

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

**MINUTES**

**JANUARY 8, 2020**

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 Link and the Asbury Park Press. A schedule of Public Meetings has been posted in the Board of Education Office and the Office of the City Clerk, Long Branch, New Jersey.

Mr. Genovese made the following announcement: Fire exits are located in the direction indicated. In case of fire, you will be signaled by bell and/or public address system. If so alerted to fire, please move in a calm and orderly fashion to the nearest smoke-free exit.

**D. OBJECTIONS, IF ANY, TO THE VALIDITY OF THE MEETING**

Mr. Genovese stated that the objecting member must give supporting reasons.

**E. OPPORTUNITY TO ADDRESS THE BOARD RELATING TO AGENDA ITEMS**

Vinnie Lepore  
33 Ocean Terrace  
Long Branch, NJ

Mr. Lepore spoke again to the Board regarding the 30 year tax abatement and suggested that the Board should not appoint the current counsel based on what Mr. Lepore felt was their inability to provide the proper legal advice with respect to fighting the PILOT.

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

Results of the November 5, 2019 Board of Education Election:

<b>BOARD OF EDUCATION (3 year term)</b>	<b>NUMBER OF VOTES</b>
Donald Covin	<b>1,815</b>
Michele Critelli, Ed.D.	<b>1,682</b>
Avery W. Grant	<b>1,593</b>
Joseph M. Ferraina	1,290
Anthony Smith	1,220
Kristopher Soto	985
Write-In	25

Rev. Bennett arrived to the meeting at 6:36 P.M.

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

**Three Year Appointment**

Donald Covin  
Michele Critelli, Ed.D.  
Avery W. Grant

H. **ROLL CALL**

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

Motion was made by Mrs. Perez, seconded by Mrs. Peters 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 – 6:40 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 Conference Room, 391 Westwood Avenue, Long Branch, New Jersey. It is anticipated that the closed session will not last longer than 30 minutes. Action will be taken in the public portion of the meeting upon adjournment of this Executive Session.

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: January 8, 2020

J. **MEETING RECONVENED** – The Board returned to open session at 6:45 P.M.

K. **ROLL CALL**

Mr. Grant  
Dr. Critelli  
Mr. Zambrano

Mr. Covin  
Rev. Bennett  
Mrs. Youngblood Brown

Ms. McCaskill  
Mrs. Peters  
Mrs. Perez

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

Nomination for Donald C. Covin for President of the Long Branch Board of Education was made by Mrs. Perez and seconded by Mr. Grant.

**MOTION TO CLOSE THE SLATE**

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

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

**ROLL CALL TO ELECT THE PRESIDENT**

Roll call vote to elect Donald Covin as President.

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

**Donald Covin** was elected to the office of **President** by a roll call vote of **9-0**.

**MEETING TURNED OVER TO THE PRESIDENT**

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

Nomination for Mrs. Youngblood Brown for Vice President of the Long Branch Board of Education was made by Mr. Zambrano and seconded by Mr. Grant.

**MOTION TO CLOSE THE SLATE**

There being no other nominations for Vice President, motion was made by Dr. Critelli and seconded by Ms. McCaskill to close the slate.

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

**ROLL CALL TO ELECT THE VICE PRESIDENT**

Roll call to elect Tasha Youngblood Brown as Vice President.

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

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

N. **PRESIDENT'S REPORT**

Motion was made by Dr. Critelli, seconded by Mrs. Peters and carried by roll call vote that the Board approve the following item (N1).

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

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

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

Motion was made by Mrs. Perez, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following item (N2).

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., CPA, at the rate of \$12,000 for the term of January 8, 2020 through January 6, 2021.

Motion was made by Dr. Critelli, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board approve the following item (N3).

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 Lester E. Taylor III of Florio, Perrucci, Steinhardt & Cappelli, LLC as General Counsel for the Board for the term of January 8, 2020 through January 6, 2021 at a retainer fee of \$30,000.00. The law firm will receive \$165 per hour for all non-retainer services. Additionally, under P.L.2005,c.271,s.2, any contract awarded in excess of \$17,500 outside the bid process must be accompanied by c.271 Political Contribution Disclosure Form prior to the award of contract.

