

**AGENDA
REORGANIZATION MEETING
MONMOUTH BEACH BOARD OF EDUCATION
JANUARY 4, 2016 – 6:30 p.m.**

CALL TO ORDER BY THE SECRETARY

Adequate notice of this meeting was given in compliance with the Open Public Meetings Act PL 1975 by the following means: copies posted in Borough Hall, Monmouth Beach School Website and advertised in the Asbury Park Press

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

RESULTS OF ELECTION

The polls were declared open at 4:00 p.m. and closed at 9:00 p.m on November 3rd, 2015. The Judge of Elections announced the results as follows:

The Judge of Elections declared the following for full three year terms:

- Kathy Denker
- Dave Baker
- Kirk Ruoff

ADMINISTRATION OF OATH TO NEWLY ELECTED BOARD MEMBERS

- Mr. Kotch administered the oath of office to the newly elected board of education members.

BOARD MEMBERS - now consist of:

David Baker	Term expires in 2018
Kathy Denker	Term expires in 2018
Kirk Ruoff	Term expires in 2018
Sandi Gardner	Term expires in 2017
David Roberts	Term expires in 2017
Leo Decker	Term expires in 2017
Dianne Bolsch	Term expires in 2016
Steven Mariani	Term expires in 2016

ROLL CALL

Mr. Baker _____	Mrs. Bolsch _____	Mr. Decker _____
Mrs. Gardner _____	Mrs. Denker _____	Mr. Mariani _____
Mr. Roberts _____	Mr. Ruoff _____	

NOMINATION AND ELECTION OF PRESIDENT

The Board Secretary called for nominations for President:

_____ nominated _____ for President of the Board of Education and _____ seconded the motion.

_____ was elected President of the Board of Education by the following roll call vote:

Mr. Baker _____	Mrs. Bolsch _____	Mr. Decker _____
Mrs. Gardner _____	Mrs. Denker _____	Mr. Mariani _____
Mr. Roberts _____	Mr. Ruoff _____	

NOMINATION AND ELECTION OF VICE PRESIDENT

The President called for nominations of Vice-President.

_____ nominated _____ for Vice President of the Board of Education and _____ seconded the motion.

_____ was elected Vice-President of the Board of Education by the following roll call vote:

Mr. Baker _____	Mrs. Bolsch _____	Mr. Decker _____
Mrs. Gardner _____	Mrs. Denker _____	Mr. Mariani _____
Mr. Roberts _____	Mr. Ruoff _____	

APPOINTMENT OF BOARD SECRETARY

BE IT RESOLVED to appoint Dennis Kotch as Business Administrator/Board Secretary

PARLIAMENTARY PROCEDURES

BE IT RESOLVED to adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the calendar year 2016.

APPOINTMENT OF SCHOOL FUNDS INVESTOR

BE IT RESOLVED to appoint the Business Administrator/Board Secretary as the School Funds Investor

APPOINTMENT OF TREASURER OF SCHOOL FUNDS

BE IT RESOLVED to appoint James Cunniff as Treasurer of School Funds

SET TIME AND DATES OF REGULAR BOARD MEETINGS –

BE IT RESOLVED to set the following dates for board meetings which will begin at 7:30 p.m: -

January 21	Third Thursday
February 18	Third Thursday
March 17	Third Thursday
April 21	Third Thursday
May 19	Third Thursday
June 16	Third Thursday
July 21	Third Thursday
August 18	Third Thursday
September 15	Third Thursday
October 20	Third Thursday
November 10	Second Thursday
December 8	Second Thursday

Circumstances may force the rescheduling or addition of meetings. In such cases, notice will be given as provided in the Open Public Meetings Act

DESIGNATION OF BANK AS OFFICIAL DEPOSITORY FOR SCHOOL FUNDS

BE IT RESOLVED to appoint Investors Bank as official depository

AUTHORIZATION OF PERSONS TO SIGN CHECKS

BE IT RESOLVED to appoint the following persons to sign checks:

General Fund:

President or Vice President, Business Administrator and Treasurer

Agency, Petty Cash and Student Activity:

Superintendent and Business Administrator

Payroll:

Treasurer or Superintendent and Business Administrator

PETTY CASH FUNDS

BE IT RESOLVED to set up two petty cash funds for the calendar year 2016 as follows:

Board of Education	\$1,000
School Office	\$ 100

APPOINTMENT OF MEDICAL INSPECTOR

BE IT RESOLVED to appoint Dr. Morgan as medical inspector for the calendar year 2016 currently for a stipend of \$4,000

APPOINTMENT OF ATTORNEY

WHEREAS, there exists a need for legal services and to hire an attorney; and

WHEREAS, such legal services can be provided only by a licensed attorney and the firm of Kenny, Gross, Kovats, Campbell and Parton of Red Bank is so recognized as such a firm; and

WHEREAS, funds are or will be available for this purpose at an hourly rate of \$145.

