

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

MINUTES

JANUARY 4, 2023

The Re-organization meeting of the Long Branch Board of Education was held in the auditorium of the Long Branch Middle School, 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.

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 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.

Mr. Rodriguez requested a moment of silence for Tiffany Rawls- Dill, a confidential secretary, who passed away.

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

No one addressed the Board.

F. **REPORT OF THE ELECTION RESULTS**

Results of the November 8, 2022 Board of Education Election:

BOARD OF EDUCATION (3 year term)	NUMBER OF VOTES
Alisa Dawn Armour	1,393
Theresa Dangler	2,410
Rick Garlipp	1,896
David A. Brown	1,364
Avery W. Grant	1,588
Caroline Bennett	1,489
Dominic Rosario Sama	1,036
Write-In	79

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

Three Year Appointment

Theresa Dangler
Rick Garlipp
Avery W. Grant

H. ROLL CALL

Mr. Grant - absent	Mrs. Peters	Mr. Ferraina
Mr. Zambrano	Mrs. Perez	Mrs. Dangler
Mrs. Youngblood Brown	Ms. Benosky - absent	Mr. Garlipp

Mr. Ferraina – I don't see why there is a need to go into Executive Session.

Mr. Genovese explained that the Board wishes to go into Executive Session.

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

Ayes (6), Nays (1) Mr. Ferraina, Absent (2) Mr. Grant and Ms. Benosky

I. RESOLUTION FOR CLOSED EXECUTIVE SESSION – 6:06 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 Middle School, 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: 6
Nays: 1 (Mr. Ferraina)
Absent: 2 (Mr. Grant and Ms. Benosky)
Date: January 4, 2023

J. **MEETING RECONVENED – 6:19 P.M.**

K. **ROLL CALL**

Mr. Grant - absent

Mrs. Peters

Mr. Ferraina

Mr. Zambrano

Mrs. Perez

Mrs. Dangler

Mrs. Youngblood Brown

Ms. Benosky - absent

Mr. Garlipp

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

Nomination for Lucille M. Perez for President of the Long Branch Board of Education was made by Mr. Garlipp.

MOTION TO CLOSE THE SLATE

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

Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

ROLL CALL TO ELECT THE PRESIDENT

Roll call to elect Lucille M. Perez as President.

Ayes (6) – Mr. Zambrano, Mrs. Youngblood Brown, Mrs. Peters, Mrs. Perez, Mrs. Dangler and Mr. Garlipp, Nays (1) Mr. Ferraina, Absent (2) Mr. Grant and Ms. Benosky

Lucille M. Perez was elected to the office of **President** by a roll call vote of **6-1-2**.

MEETING TURNED OVER TO THE PRESIDENT

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

Nomination for Violeta Peters for Vice President of the Long Branch Board of Education was made by Mr. Ferraina.

MOTION TO CLOSE THE SLATE

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

Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

ROLL CALL TO ELECT THE VICE PRESIDENT

Roll call to elect Violeta Peters as Vice President.

Ayes (7) – Mr. Zambrano, Mrs. Youngblood Brown, Mrs. Peters, Mrs. Perez, Mr. Ferraina, Mrs. Dangler and Mr. Garlipp, Absent (2) Mr. Grant and Ms. Benosky.

Violeta Peters was elected to the office of **Vice President** by a roll call vote of **7-0-2**.

N. **PRESIDENT'S REPORT**

Motion was made by Mr. Zambrano, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following items (N1 – N2).

Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

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

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

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

That the Board approve the appointment of Treasurer of School Monies, Michael Petrizzo, at the rate of \$12,000 for the term of January 4, 2023 through January 3, 2024.

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

Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

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, Tipton & Taylor, LLC as General Counsel for the Board for the term of January 4, 2023 through January 3, 2024 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, Tipton & Taylor, LLC.

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

Ayes: 7
Nays: 0
Absent: 2 (Mr. Grant and Ms. Benosky)
Date: January 4, 2023

Motion was made by Mrs. Youngblood Brown, seconded by Mrs. Peters and carried by roll call vote that the Board approve the following item (N4).

Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

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 \$165.00 per hour, effective January 4, 2023 through January 3, 2024.

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

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

Ayes: 7
Nays: 0
Absent: 2 (Mr. Grant and Ms. Benosky)
Date: January 4, 2023

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

Motion was made by Mrs. Youngblood Brown, seconded by Mr. Ferraina and carried by roll call vote that the Board approve the following item (N5).

Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

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 PKF O'Connor Davies LLP, as Auditor of the Board for a period of January 4, 2023 through January 3, 2024, at a fee to be billed at standard hourly rates plus out-of-pocket costs at a total fee not to exceed \$74,000 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: 7
Nays: 0
Absent: 2 (Mr. Grant and Ms. Benosky)
Date: January 4, 2023

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

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

Ayes (6), Nays (1) Mr. Ferraina, Absent (2) Mr. Grant and Ms. Benosky

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

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 4, 2023 through January 3, 2024:

- **Architectural/Engineering Services**
 - H2M Associates, Inc.
- **Insurance Brokers**
 - Willis of New Jersey, Inc.
 - Public Risk Group, LLC
 - Insurance Office of America
 - CBIZ Insurance Services

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

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

Ayes: 6
Nays: 1 (Mr. Ferraina)
Absent: 2 (Mr. Grant and Ms. Benosky)
Date: January 4, 2023

O. **SUPERINTENDENT'S REPORT**

Motion was made by Mrs. Youngblood Brown, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following items (O1 – O6):

Items O1, O2, O3, O4, O6 – Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky
Item O5 – Ayes (6), Nays (1) Mr. Ferraina, Absent (2) Mr. Grant and Ms. Benosky

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.

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

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

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

Lucille M. Perez
Board President

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

Michael Petrizzo
Treasurer of School Monies

4. **DESIGNATION OF OFFICIAL NEWSPAPER**

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

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

That the Board approve the attached meeting schedule for all Regular, Workshop, and Agenda Board meetings for the 2023 calendar year pursuant to the Open Public Meetings Act Ch.231 PL 1975.

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

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

That the Board approve the attached committee meeting schedule for the 2023 calendar year.

Motion was made by Mrs. Youngblood Brown, seconded by Mrs. Peters and carried by roll call vote that the Board approve the following items (O7 – O12):

Items O7, O8, O11, O12 - Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

Items O9, O10 – Ayes (6), Nays (1) Mr. Ferraina, Absent (2) Mr. Grant and Ms. Benosky

7. **APPOINTMENT OF PURCHASING AGENT**

That the Board approve the appointment of **PETER E. GENOVESE III, RSBO, QPA** as the Purchasing Agent for the 2023 calendar year.

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

That the Board approve the following meeting places:

- Historic High School Varsity Room, 391 Westwood Avenue
- Long Branch Middle School auditorium, 350 Indiana Avenue
- Long Branch Administration Office, 540 Broadway

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 2023.

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

That the curricula guides currently being used in the district be approved by the Board of Education for calendar year 2023 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 2023.

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

That the following resolution be approved.

RESOLUTION

WHEREAS, in accordance with Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the bid threshold for Qualified Purchasing Agent (QPA) has been established at \$44,000, with the quote threshold equaling \$6,600 (15%), and

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

12. **AUTHORIZATION TO ESTABLISH THE BID THRESHOLD (continued)**

WHEREAS, Peter E. Genovese III has met all the necessary requirements to be a QPA,

NOW, THEREFORE BE IT RESOLVED, that the Long Branch Board of Education appoints Peter E. Genovese III the QPA for the Long Branch Public Schools and establishes the bid threshold at \$44,000, and the quote threshold to \$6,600.

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

Ayes: 7
Nays: 0
Absent: 2 (Mr. Grant and Ms. Benosky)
Date: January 4, 2023

Motion was made by Mrs. Peters, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following items (O13 – O19):

Items O13, O16, O17, O18, O19 - Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

Items O14, O15 – Ayes (6), Nays (1) Mr. Ferraina, Absent (2) Mr. Grant and Ms. Benosky

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 E)**

That the Board adopt the district goals and mission statement.

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

That the Board adopt the Board of Education goals.