**NOW, THEREFORE, BE IT RESOLVED**, the foregoing appointment is made pursuant to a Request for Proposal, for a Professional Service under the provisions of the Public School Contracts Law (*N.J.S.A. 18A:18A - 4.4 - 4.5*) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Additionally, the Political Contribution Disclosure Form has been received.



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

3. **APPOINTMENT OF GENERAL COUNSEL FOR THE BOARD (continued)**

**BE IT FURTHER RESOLVED** that the Board of Education authorizes and directs the President and Secretary of the Board of Education, respectively, to enter into a Retainer Agreement with the firm of Florio, Perrucci, Steinhardt & Cappelli, LLC.

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: January 8, 2020

Motion was made by Ms. McCaskill, seconded by Dr. Critelli and carried by roll call that the Board approve the following item (N4).  
Ayes (9), Nays (0), Absent (0)

4. **APPOINTMENT OF SPECIAL COUNSEL FOR THE BOARD**

That the Board approve the following resolution.

**RESOLUTION**

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

**WHEREAS**, the Board of Education of the City of Long Branch in the County of Monmouth hereby appoints Jonathan Busch of The Busch Law Group as Special Counsel for the Board at the rate of \$155.00 per hour, effective January 8, 2020 through January 6, 2021.

**NOW, THEREFORE, BE IT RESOLVED**, the foregoing appointment is made pursuant to a Request for Proposal, for a Professional Service under the provisions of the Public School Contracts Law (N.J.S.A. 18A-18A – 4.4 – 4.5) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Additionally under P.L.2005,c.271,s.2, any contract awarded in excess of \$17,500 outside the bid process must be accompanied by C.271 Political Contribution Disclosure Form prior to the award of contract.

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: January 8, 2020

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

Motion was made by Mrs. Perez, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following item (N5).

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

5. **APPOINTMENT OF BOARD AUDITOR**

That the Board approve the following resolution.

**RESOLUTION**

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

**WHEREAS**, the Board of Education of the City of Long Branch in the County of Monmouth hereby appoints, Wiss and Company as Auditor of the Board for a period of January 8, 2020 through January 6, 2021, at a fee to be billed at standard hourly rates plus out-of-pocket costs at a total fee not to exceed \$57,500, 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 .

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: January 8, 2020

Motion was made by Dr. Critelli, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board approve the following item (N6).

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

6. **APPOINTMENT OF PROFESSIONAL SERVICES**

That the Board approve the following resolution.

**RESOLUTION**

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

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

6. **APPOINTMENT OF PROFESSIONAL SERVICES (continued)**

**WHEREAS**, the Board of Education of the City of Long Branch in the County of Monmouth hereby appoints, the following professional services for a period of January 8, 2020 through January 6, 2021;

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

**NOW, THEREFORE, BE IT RESOLVED**, the foregoing appointment is made without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-5 et seq.) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Additionally under P.L.2005, c.271,s.2, any contract awarded in excess of \$17,500 outside the bid process must be accompanied by c.271 Political Contribution Disclosure Form prior to the award of contract.

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

Ayes: 9  
Nays: 0  
Absent: 0  
Date: January 8, 2020

O. **SUPERINTENDENT'S REPORT**

Motion was made by Mrs. Youngblood Brown, seconded by Dr. Critelli and carried by roll call vote that the Board approve the following items (O1 – O11).

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

1. **MINIMUM CHART OF ACCOUNTS**

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

2. **AUTHORIZATION TO APPROVE BUDGET TRANSFERS**

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

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

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

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

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

Donald C. Covin  
Board President

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

Ronald J. Mehlhorn, Sr.  
Treasurer of School Monies

4. **DESIGNATION OF OFFICIAL NEWSPAPERS**

That the Board approve the Asbury Park Press and The Link as the official newspapers of the Board.

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

That the Board approve the attached meeting schedule for all Regular, Workshop, and Agenda Board meetings for the 2020 calendar year pursuant to the Open Public Meetings Act Ch.231 PL 1975.

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

That the Board approve the attached committee meeting schedule for the 2020 calendar year.

