

I. CALL TO ORDER

A Reorganization Meeting of the Berkeley Township Board of Education was held on Tuesday, January 3, 2017 at the Berkeley Township Elementary School Auditorium, Bayville, New Jersey. Adequate notice of this meeting was given by publication in the *Asbury Park Press* on January 11, 2016 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 flag salute. Mrs. Gingerelli asked for a moment of silence for our troops serving overseas.

III. ROLL CALL

PRESENT

Mr. Cammarato, Mr. Fisher, Mr. Guarascio, Mr. Martino, Mr. Pellecchia, Mr. Reuter, Mr. Tuminaro, Mr. Ytreboe

ALSO PRESENT

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

ABSENT

None

IV. RESULTS OF ANNUAL SCHOOL BOARD ELECTION

RESOLVED that the Berkeley Township Board of Education accept the *official* results of the 2016 Annual School Election.

Three Members of the Board of Education:

- Edward Cammarato (full term)
- Steve Pellecchia (full term)
- Michele Shedlock (full term)

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

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

SECOND by Mr. Ytreboe.

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

VI. OATH OF OFFICE

Mrs. Gingerelli, Business Administrator/Board Secretary, administers Oath of Office to Edward Cammarato, Steve Pellecchia, and Michele Shedlock. Members take their seats.

VII. ROLL CALL OF NEW BOARD

PRESENT

Mr. Cammarato, Mr. Fisher, Mr. Guarascio, Mr. Martino, Mr. Pellecchia, Mr. Reuter, Mrs. Shedlock, Mr. Tuminaro, Mr. Ytreboe

ABSENT

None

VIII. RE-ORGANIZATION

1. Nominations for Office of President: **ACTION**

Mrs. Gingerelli calls for nomination for *Office of President*. Mr. Pellecchia nominates Mr. Guarascio. Mr. Cammarato seconds nomination. Mr. Guarascio accepts nomination.

MOTION carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains).

Mr. Guarascio is seated.

Mr. Guarascio thanks Mr. Pellecchia and Board for their support. Mr. Guarascio states that he hopes to keep Board moving in the direction that Mr. Cammarato has pushed it.

2. Nomination for Office of Vice President:

ACTION

Mr. Guarascio calls for nomination for *Office of Vice President*. Mr. Pellecchia nominates Mr. Ytreboe. Mr. Martino seconds nomination. Mr. Ytreboe accepts nomination.

MOTION carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains).

Mr. Ytreboe is seated.

Mr. Ytreboe thanks Mr. Pellecchia for his nomination and Mr. Cammarato for his leadership this past year.

Recommend approval of Items 3-14 on Board Reorganization through January 3, 2018:

MOTION by Mr. Pellecchia to approve Agenda Items 3 – 14.

SECOND by Mr. Fisher.

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

3. Recommend Approval of the Following

ACTION

Recommend the Board approve the following through January 2018 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

ACTION

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

Account	Amount	Signature
Bayville School	\$100	Principal
Berkeley Twp. Elementary School	\$100	Principal
Business Office	\$100	Business Administrator/Board Secretary

Special Services	\$100	Director of Special Services
Clara B. Worth School	\$100	Principal
H. & M. Potter School	\$100	Principal
Office of Elementary Education	\$100	Assistant Superintendent
Maintenance	\$100	Executive Director of Physical Facilities
Transportation	\$100	Supervisor of Pupil Transportation

5. Official Depository and Signature

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

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
Unemployment Trust Account	Treasurer
Capital, Emergency & Maintenance Reserves	Board President, Business Administrator, Treasurer

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 2017-2018 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 2017-2018 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	Theresa Pasqualetto
HAZCOM Instructor	Robert Vogel
HIB Coordinator	Daniel Prima
Homeless Education Liaison	Dr. Jeffery Zito
Accountability Officer - IDEA	Debbie Fierra
Indoor Air Quality Designee	Robert Vogel
IPM Coordinator	Robert Vogel
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	Robert Vogel
School Physician	(TBD)
Tax Shelter Annuity Companies	AXA Equitable, MetLife, VALIC, Lincoln Investment
Testing Agency	Dafeldecker Associates
Transportation Supervisor (Acting)	Tammy Higgins
Treasurer of School Monies	Carmen Memoli, CPA (\$3,500)
Web Administrator for QSAC	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. 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.

