

**Reorganization Meeting
January 5, 2016**

I. CALL TO ORDER:

A Reorganization Meeting of the Berkeley Township Board of Education was held on Tuesday, January 5, 2016 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 7, 2015 and re-advertised for change of time on Wednesday, December 4, 2015, 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. Ms. Venter asked for a moment of silence for our troops serving overseas.

III. ROLL CALL:

PRESENT: Mr. Cammarato, Mr. Fisher, Mr. Guarascio,
Mr. MacMoyle, Mr. Martino, Mr. Pellecchia,
Mr. Tuminaro, Mr. Ytreboe

ABSENT: None.

ALSO PRESENT: Dr. James D. Roselli, Superintendent
Laura Venter, 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 Annual School Board Election.

Four Members of the Board of Education:

- Keith Fisher (full term)
- Robert Martino (remainder of unexpired term – 2 years)
- Gerard Reuter (full term)
- Louis Tuminaro (full term)

V. ROLL CALL VOTE TO ACCEPT ELECTION RESULTS: ACTION

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

SECOND by Mr. Tuminaro.

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

VI. OATH OF OFFICE:

Business Administrator/Board Secretary administers Oath of Office to Keith Fisher, Robert Martino, Gerard Reuter and Louis Tuminaro. Members take their seats.

VII. ROLL CALL OF NEW BOARD:

PRESENT: Mr. Cammarato, Mr. Fisher, Mr. Guarascio, Mr. MacMoyle, Mr. Martino, Mr. Pellecchia, Mr. Reuter, Mr. Tuminaro, Mr. Ytreboe

ABSENT: None

VIII. RE-ORGANIZATION:

1. Nominations for Office of President: ACTION

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

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

President is seated.

2. Nomination for Office of Vice President: ACTION

President calls for nomination for *Office of Vice President*. Mr. Pellecchia nominates Mr. MacMoyle. Mr. Tuminaro 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 3-13 on Board Reorganization through January 3, 2017:

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

SECOND by Mr. Fisher.

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

3. Recommend Approval of Curriculum/Programs/Policies: ACTION

Recommend the Board approve the following 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	\$150	Principal
Berkeley Twp. Elementary School	\$150	Principal
Business Office	\$150	Business Administrator/Board Secretary
Child Study Team	\$150	Director of Special Services
Clara B. Worth School	\$150	Principal
H. & M. Potter School	\$150	Principal
Office of Elementary Services	\$150	Director of Elementary Services
Maintenance	\$150	Supervisor of Buildings & Grounds
Transportation	\$150	Transportation Supervisor

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	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

6. Parliamentary Procedures:

ACTION

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

7. Depositories for Investment of Funds:

ACTION

Move that the Board approve the following institutions as depositories of school funds:

- Bank of New York
- Harmony 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:

ACTION

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:

ACTION

Recommend the Board approve the following appointments:

- | | |
|-------------------------------------------------|-------------------------------|
| 504 Officer | Dr. Jeffrey Zito |
| ADA Officer | Dan Prima |
| Affirmative Action Officer | Keith McShaffrey |
| Affirmative Action Officer/Title IX Coordinator | Cara Burton |
| AHERA Representative | Patrick Sullivan |
| Asbestos Management Officer | Patrick Sullivan |
| Attendance Officer | Officer Scott Selby (\$2,300) |
| Board Secretary | Laura Venter |
| Buildings & Grounds Supervisor (Acting) | Michael Caufield |
| Certifying Officer | Emalisa Haller |
| Certifying Officer Supervisor | Laura Venter |
| Civil Service Appointing Authority | Laura Venter |
| Conscientious Employee Protection Rep. | Steve Rieder |
| Continuing Disclosure Agent | Phoenix Advisors, LLC |
| Custodian of Records | Laura Venter |
| Custodian of Records (Alternate) | Lisa Flynn |

Department of Children & Families Liasion
HAZCOM Instructor
HIB Coordinator
IDEA Program Director
Indoor Air Quality Designee
IPM Coordinator
Legal Newspapers

Missing/Abused Children Liaison
Private Schools for Disabled Supervisor
Program Director Title I-V
Public Agency Compliance Officer
Purchasing Agent
Safety Coordinator
School Physician
Tax Shelter Annuity Companies

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

Theresa Pasqualetto
Patrick Sullivan
Dr. Jeffrey Zito
Debbie Fierra
Patrick Sullivan
Patrick Sullivan
Asbury Park Press
Berkeley Times
Rebecca Melanson
Cheryl Ernest
Dr. Jeffrey Zito
Laura Venter
Laura Venter
Patrick Sullivan
Dr. Santo-Domingo (\$6,500)
AXA Equitable, MetLife, VALIC,
Lincoln Investment
Dafeldecker Associates
Tammy Higgins
Carmen Memoli, CPA (\$3,000)
Dr. Jeffrey Zito

Note: After January 16, 2016, Michael Caufield will be responsible for all of Patrick Sullivan's appointments.

10. Purchasing Agent:

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 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, MRESC, WSCA and/or from Purchasing Consortiums when in the best interest of the district.

11. Resolution with Motor Vehicle Commission:

ACTION

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:

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.

13. BOARD MEETING SCHEDULE FOR

JANUARY 2016 – JANUARY 2017 (N.J.S.A. 18A:10-6):

ACTION

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

2016

Tuesday, January 26, 2016

Tuesday, February 23, 2016

Tuesday, March 22, 2016

Tuesday, April 26, 2016

Tuesday, May 24, 2016

Tuesday, June 28, 2016

NO REGULAR MEETING IN JULY

Tuesday, August 16, 2016

Tuesday, September 27, 2016

Tuesday, October 25, 2016

Tuesday, November 22, 2016

2017

Tuesday, January 3, 2017 – 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. SETTLEMENT AGREEMENT AND
GENERAL RELEASE OF CLAIMS:**

ACTION

Recommend the Board approve the Settlement Agreement and General Release of Claims entered into between J. B-G (“Releasor”) and the Berkeley Township Board of Education, et al.

X. PUBLIC COMMENT

None.

XI. ADJOURNMENT:

Meeting was adjourned at 6:42 p.m. to move into Executive Session for the purpose of discussing personnel matters. No further action will be taken.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Laura Venter", written over a horizontal line.

Laura Venter, CPA, RSBA
Business Administrator/Board Secretary

