

**I. CALL TO ORDER:**

A Reorganization Meeting of the Berkeley Township Board of Education was held on Thursday, January 3, 2013 at the Berkeley Township Elementary School Auditorium, Bayville, New Jersey. Adequate notice of this meeting has been given in accordance with the provisions of the Open Public Meetings Act. The Business Administrator/Board Secretary called the meeting to order at 6:30 p.m.

**II. FLAG SALUTE:**

The meeting was opened with a Salute to the Flag. Ms. Venter asked for a moment of silence for the Hurricane Sandy victims and for our overseas troops.

**III. ROLL CALL:**

**PRESENT:** Mr. Ferlise, Mr. Fulcomer, Ms. Gingrich,  
Mrs. Kowalewski, Mr. Pellecchia, Mr. Tuminaro

**ABSENT:** None

**ALSO PRESENT:** Dr. James D. Roselli, Superintendent  
Laura Venter, CPA, Business Administrator/Board Secretary  
Robert D. Budesza, Acting Board Attorney

**IV. RESULTS OF ANNUAL SCHOOL BOARD ELECTION:**

RESOLVED that the Berkeley Township Board of Education accept the *official* results of the 2012 Annual School Election.

Three Members of the Board of Education: (Full Terms)

- Keith Fisher
- Patrick Mooney
- Louis Tuminaro

One Member of the Board of Education: (One-Year Unexpired Term)

- Lauren Ciccone-Zawada

**V. ROLL CALL VOTE TO ACCEPT ELECTION RESULTS: ACTION**

MOTION by Mr. Fulcomer to accept the official results of the 2012 Annual School Election.

SECOND by Mr. Tuminaro.

ROLL CALL VOTE: (6 Ayes, 0 Nays, 0 Abstains) Motion carries.

**VI. OATH OF OFFICE:** Business Administrator/Board Secretary administers Oath of Office to Mr. Keith Fisher, Mr. Patrick Mooney, Mr. Louis Tuminaro (for three 3-year terms of office) and Ms. Lauren Ciccone-Zawada (for a one-year unexpired term). Members take their seats.

**VII. ROLL CALL OF NEW BOARD:**

**PRESENT:** Ms. Ciccone-Zawada, Mr. Ferlise, Mr. Fisher, Mr. Fulcomer, Ms. Gingrich, Mrs. Kowalewski, Mr. Mooney, Mr. Pellecchia, Mr. Tuminaro

**VIII. RE-ORGANIZATION:**

**1. Nominations for Office Of the President:**

**ACTION**

Business Administrator/Board Secretary calls for nomination for *Office of President*. Mr. Ferlise nominated Mr. Fulcomer. Mr. Mooney second nomination. Close nominations.

MOTION carried upon Roll Call Vote (5 Ayes, 4 Nays – Ms. Zawada, Mrs. Kowalewski, Mr. Pellecchia, Mr. Tuminaro, 0 Abstains) that Mr. Fulcomer be President.

President is seated. Mr. Fulcomer thanked everyone for their support.

**2. Nomination for Office of the Vice President:**

**ACTION**

President calls for nomination for *Office of Vice President*. Mrs. Kowalewski nominated Ms. Gingrich. Mr. Ferlise second nomination. MOTION by Mr. Pellecchia to close nominations.

MOTION carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that Ms. Gingrich be Vice President.

Vice President is seated.

**PUBLIC COMMENT ON AGENDA ITEMS:**

None.

Mr. Fulcomer presented Mr. Pellecchia with a plaque for his dedicated service to the Board of Education.

Mr. Pellecchia thanked everyone for this acknowledgment.

Mr. Fulcomer thanked administrators, teachers, aides, and all employees for doing a great job for our students, and wished everyone a Happy New Year. He hopes that in the New Year they will develop a better relationship with the Central Regional School Board, that they will have a better collaborative negotiating process with the Berkeley Township Education Association than last year, that they will continue to improve public education in our Township, and that our school board will have a complete review of our school safety procedures in light of the terrible Connecticut school incident. Mr. Fulcomer passed out a form for board members to sign up for committees they would like to serve on so that the committee system can get to work on the tasks before them. He also added three more committees to the list which included a School Safety Committee, Alternate Energy Committee, and Stokes Forest Field Trip Committee.

