

I. CALL TO ORDER

A Reorganization Meeting of the Berkeley Township Board of Education was held on Wednesday, January 3, 2018 at the Berkeley Township Elementary School Auditorium, Bayville, New Jersey. Adequate notice of this meeting was given by publication in the *Asbury Park Press* originally advertised on January 5, 2017 and by posting the notice in the district schools, Office of the Board of Education, and the Berkeley Township Municipal Offices 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. Mrs. Gingerelli asked for a moment of silence for our troops serving overseas.

III. ROLL CALL

PRESENT: Mrs. Bacchione, Mr. Cammarato, Mr. Fisher,
Mr. Guarascio, Mr. MacMoyle, Mr. Pellecchia,
Mr. Reuter, Mrs. Shedlock, Mr. Ytreboe

ABSENT: None.

ALSO PRESENT: Dr. James D. Roselli, Superintendent
Laura Gingerelli, CPA, Business Administrator/Board Secretary
Mathew Thompson, Board Attorney

IV. RESULTS OF ANNUAL SCHOOL BOARD ELECTION

RESOLVED that the Berkeley Township Board of Education accept the *official* results of the 2017 Annual School Election.

Four Members of the Board of Education:

- Jennifer Bacchione (3-year term)
- Thomas Guarascio (3-year term)
- John MacMoyle (remainder of term – 1 year)
- David Ytreboe (3-year term)

V. ROLL CALL VOTE TO ACCEPT ELECTION RESULTS

VI.

MOTION by Mr. Pellecchia to accept the official results of the Annual School Board Election.

SECOND by Mr. Cammarato.

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

VII. RE-ORGANIZATION

1. Nominations for Office of President

Business Administrator/Board Secretary calls for nomination for *Office of President*. Mr. Pellecchia nominates Mr. Ytreboe. Mr. Guarascio seconds nomination. Mr. Ytreboe accepts nomination.

MOTION carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that Mr. Ytreboe be President.

President is seated.

2. Nomination for Office of Vice President

President calls for nomination for *Office of Vice President*. Mr. Cammarato nominates Mr. MacMoyle. Mr. Pellecchia seconds nomination. Mr. MacMoyle accepts nomination.

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

Vice President is seated.

Recommend approval of Items 3-16 (with revised calendar) and Superintendent's Addendum Item A1 on Board Reorganization through January 2, 2019:

MOTION by Mr. Guarascio.

SECOND by Mr. Cammarato.

ROLL CALL VOTE: (9 Ayes, 0 Nays, 1 Abstain – Mr. Fisher on Item 9). Motion carries.

3. Recommend Approval of the Following

Recommend the Board approve the following through January 2019 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 Bylaws, Policies and Regulations; and
- 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

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

| Account | Amount | Signature |
|---------------------------------|--------|---|
| Bayville School | \$150 | Principal |
| Berkeley Twp. Elementary School | \$150 | Principal |
| Business Office | \$150 | Business Administrator/Board Secretary |
| Special Services | \$150 | Director of Special Services |
| Clara B. Worth School | \$150 | Principal |
| H. & M. Potter School | \$150 | Principal |
| Office of Elementary Education | \$150 | Assistant Superintendent |
| Maintenance | \$150 | Executive Director of Physical Facilities |
| Transportation | \$150 | Supervisor of Pupil Transportation |

5. Official Depository and Signature

Move that the Board approve the following bank accounts with corresponding signatures:

OCEANFIRST

| Account Name | Signature |
|---|--|
| Cafeteria | Board President, Business Administrator, Treasurer |
| Class Trip Account | Board Secretary |
| General Fund (Operating) | Board President, Business Administrator, Treasurer |
| Payroll | Treasurer |
| Payroll Agency | Treasurer |
| Capital, Emergency & Maintenance Reserves | Board President, Business Administrator, Treasurer |

LAKELAND

| | |
|----------------------------|-----------------|
| Unemployment Trust Account | Board Secretary |
|----------------------------|-----------------|

6. Parliamentary Procedures

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

7. Depositories for Investment of Funds

Move that the Board approve the following institutions for the 2018-2019 School Year as depositories of school funds:

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

8. 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.

