

**FARMINGDALE BOARD OF EDUCATION
PARTIAL REORGANIZATION MINUTES
REGULAR MEETING MINUTES**

April 24, 2013

7:30 p.m.

I. Meeting Called to Order

- II. Announcement of Open Public Meetings** Law (NJASA 10:4-6) was enacted to insure the right of the public to have advance notice of and to attend meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this law, Public Notice of this meeting was provided to the Asbury Park Press on April 27, 2012.

IIA. Oath of Office – Mr. Daniels was sworn to office by the SBA/BS.

The Board and Administration congratulated Mr. Daniels and welcomed him to the Board of Education.

- III. Roll Call** – Mrs. Wright-present, Mr. Shaffer-present, Mrs. Rhein-present, Mr. Maser-present, Mr. Daniels-present, Mrs. Crowl –Superintendent-present, Mrs. Minutolo-SBA/BS-present.

IV Pledge of Allegiance

V Minute Approval:

Motion by: Mr. Shaffer

Second by: Mr. Maser

RESOLVED, that the Board of Education approve the minutes from the April 10, 2013 meeting.

Roll Call:	Mrs. Wright -Y	Mr. Maser-Y
	Mrs. Rhein -abstain	
	Mr. Shaffer-Y	Mr. Daniels-abstain

VI Audience Participation:

During the course of the Board meeting the Farmingdale School District Board of Education offers members of the public an opportunity to address issues regarding the operation of the Farmingdale School District. The Board reminds those individuals who take this opportunity to identify themselves by name and

address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the School district. **Issues raised by members of the public may or may not be responded to by the Board.** All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. **Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board.** Students and employees have specific legal rights afforded to them by the laws of New Jersey.

None

VII Board Action for Reorganization:

1.Motion by: Mrs. Rhein **Second by:** Mr. Daniels

RESOLVED, that the Board of Education approve resolutions 4-24-13-1 thru 4-24-13-8.

Roll Call: Mrs. Rhein-Y Mr. Maser-Y Mr. Daniels-Y
Mrs. Wright-Y Mr. Shaffer-Y

- 4-24-13-1 **RESOLVED**, that the Board of Education appoints Hulsart & Company as the Board Auditor.
- 4-24-13-2 **RESOLVED**, that the Board of Education appoint the Superintendent of School as the person to apply for state and federal funds.
- 4-24-13-3 **RESOLVED**, that the Board of Education designates the Star Ledger and the Asbury Park Press as the School's newspapers.
- 4-24-13-4 **RESOLVED**, that the Board of Education appoints Garden State Community Bank as depositor.
- 4-24-13-5 **RESOLVED**, that the Board of Education appoints Karen Minutolo as School Business Administrator/Board Secretary for the 2013/2014 school year.
- 4-24-13-6 **RESOLVED**, that the Board of Education appoints: Mr. Shaffer as New Jersey School Board Delegate and Mr. Maser as New Jersey School Board Alternate Delegate.
- 4-24-13-7 **RESOLVED**, that the Board of Education adopts the Board Policy Manual with the stipulation that the Board can further amend and supplement Board policy including those policies establishing its own bylaws and operating procedures.

4-24-13-8 **RESOLVED**, that the Board of Education approves the following curriculums and instructional programs:

21st Century Life and Careers, Comprehensive Health and Physical Education; Language Arts Literacy; Mathematics; Science; Social Studies; Technological Literacy; Visual and Performing Arts; World Language; Gifted and Talented

2. **Motion by:** Mr. Daniels **Second by:** Mr. Maser

RESOLVED, that the Board of Education approve resolutions 4-24-13-9 thru 4-24-13-15.

Roll Call: Mrs. Wright-Y Mr. Daniels - Y
 Mr. Shaffer-Y Mr. Maser -Y
 Mrs. Rhein-Y

4-24-13-9 **RESOLVED**, that the Board of Education approves the following services: Health, special education, OT, PT, language, nursing and speech services, sign language.

4-24-13-10 **RESOLVED**, that the Board of Education approve holding its meetings at 7:30 p.m. in the Media Center on the following dates:

April 24, 2013	Partial Reorganization/Regular Meeting
May 8, 2013	Combined Work session Meeting and Regular Meeting (personnel)
May 22, 2013	Regular Meeting
*June 12, 2013	Work Session Meeting-Public Hearing on the contract of the Superintendent and Business Administrator
June 26, 2013	Regular Meeting
July 24, 2013	Combined Regular Meeting and Work Session Meeting
August 28, 2013	Combined Regular Meeting and Work Session Meeting, Goal setting
September 11, 2013	Work Session Meeting
September 25, 2013	Regular Meeting
October 9, 2013	Work Session Meeting
October 23, 2013	Regular Meeting
November 20, 2013	Combined Work Session Meeting and Regular Meeting
December 18, 2013	Combined Regular Meeting and Work Session Meeting
January 8, 2014	Partial Reorganization/Work Session Meeting