16. **APPROVAL OF SCHOOL PHYSICIANS**

That the Board approve Dr. Jonathan E. Teitelbaum and Dr. Jacqueline G. Brunetto as the District's School Physicians in accordance with the approved agreement with Monmouth Medical Center.

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

17. **APPROVAL OF INVESTMENT OFFICERS**

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

- Francisco E. Rodriguez, Superintendent of Schools
- Peter E. Genovese III, RSBO, QPA, School Business Admin. / Board Secretary

18. **AUTHORIZATION TO CLOSE SCHOOLS**

That the Board authorize Francisco E. Rodriguez., Superintendent of Schools to have the authority to close schools as needed.

19. **APPROVAL OF 403 (b) TAX SHELTER PARTICIPANTS**

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

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

Motion was made by Mrs. Youngblood Brown, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following items (O20 – O31).

Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

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 **FRANK RILEY** as the Desegregation Officer for the 2023 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 2023 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 2023 calendar year.

24. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

That the Board approve the appointment of **JENA VALDIVIEZO, Ed.D.** as the Affirmative Action Officer for the 2023 calendar year.

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

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

That the Board approve the appointment of **VIRGINIA CARREIRA** as the Occupational Hazard Information Officer for the 2023 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 2023 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 2023 calendar year.

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

That the Board approve the appointment of **ANN DEGNAN** as the District Right to Know Officer for the 2023 calendar year.

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

That the Board approve the appointment of **TARA PULEIO** as the District-Wide Assessment Coordinator for the 2023 calendar year.

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

That the Board approve the appointment of **MARISSA FORNICOLA** as the District Harassment, Intimidation and Bullying (HIB)/Anti-Bullying Coordinator for the 2023 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 2023 calendar year.

Motion was made by Mrs. Youngblood Brown, seconded by Mr. Garlipp and carried by roll call vote that the Board approve the following items (O32 – O35).

Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

32. **APPOINTMENT OF TITLE IX OFFICER**

That the Board approve the appointment of **JENA VALDIVIEZO, Ed.D.** as the Title IX Officer for the 2023 calendar year.

33. **ESTABLISHMENT OF PETTY CASH ACCOUNTS 2023 CALENDAR YEAR**

That the Board approve the following Petty Cash Account for the 2023 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.

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

35. **APPROVAL OF FLEXIBLE SPENDING PLAN**

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

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

No one addressed the Board.

Q. **ADJOURNMENT**

There being no further discussion, motion was made by Mrs. Youngblood Brown, seconded by Mrs. Peters and carried by roll call vote that the Board adjourn the meeting at 6:31 P.M.

Ayes (7), Nays (0), Absent (2) Mr. Grant and Ms. Benosky

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

POLICY

LONG BRANCH BOARD OF EDUCATION

Bylaws
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0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (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.



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 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

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

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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's signature

Date



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

APPENDIX B

"Together We Can, Juntos Nós Podemos, Juntos Podemos"

FRANCISCO E. RODRIGUEZ
Superintendent of Schools

PETER E. GENOVESE III, RSBO, QPA
School Business Administrator
Board Secretary
732-571-2868 x 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 January, 2023 to January, 2024

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

Board Agenda Meetings

Tuesday, January 17, 2023
Tuesday, February 21, 2023
Tuesday, March 14, 2023
Tuesday, April 25, 2023
Tuesday, May 23, 2023
Tuesday, June 20, 2023

Tuesday, August 29, 2023
Tuesday, September 26, 2023
Tuesday, October 17, 2023
Tuesday, November 14, 2023

6:00 P.M. – 540 Broadway

Board Regular Monthly Meetings

Wednesday, January 18, 2023
Wednesday, February 22, 2023
Wednesday, March 15, 2023
Wednesday, April 26, 2023
Wednesday, May 24, 2023
Wednesday, June 21, 2023
Wednesday, July 26, 2023
Wednesday, August 30, 2023
Wednesday, September 27, 2023
Wednesday, October 18, 2023
Wednesday, November 15, 2023
Wednesday, December 13, 2023
Wednesday, January 3, 2024
(Re-Organization Meeting)

