

**SOUTH AMBOY BOARD OF EDUCATION  
ORGANIZATION MEETING AGENDA  
January 2, 2018 - 6:00 P.M. – Middle/High School**

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**1. Meeting Called to Order - Board Secretary**

**2. Roll Call – Board Secretary**

Mr. Dragotta		Mr. Simko		Mr. Diaz, Supt.	
Ms. Kasics		Ms. Taggart		Mr. Frascella, SBA/BS	
Ms. McLaughlin				Mr. Silvestro, Atty.	
Mr. Perez					
				B. Henry, Student Rep.	

**3. Pledge of Allegiance**

**4. Board Secretary reads the Open Public Meeting Act Statement:**

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon.

In compliance with the Open Public Meeting Law, the South Amboy Board of Education has caused notice of this meeting setting forth the time, date, and location to be submitted for publication to the Home News Tribune and posted at the Board Office, Middle/High School, Elementary School, City Hall, Library and Senior Citizens Center Bulletin Boards at least 48 hours in advance of this meeting. Members of the public who wish to address the Board will be given the opportunity before the Board adjourns for the evening.

**5. Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to appoint Mr. Peter Frascella, Board Secretary as temporary chair.**

Mr. Dragotta		Ms. McLughlin		Mr. Simko	
Ms. Kasics		Mr. Perez		Ms. Taggart	

**6. Report of Official Election Results of November 8, 2016 by the Board Secretary**

Mr. Frascella reports the following Official Election Results:

**A. Candidate Totals – Three Year Seats**

Patrick J. Walsh	<b>795</b>
Anthony Conrad	<b>573</b>
Shannon Gonzales	<b>451</b>
Jessica Colacci	446
Thomas H. Kross	383
Joan M. Conway	442

Mr. Frascella declares the three persons elected to be:

1. Mr. Patrick J. Walsh
2. Mr. Anthony Conrad
3. Ms. Shannon Gonzalez

Mr. Frascella administers the Oath of Office to the newly elected Board Members:  
Mr. Patrick J. Walsh  
Mr. Anthony Conrad  
Ms. Shannon Gonzalez

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept the official election results of November 8, 2016.

Mr. Conrad		Ms. Kasics		Mr. Simko	
Mr. Dragotta		Ms. McLaughlin		Ms. Taggart	
Ms. Gonzalez		Mr. Perez		Mr. Walsh	

**7. Nomination & Election of Officers for the 2018 Term**

Mr. Frascella calls for the following nominations:

**A. Board President**

Nominee: \_\_\_\_\_ Nominated by: \_\_\_\_\_

Hearing no further nominations, Mr. Frascella calls for a motion to close the nominations.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to close nominations for Board President.

Mr. Frascella declares the nominations for President to be closed.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ for \_\_\_\_\_ as the newly elected Board President.

Roll Call:

Mr. Conrad		Ms. Kasics		Mr. Simko	
Mr. Dragotta		Ms. McLaughlin		Ms. Taggart	
Ms. Gonzalez		Mr. Perez		Mr. Walsh	

Mr. Frascella declares \_\_\_\_\_ as the newly elected Board President.

**Mr. Frascella turns the meeting over to the newly elected Board President.**

**B. Board Vice-President**

\_\_\_\_\_, Board President calls for nominations for Vice-President.

Nominee: \_\_\_\_\_ Nominated by: \_\_\_\_\_

Hearing no further nominations, the Board President calls for a motion to close the nominations.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to close nominations for Board Vice-President.

The Board President declares the nominations for Vice-President to be closed.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ for \_\_\_\_\_ as the newly elected Board Vice-President.