BE IT RESOLVED BY THE MONMOUTH BEACH that:

1. The legal firm of Kenny, Gross, Kovats, Campbell and Parton, namely Douglas Kovats, of Red Bank is hereby retained to provide auditing services necessary in conjunction
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, NJSA 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. The anticipated term of this contract is 1 year.
4. Kenny, Gross, Kovats, Campbell and Parton of Red Bank has completed and submitted a Business Entity Disclosure Certification.
5. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

APPOINTMENT OF ARCHITECT

WHEREAS, there exists a need for architectural services and to hire an architect; and

WHEREAS, such services can be provided only by a licensed architect and the firm of Kellenyi, Johnson & Wagner, and Eric Wagner of Red Bank is so recognized as such a firm; and

WHEREAS, funds are or will be available for this current projects that are to be completed

BE IT RESOLVED BY THE MONMOUTH BEACH that:

1. The architectural services of the firm Kellenyi, Johnson & Wagner, and Eric Wagner, of Red Bank is hereby retained to provide architectural services necessary in conjunction with existing projects at a contract cost of \$140 per hour
2. The contract is awarded without competitive bidding as a "Professional Service"

in accordance with the Public School Contracts Law, NJSA 18A:18A(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

3. The anticipated term of this contract is 1 year.
4. Kellenyi, Johnson & Wagner, and Eric Wagner, of Red Bank has completed and submitted a Business Entity Disclosure Certification.
5. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

APPOINT OF POLICY CONSULTANT

WHEREAS, there exists a need for policy review services of the Monmouth Beach Board of Education.

WHEREAS, it has been determined that such policy review services are specialized in nature, require expertise in the field of policy review and can be provided only by someone with knowledge of policy and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds are or will be available for this purpose in an amount not to exceed \$4,000.00.

NOW, THEREFORE BE IT RESOLVED, BY THE MONMOUTH BEACH BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The policy review services firm of Strauss Esmay Associates, Toms River, NJ 08753, is hereby retained to provide policy review services necessary.
2. This contract is awarded without competitive bidding as "Extraordinary Unspecifiable Services" in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
3. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

APPOINTMENT OF SPECIAL EDUCATION SERVICES

BE IT RESOLVED to appoint the following vendors to provide services to students in our district:

Patricia Dunphy – Physical Therapy
Suzanne Shafritz - Occupational Therapy
Tender Touch – Occupational Therapy

APPOINTMENT OF ASBESTOS MANAGER

BE IT RESOLVED to appoint Robert Seidel as Asbestos Manager

APPOINTMENT OF PEST MANAGEMENT COORDINATOR

BE IT RESOLVED to appoint Robert Seidel as Pest Management Coordinator

DESIGNATION OF NEWSPAPERS AND POSTING FOR PUBLIC MEETINGS ACT

Asbury Park Press, Atlanticville, Link and Star Ledger, Monmouth Beach School,
Monmouth Beach School Website

APPOINTMENT TO MONMOUTH EDUCATIONAL SERVICES COMMISSION

BE IT RESOLVED to appoint Michael Ettore as representative to Monmouth County
Educational Services Commission

ADOPT ALL PRESENT BOARD POLICIES AND BY LAWS

BE IT RESOLVED to adopt all Policies and By Laws presently in effect.