9. Approval of Appointments

Recommend the Board approve the following appointments for the 2018-2019 School Year:

| | |
|---|-------------------------------|
| 504 Officer | Dr. Jeffery Zito |
| Accountability Officer (Title I-V & Pre-School Expansion) | Dr. Jeffery Zito |
| ADA Officer | Dan Prima |
| Affirmative Action Officer | Keith McShaffrey |
| Affirmative Action Officer/Title IX Coordinator | Cara Burton |
| AHERA Representative | Robert Vogel |
| Asbestos Management Officer | Robert Vogel |
| Attendance Officer | Officer Scott Selby (\$2,500) |
| Board Secretary | Laura Gingerelli |
| Buildings & Grounds Supervisor (Acting) | Michael Caufield |
| Certifying Officer | Emalisa Haller |
| Certifying Officer Supervisor | Laura Gingerelli |
| Civil Service Appointing Authority | Laura Gingerelli |
| Conscientious Employee Protection Rep. | Steve Rieder |
| Continuing Disclosure Agent | Phoenix Advisors, LLC |
| Custodian of Records | Laura Gingerelli |
| Custodian of Records (Alternate) | Lisa Flynn |

Department of Children & Families Liaison
HAZCOM Instructor
HIB Coordinator
Homeless Education Liaison
Accountability Officer - IDEA
Indoor Air Quality Designee
IPM Coordinator
Legal Newspapers
Missing/Abused Children Liaison
Private Schools for Disabled Supervisor
Public Agency Compliance Officer
Purchasing Agent
Safety Coordinator
School Physician
School Safety Specialist
Tax Shelter Annuity Companies

Testing Agencies

Transportation Supervisor (Acting)
Treasurer of School Monies
Web Administrator for QSAC

Theresa Pasqualetto
Robert Vogel
Dr. Jeffery Zito
Dr. Jeffery Zito
Debbie Fierra
Robert Vogel
Robert Vogel
Asbury Park Press/Berkeley Times
Rebecca Melanson
Cheryl Ernest
Laura Gingerelli
Laura Gingerelli
Robert Vogel
Dr. David Gigliotti (\$6,500)
Dr. Jeffery Zito
AXA Equitable, MetLife, VALIC,
Lincoln Investment
Dafeldecker Associates
(Employment)
Worknet Occupational Medicine
(Pre-Employment)
Tammy Higgins
Carmen Memoli, CPA (\$3,500)
Dr. Jeffery Zito

10. Purchasing Agent

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

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

11. Resolution with Motor Vehicle Commission

Resolution to continue limited online 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.

12. Credit for Unused Sick Leave from Another District

WHEREAS, N.J.S.A. 18A:30-3.2 allows a Board of Education that employs any person who has an accumulation of sick leave days from another school district in New Jersey to grant partial or full credit for such days; and

WHEREAS, the new employee shall provide a Certificate issued by the prior district showing the unused sick leave balance.

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Township Board of Education will credit such employee with up to ten (10) days sick leave in accordance with N.J.S.A. 18A:30-3.4.

13. Post-Retirement Contributions to 403(b) Plans

The Berkeley Township Board of Education approves the payment for unused sick days for retiring employees be made only to the employees' 403(b) accounts as an Employer Contribution. Participants need a minimum of 30 sick days and a minimum of \$2,500 to be eligible. (This action is permitted under the Economic Growth and Tax Relief Reconciliation Act of 2001 amended Section 403(b) of the Internal Revenue Code of 1986.)

14. Code of Ethics

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.

15. BOARD MEETING SCHEDULE (AS REVISED) FOR JANUARY 2018 – JANUARY 2019 (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.

REGULAR BUSINESS MEETINGS

2018

Tuesday, January 23, 2018
Tuesday, February 27, 2018
Tuesday, March 20, 2018
Tuesday, April 24, 2018 (Public Hearing on Budget)
Tuesday, May 22, 2018
Tuesday, June 26, 2018
Tuesday, August 14, 2018
Tuesday, September 25, 2018
Tuesday, October 30, 2018
Tuesday, November 27, 2018

2019

Wednesday, January 2, 2019 – Reorganization Meeting

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

16. Travel Expenditures

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 the 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 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, are statutorily authorized travel expenditures provided that such expenditures are within the annual maximum travel expenditure amount.

SUPERINTENDENT'S AGENDA

A. PERSONNEL RESOLUTION

1. Resignation

Recommend the Board accept the resignation of the following staff member:

| | Name | Position | Effective |
|---------------|---------------------|----------------------|-----------|
| Kerry Castles | Teacher - ICS - CBW | 1/1/18 - Resignation | |

X. NEW BUSINESS

Motion by Mr. Cammarato, second by Mr. Pellecchia, and all in favor, to support the Township of Berkeley Ordinance No. 2017-52-OAB establishing a Municipal Alliance on alcoholism and drug abuse.

XI. PUBLIC COMMENT

None.

XII. ADJOURNMENT

Motion by Mr. MacMoyle, second by Mrs. Shedlock, and all in favor that the meeting be adjourned at 7:05 p.m.

Respectfully submitted,



Laura Gingerelli, CPA, RSBA
Business Administrator/Board Secretary