

BRADLEY BEACH BOARD OF EDUCATION
515 Brinley Avenue
Bradley Beach, NJ 07720

OFFICIAL MINUTES

Workshop/Regular Meeting
April 24, 2012

I. Call To Order

The workshop portion of the meeting held by the Bradley Beach Board of Education was called to order at 7:07 p.m. by President Migdon at the school, 515 Brinley Avenue, Bradley Beach, NJ.

II. Open Public Meetings Act

In accordance with the Open Public Meetings Act, notice of this meeting has been given to the designated newspaper, *The Asbury Park Press*, and posted in the school in a place reserved for this kind of notice.

III. Flag Salute/Roll Call

Present: Mrs. Feeley Dr. Monroe
 Mr. Gorry arrived at 7:17 p.m. Dr. Rodriguez
 Mr. Mandina Mr. Migdon
 Dr. Turner, Superintendent/Principal
 David Tonzola, Business Administrator/Board Secretary

Absent: Mr. Bardinas
 Mr. Gerdes
 Mr. Johnson

Executive Session

President Migdon called for an Executive Session at 7:08 p.m. to discuss personnel matters regarding the district's superintendent search.

Public Workshop Reconvened

On a motion made by Mr. Gorry, and seconded by Dr. Monroe, the Board reconvened into the workshop session at 8.25 p.m.

On a unanimous voice vote the workshop portion of the meeting adjourned at 8:26 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Migdon at 8:27 p.m. All motions were tabled, no votes were cast and by a unanimous voice vote the meeting was adjourned at 8:28 p.m.

Respectfully submitted,

David Tonzola
Business Administrator/Board Secretary

(ALL MOTIONS WERE TABLED)

IV. Minutes:

Approval of Meeting Minutes

Resolved: That the Board approve the Minutes of:

- Special Public Meeting – March 13, 2012
- Confidential Executive Session – March 13, 2012
- Special Public Meeting – March 20, 2012
- Confidential Executive Session – March 20, 2012
- Special Public Meeting – March 21, 2012
- Confidential Executive Session – March 21, 2012
- Special Public Meeting – March 28, 2012
- Confidential Executive Session – March 28, 2012

MOTION: _____ SECOND: _____ VOTE: _____

V. Superintendent's Report

Executive Session

A. Personnel

Staff Travel

1. Resolved: That the Board approve the attendance and the registration cost of the following staff members for engagement in the designated professional training: [G]

Staff Member	Date(s) Of Event	Name/Title of Professional Training	Location	Cost
Julie Ferwerda	5-16-12	Practical Therapy Techniques for Persistent Articulation Errors, BER	New Brunswick, NJ	\$225.00

Lucille Wasack	5-22-12	Talks That Heal	CentraState Health Care System	\$ 55.00
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School Year Calendar

- Item of Interest: As stated in the 2011/2012 school year calendar approved by the Board on March 29, 2011, “Includes 2 emergency closing days. If the days are not used, they will be deducted from the calendar: the Friday prior to Memorial Day and/or at the end of the school year.” Since these days have not been used in this school year, students and staff will be dismissed on Thursday May 24 for the Memorial Day weekend. Also, the instructional staff will dismiss on Thursday June 14, 2012.

MOTION: _____ SECOND: _____ VOTE: _____

B. Policy

- Resolved: That the Board approve the following policies for second reading:
 (White Attachment Packet V-B.1)

POLICY NUMBER	POLICY
1631	Residency Requirement for Person Holding School District Office, Employment, or Position
2431	Athletic Competition
3324	Right of Privacy-Teaching Staff
4324	Right of Privacy-Support Staff
5117	Interdistrict Public School Choice
5600	Pupil Discipline/Code of Conduct
7510	Use of School Facilities
8613	Waiver of Pupil Transportation
9270	Home Schooling and Equivalent Education Outside the Schools

MOTION: _____ SECOND: _____ VOTE: _____

C. Students

- The monthly status report of reported and investigated harassment, intimidation and bullying incidents submitted by the Bullying Specialist. (Attachment V-C.1)
- Resolved: That That the Board approves the submission of the 2012/2013 One-Year Preschool Program Plan to the New Jersey Department of Education (the Division of Early Childhood has approved the district’s plan update and supporting budget). (Attachment V-C.2)

3. Resolved: That the Board accepts the Report of the 2012 Quality Single Accountability Continuum (QSAC) summary report that designates the Bradley Beach School District as a “high performing” school district due to the accomplishment of the following percentages of weighted indicators in the five District Performance Review areas: Instruction & Program-89%; Fiscal Management-100%; Governance-100%; Operations-95%; and Personnel-100%. (Attachment V-C.3)

MOTION: _____ SECOND: _____ VOTE: _____

VI. Business Administrator/Board Secretary’s Report

A. Approval of Parliamentary Procedures (2012/2013)

Resolved: That the Board adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary to act as the parliamentarian for the 2012/2013 school year.