ADOPT ALL PRESENT TEXTBOOKS AND CURRICULA

BE IT RESOLVED to adopt all textbooks and the following Curriculum as follows:

<u>Guide</u>	<u>Adoption or Revision Date</u>
Career Ed. and Family & Life Skills	May 2015
Computer Technology	October 2015 (K-8)
Gifted and Talented	October 2015 (K-8)
Health	October 2015 (K-8)
Language Arts Literacy	September 2014 (K-8)
Mathematics	January 2015 (PK), September 2011 (K), December 2012 (3-6), September 2014 (6-8)
Physical Education	June 2015 (K-8)
Art	December 2012 (K-8)
Music	December 2012 (K-8)
Science	January 2015 (PK), September 2011 (K-8)
Word Language	December 2012 (K-8)
Preschool - Creative Curriculum	
Guidance Plan and I & R S	September 2013

ADOPT UNIFORM MINIMUM CHART OF ACCOUNTS AND IMPLEMENT BUDGET FOR THE CALENDAR YEAR 2016 (HANDBOOK 2R2)

BE IT RESOLVED to adopt the Uniform Minimum Chart of Accounts for New Jersey
Public Schools and School District Budget for the calendar year 2016.

APPOINT TAX SHELTER ANNUITY COMPANIES

BE IT RESOLVED to appoint Equitable, Siracusa, Metlife, and Valic and as companies
offering 403B plans to our district

APPOINT AFFIRMATIVE ACTION OFFICER

BE IT RESOLVED to appoint Peter Bruccoleri as Affirmative Action Officer

APPOINT SUBSTANCE AWARENESS COORDINATOR

BE IT RESOLVED to appoint Susan Gillick as Substance Awareness Coordinator

APPOINT PUBLIC AGENCY COMPLIANCE OFFICER

BE IT RESOLVED to appoint Dennis Kotch as Designated Public Agency Compliance Officer

APPOINT 504 OFFICER

BE IT RESOLVED to appoint Peter Bruccoleri as our 504 Officer

DESIGNATION OF CUSTODIAN OF PUBLIC RECORDS

BE IT RESOLVED to appoint Dennis Kotch Custodian of Public Records

APPOINTMENT OF ATTENDANCE OFFICER

BE IT RESOLVED to appoint Peter Bruccoleri as Attendance Officer

RESOLUTION ON INVOKING THE DOCTRINE OF NECESSITY

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998), but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without

even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a), the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

APPOINTMENT OF PURCHASING AGENT

BE IT RESOLVED to appoint Dennis Kotch as District Purchasing Agent as follows:

WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (Currently \$40,000, may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$6,000) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution,

NOW, THEREFORE BE IT RESOLVED, that the Monmouth Beach Board of Education pursuant to the statutes cited above hereby appoints Dennis Kotch as its duly authorized purchasing agent(s) as referenced by 18A:18A-2 of the new law that states the Purchasing agent means the secretary, business administrator and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Monmouth Beach Board of Education up to \$40,000 and

BE IT FURTHER RESOLVED, that Dennis Kotch is hereby authorized to award contracts on behalf of the Monmouth Beach Board of Education that are in the aggregate less than 15% of the Bid threshold (Currently \$6,000) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Dennis Kotch is hereby authorized to seek competitive quotations, when applicable and practicable, before awarding contracts, when contracts in the aggregate exceed 15% of the bid threshold (Currently \$6,000) but less than the bid threshold of \$40,000

ANNUAL TUITION RATE

BE IT RESOLVED to approve the following tuition rate for the calendar year 2016:
Kindergarten through 8th grade at a rate of \$7,000 per year

STATE HEALTH BENEFIT WAIVER

BE IT RESOLVED to adopt the following resolution for WAIVER OF COVERAGE OF STATE HEALTH BENEFITS:

WHEREAS, employees are permitted to waive their SHBP medical and prescription coverage - provided they have other health care coverage, and

WHEREAS, a State Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application must be submitted through the Board of Education Office to the SHBP in order to waive SHBP medical and prescription coverage, and

WHEREAS, to reinstate coverage under the SHBP, an employee must once again complete a State Health Benefits Program Coverage Waiver/Reinstatement Form and Active Employee Health Benefits Application, and

WHEREAS, the employee must notify the SHBP within 30 days of the loss of the other coverage and provide proof of loss of that coverage. And

WHEREAS, reinstatement will be effective immediately following the loss of the employee's other health plan coverage,

NOW THEREFORE BE IT RESOLVED, that the Monmouth Beach Board of Education offers the opt out plan to all active eligible employees, and

BE IT FURTHER RESOLVED, those active eligible employees who are eligible for other health care coverage will receive an incentive payment in accordance with State Guidelines of their premium plan, and

BE IT FURTHER RESOLVED, the incentive payment will be made twice a year on the closest pay date to February and June each year.

