

**RE-ORGANIZATION MEETING MINUTES
MONMOUTH BEACH BOARD OF EDUCATION
JANUARY 4, 2022 – 7:00 P.M.**

A. CALL TO ORDER BY THE SECRETARY

Mr. Genovese called the meeting to order at 7:00 P.M. and announced that 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

B. PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

C. RESULTS OF ELECTION

Mr. Genovese noted the following: The polls were declared open at 4:00 P.M. and closed at 9:00 P.M. on November 2, 2021. The elections results are as follows for a full 3-year term.

• Vincent Sasso	1,118
• Karen Dolan	1,092
• Melanie Andrews	1,066
• Write ins -	14

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

Mr. Peter E. Genovese III, RSBO, QPA administered the oath of office to the newly elected Board of Education members.

Karen Dolan	Term expires in 2024
Vincent Sasso	Term expires in 2024
Melanie Andrews	Term expires in 2024

E. ROLL CALL

Present: Mrs. Dolan, Mr. Dudick, Mrs. Kay, Mrs. Andrews, Mr. Vecchio, Dr. Sasso ,
Mr. B. Decker, Mrs. King
Absent: Mr. Marowitz

F. OPPORTUNITY TO ADDRESS THE BOARD RELATING TO AGENDA ITEMS

No one addressed the Board.

G. **NOMINATION AND ELECTION OF PRESIDENT** – Mr. Peter E. Genovese III

Nomination for Karen Dolan for President of the Monmouth Beach Board of Education was made by Dr. Sasso and seconded by Mrs. Andrews.

MOTION TO CLOSE THE SLATE

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

Ayes (8), Nays (0), Absent (1) Mr. Marowitz

ROLL CALL TO ELECT THE PRESIDENT

Roll call to elect Karen Dolan as President.

Ayes (8), Mrs. Dolan, Mr. Dudick, Mrs. Kay, Mrs. Andrews, Mr. Vecchio, Dr. Sasso, Mr. B. Decker and Mrs. King

Absent (1) Mr. Marowitz

Karen Dolan was elected to the office of **President** by a roll call vote of **8-0-1**.

MEETING TURNED OVER TO THE PRESIDENT

H. **NOMINATION AND ELECTION OF VICE PRESIDENT** – Mrs. Karen Dolan

Nomination for Dr. Vincent Sasso for Vice President of the Monmouth Beach Board of Education was made by Mr. Vecchio and seconded by Mrs. Dolan

MOTION TO CLOSE THE SLATE

There being no other nominations for Vice President, motion was made by Mrs. Kay and seconded by Mrs. Andrews to close the slate.

Ayes (8), Nays (0), Absent (1) Mr. Marowitz

ROLL CALL TO ELECT THE VICE PRESIDENT

Roll call to elect Dr. Vincent Sasso as Vice President.

Ayes (8), Mrs. Dolan, Mr. Dudick, Mrs. Kay, Mrs. Andrews, Mr. Vecchio, Dr. Sasso, Mr. B. Decker and Mrs. King

Absent (1) Mr. Marowitz

Dr. Vincent Sasso was elected to the office of **Vice President** by a roll call vote of **8-0-1**.

I. **PRESIDENT'S REPORT**

Motion was made by Mrs. Dolan, seconded by Mrs. Andrews and carried by roll call vote that the Board approve the following items (I1 – I34).

Ayes (8), Nays (0), Absent (1) Mr. Marowitz

1. **APPOINTMENT OF BOARD SECRETARY**

BE IT RESOLVED the appointment of Peter E. Genovese III, RSBO, QPA as Business Administrator/Board Secretary.

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

2. **ADOPTION OF 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 2022.

3. **APPOINTMENT OF SCHOOL FUNDS INVESTOR**

BE IT RESOLVED the appointment of Peter E. Genovese III, RSBO, QPA as the Business Administrator/Board Secretary as the School Funds Investor.

4. **DESIGNATION OF THE DAY AND TIME OF REGULAR BOARD MEETINGS –**

BE IT RESOLVED to set the following dates for board meetings which will begin at 7:00 p.m. : (ATTACHMENT 1)

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

5. **DESIGNATION OF BANK AS OFFICIAL DEPOSITORY FOR SCHOOL FUNDS**

BE IT RESOLVED the appointment of Investors Bank as official depository.