7. **APPOINTMENT OF PURCHASING AGENT**

That the Board approve the appointment of **PETER E. GENOVESE III, RSBO, QPA** as the Purchasing Agent for the 2020 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.
- Agenda Board Meetings will be held in the following locations:
  - Board Conference Room, 540 Broadway, Long Branch, New Jersey.
  - Historic High School, 391 Westwood Avenue, Long Branch, New Jersey, Room #207

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

9. **ADOPTION OF BOARD POLICIES, ADMINISTRATIVE REGULATIONS, BYLAWS, AND JOB DESCRIPTIONS**

That all policies, administrative regulations, and bylaws of the Long Branch Board of Education, and all job descriptions be adopted as the policies, administrative regulations, bylaws and job descriptions of this Board of Education for calendar year 2020

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

That the curricula guides currently being used in the district be approved by the Board of Education for calendar year 2020 to reflect alignment to State and National standards.

11. **APPROVAL OF TEXTBOOKS / SOFTWARE**

That the textbooks and software currently being used in the district be approved by the Board of Education for calendar year 2020.

Mrs. Perez stated that she recalls various discussions with the Board regarding the possibility of holding meetings at the Historic High School in the Varsity Room. After further deliberation, the Board agreed to amend the calendar to state that the June 23, 2020, July 21, 2020, August 11, 2020 and August 25, 2020 Board meetings would be held in the Historic High School Varsity Room. The rest of the calendar will remain the same.

Motion was made by Mrs. Youngblood Brown, seconded by Dr. Critelli and carried by roll call vote that the Board accept the amendment to item #8.

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

Motion was made by Mrs. Youngblood Brown, seconded by Dr. Critelli and carried by roll call vote that the Board approve the following items (O12 – O14).

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

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

That the following resolution be approved.

**RESOLUTION**

**WHEREAS**, in accordance with Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the bid threshold for Qualified Purchasing Agent (QPA) has been established at \$40,000, with the quote threshold equaling \$6,000 (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 \$40,000, and the quote threshold to \$6,000.

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

Ayes:

Nays:

Absent:

Date: January 8, 2020

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

13. **APPROVAL OF DISTRICT SERVICES**

That the Board approve the following district services:

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

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

That the Board adopt the district goals and mission statement.

Mrs. Peters asked that if in the future there could be a meeting similar to that of a Board Retreat where discussions can take place to outline and design Board goals and expectations.

Motion was made by Mrs. Perez, seconded by Mrs. Youngblood Brown and carried by roll call vote that the Board approve the following item (O15).

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

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

That the Board adopt the Board of Education goals.

Motion was made by Mrs. Youngblood Brown, seconded by Ms. McCaskill and carried by roll call vote that the Board approve the following items (O16 – O36).

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

16. **APPROVAL OF SCHOOL PHYSICIANS**

That the Board approve Dr. Margaret Fisher and Dr. Jacqueline Brunetto as the District's School Physicians in accordance with the approved agreement with Monmouth Medical Center.

17. **APPROVAL OF INVESTMENT OFFICERS**

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

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

18. **AUTHORIZATION TO CLOSE SCHOOLS**

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

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

19. **APPROVAL OF TAX SHELTER PARTICIPANTS**

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

- Ameriprise Financial Services, Inc.
- AXA Equitable
- Lincoln Investment
- Metropolitan Life
- VALIC
- ING
- Legacy Benefits Group LLC
- National Life Group/LSW

20. **APPROVAL OF 457 PLAN PARTICIPANTS**

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

- Lincoln
- Equitable

21. **APPOINTMENT OF DESEGREGATION OFFICER**

That the Board approve the appointment of **ALVIN L. FREEMAN, Ed.D.** as the Desegregation Officer for the 2020 calendar year.

22. **APPOINTMENT OF PUBLIC AGENCY COMPLIANCE (PACO) OFFICER**

That the Board approve the appointment of **PETER E. GENOVESE III** as the Public Agency Compliance Officer for the 2020 calendar year.

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

That the Board approve the appointment of **JANETLYNN DUDICK, Ph.D.** as the 504 Officer for the 2020 calendar year.

24. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

That the Board approve the appointment of **ALISA AQUINO** as the Affirmative Action Officer for the 2020 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 2020 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 2020 calendar year.

