

**BERKELEY TOWNSHIP  
BOARD OF EDUCATION  
REORGANIZATION MEETING  
BERKELEY TOWNSHIP ELEMENTARY SCHOOL AUDITORIUM  
JANUARY 3, 2019 – 6:00 PM**

**I. CALL MEETING TO ORDER** – “Adequate notice of this meeting was given by publication in the *Asbury Park Press* on December 10, 2018 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.

**II. FLAG SALUTE**

**III. ROLL CALL**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Mrs. Bacchione | <input type="checkbox"/> Mr. Bowens    | <input type="checkbox"/> Mr. Cammarato |
| <input type="checkbox"/> Mr. Fisher     | <input type="checkbox"/> Mr. Guarascio | <input type="checkbox"/> Mr. MacMoyle  |
| <input type="checkbox"/> Mr. Pellecchia | <input type="checkbox"/> Mrs. Shedlock | <input type="checkbox"/> Mr. Ytreboe   |

**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: \_\_\_\_\_

SECOND: \_\_\_\_\_

ROLL CALL:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Mrs. Bacchione | <input type="checkbox"/> Mr. Bowens    | <input type="checkbox"/> Mr. Cammarato |
| <input type="checkbox"/> Mr. Fisher     | <input type="checkbox"/> Mr. Guarascio | <input type="checkbox"/> Mr. MacMoyle  |
| <input type="checkbox"/> Mr. Pellecchia | <input type="checkbox"/> Mrs. Shedlock | <input type="checkbox"/> Mr. Ytreboe   |

**VI. SWEARING IN OF NEW BOARD MEMBERS**

Business Administrator/Board Secretary administers the Oath of Office.

New Board Members take their seats.

**VII. RE-ORGANIZATION**

**1. Nominations For Office Of President:**

Business Administrator/Board Secretary calls for nomination for *Office of President*.

Nominee	Nominated By	Second By

Close nomination.

Ask Nominee if they accept nomination. Yes/No

Roll Call Vote on nomination for President.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Mrs. Bacchione | <input type="checkbox"/> Mr. Bowens    | <input type="checkbox"/> Mr. Cammarato |
| <input type="checkbox"/> Mr. Fisher     | <input type="checkbox"/> Mr. Guarascio | <input type="checkbox"/> Mr. MacMoyle  |
| <input type="checkbox"/> Mr. Pellecchia | <input type="checkbox"/> Mrs. Shedlock | <input type="checkbox"/> Mr. Ytreboe   |

**(ONLY IF NEEDED)** Business Administrator/Board Secretary calls for second nomination for *Office of President*.

Nominee	Nominated By	Second By

Close nomination.

Ask Nominee if they accept nomination. Yes/No

Roll Call Vote on nomination for President.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Mrs. Bacchione | <input type="checkbox"/> Mr. Bowens    | <input type="checkbox"/> Mr. Cammarato |
| <input type="checkbox"/> Mr. Fisher     | <input type="checkbox"/> Mr. Guarascio | <input type="checkbox"/> Mr. MacMoyle  |
| <input type="checkbox"/> Mr. Pellecchia | <input type="checkbox"/> Mrs. Shedlock | <input type="checkbox"/> Mr. Ytreboe   |

President is seated.

Business Administrator turns the meeting over to the President.

## 2. Nominations For Office Of Vice President

President calls for nomination for *Office of Vice President*.

Nominee	Nominated By	Second By

Close nomination.

Ask Nominee if they accept nomination. Yes/No

Roll Call Vote on nomination for Vice President.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Mrs. Bacchione | <input type="checkbox"/> Mr. Bowens    | <input type="checkbox"/> Mr. Cammarato |
| <input type="checkbox"/> Mr. Fisher     | <input type="checkbox"/> Mr. Guarascio | <input type="checkbox"/> Mr. MacMoyle  |
| <input type="checkbox"/> Mr. Pellecchia | <input type="checkbox"/> Mrs. Shedlock | <input type="checkbox"/> Mr. Ytreboe   |

**(ONLY IF NEEDED)** President calls for second nomination for *Office of Vice President*.

Nominee	Nominated By	Second By

Close nomination.

Ask Nominee if they accept nomination. Yes/No

Roll Call Vote on nomination for Vice President.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Mrs. Bacchione | <input type="checkbox"/> Mr. Bowens    | <input type="checkbox"/> Mr. Cammarato |
| <input type="checkbox"/> Mr. Fisher     | <input type="checkbox"/> Mr. Guarascio | <input type="checkbox"/> Mr. MacMoyle  |
| <input type="checkbox"/> Mr. Pellecchia | <input type="checkbox"/> Mrs. Shedlock | <input type="checkbox"/> Mr. Ytreboe   |

Vice President is seated.

Business Administrator

## 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:

<b>Account</b>	<b>Amount</b>	<b>Signature</b>
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**

<b>Account Name</b>	<b>Signature</b>
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
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**6. Parliamentary Procedures**

Move that the Board adopt *Roberts Rules of Order 11<sup>th</sup> 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:

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  
Private Schools for Disabled Supervisor  
Public Agency Compliance Officer  
Purchasing Agent  
Safety Coordinator  
School Physician  
School Safety Specialist  
Tax Shelter Annuity Companies

Rebecca Melanson  
Cheryl Ernest  
Laura Gingerelli  
Laura Gingerelli  
Ulrich Mueller  
Dr. David Gigliotti (\$6,500)  
Michael Conforti  
AXA Equitable, MetLife, VALIC,  
Lincoln Investment  
Dafeldecker Associates  
Worknet Occupational Medicine  
Tammy Higgins  
Carmen Memoli, CPA (\$3,500)

Testing Agency - Employment  
Testing Agency - Pre-Employment  
Transportation Supervisor (Acting)  
Treasurer of School Monies

## **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:

<b>Name</b>	<b>Position</b>
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**

**X. ADJOURNMENT**