6:00 P.M. – Middle School

c: Ms. Heather Capone, City Clerk
Asbury Park Press (For publication on January xx, 2023)
Link (FOR INFORMATION ONLY)
Long Branch Bulletin Boards (2)
Sodexo

2023 - Board Member Committee Assignments

Finance Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Monthly prior to the Agenda Meeting	5:00 PM		Francisco E. Rodriguez Peter E. Genovese III Nancy L. Valenti

Governance Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, February 08, 2023			Francisco E. Rodriguez
Wednesday, June 07, 2023			Frank Riley
Wednesday, October 04, 2023	6:30 P.M.		Jena Valdiviezo, Ed. D.

Operation & Management Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 08, 2023			Francisco E. Rodriguez
Wednesday, May 10, 2023			Peter E. Genovese III
Wednesday, September 13, 2023	6:30 P.M.		Ann Degnan
Wednesday, November 01, 2023			Chris Dringus

Instruction & Programs Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 08, 2023			Francisco E. Rodriguez
Wednesday, May 10, 2023			JanetLynn Dudick, Ph.D.
Wednesday, September 13, 2023	5:00 PM		Frank Riley
Wednesday, November 01, 2023			Nicole Esposito Tara Puleio

Communications/Security Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, March 1, 2023			Francisco E. Rodriguez
Wednesday, May 03, 2023			Walter O'Neill
Wednesday, September 20, 2023	5:00 P.M.		
Wednesday, November 29, 2023			

Athletics Committee			
Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, February 08, 2023			Francisco E. Rodriguez
Wednesday, June 07, 2023	5:00 PM		Frank Riley
Wednesday, October 04, 2023			Jason Corley

Negotiations Committee			
Scheduled Dates	Time	Board Representatives	Administrator
			Jena Valdiviezo, Ed. D.
TBD	TBD		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.

Language Arts Literacy

PreK 3 and 4- Tools of the Mind
 K-5 Reading
 K-5 Writing
 K-2 Library/Media Studies
 3-5 Library/Media Studies
 6-8 Language Arts Literacy
 English 9/English 9 Honors
 English 10/English 10 Honors
 English 11/English 11 Honors
 English 12/English 12 Honors
 Middle School Creative Writing
 Creative Writing I
 Creative Writing II
 Journalism
 Yearbook
 K-5 Reading/Writing Intervention Appendix
 K-5 ESL Reading/Writing Appendix
 6-8 ESL
 9-12 ESL Level I
 9-12 ESL Level II
 9-12 ESL Level III
 9-12 ESL Level IV
 9-12 SIFE

Mathematics

K-5 Math
 K-5 ESL Math Appendix
 6-8 Math
 Grade 6 Accelerated Math
 Grade 6 Advanced Math
 Grade 7 Advanced Math
 Algebra I
 Algebra I Lab
 Algebra I Honors
 Geometry/Geometry Honors
 Algebra II/Algebra II Honors
 Precalculus/Precalculus Honors
 Financial Algebra
 Statistics/Statistics Honors
 Accounting
 Accelerated Learning Guides:

- Grades 6-8; Curriculum Resource Guide
- Algebra I; Curriculum Resource Guide
- Algebra II; Curriculum Resource Guide
- Geometry; Curriculum Resource Guide

Science

K-5 Science
 K-5 Science ESL Appendix
 6-8 Science
 Biology/Biology Honors
 Chemistry/Chemistry Honors
 Physics/Physics Honors
 Environmental Science
 Comparative Anatomy
 Forensic Chemistry

Social Studies/Humanities

K-5 Social Studies
 K-5 ESL Social Studies Appendix
 6-8 Social Studies
 World History/World History Honors
 US History I/US History I Honors
 US History II/US History II Honors
 Psychology
 Sociology
 African American Studies
 Race, Gender, & Ethnicity
 Intro to Social Justice
 Intro to Debate
 Advanced Debate
 Economics
 Criminal Justice
 Law
 Law & Equity
 Careers
 Social Justice in Music & Art
 Tech Apps
 Personal Finance
 Marketing
 Entrepreneurship

