

**OCEAN TOWNSHIP BOARD OF EDUCATION  
WARETOWN, NEW JERSEY  
REORGANIZATION MEETING AGENDA  
JANUARY 7, 2019**

**Open Session 6:15 p.m.**

**Call to Order:**

**Pledge to the Flag**

**Open Public Meetings Act:**

This is to advise the general public that in compliance with the Open Public Meetings Act, the Ocean Township Board of Education caused to be posted at the Office of the Board of Education located at 64 Railroad Avenue, Waretown, NJ and faxed on January 11, 2018 to the Asbury Park Press, Atlantic City Press, and to the Office of the Municipal Clerk of Ocean Township, a meeting notice setting forth the time, date and location of this meeting.

**Roll Call:**

Mr. Eberenz \_\_\_\_\_ Mrs. McDowell \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Mr. Denning, Jr. \_\_\_\_\_

**Open Public Forum: *Limit two (2) minutes (Board Policy #0167)***

**Official results of the Annual School Election:**

3 Year Term (2 seats):	Evelyn McDowell -	1,898
	Brian Tart -	1,400
	Write In -	17
1 Year Term (1 seat):	Daniel Eberenz -	2,135
	Write In -	11

**Oath of Office Administered:**

B1. Board Secretary opens the floor for nominations for President-

Motion by \_\_\_\_\_ to appoint \_\_\_\_\_ as the Board President.

Board Secretary closes the floor for nominations for President-

B2. Board President conducts election of Vice President

Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_ to appoint \_\_\_\_\_ as the Vice President.

B3. Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

Adopt the Code of Ethics for School Board Members (N.J.S.A. 18A:12-24.1) and training on 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.*

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- 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.*

**Actions for Reorganization:**

**Motion** \_\_\_\_\_

**Second** \_\_\_\_\_

Roll Call:

Mr. Eberenz \_\_\_\_\_ Mrs. McDowell \_\_\_\_\_ Mr. Tart \_\_\_\_\_ Mrs. Zuzic \_\_\_\_\_ Mr. Denning, Jr. \_\_\_\_\_

To approve the following action items A through X

- a. Appoint Official Newspaper of the District-  
Asbury Park Press and Atlantic City Press
- b. Adopt Meeting Schedule and Times:

Regular Monthly Meeting Convene at 6:15 PM with an Executive Session when necessary:

- February 11, 2019
- March 11, 2019
- April 8, 2019
- April 29, 2019 *(Due to Public Hearing of Budget Requirement)*
- June 10, 2019
- July 8, 2019
- August 12, 2019
- September 9, 2019

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- October 14, 2019
- November 11, 2019
- December 9, 2019
- January 6, 2020 (*Reorganization Meeting at 6:15 pm [action will be taken] and Regular Monthly Meeting – First Monday due to Statutory Reorganization Date*)

- c. Appointments by the President-  
Committees:  
Finance, Purchasing & Insurance  
Budget & Organization  
Audit  
Education- Curriculum –Teacher/Pupil Attendance  
Personnel – Grievances, Contract Administration & Negotiations  
Operation Facilities (building, grounds & vehicles)  
Civil Defense Officer  
Public Relations Officer  
Policy Chairperson  
Legislation Chairperson
- d. Appointment of the Representative to Southern Regional Board of Education
- e. Appointment of the Delegate & Alternate to New Jersey School Boards Association.
- f. Appointment of the Delegate & Alternate to Ocean County School Boards Association
- g. Appointment of George Gahles as Board Secretary through reorganization in January 2020.
- h. Readoption of all existing Bylaws, Policies, Regulations, Curricula, Textbooks and all Teacher, Principal and Staff Evaluation Instruments.
- i. Appointment of George Gahles as the Temporary Purchasing Agent for the Ocean Township School District/Board of Education with a district bid limit of \$40,000 and a quotation limit of \$6,000. The purchasing agent is authorized to award bids up to the bid threshold.
- j. Approve the payment of bills between Board meetings with retroactive approval provided at the next regularly scheduled Board of Education meeting.
- k. Approve, as provided by N.J.S.A. 18A:22-8.1 amended, that the Superintendent, or designee, 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.
- l. Approve the Procurement of Goods and Services through State Agencies (State Contracts) and through Federal Agencies via GSA Contracts. Additionally, approve the procurement of Goods and Services through the following cooperatives: Educational Data Services, Education Services Consortium of NJ, Hunterdon County Educational Services Consortium, Middlesex Regional Educational Services Commission and Ocean County Purchasing Cooperative.
- m. Authorize the Business Administrator to invest monies in federally approved and State Government Unit Deposit Protection Act authorized banks with the award to be given to the bank quoting the highest return.

