introduction to Foods
- Introduction to Sewing
- Introduction to Speech & Theatre
- Keyboarding
- Making Music
- Musical Theatre
- Photography
- Piano
- Scene Design & Lighting Design for TV & Stage
- Sculpture
- Talented Art
- Talented Dance
- Talented Drama
- Talented Instrumental Music
- Talented Vocal Music
- Wind Ensemble
- World of Color

Electives (9-12)

- Accounting I
- Advanced Accounting
- Art I
- Art II
- Art III
- Art IV
- Business Law
- Cisco Networking I
- Cisco Networking II
- College Prep Word Processing
- Concert Chorus
- Cooperative Marketing Education
- Creative Sewing
- Dance I/II
- Dance III
- Dance IV
- Exploring Childhood
- Foods I
- Freshman Orientation
- Graphic Design
- Instrumental Aids I/II
- Marching Band
- Music Theory
- Performance Dance
- Piano I/II
- Piano III
- Piano IV
- Psychology
- Public Speaking
- Sociology
- Speech and Theater
- Speech on the Job
- Technology Applications
- TV & Film Production
- 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.