Health & Physical Education

K-5 Health & Physical Education
 6-8 Health & Physical Education
 9-12 Health & Physical Education
 9-12 Teen Pep

Visual & Performing Arts

K-2 Music
Gr. 3 Music
Grades 4-5 Music
Gr. 3-5 Instrumental Music
6-8 Chorus
6-8 Instrumental Music
6-8 Music Technology
9-12 Marching Band/Symphonic Band
9-12 Concert Chorus
9-12 Music Technology
9-12 Piano I/II
9-12 Piano III
9-12 Piano IV
9-12 American Pop Music
9-12 Music Theory
9-12 Jazz Band
K-2 Art
3-5 Art
6-8 Art
9-12 Foundational Art
9-12 High Focus Drawing and Painting
9-12 Digital Art & Design I
9-12 Digital Art & Design II
K-2 Dance
3-5 Dance
6-8 Dance
9-12 Dance I/II
9-12 Dance III/IV
9-12 Performance Dance
9-12 Advanced Performance Dance
K-2 Drama
3-5 Drama
6-8 Drama
9-12 Speech & Theater
9-12 Public Speaking
9-12 Stage Technology
9-12 Advanced Performance Drama
6-8 TV/Media Film
6-8 Photography
9-12 TV & Film I
9-12 TV & Film II
9-12 TV & Film III

Consumer Family Sciences

Foods I
Foods II
Creative Sewing
Early Childhood I
Early Childhood II

Industrial Arts

6-8 Middle School Woodworking
9-12 Carpentry I
9-12 Carpentry II

World Language

K-2 Spanish
3-5 Spanish
6-8 World Language (*Spanish & Portuguese*)
9-12 Spanish I - III
9-12 Italian I - III
9-12 French I - III
9-12 Spanish for Heritage Speakers

AFJROTC (*Grades 9-12*)

(Air Force Junior Reserve Officer Training Corps)

ROTC 1
ROTC 2
ROTC 3
ROTC 4

Advanced Placement

AP World History, Modern
AP Government & Politics
AP Human Geography
AP Macroeconomics
AP Psychology
AP United States History
AP Language & Composition
AP Literature & Composition
AP Studio Art
AP Calculus
AP Biology
AP Chemistry
AP Environmental Science
AP Physics
AP Spanish Language & Culture
AP Statistics

Project Lead the Way (K-12)

Elementary:

Launch Curriculum

Middle School:

Design and Modeling

Automation and Robotics

Medical Detectives

Energy and the Environment

High School:

Engineering -

Engineering Design Honors

Principles of Engineering Design Honors

Civil Engineering & Architecture Honors

Biomedical Science -

Principles of Biomedical Science Honors

Human Body Systems Honors

Medical Interventions Honors

Biomedical Innovation Honors

Computer Science -

AP Principles of Computer Science

K-12 Curriculum Resources

K-12 Diversity & Inclusion Resource Guide

K-12 Holocaust & Amistad Curriculum Crosswalk

District Mission Statement

Committed to celebrating diversity and embracing uniqueness, the LBPS family strives to educate, develop and support every student to become successful community members in a rapidly changing world.

District Goals

(Aligned directly with the LBPS Strategic Plan)

Communication

- To establish clear & precise communication to/from parents/schools.

Diversity, Equity & Inclusion (DEI)

- Expand integration of diversity, equity, and inclusion concepts into district culture.
- Increased integration of diversity, equity, and inclusion into curriculum.
- Develop and implement measurement tools to assess progress and implementation of DEI programs, policies, and procedures.

Programs, Pathways & Proficiency:

- Programs that provide academic, life, and character skills for LBPS graduates.
- Partnerships and programs that provide articulated “next steps” for LBPS graduates.

Social Emotional Learning (SEL)

- Acknowledge and assess healing and support of the community as a result of crises.
- Identify and integrate programs to assess and address students, family, and staff stress & anxiety.

Student Life | Life Skills

- Develop instructional plans to address closing the achievement gap by evaluating and revising intervention plans.
- Establish and/or further develop partnerships with local and corporate businesses that provide extracurricular opportunities and mentorships for PreK-12 students and beyond.
- Increase student voice and choice in their educational journey.

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.