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- n. Approve the Integrated Pest Management Plan, Comprehensive Equity Plan, Comprehensive Maintenance Plan, AHERA Management Plan, Hazard Communication Plan, Indoor Air Quality Plan, Internal Controls and Standard Operation Procedures, District Position Control Roster, Affirmative Action Plan, OPRA Form, Long Range Facilities Plan, Purchasing Manual and School District Emergency Management Plan.
- o. Approve Ocean First Bank as the official depository of the school district. Additionally, approve the following warrant signatures be approved:
- Payroll – President/Board Secretary
  - Payroll-Agency – Board Secretary /President
  - Unemployment – Board Secretary/President
  - General Checking – President/Vice President, Board Secretary (any two signatures)
  - Capital Project-Board Secretary/President/Vice President(any two signatures)
  - Cafeteria Account- President/Vice President, Board Secretary (Any two signatures)
  - Student Activities – Board Secretary & Superintendent (Two signatures)
- p. Approve the following Tax Shelter Annuity Funds for employee contribution:  
Equitable, Lincoln Investments and Vanguard
- q. Approve Black Rock (College Advantage Saving Plan) for employee contributions.
- r. Approve First Financial Federal Credit Union for employee contributions for Saving Accounts, Checking Accounts, Holiday Savings, Loans, etc.
- s. Approve the following 457 Deferred Compensation Plan for employee contribution:  
Equitable
- t. Approve Threshold for “Regular District Travel”:
- u. It is recommended that the Board approve \$1,000 per staff member for school business travel where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given year. This shall be effective for the 2019-20 school year. Travel expenses for the 2019-20 school year will not exceed \$45,000.
- v. Establish the following petty cash accounts for the ensuing year:
- \$100 each –
  - Jean Carbone – Secretary to the Business Administrator
  - Lynn DeNofa – Secretary to the Special Education Supervisor
  - Jeffrey Von Schmidt- Facilities Manager
  - Elaine Chiarella – Principal’s Secretary FAP
  - Carol Widmer – Principal’s Secretary WES

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w. Approve the following appointments through the reorganization meeting in January 2020:

Affirmative Action Officer	Dr. Christopher Lommerin
Substance Awareness Coordinators	Anita Crowley
Liaison to Child Welfare Authorities	Anita Crowley
Public Agency Compliance Officer	George Gahles
Americans w/Disabilities Coordinator	Sarah Reinhold
Section 504 Officer	Sarah Reinhold
Contracting Officer	George Gahles
Representative for the purpose of Applying for State & Federal Funds	George Gahles
AHERA Officer	Jeffrey Von Schmidt
Safety and Health Designee	Jeffrey Von Schmidt
IPM Coordinator	Jeffrey Von Schmidt
Indoor Air Quality Designee	Jeffrey Von Schmidt
HCS/Right to Know Officer	Jeffrey Von Schmidt
Custodian of Public Records	George Gahles
Homeless Liaison	Anita Crowley
Anti-Bullying Coordinator	Lauren Eberenz

x. Approve the following appointed officials through the reorganization meeting in January 2020:

Auditor	Robert Hulsart & Co.
Legal Counsel Board of Education	Adams, Gutierrez & Lattiboudere
Board Negotiator	Adams, Gutierrez & Lattiboudere
Medical Inspector	Dr. James Suddeth
Attendance Officer	Sharon Ciccone
Employee Benefits Agent	Connor Strong Insurance Services
Architect of Record	Fraytak Veisz Hopkins Duthie, PC
Liability & Workers' Comp Broker	G.R. Murray Group
Policy Service Provider	Strauss Esmay, LLP

**Adjourn**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn at \_\_\_\_\_ pm.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_