MOTION: _____ SECOND: _____ VOTE: _____

B. Approval of Implementation of the 2012/2013 Budget

Resolved: That the Board authorize the Superintendent and Business Administrator/Board Secretary to implement the 2012/2013 budget pursuant with local and state policies and regulations.

MOTION: _____ SECOND: _____ VOTE: _____

C. Approval of Tax Requisition Schedule (2012/2013)

Resolved: That the Board hereby approve the tax requisition schedule for the 2012/2013 school year as listed on Attachment VI-C.

MOTION: _____ SECOND: _____ VOTE: _____

D. Bank Resolutions

1. Resolved: That the following bank for the specific accounts, as listed, is continued as depository of school funds:

Bank of America, Bradley Beach

General Account
Payroll Account
Payroll Agency Account
Unemployment Tax Trust Account
Cafeteria Account
Referendum Account

Student Council Activity Account
School Account

2. Resolved: That for investment purposes, the following banks are hereby approved and that the Business Administrator/Board Secretary be authorized to amend this initial list predicated on prevailing interest rates and investment activity when such additions and/or deletions present an investment enhancement for the Bradley Beach Board of Education:

Bank of America

Bradley Beach, NJ

3. Resolved: That the following warrant signatures (signatures may be original or facsimile) are hereby authorized for the accounts specified:

General Account – Three (3) Signatures Required

1. Board President
2. Treasurer of School Funds
3. Business Administrator or Superintendent

Payroll Account – One (1) Signature Required

1. Treasurer of School Funds or Business Administrator

Payroll Agency Account – Two (2) Signatures Required

1. Business Administrator/Board Secretary or Superintendent
2. Treasurer of School Funds

Cafeteria Account – Two (2) Signatures Required

1. Business Administrator/Board Secretary
2. Treasurer of School Funds

School Account - Two (2) Signatures Required

1. Treasurer of School Funds
2. Superintendent or Business Administrator/Board Secretary

Unemployment Account - Two (2) Signatures Required

1. Treasurer of School Funds
2. Superintendent or Business Administrator/Board Secretary

Student Council Account - Two (2) Signatures Required

1. Treasurer of School Funds
2. Superintendent or Business Administrator/Board Secretary

MOTION: _____ SECOND: _____ VOTE: _____

E. Designation of Advertising Media

Resolved: That the following resolution is hereby adopted:

WHEREAS, The Open Public Meetings Act (Chapter 231, P.L. 1975) N.J.S.A. 10:4.6 et seq. requires that certain notice of meetings be submitted to two newspapers, one of which shall be the official newspaper, and

WHEREAS, The second newspaper designated by this Board must be one which has the greatest likelihood of informing the public within the jurisdictional boundaries of the Board of Education of such meetings, and

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF EDUCATION OF THE BOROUGH OF BRADLEY BEACH, AS FOLLOWS:

1. *The Asbury Park Press* is hereby designated as the official newspaper to receive all notices of meetings.
2. Either *The Coast Star* or *The New Coaster* is hereby designated as the second newspaper having the greatest likelihood of informing the public within the jurisdictional area of the Board of Education of notice of meetings designated to receive all notices of meetings as required by the Open Public Meetings Act.
3. *The Asbury Park Press*, *The Coast Star* and/or *The New Coaster* are hereby designated as the newspapers for legal advertisements.

This resolution shall take effect immediately.

MOTION: _____ SECOND: _____ VOTE: _____

F. Designation of Board Meeting Nights

Resolved: That the following resolution is hereby adopted:

RESOLVED: That the Board of Education of the Borough of Bradley Beach, in accordance with the Schedule of Meetings, shall hold its Workshop/Regular Meetings on the third Tuesday of each month, except as noted and during holiday periods.

Formal action will be taken at all meetings.

All meetings will commence at 7:00 p.m., prevailing time, in the Bradley Beach Elementary School, 515 Brinley Avenue, Bradley Beach, N. J.