13. BOARD MEETING SCHEDULE FOR JANUARY 2017 – JANUARY 2018 (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

2017

Tuesday, January 17, 2017
Tuesday, February 28, 2017
Monday, March 20, 2017
Tuesday, April 25, 2017 (Public Hearing on Budget)
Tuesday, May 23, 2017
Tuesday, June 27, 2017

NO REGULAR MEETING IN JULY

Tuesday, August 22, 2017
Tuesday, September 26, 2017
Tuesday, October 17, 2017
Tuesday, November 28, 2017

2018

Wednesday, January 3, 2018 – 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.

14. 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.

IX. SUPERINTENDENT'S AGENDA

Dr. Roselli advised that January is School Board Recognition Month. This recognition is important because it helps to raise public awareness of the service of Board Members to their School Districts. Each Board Member was given a Certificate of Excellence to thank them for their support of the District.

MOTION by Mr. Cammarato that upon recommendation of the Superintendent Items A1– A2 be approved.

SECOND by Mr. Reuter.

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

A. PERSONNEL RESOLUTIONS

1. Resignation/Retirement

Recommend the Board accept the resignation/retirement of the following staff members:

Name	Position	Effective
Patryce Beecher	Music Teacher - HMP	6/1/17- Retirement
Annemarie Manfredi	School Nurse - BAY	2/10/17 - Resignation

2. Substitutes

Recommend the Board approve the following substitute for the assignment listed below for the 2016-2017 school year:

Name	Position
Anthony Clayton	Custodian

MOTION by Mr. Tuminaro that upon recommendation of the Superintendent Items B1– B3 be approved.

SECOND by Mr. Cammarato.

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

B. OTHER BOARD ITEMS

1. Second Reading of Policy

Recommend the Board approve the second reading of the Policy listed below:

Policy 2415.30 Educational Stability for Children in Foster Care

2. Use of Facilities

Recommend the Board approve the following date and activity for building use scheduled beyond custodial work hours, weekends or holiday breaks:

BTE

Berkeley Republicans

Saturday, January 28, 2017 - 9:30 am - 1:00 pm

Auditorium/Front Vestibule

3. Resolution Appointing Attorney

WHEREAS, the Berkeley Township Board of Education is in need of legal services dealing with student matters; and

WHEREAS, James L. Plosia, Esq. of Plosia Cohen, LLC of Chester, New Jersey has experience in such matters.

NOW, THEREFORE, BE IT RESOLVED, that the Berkeley Township Board of Education does authorize the Business Administrator to execute a contract with the same as a "not to exceed amount of \$10,000" with an hourly rate of \$150.

X. Public Comment

Dr. Roselli congratulated Keith Fisher for being recognized at the New Jersey Turf and Landscape Exposition on December 7 in Atlantic City, New Jersey. The Toms River South Varsity Baseball Field was *Field of the Year 2016*. Mr. Fisher was honored for his exemplary contribution to improving the safety, playability, and appearance of the field.

Jerry Duggan congratulated and welcomed the new Board Members. He looks forward to working with them. He also extended thanks to the Superintendent, Business Administrator and outgoing Board President for successfully entering into a 4-year contract.

Mr. Cammarato thanked Jerry Duggan and Ron Coleman for their continued support.

XI. Adjournment

Motion by Mr. Cammarato and seconded by Mr. Pellecchia that meeting be adjourned at 6:50 p.m. All in favor.

Respectfully submitted,



Laura GINGERELLI, CPA, RSBA
Business Administrator/Board Secretary