

## MINUTES

**Reorganization Meeting**

**January 3, 2017**

The Regular and Reorganization Meeting of the Bay Head Board of Education convened Tuesday, January 3, 2017 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 22, 2016, 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 8, 2016. Mrs. Shannon Curtis and Mr. Barry Pearce were both elected to a full three-year term. The tally of votes including absentee ballots was as follows:

For membership to the Board of Education:

One position/full three year term:

Mrs. Shannon Curtis                      394 votes

One position/full three year term:

Mr. Barry Pearce                              347 votes

Various other write in votes 1 vote total

**Administer Oath of Office to elected officials** Ms. Considine administered the Oath of Office to Mrs. Shannon Curtis and Mr. Barry Pearce.

**Members Present;** President Joseph Cornell, III; Mr. Benjamin Hinds; Mrs. Sandra Antognoli; 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

**Members Absent:** None

### **Nomination for President and Vice President**

#### **Nomination for President:**

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

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

#### **Nomination for Vice President:**

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

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

Mr. Cornell presided over the remainder of the meeting.

**RESOLUTION FOR EXECUTIVE SESSION**, at 6:50 PM a Motion was offered by Mr. Hinds and seconded by Mrs. Antognoli to adjourn to closed session for discussions relating to matters of litigation, personnel, students, and contracts.

The Board discussed hiring a substitute custodian and two change orders.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

At 7:33 PM the board reconvened to open session.

**RESOLUTION of Appreciation – Darren Erbe** Mr. Cornell presented a resolution to Mr. Darren Erbe for his ten years of service to the Bay Head Board of Education and thanked him for his commitment. After discussion, A Motion was offered by Mrs. Antognoli, seconded by Mr. Pearce and unanimously carried to approve a Resolution of Appreciation for Darren Erbe for his ten years of service to the Bay Head Board of Education.

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

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**Public Comment on Agenda Items** None

**Appointments** A Motion was offered by Mrs. Antognoli and seconded by Mr. Pearce to approve the following reappointments for 2017:

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: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**REAPPOINT BUSINESS ADMINISTRATOR & BOARD SECRETARY**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Pearce to approve the following two items:

1. MOTION: To reappoint Patricia Christopher as Business Administrator for 2017.
2. MOTION: To reappoint Laurie Considine as Board Secretary for 2017.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**REAPPOINT PUBLIC AGENCY COMPLIANCE OFFICER**

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

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**APPROVE RESOLUTION TO REAPPOINT QUALIFIED PURCHASING AGENT & SET BID THRESHOLD**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Pearce to approve resolution to appoint Patricia Christopher as District Purchasing Agent and set bid threshold as per Resolution previously distributed in writing to the Board.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**APPROVE CUSTODIAN OF PUBLIC RECORDS & SET FEES**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Pearce 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-1et seq. "Open Public Records Act".
2. RESOLVED: To establish a photocopy fee as provided in Board Policy

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**DESIGNATE BANKS**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Pearce to designate Manasquan Savings Bank, TD Bank, 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)
Payroll Checks:	Secretary, Business Administrator, Treasurer (2) Bay Head
School Fund:	Secretary, Business Administrator, Treasurer (2)
Student Council Checks:	Secretary, Business Administrator, Treasurer, Principal (2)
Food Service Checks:	Secretary, Business Administrator, Treasurer, (2)
Reserve:	Secretary, Treasurer, Superintendent (2)
Inter-fund transfers:	Secretary, Business Administrator, Treasurer, Superintendent

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**PETTY CASH**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Pearce to approve maintaining petty cash checking fund of \$250 for 2017.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS  
NAY: NONE

**OFFICIAL NEWSPAPERS**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Pearce to designate The Ocean Star and the Asbury Park Press (alternate) as the official newspapers of the Board of Education for 2017.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS  
NAY: NONE

**OPERATION OF DISTRICT**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Hinds 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: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS  
NAY: NONE

**ANNUAL MEETING SCHEDULE**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Hinds to establish an annual 2017 meeting schedule. All dates are Tuesday's unless otherwise noted.

- January 24, 2017
- February 28, 2017
- March 28, 2017
- April 25, 2017
- May 23, 2017
- June 27, 2017 (Start at 4:00 PM)
- July 25, 2017 (Start at 4:00 PM)
- August 22, 2017 (Start at 4:00 PM)
- September 26, 2017
- October 24, 2017
- November 28, 2017
- December 19, 2017
- January 2, 2018(Reorganization)

All meetings will start at 6:45 PM. except for June, July & August meetings, which will start at 4:00 PM. All meetings will be held in the Bay Head School Library, 136 Meadow Avenue, Bay Head, NJ.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS  
NAY: NONE

**ORGANIZATION CHART**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Hinds to approve district organizational chart as provided in writing to the board.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**COMMITTEES & APPOINTMENTS**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Hinds to approve the following committee appointments for 2017:

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

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**APPROVAL OF TAX SHELTER ANNUITY CONTRACTS**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Hinds to continue the participation with the following tax shelter annuity companies:

- AXA Equitable
- Vanguard

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**APPROVAL OF PARTICIPATION FOR EMPLOYEE WITHHOLDINGS**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Hinds to continue the participation with the following for voluntary employee withholding:

- NJEA
- Prudential Insurance Company

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**CHANGE ORDERS**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Hinds to approve the following change order:

**Boiler Project – Change Order** To accept a change order for a credit in the amount of \$2,500 on the Boiler Project.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**MOTION TABLED Gymnasium – Change Order** To accept a change order in the amount of \$7,500 to add insulation to gym soffits.

**LIST OF BILLS**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Hinds to approve the following Resolution:

BE IT RESOLVED by the Board of Education of Bay Head that bills totaling **\$11,525.34** for the 2016-2017 school year to be paid, and the Secretary and President be hereby authorized and directed to draw orders on the Treasurer for the payment of same, if and when funds are available.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**SUBSTITUTE CUSTODIAN**

A MOTION was offered by Mrs. Antognoli and seconded by Mr. Hinds to hire Patricio Uribe as a substitute custodian at the rate of \$12.00 per hour pending records and background check.

AYE: CORNELL, HINDS, ANTOGNOLI, PEARCE, CURTIS

NAY: NONE

**Motion to adjourn** At 7:55 PM a motion was offered by Mr. Hinds, seconded by Mrs. Antognoli and unanimously carried to adjourn the meeting.

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Laurie M. Considine  
Board Secretary