BE IT FURTHER RESOLVED, that in accordance with provisions of the Open Public Meetings Act, Chapter 231, P.L. 1975, Annual Notice of said Workshop/Regular Meetings be given in the form as required by said Open Public Meetings Act.

BE IT FURTHER RESOLVED, that the Annual Notice of the Board's Workshop/Regular Meetings Schedule be posted publicly on the bulletin board at the Bradley Beach Elementary School, 515 Brinley Avenue, Bradley Beach, County of Monmouth, State of New Jersey, and said notice be sent to *The Asbury Park Press* and the Clerk of the Borough of Bradley Beach within seven days of the date of this resolution.

(Schedule of Board Meetings 2012/2013- Attachment VI-F)

MOTION: _____ SECOND: _____ VOTE: _____

G. Appointment of Authorized Agent for Federal and State Funds

Resolved: That the following resolution is hereby adopted:

BE IT RESOLVED that the Business Administrator/Board Secretary of the Bradley Beach Board of Education is hereby designated as the Board's authorized agent to file applications and requests for State and Federal Funds under existing State and Federal laws.

MOTION: _____ SECOND: _____ VOTE: _____

H. Appointment of School Board Attorney

Resolved: That the following resolution is hereby adopted:

RESOLUTION AUTHORIZING AN AGREEMENT FOR LEGAL SERVICES
ADOPTED BY THE BRADLEY BEACH BOARD OF EDUCATION IN THE
COUNTY OF MONMOUTH.

WHEREAS, there exists a need for legal services for the Bradley Beach Board of Education; and

WHEREAS, such legal services can be provided only by a licensed attorney and is so recognized as such; and Michael Gross of Kenny, Gross, Kovats, and Parton, 130 Maple Ave., PO Box 8610, Red Bank, N. J. 07701

WHEREAS, funds in the amount of \$4,000 annually are available for this purpose;

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

Workshop/Regular Meeting
April 24, 2012

1. Michael Gross of Kenny, Gross, Kovats, and Parton, is hereby appointed as Board Attorney at \$130 per hour for the period July 1, 2012 to June 30, 2013.
2. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School contracts Law, N.J.S.A. 18A:18A (a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.
3. A copy of this resolution shall be placed on file with the Secretary of the Board.

MOTION: _____ SECOND: _____ VOTE: _____

I. Appointment of Architect of Record

Resolved: That the firm of Di Cara/Rubino Architects, Wayne, NJ, is hereby reappointed as Architect of Record for the 2012/2013 school year.

MOTION: _____ SECOND: _____ VOTE: _____

J. Appointment of Property/Liability and Worker Comp. Insurance Advisor

Resolved: That the Board approve the firm of G.R. Murray Insurance, Princeton, NJ as its Property/Liability and Worker Comp. Insurance Advisor for the 2012/2013 school year.

MOTION: _____ SECOND: _____ VOTE: _____

K. Appointment of Health/Dental Insurance Advisor

Resolved: That the Board approve the firm of Brown & Brown Benefit Advisors, Shrewsbury, NJ, as their Health/Dental Insurance Advisor for the 2012/2013 school year.

MOTION: _____ SECOND: _____ VOTE: _____

L. Appointment of Treasurer of School Funds

Resolved: That Bruce Rodman is hereby reappointed as Treasurer of School Funds for the 2012/2013 school year at an annual fee of \$2,500.

MOTION: _____ SECOND: _____ VOTE: _____

M. Approval of 403b and 457 Tax Shelter Providers

Resolved: That the Board approve the following list of 403b and 457 Tax Shelter Providers for the 2012/2013 school year:

403b Tax Shelter Provider

1. Axa Equitable

457 Tax Shelter Provider

1. Axa Equitable

2. Great American Life Insurance Co.
3. Siracusa
4. Tax Deferred Services

MOTION: _____ SECOND: _____ VOTE: _____

N. Approval of Resolution Authorizing the Procurement of Goods and Services Through State Agency for the 2012/2013 School Year

Resolved: That the following resolution is hereby adopted:

WHEREAS, Title 18A:18A-10 provides that "a board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Bradley Beach Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, The Bradley Beach Board of Education desires to authorize its purchasing agent for the 2012/2013 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year."