January 22, 2014	Regular Meeting
February 12, 2014	Work Session Meeting
February 26, 2014	Regular Meeting
March 12, 2014	Work Session Meeting
March 26, 2014	Regular Meeting and Public Hearing on the 2014-2015 School Budget
April 9, 2014	Work Session Meeting
April 23, 2014	Partial Reorganization/Regular Meeting

***As per NJSA 18A:11-11, a public hearing will be held concerning the negotiations on or on amendments to the contract of the Superintendent and Business Administrator. The Board may take action on such contracts after the public hearing at this meeting.**

- 4-24-13-11 **RESOLVED**, that the Board of Education approves Karen Minutolo as Public Agency Compliance Officer for the 2013/2014 school year.
- 4-24-13-12 **RESOLVED**, that the Board of Education appoints Lynn Barrall as the Affirmative Action Officer for the 2013/2014 school year.
- 4-24-13-13 **RESOLVED**, that the Board of Education appoints Karen Minutolo as the Right to Know and AHERA Coordinator for the 2013/2014 school year.
- 4-24-13-14 **RESOLVED**, that the Board of Education appoints George Lang as Treasurer of School Money's for the 2013/2014 school year with an annual salary of \$1,900.
- 4-24-13-15 **RESOLVED**, that the Board of Education authorize the following signatures on the accounts maintained by the Board of Education:

Current Account & Cap. Res.	President or Vice-President, SBA/BS and Treasurer (3)
Payroll Agency	Treasurer & SBA/BS (2)
Payroll	Treasurer and SBA/BS (2)
Cafeteria	SBA/BS and/or Superintendent (1)
Student Activities	SBA/BS, Superintendent or Student Activity Coordinator (2)

3. Motion by: Mrs. Rhein **Second by:** Mr. Daniels

RESOLVED, that the Board of Education approve resolutions 4-24-13-16 thru 4-24-13-24.

Roll Call: Mrs. Rhein -Y
Mr. Maser -Y
Mrs. Wright -Y

Mr. Shaffer -Y
Mr. Daniels -Y

- 4-24-13-16 **RESOLVED**, that the Board of Education designate Karen Minutolo, SBA/BS to invest school funds.
- 4-24-13-17 **RESOLVED**, that the Board of Education authorizes a \$200 petty cash account.
- 4-24-13-18 **RESOLVED**, that the Board of Education authorizes the Superintendent, School Business Administrator/Board Secretary to implement the 2013/2014 budget pursuant with local and state policies and regulations.
- 4-24-13-19 **RESOLVED**, that the Board of Education appoint the G.R. Murray Insurance Agency for general insurance, Grinspec Inc/Brown & Brown for dental and vision and New Jersey State Health Benefits Program for medical and prescription for the 2013/2014 school yr.
- 4-24-13-20 **RESOLVED**, that the Board of Education appoints Lynn Barrall as 504 Coordinator and Anti-Bullying Coordinator and Virginia Renehan as Anti-Bullying Specialist for the 2013/2014 school year.
- 4-24-13-21 **RESOLVED**, that the Board of Education appoint the firm of Campbell & Pruchnik, 43 W. Front St, Suite 10, Red Bank, NJ as Board Attorneys with a fee of \$135 per hour.
- 4-24-13-22 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve Karen Minutolo as Asbestos Management Officer for the 2013/2014 school year.
- 4-24-13-23 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve the payment of bills between Board Meetings if necessary with the advance knowledge of the Board.
- 4-24-13-24 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approves TSA Consultants (formerly Great American Plan Administrators, Inc. to assume all administrative duties for all 403(b) and 457 plans and a Hold-Harmless Agreement to guarantee full compliance with IRS regulations.

4. Motion by: Mr. Maser

Second by: Mr. Shaffer

RESOLVED, that the Board of Education approve resolutions 4-24-13-25 thru 4-24-13-34.

Roll Call: Mrs. Wright -Y Mr. Shaffer -Y
 Mr. Maser -Y Mr. Daniels -Y
 Mrs. Rhein -Y