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

That the Board approve the appointment of **MARISSA FORNICOLA** as the District Liaison For the Education of Homeless Children for the 2020 calendar year.

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

28. **APPOINTMENT OF DISTRICT RIGHT TO KNOW OFFICER**

That the Board approve the appointment of **ANN DEGNAN** as the District Right to Know Officer for the 2020 calendar year.

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

That the Board approve the appointment of **ROBERTA FREEMAN, Ed.D.** as the District-Wide Assessment Coordinator for the 2020 calendar year.

Rev. Bennett – What is a District Wide Assessment Coordinator?

Dr. Salvatore stated that this position coordinates the testing schedule for the entire district.

30. **APPOINTMENT OF DISTRICT HARASSMENT, INTIMIDATION AND BULLYING (HIB)/ANTI-BULLYING COORDINATOR**

That the Board approve the appointment of **MARISSA FORNICOLA** as the District Harassment, Intimidation and Bullying (HIB)/Anti-Bullying Coordinator for the 2020 calendar year.

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

That the Board approve the appointment of **WALTER O'NEILL** as the District School Safety Specialist for the 2020 calendar year.

32. **APPOINTMENT OF TITLE IX OFFICER**

That the Board approve the appointment of **ALISA AQUINO** as the Title IX Officer for the 2020 calendar year.

33. **ESTABLISHMENT OF PETTY CASH ACCOUNTS 2020 CALENDAR YEAR**

That the Board approve the following Petty Cash Account for the 2020 calendar year with a per check amount not to exceed \$250.00.

Business Office

\$ 2,000.00

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

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

35. **APPROVAL OF FLEXIBLE SPENDING PLAN**

That the Board approve the flexible spending plan in accordance with Section 125 of the IRS code, and further to have Ameriflex administer the plan under a third party agreement.

36. **APPROVAL OF COOPERATIVE PRICING AGREEMENT WITH ESCNJ**

That the Board approve the continuation of the cooperative pricing agreement with The Educational Services Commission of New Jersey (formerly known as Middlesex Regional Educational Services Commission).



P. **PERSONNEL**

Motion was made by Ms. McCaskill, seconded by Dr. Critelli and carried by roll call vote that the Board approve the following item (P1).  
Ayes (9), Nays (0), Absent (0)

1. **APPOINTMENT OF CERTIFIED STAFF**

That the Board approve/ratify the appointment of the following named individual 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, an all other state and federal guidelines including but not limited to: a criminal history clearance and successful clearance of S-414/A-3381 (P.L.2018, c.5). This initial appointment may be changed as district needs develop:

**MAJOR JAN BURGESS**

Air Force Jr. R.O.T.C. Instructor  
High School  
BA  
\$51,106.50 (Long Branch pro-rated share)

Certification: *Pending Certification*

Education: New Jersey Institute of Technology

Replaces: Col. Jonathan Spare (resigned)

(Acct. # 15-140-100-101-000-01-00) (UPC # 1057-01-MROTC-TEACHR)

Effective: *Pending Fingerprints\**

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

Vinnie Lepore  
33 Ocean Terrace  
Long Branch, NJ 07740

Mr. Lepore stated that at the last meeting he talked about the \$3,000 that the Cable Commission was going to allot to the Board of Education for the purchase of a television camera to facilitate the enhancement of the Boards program. At some point those funds were re-directed to Monmouth University by Mayor Pallone.

Dr. Salvatore stated that he would look into it.

Mr. Grant made a comment stating that he and Mr. Lepore have spent a lot of time on the PILOT issue and we still do not have a successful resolution.

Mr. Lepore came back to the microphone for a second time and began to re-iterate his concern again at which point the Board attorney explained to Mr. Lepore the guidelines to follow during a public meeting. Mr. Lepore stated that the attorney is out of order and he has no right to continue to interrupt him. Mr. Taylor completed his statement on behalf of the Board with respect to the proper running of a Board meetings for which Mr. Lepore objected again. He then returned to his seat.

R. **ADJOURNMENT – 7:14 P.M.**

There being no further discussion, motion was made by Mrs. Youngblood Brown, seconded by Dr. Critelli and carried by roll call vote that the Board adjourn the meeting at 7:14 P.M.