MOTION by Mr. Pellecchia to approve Agenda Items 3 – 16 with the amendment to the Board Meeting dates being the fourth Thursday of the month.

SECOND by Mr. Ferlise.

ROLL CALL VOTE: (9 Ayes, 0 Nays, 0 Abstains). Motion carries.

**3. Recommend Approval of the Following: ACTION**

Recommend the Board approve the following through January 2014 as required by the New Jersey State Certification and Monitoring Regulations:

- a. All Curriculum and Texts/Materials for major subject areas taught in the school district.
- b. All existing Board of Education Policies.
- c. All other programs and services offered by the school district within the financial ability to pay and within the parameters of the school budget.

**4. Petty Cash Account Approval: ACTION**

Move that the Board approve the following petty cash accounts with a maximum for any one expenditure of \$25:

Account	Amount	Signatore
Bayville School	\$150	Principal
Clara B. Worth School	\$150	Principal
H. & M. Potter School	\$150	Principal
Berkeley Twp. Elementary School	\$150	Principal
Child Study Team	\$150	Director of Special Services
Office of Elementary Services	\$150	Director of Elementary Services
Business Office	\$150	Business Administrator/Bd. Secretary
Superintendent's Office	\$150	Superintendent
Transportation	\$150	Transportation Supervisor
Maintenance	\$150	Supervisor of Buildings & Grounds

**5. Official Depository and Signature: ACTION**

Move that the Board approve OceanFirst Bank as Official Depository for the following bank accounts with corresponding signatures:

Account Name	Signatore
General Fund (Operating)	Board President, Business Admin., Treasurer
Payroll	Treasurer
Payroll Agency	Treasurer
Unemployment Trust Account	Treasurer
Cafeteria	Board President, Business Admin., Treasurer
Tuition	Board Secretary

**6. Chart of Accounts: ACTION**

Move that the Board approve the Uniform Minimum Chart of Accounts for New Jersey Public Schools, 2008 edition.

**7. Parliamentary Procedures: ACTION**

Move that the Board adopt *Roberts Rules of Order 11<sup>th</sup> Edition* as its parliamentary authority.

**8. Depositories for Investment of Funds: ACTION**

Move that the Board approve the following institutions as depositories for investment of school funds; subject to receipt of Certificate of Eligibility from the Bank Commissioner, State of New Jersey:

- TD Bank
- Wells Fargo
- Bank of New York
- Ocean First Bank
- PNC Bank
- Sovereign Bank
- State of N. J. Cash Management Fund
- NJ/ARM (NJ Asset & Rebate Management Program)

**9. Payment of Bills between Board Meetings:**

Move that the Board approve payment of bills between board meetings when non payment of same would be detrimental to the operations of the district.

**10. Approval of Appointments:**

**ACTION**

Recommend the Board approve the following appointments until the Board Reorganization Meeting in January 2014:

Treasurer of School Moneys	Carmen Memoli, CPA (\$3,000)
School Physician	Dr. Santo-Domingo (\$6,500)
Attendance Officer	Officer Scott Selby (\$2,300)
Testing Agency	Dafeldecker Associates
Legal Newspaper:	<i>Asbury Park Press</i>
	<i>Berkeley Times</i>
Tax Shelter Annuity Co.	AXA Equitable, MetLife, VALIC, Lincoln Investment
Board Secretary	Laura Venter
Public Agency Compliance Officer	Laura Venter
Purchasing Agent	Laura Venter
Custodian of Records	Laura Venter
Alternate Custodian of Records	Carol Stalowski
Supv. of Certifying Officer	Laura Venter
Certifying Officer	Emalisa Haller
ADA Officer:	Dan Prima
Affirm. Action Officer	Dan Prima
Affirm. Action Officer/Title IX Coord.	Dr. DyAnn DeClerico
Program Director Title I-V	Dr. DyAnn DeClerico
District Coord. For HIB	Dr. DyAnn DeClerico
Web Administrator for QSAC:	Dr. DyAnn DeClerico
District Liaison for Missing/Abused Children	Rebecca Melanson
504 Officer	Dr. Jeff Zito
Conscientious Employee Protection Rep:	Mary Guinan
Supv. of Transportation:	Laura Venter (In absence of Supervisor)
Out-of District Supervisor	Cheryl Ernest
Asbestos Mgmt. Officer	Patrick Sullivan
Indoor Air Quality Designee	Patrick Sullivan
IPM Coordinator	Patrick Sullivan
HAZCOM Instructor	Patrick Sullivan
AHERA Representative:	Patrick Sullivan
District Safety Coordinator:	Patrick Sullivan
Acting Supv. of Buildings & Grounds:	Michael Caufield

