

MINUTES

Reorganization Meeting

January 2, 2018

The Regular and Reorganization Meeting of the Bay Head Board of Education convened Tuesday, January 2, 2018 at 6:45 PM at the Bay Head School Library on Meadow Avenue with Board Secretary, Laurie M. Considine presiding. Pursuant to the New Jersey Open Public Meetings Act, prior notice of this meeting was posted in the Borough Hall January 20, 2017, and delivered to *The Ocean Star* and *Asbury Park Press*, official newspapers of the Board.

Ms. Considine led the **Pledge of Allegiance to the Flag**.

Announcement of Election Results by the Board Secretary:

The annual Election of the Bay Head Board of Education was held on Tuesday, November 7, 2017. Mr. Benjamin Hinds was elected to a full three-year term. The tally of votes including absentee ballots were as follows:

One position/full three year term:

<u>Mr. Benjamin Hinds</u>	272 votes
Various/ other write in	4 votes

Oath of Office Ms. Considine administered the oath of office to elected board member Benjamin Hinds.

Members Present; Mr. Benjamin Hinds; Mr. Barry Pearce; Mrs. Shannon Curtis. Also present were, Dr. Peter Morris, Superintendent; Mr. Frank Camardo, Principal; Mrs. Patricia Christopher, Business Administrator; Ms. Laurie M. Considine, Board Secretary

Election of President Ms. Considine asked for a nomination of President of the Board of Education. A Motion was offered by Mrs. Curtis and seconded by Mr. Pearce to nominate Joseph Cornell, III for President of the Board of Education.

AYE: HINDS, PEARCE, CURTIS

NAY: NONE

Election of Vice-President:

Ms. Considine asked for the Nomination for Vice President, A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to nominate Benjamin Hinds for Vice President of the Board of Education.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Mr. Hinds presided over the remainder of the meeting.

Adoption of School Code of Ethics A Motion was offered by Mrs. Curtis and seconded by Mr. Pearce to acknowledge the Code of Ethics for Board members has been distributed and acknowledges receipt of the code.

AYE: HINDS, PEARCE, CURTIS

NAY: NONE

Appointments: A Motion was offered by Mrs. Curtis and seconded by Mr. Pearce to approve the following reappointments for 2018:

School Attorney	David M. Casadonte, Esq.
School Attorney	Douglas Kovats (if needed)
504/Title 9 Officer	Miss Maria Wills
ADHERA Representative	Patricia Christopher
Insurance Broker of Record	Robert Jeffery, Holmes and McDowell
Health Insurance Broker of Record	Brown and Brown Consulting
Integrated Pest Management Officer	Mark Bish
Indoor Air Quality Officer	Mark Bish
School Physician	Paul Farrell, MD
Auditor	Robert A. Hulsart and Company
Working Paper Officer	Alicia Applegate

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Reappointment Board Secretary and Business Administrator A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to approve the following two items:

1. A Motion to reappoint Patricia A. Christopher as Business Administrator for 2018.
2. A Motion to reappoint Laurie Considine as Board Secretary for 2018.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Reappoint Public Agency Compliance Officer A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to approve a Resolution to appoint Patricia A. Christopher, as District Public Agency Compliance Officer in compliance with N.J.A.C. 17:27-3.5.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Reappoint Qualified Purchasing Agent/Set Bid Threshold A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to approve Patricia Christopher as District Purchasing Agent and set bid threshold as per Resolution distributed to the Board.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Custodian of Public Records/Set Fees A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to approve the following two items:

1. To appoint Patricia Christopher and Laurie Considine as Custodians of Public Records as required for each Board of Education by NJSA 47:1A-let seq. "Open Public Records Act".
2. To establish a photocopy fee as provided in Board Policy.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Designate Banks A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to designate Manasquan Savings Bank, TD Bank and Wachovia as depository for school funds and to authorize the execution of all necessary signature cards for bank accounts maintained by the Bay Head Board of Education by the following officials:

- General Fund Checks: President, Vice President, Business Administrator, Secretary, Treasurer (3)
- Petty Cash Account: Secretary, Business Administrator, Treasurer, Principal (2)
- Payroll Agency Checks: Secretary, Business Administrator, Treasurer (2)
- Bay Head School Fund: Secretary, Business Administrator, Treasurer (2)
- Student Council Checks: Secretary, Business Administrator, Treasurer (2)
- Reserve: Secretary, Business Administrator, Treasurer (2)
- Inter-fund Transfers Secretary, Business Administrator, Treasurer, Superintendent (1)

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Petty Cash A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to approve maintaining a petty cash fund of \$250 for 2018.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Official Newspapers A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to designate The Ocean Star and the Asbury Park Press (alternate) as the official newspapers of the Board of Education for 2018.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Operation of District A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to approve the following:

To continue the operation of the Bay Head School District under the administrative Rules and Regulations, Board Policy, handbooks, textbooks, curriculum guides and courses of study previously adopted. To continue collection and maintenance of student records according to 6A:32-7.3. Further: to re-adopt the following: Emergency Operations Plan, Crisis Intervention Procedures Manual, Emergency Operations Plan, Security Plan, Business Office Standard Operating Procedures Manual, Integrated Pest Management Plan, Uniform Chart of Accounts, Curricula and textbooks.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Annual Meeting Schedule A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis To establish the annual 2018 meeting schedule.

- Tuesday, January 16, 2018
- Tuesday, February 27, 2018
- Tuesday, March 27, 2018
- Tuesday, April 24, 2018
- Tuesday, May 22, 2018

- Tuesday, June 26, 2018 (Meeting will begin at 4:00 PM)
- Tuesday, July 24, 2018 (Meeting will begin at 4:00 PM)
- Tuesday, August 28, 2018 (Meeting will begin at 4:00 PM)
- Tuesday, September 25, 2018
- Tuesday, October 23, 2018
- Tuesday, November 27, 2018
- Wednesday, January 2, 2019 (Reorganization Meeting)

All meetings will start at 6:30 PM except for June, July and August meetings, which will start at 4:00 PM. All meeting will be held in the Bay Head School Library, 136 Meadow Avenue, Bay Head, NJ.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Organization Chart A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to approve the district organizational chart as presented.

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Committee Appointments A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to approve the following committee appointments for 2018.

Curriculum & Instruction	<u>Mrs. Antognoli</u>
Technology	<u>Mr. Cornell</u>
Budget & Finance	<u>Mr. Cornell and Mr. Pearce</u>
Personnel/Negotiations	<u>Mr. Hinds and Mr. Pearce</u>
Buildings & Grounds	<u>Mr. Cornell and Mr. Hinds</u>
Policy	<u>Mrs. Curtis</u>
Community Relations	<u>Mr. Pearce</u>
Delegates/Legislative	<u>Mrs. Curtis</u>
Jerry Hayes Memorial Scholarship	<u>Mr. Pearce</u>

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Tax Shelter Annuity Contracts A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to continue participation with the following tax shelter annuity companies:

- AXA Equitable
- Newport Trust Company

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Voluntary Employee Withholdings A Motion was offered by Mr. Pearce and seconded by Mrs. Curtis to continue participation with the following voluntary employee withholding:

- NJEA
- Prudential Insurance Company

AYE: HINDS PEARCE, CURTIS

NAY: NONE

Motion to adjourn At 7:04 PM a motion was offered by Mr. Pearce, seconded by Mrs. Curtis and unanimously carried to adjourn the meeting.

Laurie M. Considine
Board Secretary