

I. CALL MEETING TO ORDER

A Reorganization meeting of the Berkeley Township Board of Education was held on Thursday, January 3, 2019, at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, NJ. Adequate notice of this meeting was given by publication in the Asbury Park Press on December 10, 2018 and by posting the notice in all district schools, the District website, 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 6:00 p.m.

II. FLAG SALUTE

The meeting was opened with a salute to the flag and a moment of silence for our military.

III. ROLL CALL

PRESENT: Mrs. Bacchione, Mr. Bowens, Mr. Cammarato, Mr. Fisher,
Mr. Guarascio, Mr. MacMoyle, Mrs. Shedlock and Mr. Ytreboe

ABSENT: Mr. Pellecchia

ALSO PRESENT: Dr. James Roselli, Superintendent
Laura Gingerelli, CPA, Business Administrator/Board Secretary
Jack Sahradnik, Board Attorney

IV. RESULTS OF ANNUAL SCHOOL BOARD ELECTION

RESOLVED that the Berkeley Township Board of Education accept the *official* results of the 2018 Annual School Election.

Three Members of the Board of Education:
Douglas Bowens (3-year term)
Keith Fisher (3-year term)
John MacMoyle (3-year term)

V. ROLL CALL VOTE TO ACCEPT ELECTION RESULTS

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

SECOND by Mr. Guarascio

ROLL CALL VOTE: (8 Ayes, 0 Nays, 0 Abstains). Motion carries.

VI. SWEARING IN OF NEW BOARD MEMBERS

Mrs. Gingerelli administers the Oath of Office to Mr. Bowens, Mr. Fisher and Mr. MacMoyle.

New Board Members take their seats.

Mr. Pellecchia arrives at 6:05 p.m.

VII. RE-ORGANIZATION

1. Nominations For Office Of President:

Business Administrator/Board Secretary calls for nomination for *Office of President*. Mr. Cammarato nominates Mrs. Bacchione. Mr. MacMoyle seconds the nomination. Mrs. Bacchione accepts the nomination

MOTION carries upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that Mrs. Bacchione be President.

President is seated.

2. Nominations For Office Of Vice President

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

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

Vice President is seated.

Recommend approval of Reorganization Items 3-15 and Regular Business Items 1-4.

MOTION by Mr. Cammarato

SECOND by Mr. Pellecchia

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 2020 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; and
- 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; and
- d. all job descriptions.

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	Director of Curriculum
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:

OCEAN FIRST

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
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LAKELAND

Unemployment Trust Account	Board Secretary
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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 2019-2020 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 2019-2020 School Year:

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|---|-------------------------------|
| 504 Officer | Dr. Jeffery Zito |
| Accountability Officer (Title I-V/Pre-School Exp) | Dr. Jeffery Zito |
| Accountability Officer - IDEA | Debbie Fierra |
| ADA Officer | Dan Prima |
| Affirmative Action Officer | Keith McShaffrey |
| Affirmative Action Officer/Title IX Coordinator | Cara Burton |
| AHERA Representative | Ulrich Mueller |
| Asbestos Management Officer | Ulrich Mueller |
| 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)	Jena Pisacreta
Department of Children & Families Liaison	Theresa Pasqualetto
HAZCOM Instructor	Ulrich Mueller
HIB Coordinator	Dr. Jeffery Zito
Homeless Education Liaison	Dr. Jeffery Zito
Indoor Air Quality Designee	Ulrich Mueller
IPM Coordinator	Ulrich Mueller
Legal Newspapers	<i>Asbury Park Press/Berkeley Times</i>
Missing/Abused Children Liaison	Rebecca Melanson
Private Schools for Disabled Supervisor	Cheryl Ernest
Public Agency Compliance Officer	Laura Gingerelli
Purchasing Agent	Laura Gingerelli
Safety Coordinator	Ulrich Mueller
School Physician	Dr. David Gigliotti (\$6,500)
School Safety Specialist	Michael Conforti
Tax Shelter Annuity Companies	AXA Equitable, MetLife, VALIC, Lincoln Investment
Testing Agency - Employment	Dafeldecker Associates
Testing Agency - Pre-Employment	Worknet Occupational Medicine
Transportation Supervisor (Acting)	Tammy Higgins
Treasurer of School Monies	Carmen Memoli, CPA (\$3,500)

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. 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.

14. BOARD MEETING SCHEDULE FOR JANUARY 2019 – JANUARY 2020
(N.J.S.A. 18A:10-6)

All meetings to be held at Berkeley Township Elementary School Auditorium beginning at 7:00 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

2019

Tuesday, January 22, 2019

Tuesday, February 26, 2019

Tuesday, March 26, 2019

Tuesday, April 30, 2019

Tuesday, May 28, 2019

Tuesday, June 25, 2019

NO REGULAR MEETING IN JULY

Tuesday, August 6, 2019

Tuesday, September 24, 2019

Tuesday, October 29, 2019

NO REGULAR MEETING IN NOVEMBER

Tuesday, December 3, 2019

2020

Tuesday, January 7, 2020 – 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.

15. 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.

VIII. REGULAR BUSINESS

1. Resignation

Recommend the Board accept the resignation of Robert McNulty, Custodian assigned to the Clara B. Worth School, effective 12/28/2018.

2. Substitute

Recommend the Board approve the following substitute for the assignment listed for the 2018-2019 school year:

Name	Position
Robert Blumberg	Custodian

Pending receipt of all paperwork

3. Use of Facilities

Recommend the Board approve the following dates/activities for building use scheduled beyond custodial work hours, weekends or holiday breaks:

BTES

Berkeley Township Republican Organization
Saturday, January 26, 2019 - 8:00 am - 12:30 pm
Auditorium & Front Foyer

4. Payment of Bills

BE IT RESOLVED that the following items as reviewed by the Finance Committee be approved:

Bills List dated December 19, 2018
Check numbers 44750 through 44888 \$1,176,353.58
(Attachment 1)

IX. PUBLIC COMMENT

Mr. Cammarato commented on the Audit and questioned whether the State has released the GASB 75 numbers yet. Mrs. Gingerelli answered that they had not.

Dr. Roselli commented on the draft calendar and highlighted the differences between ours and Central Regional's calendars, including the in-service days on October 14, 2019 and January

20, 2020 and that Berkeley Township will be closed on January 2 & 3, 2020 when Central Regional will be in session.

X. ADJOURNMENT

A motion was made by Mrs. Shedlock to adjourn the meeting. Second by Mr. Bowens.
All in favor. Meeting adjourns at 6:14 pm.

Respectfully submitted,



Laura Gingerelli, CPA, RSBA
Business Administrator/Board Secretary