**11. Purchasing Agent/Purchase from State Contract and County Bid Portal:**

**ACTION**

Move that the Board appoint Laura Venter as Qualified Purchasing Agent (QPA) with authorization to award contracts up to the bid threshold as set by State of New Jersey and the quote threshold at 15% of the bid threshold.

Move that Board approve the QPA to purchase off the State Contract and/or County Bid Portal and/or from Purchasing Consortiums when in the best interest of the district.

**12. Approve Medical Specialists/Consultants:****ACTION**

RESOLVED that the Berkeley Township Board of Education approve the attached list of Medical Specialists/Consultants as recommended by Dr. James Roselli, Acting Director of Special Services. (**Attachment #1**)

**13. Travel Expenditure:****ACTION**

WHEREAS, The Berkeley Township 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 has determined that the training and informational programs sponsored by Superintendent Roundtable, Ocean County Association of School Business Officials, New Jersey Association of School Business Officials, Ocean County School Boards Association, MOCSSIF (Monmouth Ocean Counties Shared Services Insurance Fund), New Jersey Dept. of Education, Systems 3000, and New Jersey School Boards Association are directly related to and within the scope of board members' and employees' duties; and

WHEREAS, The Board of Education has determined that participation in the above mentioned training and informational programs requires school district travel expenditures and that this travel is critical to the instructional and operational 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 said 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; 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 as specified by the Office of Management & Budget is a reasonable rate; and

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

NOW THEREFORE BE IT RESOLVED, that the Board of Education hereby approves the attendance of the school board members and district employees to said 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.

**14. Resolution with Motor Vehicle Commission: ACTION**

Resolution to continue limited on-line access program government entity memorandum of understanding between Motor Vehicle Commission and Berkeley Township Board of Education to verify information relating to a holder of a commercial driver's license as required by the "Commercial Motor Vehicle Safety Act," 49 U.S.C. App §2710 et seq.

**15. Code of Ethics: ACTION**

RESOLVED that the Berkeley Township Board of Education reaffirm its commitment to the Code of Ethics for school board members as outlined in Title 18A:12-24.1

**16. BOARD MEETING SCHEDULE FOR JANUARY 2012 – JUNE 2013: ACTION**  
(N.J.S.A. 18A:10-6).

**All meetings to be held at Berkeley Township Elementary School Auditorium beginning at 6:30 p.m.**

**Pursuant to provisions of the Open Public Meetings Act, the Board designates the following dates for Regular Meetings unless otherwise modified by a Resolution of the Board or unless cancelled or postponed by the Board President due to severe weather or a state mandated emergency.**

**REGULAR BUSINESS MEETINGS****2013**

Thursday, January 24, 2013  
 Thursday, February 28, 2013  
 Thursday, March 21, 2013 – Public Hearing on Budget  
 Thursday, April 25, 2013  
 Thursday, May 23, 2013  
 Thursday, June 27, 2013

**NO REGULAR MEETING IN JULY**

Thursday, August 22, 2013  
 Thursday, September 26, 2013  
 Thursday, October 24, 2013

**NO REGULAR MEETING IN NOVEMBER**

Thursday, December 5, 2013

**2014**

Thursday, January 2, 2014 – Reorganization Meeting

In those cases where the above schedule may conflict with legal holidays or other pending matters of the Board, additions, deletions and/or re-schedules will be advertised.

**PUBLIC COMMENT ON NONAGENDA ITEMS:**

Mr. Jerry Duggan, BTEA President, stated that on behalf of the Association, he would like to congratulate and welcome our new board members and to thank all the board members who have worked with them in the past. They are looking forward to working with them in the future.

MOTION by Mr. Pellecchia that the Board Meeting be adjourned at 6:47 p.m.

SECOND by Mr. Tuminaro.

ALL IN FAVOR.

Respectfully submitted,

Laura Venter, CPA, RSBA, RSBO  
Business Administrator/Board Secretary