Roll Call:

Mr. Conrad		Ms. Kasics		Mr. Simko	
Mr. Dragotta		Ms. McLaughlin		Ms. Taggart	
Ms. Gonzalez		Mr. Perez		Mr. Walsh	

The Board President declares \_\_\_\_\_ as the newly elected Board Vice-President

**8. Superintendent of Schools Recommendations:**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ to recommend and move to accept the Motions and/or Resolutions as recommended by the Superintendent and/or Business Administrator/Board Secretary outlined in Numbers One through Twenty from January 2, 2018 until the date of the next Organization Meeting:

1. Approve the adoption of the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board Policy.
2. Approve the adoption of the New Jersey School Board Member Code of Ethics. (All Board Members sign acknowledgment of receipt). (Attachment A)
3. Approve that all current written policies, by-laws and rules/regulations in the official Policy Manual of the South Amboy School District be readopted unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules and regulations.
4. Approve that all written curriculum, courses, textbooks, workbooks and ancillary materials of the District be adopted, unless modified upon recommendation of the Superintendent.
5. Approve that all present handbooks be continued in effect until modified upon the recommendation of the Superintendent.
6. Approve the emergency procedures described in the official South Amboy School District Emergency Management Plan as recommended by the Superintendent.
7. Approve the adoption of The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
8. **WHEREAS**, Chapter 231 of the Public Laws of NJ (1975) known as the "Open Public Meetings Act" requires notification of meetings of public bodies, as therein defined, in the manner therein set forth, now therefore be it  
**RESOLVED**: that for purposes of compliance with the Open Public Meetings Act, the South Amboy Board of Education hereby makes the following designations:
  - a. The Home News Tribune and The Star-Ledger are hereby designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that these newspapers are most likely to inform the local public of such meetings and meet the requirements of the statute.
  - b. The locations for posting of notice of meetings shall be the bulletin boards in the City of South Amboy Clerk's office, South Amboy Board of Education Office, South Amboy Elementary School, South Amboy Middle/High School, South Amboy Library, and Senior Citizen Center.
9. Approve, as provided by N.J.S.A 18A:22-8.1 amended, that the School Business Administrator/Board Secretary or the Superintendent be designated to approve such line item budget transfers, as necessary, between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.
10. **RESOLVED** that the following Financial Institutions be designated as approved depositories for the

South Amboy School District funds and that the Financial Institutions be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Amboy National Bank

**AND BE IT FURTHER RESOLVED** that the following warrant signatures be approved:

Account	# of Signatures required	Board President	Board Secretary	Superintendent	Org. / Athletic Custodian
General Fund	3	X	X	X	
Payroll – Salary	2		X	X	
Payroll – Agency	2		X	X	
Summer Savings	2		X	X	
Unemployment Trust	2		X	X	
Cafeteria	2		X	X	
Organization	2		X		X
Athletic	2		X		X
Capital/Investment Accounts	3	X	X	X	
Scholarship Accounts	2		X	X	
FSA / DCA Account	2		X	X	

11. **RESOLVED** that Peter Frascella, Business Administrator/Board Secretary is authorized to award contracts up to \$40,000 under the competitive bid laws and to solicit and award quoted contracts up to the quote threshold of \$6,000.00 as he holds certification as a Qualified Purchasing Agent (QPA).
12. Authorize the Business Administrator/Board Secretary to issue warrants (checks) for the payment of bills between Board Meetings and to confirm such payments on the next bill list to be approved at the next regular Board Meeting.
13. **RESOLVED** that the South Amboy Board of Education hereby establishes a photocopy fee of .05 cents per page for all public documents.
14. Approve the following annual appointments/reappointments of Board Officials: (no additional compensation is given for these appointments)

<i>Position</i>	<i>Title</i>	<i>Comment</i>
AHERA Coordinator	Supervisor, Buildings & Grounds	
Affirmative Action Officer	Director of Curriculum/Pupil Personnel Services	P.L. 1975, c.127
Custodian of Records	Board Secretary/Business Admin.	O.P.R.A. Compliance
Free/Reduced Lunch Hearing Officer	Superintendent	
Fund Commissioner (SAIF)	Board Secretary/Business Admin.	
Haz-Com (Right To Know) Coordinator	Board Secretary/Business Admin.	
Health, Safety & Chemical Hygiene Officer	School Nurse(s)	
Homeless Liaison	Director of Curriculum/Pupil Personnel Services	
Indoor Air Quality Coordinator	Supervisor, Buildings & Grounds	
Integrated Pest Management Coordinator	Supervisor, Buildings & Grounds	
Investment Officer	Board Secretary/Business Admin.	
Issuing Officer for Working Papers	MHS Principal	
Public Agency Compliance Officer	Board Secretary/Business Admin.	
Purchasing Agent	Board Secretary/Business Admin.	
Recycling Coordinator	Supervisor, Buildings & Grounds	
Representative to County E.S.C.	Superintendent	

