

**OCEAN TOWNSHIP BOARD OF EDUCATION  
WARETOWN, NEW JERSEY  
REORGANIZATION MEETING MINUTES  
JANUARY 8, 2018**

Mr. Denning, Vice President of the Ocean Township Board of Education, called the meeting to order at 6:15 pm in the Media Center, at the Frederic A. Priff School.

**Those present-** Shawn Denning, Jr., Board Vice President  
Daniel Eberenz, Member  
Evelyn McDowell, Member  
Kelly Zuzic, Member  
Steven Terhune, Business Administrator/Board Secretary  
Christopher Lommerin, Superintendent  
Andrew Brown, Board Attorney  
Absent: Annette Stride, Board President (joined by phone at 6:20 pm)

**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 3, 2017 to the Asbury Park Press, Atlantic City Press, Times Beacon and to the Office of the Municipal Clerk of Ocean Township, a meeting notice setting forth the time, date and location of this meeting.

**Open Public Forum:** No members of the public wished to address the Board.

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

3 Year Term (2 seats):	Shawn Denning, Jr. –	1,441
	Kelly A. Zuzic -	1,354
	Write In -	32
1 Year Term (1 seat):	Evelyn McDowell -	1,535
	Write In -	17

Oath of Office Administered by Mr. Terhune to Mr. Denning, Jr., Mrs. McDowell and Mrs. Zuzic

Mrs. Stride joined the meeting by phone at 6:20 pm

The Board Secretary opened the floor for nominations for president-

Motion by Mrs. Zuzic, seconded by Mrs. McDowell to appoint Shawn Denning, Jr. as the Board President.

Being that there were no other nominations for the office of Board President the Board Secretary closed the floor for nominations for president-

The motion carried by roll call vote. Ayes: Mr. Eberenz, Mrs. McDowell, Mrs. Zuzic and Mr. Denning. Nays: None. Abstentions: Mrs. Stride.

Mr. Denning assumed control of the meeting as the Board President.

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The Board President opened the floor for nominations for vice president.

Motion by Mrs. Stride, seconded by Mrs. Zuzic to appoint Sue McDowell as the Vice President.

Being that there were no other nominations for the office of Board Vice President the Board President closed the floor for nominations for vice president-

The motion carried unanimously by roll call vote.

Motion by Mrs. McDowell. Seconded by Mr. Eberenz to:

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.*
- 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.*

The motion carried unanimously by roll call vote.

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**Actions for Reorganization:**

Motion by Mrs. Zuzic, seconded by Mrs. McDowell to Appoint Official Newspaper of the District-

Asbury Park Press and Atlantic City Press

The motion carried unanimously by roll call vote.

Motion by Mrs. Zuzic, seconded by Mrs. McDowell to Adopt Meeting Schedule and Times:  
Regular Monthly Work Session Meeting Convene at 6:15 PM with no action to be taken.  
Regular Monthly Meeting Convene at 7:30 PM with an Executive Session at 6:45 PM when necessary:

- February 12, 2018
- March 12, 2018
- April 9, 2018
- April 30, 2018 (*Due to Public Hearing of Budget Requirement*)
- June 11, 2018
- July 9, 2018
- August 13, 2018
- September 10, 2018
- October 8, 2018
- November 12, 2018
- December 10, 2018
- January 7, 2019 (*Reorganization Meeting at 6:15 pm [action will be taken] and Regular Monthly Meeting – First Monday due to Statutory Reorganization Date*)

The motion carried unanimously by roll call vote.

Appointments by the President-  
Committees:

Finance, Purchasing & Insurance – Mr. Eberenz and Mr. Denning, Jr.  
Budget & Organization – Board as a Whole  
Audit – Board as a Whole  
Education- Curriculum –Teacher/Pupil Attendance – Board as a Whole  
Personnel – Grievances & Contract Administration – Board as a Whole  
Personnel – Negotiations – Mrs. McDowell and Mr. Denning, Jr.  
Operation Facilities (building, grounds & vehicles) – Board as a Whole  
Civil Defense Officer – Mr. Eberenz  
Public Relations Officer – Mrs. Zuzic  
Policy Chairperson – Mrs. McDowell and Mr. Denning, Jr.  
Legislation Chairperson – Mrs. Zuzic and Mrs. McDowell

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Appoint Mrs. Zuzic as the Representative to Southern Regional Board of Education.