6. **AUTHORIZATION OF PERSONS TO SIGN CHECKS**

BE IT RESOLVED the appointment of the following persons to sign checks:

Karen Dolan
Board President

Jessica L. Alfone
Superintendent

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

7. **ESTABLISHMENT OF PETTY CASH FUNDS**

BE IT RESOLVED to set up a petty cash fund for the calendar year 2022 in the amount of \$1,000 with a maximum check amount of \$250.00 per check.

8. **APPOINTMENT OF SPECIAL EDUCATION SERVICES**

BE IT RESOLVED the appointment of the following vendor to provide services to students in our district:

Tender Touch – Occupational Therapy at the rate of \$85.00 per hour.

9. **APPOINTMENT OF ASBESTOS MANAGER**

BE IT RESOLVED the appointment of Robert Seidel as Asbestos Manager.

10. **APPOINTMENT OF PEST MANAGEMENT COORDINATOR**

BE IT RESOLVED the appointment of Robert Seidel as Pest Management Coordinator.

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

11. **APPOINTMENT OF MEDICAL ADVISOR**

BE IT RESOLVED the appointment of Dr. Morgan as medical advisor for the calendar year 2022 at a stipend of \$ 3,000.

12. **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 Monmouth Beach in the County of Monmouth, hereby appoints Anthony Sciarrillo, Esq. as General Counsel for the Board for the term of January 4, 2022 through January 3, 2023. The law firm will receive \$170.00 per hour. 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.

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 an Agreement with the firm of Sciarrillo Cornell, Merlino, McKeever & Osborne, LLC.

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

Ayes: 8
Nays: 0
Absent: 1 (Mr. Marowitz)
Date: January 4, 2022

I. **PRESIDENT’S REPORT (continued)**

13. **APPOINTMENT OF ARCHITECT**

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 Monmouth Beach in the County of Monmouth, hereby appoints the firm Kellenyi, Johnson & Wagner, of Red Bank for the term of January 4, 2022 through January 3, 2023. The architect will receive \$165 per hour for services under this agreement. 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.

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 an Agreement with the firm of Kellenyi, Johnson & Wagner.

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

Ayes: 8
Nays: 0
Absent: 1 (Mr. Marowitz)
Date: January 4, 2022

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

14. **APPOINTMENT OF 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 Monmouth Beach in the County of Monmouth, hereby appoints the auditing firm of Robert Hulsart, Jr., of Wall Township for the term of January 4, 2022 through January 3, 2023. The auditing firm will receive an annual fee of \$7,500. 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.

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 an Agreement with the firm of Robert Hulsart, Jr.

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

Ayes: 8
Nays: 0
Absent: 1 (Mr. Marowitz)
Date: January 4, 2022

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

15. **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 Monmouth Beach in the County of Monmouth hereby appoints, the following professional services for a period of January 4, 2022 through January 2, 2023.

Insurance Brokers

- Brown & Brown Benefit Advisors
- Public Risk Group, LLC

16. **DESIGNATION OF NEWSPAPERS AND POSTING FOR PUBLIC MEETINGS**

Asbury Park Press, The Link News, and Monmouth Beach School, Monmouth Beach School Website.

17. **ADOPTION OF ALL PRESENT BOARD POLICIES AND BY LAWS**

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

18. **ADOPTION OF ALL PRESENT TEXTBOOKS AND CURRICULA**

BE IT RESOLVED to adopt all Textbooks and Curriculum as listed in Attachment 2.

19. **ADOPTION OF THE UNIFORM MINIMUM CHART OF ACCOUNTS AND IMPLEMENT BUDGET FOR THE CALENDAR YEAR 2022 (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 2022.

20. **APPOINTMENT OF TAX SHELTER ANNUITY COMPANIES**

BE IT RESOLVED the appointment of Equitable, Siracusa, Metlife, Valic, National Life Group, and Vanguard as companies offering 403B plans to our district.

21. **APPOINTMENT OF THE AFFIRMATIVE ACTION OFFICER**

BE IT RESOLVED to appoint Amanda Mergner as Affirmative Action Officer.