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


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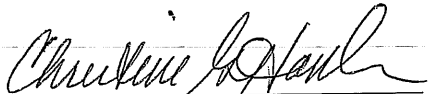
Peter E. Genovese III, RSBO, QPA  
School Business Administrator/Board Secretary

WE DO HEREBY CERTIFY that the foregoing is a true, full, and correct statement of the results of the election herein mentioned, as the same is exhibited by the statements produced and laid before the board of county canvassers according to law, and that the same exhibits the number of the names in the signature copy registers and the registers of voters, the number of names of the voters in the poll books of the election districts, respectively, and of the ballots rejected, the whole number of the names in the signature copy registers and the registers of voters, the whole number of the names of the voters in the poll books of the several election districts, the name of each person for whom any vote or votes were cast, the number of votes cast for each person in each election district, and the whole number of votes cast for each person for each office designated, and also specifies each public question voted upon and the number of votes cast thereupon in each election district respectively, and the whole number of votes cast thereupon in the several election districts as they appear by the statements so produced and laid before the said Board.

IN WITNESS WHEREOF, we have hereunto set our hands this thirteenth day of November, in the year of our Lord, two thousand and nineteen.

  
Chairperson, Board of County Canvassers

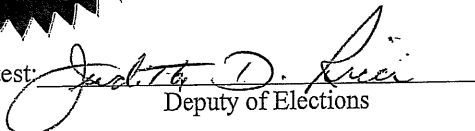
  
Member, Board of County Canvassers

Attest:   
County Clerk, Board of County Canvassers



  
Member, Board of County Canvassers

  
Member, Board of County Canvassers

Attest:   
Deputy of Elections

A STATEMENT of the determination of the Board of County Canvassers, relative to an election held on the fifth day of November, in the year of our Lord, two thousand and nineteen, for the

#### LONG BRANCH BOARD OF EDUCATION

The said board determines that at the said election DONALD COVIN, MICHELE CRITELLI AND AVERY W. GRANT WERE DULY ELECTED, AS MEMBERS OF THE LONG BRANCH BOARD OF EDUCATION, FULL TERM.

# POLICY

## LONG BRANCH BOARD OF EDUCATION

Bylaws

0142/Page 1 of 6

### 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

0142/Page 2 of 6

### 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

Bylaws

0142/Page 3 of 6

### 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



# POLICY

## LONG BRANCH BOARD OF EDUCATION

Bylaws

0142/Page 4 of 6

### 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.





# POLICY

## LONG BRANCH BOARD OF EDUCATION

Bylaws

0142/Page 5 of 6

### 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

## APPENDIX C

Pursuant to the Open Public Meetings Act (Chapter 232, P.L. 1975), the Long Branch Board of Education establishes the following meeting dates for the period January, 2020 to January, 2021

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

#### **Board Agenda Meetings**

January 28, 2020

February 18, 2020

March 17, 2020

April 28, 2020

\*May 19, 2020

\*\*June 23, 2020

\*\*July 21, 2020

\*\*August 11, 2020

\*\*August 25, 2020

September 22, 2020

October 13, 2020

November 10, 2020

\*December 8, 2020

#### **Board Regular Monthly Meetings**

January 29, 2020

February 19, 2020

March 18, 2020

April 29, 2020

\*May 20, 2020

\*July 22, 2020

\*August 26, 2020

September 23, 2020

October 14, 2020

November 11, 2020

\*January 6, 2021

**7:00 P.M. - 540 Broadway**

\*6:00 P.M.

**\*\*6:00 P.M. – 391 Westwood Avenue, Room 207**

c: Ms. Kathy Schmelz, City Clerk  
Asbury Park Press (FOR PUBLICATION ON 1/16/2020)  
Link (FOR INFORMATION ONLY)  
Long Branch Bulletin Boards (2)  
Sodexo

**7:00 P.M. - LB Middle School Auditorium**

\*6:00 P.M.