The motion carried unanimously by roll call vote.

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Motion by Mr. Eberenz, seconded by Mrs. McDowell to Appoint Mrs. Zuzic and Mrs. McDowell as the Delegate & Alternate to New Jersey School Boards Association.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Appoint Mrs. Zuzic and Mrs. McDowell as the Delegate & Alternate to Ocean County School Boards Association

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Appointment of Steve Terhune as Board Secretary through reorganization in January 2019.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to approve the Readoption of all existing Bylaws, Policies, Regulations, Curricula, Textbooks and all Teacher, Principal and Staff Evaluation Instruments.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Appointment of Steve Terhune as the Qualified 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.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Approve the payment of bills between Board meetings with retroactive approval provided at the next regularly scheduled Board of Education meeting.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to 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.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to 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 and Ocean County Purchasing Cooperative.

The motion carried unanimously by roll call vote.

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Motion by Mr. Eberenz, seconded by Mrs. McDowell to 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.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to 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.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to 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)

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Approve the following Tax Shelter Annuity Funds for employee contribution:

- Equitable, Lincoln Investments and Vanguard

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Approve Black Rock (College Advantage Saving Plan) for employee contributions.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Approve First Financial Federal Credit Union for employee contributions for Saving Accounts, Checking Accounts, Holiday Savings, Loans, etc.

The motion carried unanimously by roll call vote.

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Motion by Mr. Eberenz, seconded by Mrs. McDowell to Approve the following 457 Deferred Compensation Plan for employee contribution:

Equitable

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Approve Threshold for “Regular District Travel”:

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 2018-19 school year. Travel expenses for the 2018-19 school year will not exceed \$45,000.

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to 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

The motion carried unanimously by roll call vote.

Motion by Mr. Eberenz, seconded by Mrs. McDowell to Approve the following appointments through the reorganization meeting in January 2019:

- |   |                          |
|---|--------------------------|
| Affirmative Action Officer  | Dr. Christopher Lommerin |
| Substance Awareness Coordinators  | Anita Crowley            |
| Liaison to Child Welfare Authorities                                    | Anita Crowley            |
| Public Agency Compliance Officer  | Steve Terhune            |
| Americans w/Disabilities Coordinator                                    | Sarah Reinhold           |
| Section 504 Officer   | Sarah Reinhold           |
| Contracting Officer   | Steve Terhune            |
| Representative for the purpose of<br>Applying for State & Federal Funds | Steve Terhune            |
| 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   | Steve Terhune            |
| Homeless Liaison  | Anita Crowley            |
| Anti-Bullying Coordinator   | Lauren Eberenz           |

The motion carried unanimously by roll call vote.

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Motion by Mr. Eberenz, seconded by Mrs. McDowell to Approve the following appointed officials through the reorganization meeting in January 2019:

Auditor	Robert Hulsart & Co.
Legal Counsel Board of Education	Schwartz Simon Edelstein & Celso LLC
Board Negotiator	Schwartz Simon Edelstein & Celso LLC
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

The motion carried unanimously by roll call vote.

Mrs. Stride apologized for not being at the meeting in person. Mrs. Stride expressed that she would be submitting her resignation effective January 15, 2018 due to a change in residence. Mrs. Stride thanked everyone for their support. Mrs. Stride read the following into the record:

*Happy New year to you all. My hope is that 2018 brings you love, peace, and happiness. It is with great sadness that I write this letter. We will be moving to South Carolina at the end of the month. Therefore I am submitting my formal resignation as of January 15th. Please know that it has been a great pleasure to be part of the Township of Ocean school district. I cherish the experiences with a super staff and administration. The children of Waretown are extremely lucky to have such a dedicated staff and Board of Ed. I know you will continue to guide and provide for a challenging and excellent educational experience.*

**Adjourn**

Motion by Mrs. McDowell, seconded by Mrs. Zuzic, to adjourn at 6:35 pm.

The motion carried by unanimous vote.

Respectfully submitted,

*Steven Terhune*

Business Administrator/  
Board Secretary