

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

**OFFICIAL MINUTES**

**Workshop/Regular Meeting**  
**April 23, 2013**

I. Call To Order

The workshop portion of the meeting held by the Bradley Beach Board of Education was called to order at 7:03 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 newspapers, *The Asbury Park Press* and *the Coast Star*, and posted in the school in a place reserved for this kind of notice.

III. Flag Salute

IV. Roll Call

Present:	Mr. Bardinas	Mr. Mandina
	Mrs. Feeley	Dr. Monroe
	Mr. Gerdes	Dr. Rodriguez
	Mr. Gorry arrived at 7:13 p.m.	Mr. Migdon
	Mr. Johnson	
	Mr. Majka, Superintendent/Principal	
	David Tonzola, Business Administrator/Board Secretary	

Superintendent's Report

Mr. Majka reviewed his agenda items, in particular the approval of the extracurricular activity and the retirement of Mrs. Sally Scarangella. Mr. Migdon read Mrs. Scarangella's retirement letter to the Board.

Mr. Tonzola then went over his agenda items with the Board, specifically the approval of the Board meeting nights as well as the approval of the Doctrine of Necessity.

On a unanimous voice vote the workshop portion of the meeting adjourned at 7:18 p.m.

Regular Meeting

The Regular Public Meeting was called to order by President Migdon at 7:19 p.m.



Staff Travel

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

<b>Staff Member</b>	<b>Date(s) Of Event</b>	<b>Name/Title of Professional Training</b>	<b>Location</b>	<b>Cost</b>
Julie Ferwerda	4-24 -13 & 4-25-13	2013 NJSHA Convention	Ocean Place Resort & Spa, Long Branch	\$375.00
Barbara O'Rourke	5-20-13	Effective Second Language Acquisition, SDR	Newark, NJ	\$229.00
Isabel Alvarado	5-29-13 & 5-30-13	2013 Spring Conference NJTESOL/NJBE (non-member)	New Brunswick, NJ	\$294.00
Barbara O'Rourke	5-29-13 & 5-30-13	2013 Spring Conference NJTESOL/NJBE	New Brunswick, NJ	\$294.00

4. Resolved: That the Board approve the appointment of the following staff member to conduct, coach and provide leadership for the following student extracurricular activity at the specified stipend rate of \$2,101.00, as negotiated in the collective agreement with the Bradley Beach Education Association: [B]

Robotics Club                  Andrea Ballina

5. Resolved: That the Board accept the notification of retirement from teacher Sally D. Scarangella effective June 30, 2013. (Attachment VI-A.5)
6. Resolved: That the Board approve the appointment of Ruth Ramirez and Patricia Sanchez to provide Spanish-English translation for Spanish-speaking parents for school-based parent conferences on April 25 & 26, 2013, with compensation at a rate of \$40.00/hour. [G]

MOTION: Mr. Mandina                  SECOND: Mr. Gorry                  VOTE: 9-0

B. Policy

1. Resolved: That the Board approve the following members for the CCSS (Common Core State Standards) Committee:

- Joanna Giuliano
- Joseph Majka
- Susan Monroe
- Donna Ryan
- David Tonzola
- Lucille Wasack

2. Resolved: That the Board approve the following members for the PARCC (Partnership for the Assessment of Readiness for College and Careers) Committee:

- Joanna Giuliano
- Joseph Majka
- Heather Minsky
- Paul Mulligan
- Denise Rodriguez
- David Tonzola

MOTION: Mr. Mandina SECOND: Mr. Gorry VOTE: 9-0

C. Students

1. Resolved: The Bradley Beach Elementary School Anti-Bullying Specialist reports no incidents of harassment, intimidation and bullying in the month of March.

MOTION: Mr. Mandina SECOND: Mr. Gorry VOTE: 9-0

VII. Business Administrator/Board Secretary's Report

A. Approval of Parliamentary Procedures (2013/2014)

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 2013/2014 school year.

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

B. Approval of Implementation of the 2013/2014 Budget

Resolved: That the Board authorize the Superintendent and Business Administrator/Board Secretary to implement the 2013/2014 budget pursuant with local and state policies and regulations.

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

C. Approval of Tax Requisition Schedule (2013/2014)

Resolved: That the Board hereby approve the tax requisition schedule for the 2013/2014 school year as listed on Attachment VII-C.

