

2020 REORGANIZATION ITEMS

12. **Adoption of School Code of Ethics Resolution:** That the Code of Ethics for Board Members has been distributed and that each Board Member acknowledges receipt of the code.
13. **Appointments:** A Motion to approve the following reappointments for 2020:
- | | |
|------------------------------------|-------------------------------------|
| 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 | Sheri Trainor |
14. **Reappointment Board Secretary and Business Administrator**
- 14.1 A Motion to reappoint Patricia A. Christopher as Business Administrator for 2020.
- 14.2 A Motion to reappoint Laurie Considine as Board Secretary for 2020.
15. **Reappoint Public Agency Compliance Officer** A Motion to approve a Resolution to appoint Laurie Considine, as District Public Agency Compliance Officer in compliance with N.J.A.C. 17:27-3.5.
16. **Reappoint Qualified Purchasing Agent/Set Bid Threshold** A Motion to approve Patricia Christopher as District Purchasing Agent and set bid threshold as per Resolution distributed to the Board.
17. **Custodian of Public Records/Set Fees** A Motion to approve the following two items:
- 17.1 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".
- 17.2 To establish a photocopy fee as provided in Board Policy.
18. **Designate Banks** A Motion 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)

- 19. **Petty Cash** A Motion to approve maintaining a petty cash fund of \$250 for 2020.
- 20. **Official Newspapers** A motion to designate The Ocean Star and the Asbury Park Press (alternate) as the official newspapers of the Board of Education for 2020.
- 21. **Operation of District** MOTION: 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.

22. **Annual Meeting Schedule** To establish the annual 2020 meeting schedule.

- Tuesday, January 7, 2020 (Reorganization and Regular)
- Tuesday, February 25, 2020
- Tuesday, March 24, 2020
- Tuesday, April 28, 2020
- Tuesday, May 26, 2020
- Tuesday, June 23, 2020 (Meeting will begin at 4:00 PM)
- Tuesday, July 28, 2020 (Meeting will begin at 4:00 PM)
- Tuesday, August 25, 2020 (Meeting will begin at 4:00 PM)
- Tuesday, September 22, 2020
- Tuesday, October 27, 2020
- Tuesday, November 24, 2020
- Tuesday, January 5, 2021 (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.

23. **Organization Chart** To approve the district organizational chart as presented.

24. **Committee Appointments** A Motion to approve the following committee appointments for 2020.

- Curriculum & Instruction _____
- Technology _____
- Budget & Finance _____
- Personnel/Negotiations _____
- Buildings & Grounds _____
- Policy _____
- Community Relations _____
- Delegates/Legislative _____
- Jerry Hayes Memorial Scholarship _____

25. **Tax Shelter Annuity Contracts** A Motion to continue participation with the following tax shelter annuity companies:
AXA Equitable
Newport Trust Company
26. **Voluntary Employee Withholdings** A Motion to continue participation with the following voluntary employee withholding:
NJEA
Prudential Insurance Company
Colonial Life Insurance

RECOMMENDATIONS FROM THE SUPERINTENDENT

27. **Workshop(s)** A Motion to approve the attendance and related expenses for the following staff member(s) for the 2019-2020 school year.
Mrs. Phelps March 27, 2020
Mrs. Wisliceny March 2, 2020
Mrs. Peters – March 2, 2020
28. **2020-2021 District Calendar** A Motion to approve the 2020-2021 School Calendar, as presented.
29. **2019-2020 – Calendar Adjustment** A Motion to approve a Calendar Adjustment for the 2019-2020 school year making Friday, June 5, 2020 a half day.
30. **Memorandum of Agreement** A Motion to approve the Memorandum of Agreement for the 2019-2020 School Year between the Bay Head Board of Education and the Bay Head Police Department.
31. **Field Trip Requests** A Motion to approve the following items
- 31.1 **Academic Bowl – Carl W. Goetz Middle School** To approve a field trip to the Carl W. Goetz Middle School on April 1, 2020 for fifth through eighth grade to attend the Academic Bowl Cost of registration is \$280 plus transportation.
 - 31.2 **Scholastic Olympics – Donovan Catholic** To approve a field trip request for seventh grade to attend the Scholastic Olympics at Donovan Catholic on March 31, 2020. Cost of registration is
 - 31.3 **Math Competition** A Motion to approve a field trip request for sixth through eighth grades to attend a Math Competition in Neptune City on March 11, 2020. Cost of registration is
 - 31.4 **The Shore Challenge – Brielle Elementary School** A Motion to approve a field trip request for fifth through eighth grades to attend Brielle Elementary School, The Shore Challenge on April 30, 2020. Cost of registration is \$150.
32. **Tuition Reimbursement Request – Lauren Galarza** A Motion to approve a tuition reimbursement request from Lauren Galarza for the Spring 2020 semester to be reimbursed at the contracted rate.

33. **Parent Volunteer** – A Motion to approve Vanessa Grant as a parent volunteer to conduct a Zumba class with sixth through eighth grades during physical education class under the direction of Mr. Speelman.

**RECOMMENDATIONS FROM THE BOARD SECRETARY/BUSINESS
ADMINISTRATOR**

34. **Approval of Minutes** A Motion to waive the public reading and approve the minutes of the following:
November 26, 2019
35. A Motion to approve the following three items:
- 35.1 **Financial Reports:** Accept the Financial Reports of the Board Secretary and Treasurer of School Monies for the period ending November 30, 2019 as reconciled.
- 35.2 **Certification of No Over-expenditures:** Pursuant to NJAC 6A:23-2.22 (c) 3-4, accept and certify the Budget Appropriations Report for the month ending November 30, 2019 certifying no line item account has been over-expended through payments or contractual orders in violation of NJAC6A:23-2.22 (b) and sufficient funds are available to meet the financial obligation of the Bay Head Board of Education.
- 35.3 **Board Certification:** Recommend acceptance that through the adoption of this resolution, the Bay Head Board of Education, pursuant to N.J.A.C. 6A:23-2.11 (c) 4, certifies that as of November 30, 2019 after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the Business Administrator that to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 c(4) i.-vi and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
36. **List of Bills** Motion to approve RESOLUTION:
BE IT RESOLVED by the Board of Education of Bay Head that bills totaling **\$146,305.48** for the 2019-2020 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.
37. **District Taxes** A motion was to approve the following RESOLUTION:
RESOLVED, that the amount of district taxes needed to meet the obligations of the Board for the months of January and February 2020 is \$501,051 and \$111,362 for debt service and that the Borough of Bay Head is hereby requested to place in the hands of the Treasurer of School Monies that amount within the next thirty days in accordance with the statutes relating thereto.
38. **New Business**
39. **Old Business**

40. **Motions from the Floor**

41. **Superintendent's Report**

A. Enrollment as of January 3, 2020

Bay Head School	118 students
Point Pleasant Beach High School	30 students
Vocational School Students	2 students
Out of District	<u>2 students</u>
Total	152 students

42. **Public Comment**

43. If Required, Executive Session, Motion to approve the following:

BE IT RESOLVED, the Bay Head Board of Education meet in closed session to discuss matters that are exempt from public discussion pursuant to the New Jersey Open Public Meetings Act.

44. Reconvene from Closed Session

45. Action, if required

46. Motion to adjourn