Risk Management Officer	Board Secretary/Business Admin.	
Section 504/ADA Compliance Officer	Director of Curriculum/Pupil Personnel Services	

**15.** Approve the following Tax Shelter Annuity Companies and/or Brokers:

- AIG Retirement (Valic)
- AXA Equitable
- Compass Capital Management (OFI Trust Company)
- ING (ING Life Insurance & Annuity Company)
- Lincoln Investments
- MG Trust Company
- Siracusa Benefits Program (SBP TD Bank Depository Account)

**16.** Approve the following Disability Insurance Plans:

- AFLAC
- Prudential

**17.** Approve the following Indemnity Insurance Plans:

- AFLAC
- Prudential

**18. WHEREAS** the New Jersey Administrative Code 6A:23A-5.s (a) 4 provides that, "Professional services contracts are issued in a deliberate and efficient manner such as through a request for proposals (RFP) based on cost and other specified factors or *other comparable process* that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement"; and

**WHEREAS** the South Amboy Board of Education has employed a deliberative process that considered the cost of such services and other relevant factors and;

**WHEREAS** the South Amboy Board of Education is satisfied that the fees being charged for such professional services are fair and competitive; therefore

**BE IT RESOLVED** that the South Amboy Board of Education hereby *reconfirms* the following appointments:

Service	Name	Compensation
Attorney	Busch Law Group	Agreement on File
Auditor	Holman   Frenia Allison, P.A.	Agreement on File
Insurance Agent/Broker	Reliance Insurance Group (Dental)	Agreement on File
Insurance Agent/Broker	Brown & Brown Inc. (Liability Package)	Agreement on File

**19. FIELD TRIP REQUESTS**

The Board of Education approves the attached field trip requests for the 2017-2018 school year as recommended by the Superintendent (Attachment B):

**Trip # MH-18007 – MH-18011**

On a roll call vote:

Mr. Conrad		Ms. Kasics		Mr. Simko	
Mr. Dragotta		Ms. McLaughlin		Ms. Taggart	
Ms. Gonzalez		Mr. Perez		Mr. Walsh	

**20. APPROVE ANNUAL MEETING SCHEDULE**

The Board of Education approves the 2018 Annual Meeting Schedule as follows:

**January, 2018**

02 Business/Public/Reorganization  
29 Business/Public

**August, 2018**

27 Business/Public

**February, 2018**

26 Business/Public

**September, 2018**

24 Business/Public

**March, 2018**

19 Business/Public

**October, 2018**

29 Business/Public

**April, 2018**

30 Business/Public/Budget Hearing

**November, 2018**

19 Business/Public

**May, 2018**

21 Business/Public

**December, 2018**

17 Business/Public

**June, 2018**

25 Business/Public

**January, 2019**

02 Business/Public/Reorganization

**July, 2018**

23 Business/Public

On a roll call vote:

Mr. Conrad		Ms. Kasics		Mr. Simko	
Mr. Dragotta		Ms. McLaughlin		Ms. Taggart	
Ms. Gonzalez		Mr. Perez		Mr. Walsh	

**A. BOARD OF EDUCATION COMMENTS**

**B. PUBLIC COMMENTS**

**C. ADJOURNMENT**

A motion by \_\_\_\_\_ seconded by \_\_\_\_\_ that there being no further business the meeting be adjourned at \_\_\_\_\_. Roll call vote: \_\_\_\_\_.

Respectfully submitted,

**Peter T. Frascella**

Business Administrator/Board Secretary

## South Amboy Board of Education

### 18A:12-24.1 Code of Ethics for School Board Members

A school board member shall abide by the following Code of Ethics for School Board Members:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.
- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

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Signature of Board Member

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Date

Please sign and return to the Business Administrator/Board Secretary at the January 2, 2018 meeting.