## 2020 - BOARD MEMBER COMMITTEE ASSIGNMENTS

### APPENDIX D

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

Governance Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, February 5, 2020	6:15 PM		Michael Salvatore, Ph.D.
Wednesday, June 10, 2020			Alvin L. Freeman, Ed.D.
Wednesday, October 7, 2020			Alisa Aquino

Operation & Management Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 4, 2020	6:15 PM		Michael Salvatore, Ph.D.
Wednesday, May 6, 2020			Alvin E. Freeman, Ed.D.
Wednesday, September 9, 2020			Peter E. Genovese III
Wednesday, November 4, 2020			Ann Degnan Chris Dringus

Instruction & Programs Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 4, 2020	5:30 PM		Michael Salvatore, Ph.D.
Wednesday, May 6, 2020			Alvin L. Freeman, Ed.D.
Wednesday, September 9, 2020			Roberta Freeman, Ed.D.
Wednesday, November 4, 2020			

Communications/Security Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Tuesday, March 3, 2020	5:30 P.M.		Michael Salvatore, Ph.D.
Tuesday, May 5, 2020			Alvin L. Freeman, Ed.D.
Tuesday, September 8, 2020			Walter O'Neill
Tuesday, November 3, 2020			

Athletics Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Tuesday, February 4, 2020	5:30 PM		Michael Salvatore, Ph.D.
Tuesday, June 9, 2020			Alvin L. Freeman, Ed.D.
Tuesday, October 6, 2020			Jason Corley

Negotiations Committee			
Scheduled Dates	Time	Board Representatives	Administrator
TBD	TBD		Alisa Aquino
			Peter E. Genovese III

\*There will be no committee meeting in April due to spring break and the late date of the March meeting.

\*There will be no committee meetings in October, December and January. Items will be discussed at the October, December and January Board meetings.

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

**Language Arts Literacy**

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

**Science**

K-8 Science  
AP Biology  
AP Chemistry  
AP Physics  
Biology  
Biology Honors  
Chemistry  
Chemistry Honors  
Environmental Science  
Forensic Chemistry  
Animal Anatomy and Physiology  
Physics  
Physics Honors

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

Elementary - Launch Curriculum  
Middle School - Gateway - Design and Model  
High School  
Engineering

- Introduction to Engineering Design
- Principles of Engineering
- Biological Engineering
- Civil Engineering and Architecture

Biomedical Science

- Principles of Biomedical Science
- Human Body Systems
- Medical Inventions

**Physical Education**

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

**Mathematics**

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

**History**

K-8 Social Studies  
AP American  
Government/Politics  
AP US History II  
AP World History  
AP Psychology  
AP Human Geography  
AP Macroeconomics  
Criminal Justice  
Law  
Economics  
African American Studies  
World Geography  
US History I  
US History I Honors  
US History II  
US History II Honors  
US History III/ The Vietnam Era  
World History  
World History Honors

### **Elementary Specials & Additional Programs**

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

### **Electives (6-8)**

Baking  
Media/TV Broadcasting  
Chorus  
Computer Application & Education  
Concert Band  
Instrumental Music  
Exploring Art  
Industrial Technology  
Introduction to Foods  
Introduction to Sewing  
Keyboarding  
Photography  
Drama  
Music Technology

### **World Language**

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

### **Electives (9-12)**

Accounting I  
Advanced Accounting  
Foundational Art  
High Focus Drawing & Painting  
Art III  
Art IV  
AP Studio Art  
Business Law  
Introduction to Business  
Marketing  
Concert Chorus  
Cooperative Marketing Education  
Tech Apps  
Creative Sewing  
Dance I/II  
Dance III  
Dance IV  
Exploring Childhood  
Foods I  
Freshman Orientation/Personal Finance  
Graphic Design  
Instrumental Aids I/II  
Marching/Symphonic Band  
Music Theory  
Music Technology  
Performance Dance  
Piano I/II  
Piano III  
Piano  
Psychology  
Public Speaking  
Sociology  
Speech and Theater  
Advanced Performance  
Speech on the Job  
Technology Applications  
TV & Film Production I  
TV & Film Production II  
TV & Film Production III  
Yearbook Journalism  
Personal Finance  
American Popular Music  
Stage Technology

### **District Mission Statement**

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

### **District Goals**

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

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

#### **Staffing**

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

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

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

#### **Communication**

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

**Board of Education Goals**

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

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