- 4-24-13-25 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approves Siracusa Benefits as broker for tax shelter annuity plans.
- 4-24-13-26 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approves Ameriprise Financial for tax shelter annuity.
- 4-24-13-27 **RESOLVED**, upon recommendation of the Superintendent appoints Lynn Barrall as Intervention and Referral Services Committee Coordinator.
- 4-24-13-28 **RESOLVED**, upon recommendation of the Superintendent appoints Lynn Barrall as Homeless Student Liason.
- 4-24-13-29 **RESOLVED**, upon recommendation of the Superintendent appoints Lynn Barrall as Behavioral Health Child Protective Services and Educational Systems Partnership Liason.
- 4-24-13-30 **RESOLVED**, upon recommendation of the Superintendent appoints Karen Minutolo as Custodian of School Records.
- 4-24-13-31 **RESOLVED**, upon recommendation of the Superintendent appoints Dimitrios Pantelaras and Karen Minutolo as Integrated Pest Management Coordinators.
- 4-24-13-32 **RESOLVED**, that the Board of Education upon the recommendation of the Superintendent approves Sue Ellen Vuyovich as Substitute Coordinator for the 2013-2014 school year with a stipend of \$2,100.
- 4-24-13-33 **RESOLVED**, that the Board of Education upon the recommendation of the Superintendent approves Dr. Paul Farrell as Farmingdale School Doctor for the 2013-2014 school year with a salary of \$2,000.
- 4-24-13-34 **RESOLVED**, that the Board of Education upon the recommendation of the Superintendent approves Karen Minutolo and Lynn Barrall as Safety and Health Coordinator for the 2013/2014 school year.

VIII

Code of Ethics

4-24-13-35 **RESOLVED**, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Farmingdale 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 school 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 school, 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 school for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the school which, if disclosed, would needlessly injure individuals or the school. 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 school.
- 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.

ROLL CALL: Mr. Maser -Y Mr. Daniels-Y
 Mrs. Wright-Y Mr. Shaffer-Y
 Mrs. Rhein-Y

IX Board Action Regular Meeting Agenda Items:

- 5. **Motion by:** Mr. Shaffer **Second by:** Mr. Maser
RESOLVED, that the Board of Education approve resolutions 4-24-13-36 thru 4-24-13-44.

Roll Call: Mrs. Wright -Y Mr. Shaffer -Y
 Mrs. Rhein-Y Mr. Maser-Y Mr. Daniels-Y

- 4-24-13-36 **RESOLVED**, that the Board of Education approves the April 2013 bills list in the amount of \$245,998.19.
- 4-24-13-37 **RESOLVED**, the Board of Education upon the recommendation of the Superintendent, approve the Board Secretary and Treasurer of School Monies Reports for **February** 2013.
- 4-24-13-38 **RESOLVED**, that pursuant to NJAC 6:30-13C we certify that as of February 28, 2013 after review of the Secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund had been over-expended in violation of NJAC 6:20-2.13(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- 4-24-13-39 **RESOLVED**, the Board of Education approves the mileage rate at the IRS rate of .31 cents per mile (Office of Management & Budget rate).
- 4-24-13-40 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve Oliver Boucher as substitute custodian and summer grounds helper (4 hours per day, five days per week) with a rate of \$14.00 per hour.
- 4-24-13-41 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve Kristine Batesko and Cheri-Ellen Crowl to attend the Teacher of the Year celebration on May 17, 2013 with a cost of \$90.00 (grant monies Title II).

4-24-13-42 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve the 2013-2014 School Calendar as attached.

4-24-13-43 **RESOLVED**, upon recommendation of the Superintendent that the Board of Education approve the preliminary review/submission of the Superintendent and SBA/BS contracts for the 2013/14 fiscal year.

4-24-13-44 **RESOLVED**, upon recommendation of the Superintendent that the Board of Education approve the revised 2012-13 school calendar to reflect the following days that school will not be in session May 28th and May 29th.

XA. Correspondence:

-Letter dated April 23, 2013 from Mrs. Newell (to be discussed in Executive Session)

X. Motion by: Mr. Maser

Seconded by: Mrs. Rhein

Motion for Closed Session at 8:07pm: Whereas, the Board of Education must discuss subjects concerning: **Superintendent and Business Administrator Contracts, Negotiations, Letter from Parent** and, Whereas, the aforesaid subject is not an appropriate subject to be discussed in a public meeting; and, Whereas, the aforesaid subject to be discussed is within the exemptions which are permitted to be discussed and acted upon in private session pursuant to P.L. 175, Chapter 231, it is therefore, **RESOLVED**, that the aforesaid subject shall be discussed in private recess by this Board and administrative staff, and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist. Action will not be taken at the close of this session.

Motion to come out of Executive Session at 8:24pm.

ROLL CALL: Mr. Daniels-Y Mrs. Rhein-Y
 Mr. Maser -Y Mr. Shaffer -Y
 Mrs. Wright-Y

Open items: Discussions took place regarding Banners, Sample Report Cards and Ethnic Census Sheets (see attached).

XI. Motion for Adjournment: Mr. Daniels

Second: Mrs. Rhein

Time: 8:26pm

Roll Call: Mrs. Wright -Y Mr. Maser -Y
 Mr. Daniels-Y Mrs. Rhein -Y
 Mr. Shaffer-Y