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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  
Student Council Activity Account  
School Account

2. Resolved: That for investment purposes, the following bank is 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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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 2013/2014-Attachment VII-F)

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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 \$6,750 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:

1. Michael Gross of Kenny, Gross, Kovats, and Parton, is hereby appointed as Board Attorney at \$130 per hour for the period July 1, 2013 to June 30, 2014.
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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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 2013/2014 school year.

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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 2013/2014 school year.

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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 2013/2014 school year.

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

L. Appointment of Treasurer of School Funds

Resolved: That Bruce Rodman is hereby reappointed as Treasurer of School Funds for the 2013/2014 school year at an annual fee of \$2,500.

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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 2013/2014 school year:

**403b Tax Shelter Provider**

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

**457 Tax Shelter Provider**

1. Axa Equitable

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

N. Approval of Resolution Authorizing the Procurement of Goods and Services Through State Agency for the 2013/2014 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 2013/2014 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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

R. Approval of the Uniform Minimum Chart of Accounts for 2013/2014 School Year

Resolved: That the Board adopt the Uniform Minimum Chart of Accounts (Handbook 2R2, 2008 Edition) for New Jersey Public Schools for the 2013/2014 school year.

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

S. Approval of Travel and Related Expense Reimbursement 2013/2014

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 2013/2014 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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

T. Approval of Petty Cash Fund for 2013/2014 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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

V. 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, 2013 is hereby approved and the Business Administrator/Board Secretary is instructed to file same. (Attachment VII-V)

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

W. Approval of Treasurer's Financial Report

Resolved: That the Financial Report of the Treasurer of School Funds for the month ending March 31, 2013 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 VII-W)

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

X. Approval of Monthly Certification

Resolved: That pursuant to N.J.A.C. 6A:23-2.11(e), we certify that as of March 31, 2013, 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: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

Y. Approval of Budget Transfers

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

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

Z. Approval of Budget Transfers

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

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

AA. Approval of March 2013 Payroll

Resolved: That the Board approve the March 2013 gross payroll in the amount of \$333,566.55.

MOTION: Dr. Monroe SECOND: Mr. Mandina VOTE: 9-0

BB. Approval of Bills Payment

Resolved: That the Board approve payment of the April 23, 2013 regular bills list and as certified and approved. (Attachment VII-BB)

MOTION: Dr. Rodriguez SECOND: Mrs. Feeley VOTE: 9-0

VIII. Old Business

Mr. Migdon stated that the school uniform open forum meeting went very well and that everyone was given an opportunity to speak.

IX. New Business

Mr. Majka informed the Board that the POSE program participated in a Super Storm Sandy fundraiser in Point Pleasant.

X. Committee Reports

Dr. Monroe stated that the curriculum committee will be approving new Language Arts curriculum for the next Board meeting.

Dr. Monroe also stated that there was no attendance from the public at the April 9<sup>th</sup> Student Advisory Meeting.

XI. President's Report

Mr. Migdon commented on the Board's budget presentation that was held on March 26<sup>th</sup>. Mr. Migdon stated that any member of the public can meet with the Superintendent and Business Administrator if they have concerns about the budget.

XII. Public Comments (Regular Meeting Only)

Mr. Hidalgo, 306 Hammond Avenue, Bradley Beach, NJ, wished to speak about his observation of the lunch program. Mr. Hidalgo believed that the students were not given twenty minutes to finish their

Workshop/Regular Meeting  
April 23, 2013

lunch. Furthermore, Mr. Hidalgo stated that he believed it would be advantageous to conduct a fire drill in the lunch room to see how useful the emergency exit is. Lastly, Mr. Hidalgo stated that he was interested in becoming part of the Wellness Committee that is being formed.

Mrs. Sacci, 507 LaReine Avenue, Bradley Beach, NJ, informed the Board of several upcoming bills that are being proposed in the state legislature that deal with dyslexia.

Ms. Figueroa, 208 Park Place Avenue, Bradley Beach, NJ, asked if the Board received her letter.

Mr. Migdon informed Ms. Figueroa that he will send a letter back to her informing her of the Board's decision.

XIII. Executive Session

President Migdon called for an Executive Session at 7:36 p.m. to discuss student and personnel matters.

XIV. Adjournment

By a unanimous voice vote the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

David Tonzola  
Business Administrator/Board Secretary