BE IT FURTHER RESOLVED, that the form of Cafeteria Plan shall be instituted effective January 1, 2016.

APPROVAL FOR WORKSHOPS, CONFERENCES, MEETINGS, SEMINARS AND CONVENTIONS

BE IT RESOLVED that the Monmouth Beach Board of Education approve staff members to attend workshops, conferences, meetings, seminars and conventions as deemed appropriate and approved by the Superintendent for the calendar year 2016 and receive reimbursement not to exceed \$250 per staff member in accordance with the amounts established by NJAC 6A:23B-1.1

BE IT FURTHER RESOLVED that the Board of Education approves travel and related expense reimbursement in accordance with NJAC 6A:23B-1.2(b) to a maximum expenditure of \$25,000 for all staff and board members

BE IT RESOLVED to adopt the following Board Travel resolution:

WHEREAS, The Monmouth Beach Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, The Board of Education is authorized pursuant to N.J.S.A. 18A:11-12(h) to authorize travel for multiple months so long as the approval is itemized by event, total cost, and number of board members or employees attending the event; and

WHEREAS, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of board members' duties; and

WHEREAS, The Board of Education has determined that the training and informational programs sponsored by NJSBA and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and

WHEREAS, The Board of Education has determined that participation in the NJSBA training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, The Board of Education has determined that the school district travel expenditures to NJSBA programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; and are consistent with guidance provided by the Commissioner of Education, and except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and

WHEREAS, The Board of Education finds that a mileage reimbursement rate equal to that of the current federal Internal Revenue Service mileage reimbursement rate per mile is a reasonable rate; and

WHEREAS, The Board of Education has determined that participation in the NJSBA training and informational programs is in compliance with the district policy on travel; and

WHEREAS, Reimbursement for lodging and meals for overnight travel after September 1

will be approved with a Commissioner waiver; therefore be it

RESOLVED, That the Board of Education hereby approves the attendance of the listed number of school board members and district employees at the listed NJSBA training and informational programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount; and, be it further

RESOLVED, That the Monmouth Beach Board of Education authorizes in advance, as required by statute, attendance at the following NJSBA training programs and informational events:

CODE OF ETHICS - TRAINING

RESOLVED, that the Board of Education Members will have the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Monmouth Beach Board of Education:

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
- c. I will confine my Board action to policy-making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow Board members, to see that they are well run.
- e. I will recognize that authority rests with the Board of Education and will make no personal promises nor take any private action which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow Board members, interpret to the staff the aspirations of the community for its schools.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.

- j. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

APPROVE COMPREHENSIVE ANNUAL FINANCIAL REPORT

WHEREAS, the annual audit examination has been conducted by the independent firm of Robert A. Hulsart & Company of the fiscal operations of the Monmouth Beach Board of Education during the period July 1, 2014 through June 30, 2015; and

WHEREAS, the Board of Education has, in regular public session, reviewed the Report of Audit noting no recommendations for corrective action.

NOW, THEREFORE, BE IT RESOLVED, that the Monmouth Beach Board of Education accepts the audit for the 2014-2015 school year as presented.

APPOINTMENT OF COMMITTEE MEMBERS (Past Members listed below)

PERSONNEL-

Chair:	Members:
Sandi Gardner	Kathy Denker, David Roberts, Leo Decker

FINANCE-

Chair:	Members:
Dianne Bolsch	Steve Mariani, Kirk Ruoff, David Baker

CURRICULUM AND INSTRUCTION -

Chair:	Members:
Kathy Denker	Sandi Gardner, David Roberts, Leo Decker

BUILDING AND GROUNDS

Chair:	Members:
Kirk Ruoff	Dianne Bolsch, David Baker, Steve Mariani

POLICY -

Chair:	Members:
David Roberts	Sandi Gardner, Leo Decker, Kathy Denker

GENERAL ITEMS

Next Board Meeting – January 21, 2016, 7:30 pm

ADJOURNMENT

Mission Statement

Our mission is to create lifelong leaders and contributors who will successfully meet the challenges of the 21st century. The goal of the school is to teach behaviors which help create and maintain a positive

learning environment, to use teaching techniques which recognize that students have different learning styles and multiple intelligences, and to teach students to become independent thinkers and learners. Our students will all achieve the NJ Core Curriculum Content Standards as they strive to maintain a "tradition of excellence." Quality education for all students is a constant objective.