

**FREEHOLD TOWNSHIP BOARD OF EDUCATION**  
**January 2, 2019**  
**Reorganization Agenda**

***The mission of the Freehold Township Schools, in partnership with our community, is to prepare all students to be responsible citizens and life long learners.***

The Freehold Township Board of Education meets, as a whole, on the second and fourth Tuesday of each month. There are three committees of the board that meet before the first board meeting of the month to review issues specific to each committee's charge and a report is presented at the next board meeting. Each committee spends many hours reviewing recommendations and agenda items. Items are placed on this agenda as a recommendation for full board approval by each committee.

I. Call to Order – Mr. DeVita will facilitate the meeting.

II. Opening Statement

"A notice listing the time, date and place of this meeting was posted on the public bulletin board of all Freehold Township Schools, on the entrance door to the Administrative Offices of the Board of Education, on the district website, at the Office of the Freehold Township Clerk and published in the Asbury Park Press January 10, 2018 and sent to the News Transcript on January 8, 2018."

III. Pledge of Allegiance

IV. Certification of Election Results

A. The results of the Annual School District Election held on Tuesday, November 6, 2018, as certified by the Monmouth County Clerk are as follows:

ELECTION OF BOARD MEMBERS

<u>Three Year Terms</u>	<u>Votes</u>
<b>Mary Cozzolino</b>	6,241
<b>Kerry Vendittoli</b>	4,227
<b>Kay Poklemba-Holtz</b>	4,001
Richard Pelaia	3,323
Jason Levy	2,990
Sherlock Dow	2,354
Brian Lipnicky	1,993
Write-In	98

V. Administration of Oath of Office to new board members.

VI. Roll Call

VII. Nominations

A. Nominations for President

B. Election of President

Presentation of Gavel to President, who takes over the meeting

C. Nominations for Vice President

D. Election of Vice President

VIII. Code of Ethics Training

The Superintendent recommends all board members possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

CODE OF ETHICS

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should 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 which 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 which 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. But 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 schools.
- 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 such complaints at public meetings only after failure of an administrative solution.

## IX. Meeting Schedule

The Superintendent recommends approval of the Board of Education, pursuant to N.J.S.A. 10:4-18, to adopt the following as its schedule of meetings for the 2019 year, which will all be open to the public. Formal action may be taken at any of the meetings scheduled below. The schedule for Regular Meetings for the 2018 year will be as follows:

<b>Date</b>	<b>Location</b>
January 22, 2019	Board Office
February 12, 2019 – Budget Workshop	Board Office
February 26, 2019	Board Office
March 5, 2019 – Budget Workshop	Board Office
March 12, 2019 – Adopt Tentative Budget	Board Office
March 26, 2019	Board Office
April 30, 2019	Board Office
May 14, 2019	Board Office
May 28, 2019	Board Office
June 11, 2019	Board Office
June 25, 2019	Board Office
July 30, 2019	Board Office
August 27, 2019	Board Office
September 10, 2019	Board Office
September 24, 2019	Board Office
October 15, 2019	Board Office
November 12, 2019	Board Office
December 17, 2019	Board Office
January 2, 2020: Reorganization of the Board	Board Office

## X. Board Reports and Actions

**APPOINTMENTS AND SIGNATORIES**

1. The Superintendent recommends all board members possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.
2. The Superintendent recommends approval of name stamps for the Board of Education President and Superintendent on all checks to vendors, all payroll checks and all agency accounts for 2019.
3. The Superintendent recommends approval of checks generated by the custodial system with pre-signed signatures of the Board President, Superintendent, and Business Administrator/Board Secretary for 2019.
4. The Superintendent recommends the appointment of \_\_\_\_\_ as the District's Representative to the Monmouth Ocean Educational Services Commission for 2019.
5. The Superintendent recommends the appointment of \_\_\_\_\_ as the District's Representatives to the Monmouth County School Board Association Legislative Committee for 2019.
6. The Superintendent recommends the appointment of \_\_\_\_\_ as the District's Delegate to the New Jersey School Boards Delegate Assembly for 2019.
7. The Superintendent recommends the appointment of \_\_\_\_\_ as the District's Liaison to the Freehold Municipal Alliance to Prevent Substance Abuse.
8. The Superintendent recommends the appointment of Dianne Brethauer, Assistant Superintendent, as the District's School Safety Specialist.
9. The Superintendent recommends approval of the appointment of Robert DeVita, Business Administrator, as Board Secretary, as the Safety and Health Designee, as the Custodian of Records, and as the Public Agency Compliance Officer for 2019. Further, it is recommended that Robert DeVita, Business Administrator, be authorized to award contracts on behalf of the Freehold Township Board of Education that are in the aggregate less than 15% of the bid threshold (Currently \$6,000) without soliciting competitive quotations, and to seek competitive quotations, when applicable and practicable, and award contracts on behalf of the Freehold Township Board of Education when contracts in the aggregate exceed 15% of the bid threshold, but are less than the bid threshold of \$40,000.

**PUBLIC NOTICE**

10. The Superintendent recommends approval of the Asbury Park Press as the official newspaper for the advertisement of legal notices and receipt of notices and to designate the News Transcript as the secondary newspaper for legal advertisements for the Freehold Township Board of Education for the year 2019. Notices of meetings will be posted in the Board of Education Administrative Office, in each of the school buildings, on the District website, and at the Office of the Freehold Township Clerk.

**BY-LAWS, POLICIES, AND REGULATIONS**

11. The Superintendent recommends the approval of all By-laws, Policies, and Regulations previously in effect for the year 2019.
12. The Superintendent recommends approval of the appointment of Robert M. DeVita, Business Administrator, as Board Secretary, for the year 2019.

- 13. The Superintendent recommends approval of the appointment of Ilene Tepper as Assistant Board Secretary for the year 2019.

CLAIMS AUDITOR PRE-PAYMENT AUTHORITY

- 14. The Superintendent recommends approval that for the year 2019 the Business Administrator/Board Secretary be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

FEE FOR COPIES OF PUBLIC DOCUMENTS

- 15. The Superintendent recommends approval that a photocopy fee of five cents (\$.05) per page for printed matter of letter size page or smaller and seven cents (\$.07) per page for printed matter of legal size or larger for official Board Minutes and other public documents for the year 2019.

PARLIAMENTARY PROCEDURES

- 16. The Superintendent recommends approval to adopt the Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the year 2019.

ORGANIZATIONAL CHART

- 17. The Superintendent recommends approval of the Organizational Chart for the Board of Education. This document is available in the board office for your review.

XI. President's Remarks

XII. Public Participation

XIII. Adjournment

On motion of \_\_\_\_\_ and seconded by \_\_\_\_\_, the meeting adjourned at \_\_\_\_\_ p.m.