22. **APPOINTMENT OF THE SUBSTANCE AWARENESS COORDINATOR**

BE IT RESOLVED to appoint Courtney MacKay as Substance Awareness Coordinator.

23. **APPOINTMENT OF THE PUBLIC AGENCY COMPLIANCE OFFICER**

BE IT RESOLVED to appoint Peter E. Genovese III, RSBO, QPA as Designated Public Agency Compliance Officer.

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

24. **APPOINTMENT OF THE 504 OFFICER**

BE IT RESOLVED the appointment of Amanda Mergner as our 504 Officer.

25. **APPOINTMENT OF THE CUSTODIAN OF PUBLIC RECORDS**

BE IT RESOLVED the appointment of Peter E. Genovese III, RSBO, QPA as Custodian of Public Records.

26. **APPROVAL OF FLEXIBLE SPENDING PLAN**

BE IT RESOLVED approve flexible spending plan in accordance with section 125 of the IRS code.

27. **APPOINTMENT OF THE HARASSMENT, INTIMIDATION AND BULLYING (HIB) COORDINATOR**

BE IT RESOLVED the appointment of Amanda Mergner as the HIB Coordinator.

28. **APPOINTMENT OF THE ATTENDANCE OFFICER**

BE IT RESOLVED the appointment of Amanda Mergner as Attendance Officer.

29. **APPOINTMENT OF THE PURCHASING AGENCY**

BE IT RESOLVED the appointment of Peter E. Genovese III, RSBO, QPA 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 \$44,000, 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 \$6,600) 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 Peter E. Genovese III 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 \$44,000 and

BE IT FURTHER RESOLVED, that Peter E. Genovese III 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 \$6600) without soliciting competitive quotations, and

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

29. **APPOINTMENT OF THE PURCHASING AGENCY (continued)**

BE IT FURTHER RESOLVED, that Peter E. Genovese III 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 \$6,600) but less than the bid threshold of \$44,000

30. **ESTABLISHMENT OF THE ANNUAL TUITION RATE**

BE IT RESOLVED to approve the following tuition rate for the calendar year 2021-22:

Pre K non-resident and K – 8 non-residents at a rate of \$8,500 and Pre K resident tuition at a rate of \$7,200. A 10% discount will apply for siblings effective July 1, 2022.

31. **APPROVAL TO PARTICIPATE IN THE STATE HEALTH BENEFIT WAIVER OF COVERAGE**

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 Board will maintain its Cafeteria Plan (125 Plan).

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

32. **ADOPTION OF THE CODE OF ETHICS TRAINING**

BE IT 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.

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

33. **APPROVAL TO ACCEPT SCHOOL SECURITY GRANT FUNDS**
BE IT RESOLVED to accept the school security grant funds.

34. **APPOINTMENT OF COMMITTEE MEMBERS**

PERSONNEL -

Chair: Barbara Kay

Members: Melanie Andrews
Aleksandra King
Chris Dudick

FINANCE -

Chair: Ken Marowitz

Members: Joseph Vecchio
Boyd Decker
Dr. Vincent Sasso

CURRICULUM AND INSTRUCTION -

Chair: Christopher Dudick

Members: Melanie Andrews
Aleksandra King
Barbara Kay

BUILDING AND GROUNDS -

Chair: Boyd Decker

Members: Joseph Vecchio
Dr. Vincent Sasso
Ken Marowitz

POLICY -

Chair: Melanie Andrews

J. **POLICY APPROVAL** – No report.

K. **GENERAL ITEMS**

Mrs. Alfone reviewed with the Board the current CDC guidelines and the new testing options that we are able to take advantage of using an outside vendor.

GENERAL ITEMS

The January Board meeting will be held on January 25, 2022 at 7:00 P.M. The Curriculum and Instruction/Personnel Committee will meet on January 19, 2022 at 7:15 A.M. and the Buildings and Grounds/Finance Committee will meet on January 20, 2022 at 8:00 A.M.

ADJOURNMENT – 7:46 P.M.

There being no further discussion, motion was made by Mrs. Dolan, seconded by Mrs. Andrews and carried by voice vote that the Board adjourn the meeting at 7:46 P.M. Ayes (8), Nays (0), Absent (1) Mr. Marowitz

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

M. **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.