NOW, THEREFORE, BE IT RESOLVED that the Bradley Beach Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

MOTION: _____ SECOND: _____ VOTE: _____

O. Approval of Authorization to Award Contracts Up to the Bid Threshold and Set the Quote and Verification of Claims Thresholds

Resolved: That the Board approve the authorization to award contracts up to the bid threshold of \$36,000 pursuant to N.J.S.A. 18A:18A-2 and set the quote and verification of claims thresholds to 15% of the bid threshold pursuant to N.J.S.A. 18A:18A-37 and 18A:19-3 respectively.

MOTION: _____ SECOND: _____ VOTE: _____

P. Approval of Board Policies and Regulations

Resolved: That the policies and regulations governing the actions of the Bradley Beach Board of Education are hereby readopted.

MOTION: _____ SECOND: _____ VOTE: _____

Q. Approval of the Bradley Beach Board of Education Standard Operating Procedures and Internal Controls

Resolved: That the Board approve the Guide for Standard Operating Procedures and Internal Controls.

MOTION: _____ SECOND: _____ VOTE: _____

R. Approval of the Uniform Minimum Chart of Accounts for 2012/2013 School Year

Resolved: That the Board adopt the Uniform Minimum Chart of Accounts (Handbook 2R2, 2008 Edition) for New Jersey Public Schools for the 2012/2013 school year.

MOTION: _____ SECOND: _____ VOTE: _____

S. Approval of Travel and Related Expense Reimbursement 2012/2013

Resolved: That the following resolution is hereby adopted:

WHEREAS, the Bradley Beach Board of Education recognizes school staff and Board Members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6a:23b-1.1 et seq. requires Board Members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools; and

WHEREAS, the Bradley Beach Board of Education has established in its annual school general fund budget a maximum amount that may be allotted for such travel and expense reimbursement for the 2012/2013 school year; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6a:23B-1.2(b), to a maximum expenditure of \$7,000 for all staff and Board Members; and

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

MOTION: _____ SECOND: _____ VOTE: _____

T. Approval of Petty Cash Fund for 2012/2013 School Year

Resolved: That the Board approve the Petty Cash Fund in the amount of \$200.00 with a set maximum allowable individual expenditure of \$50.00.

MOTION: _____ SECOND: _____ VOTE: _____

U. Approval of Doctrine of Necessity

Resolved: That the Board approve the following resolution:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA: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 for the 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.

MOTION: _____ SECOND: _____ VOTE: _____

V. Approval of Code of Ethics Training

Resolved: That the Board of Education Members receive the required Code of Ethics PowerPoint Training as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30 and that signatures from each Board Member be obtained by the Board Secretary. (Attachment V)

MOTION: _____ SECOND: _____ VOTE: _____

W. Approval of New Jersey School Boards Association “Code of Ethics”

Resolved: That the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Bradley Beach Board of Education:

CODE OF ETHICS

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.

7. 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.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. 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.

MOTION: _____ SECOND: _____ VOTE: _____

X. Approval of Business Administrator/Board Secretary's Financial Report

Resolved: That the Financial Report of the Business Administrator/Board Secretary for the month ending March 31, 2012 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VI-X)

MOTION: _____ SECOND: _____ VOTE: _____

Y. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending March 31, 2012 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. The report is in agreement with the report of the Business Administrator/Board Secretary. (Attachment VI-Y)

MOTION: _____ SECOND: _____ VOTE: _____

Z. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of March 31, 2012, after review of the Secretary's Monthly Financial Report (appropriations section) and, upon consultation with the appropriate district officials, that, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C 6A:23-2.11(b); that no line item appropriation is in violation of N.J.A.C. 6A:23-2.11 (1) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

MOTION: _____ SECOND: _____ VOTE: _____

Workshop/Regular Meeting
April 24, 2012

AA. Approval of Budget Transfers

Resolved: That the Board approve the 2012/2013 budget transfers as listed on Attachment VI-AA.

MOTION: _____ SECOND: _____ VOTE: _____

BB. Approval of March 2012 Payroll

Resolved: That the Board approve the March 2012 gross payroll in the amount of \$315,278.84.

MOTION: _____ SECOND: _____ VOTE: _____

CC. Approval of Bills Payment

Resolved: That the Board approve payment of the April 24, 2012 regular bills list and as certified and approved. (Attachment VI-CC)

MOTION: _____ SECOND: _____ VOTE: _____

VII. Old Business

VIII. New Business

IX. Committee Reports

X. President's Report

XI. Public Comments (Regular Meeting Only)

XII. Executive Session

XIII. Adjournment