

EATONTOWN BOARD OF EDUCATION
Eatontown, New Jersey
January 3, 2017

Minutes

Mr. Dennis Collins, Board Attorney read the following statement: I hereby announce, pursuant to Section 5 of the Open Public Meetings Act that adequate notice of this meeting has been provided as follows: A notice was published on January 11, 2016, in the Asbury Park Press and sent to the Atlanticville on January 11, 2016, distributed to the Eatontown Borough Clerk and posted on the front door of the Board of Education Building at 5 Grant Avenue, Eatontown, New Jersey, stating the time, date, and place of this meeting.

Mr. Collins read the District Mission Statement: It is the mission of the Eatontown Public Schools to set high academic and social expectations for its students. By providing our students with appropriate staffing, resources and funding they will be able to reach these expectations and achieve the New Jersey Core Curriculum Content Standards as well as the Common Core State Standards.

Moment of Reflection

Mr. Lawson read the following statement: Let us take a moment for each of us to reflect on our mission and its place in our work here today and its impact to our continuing commitment to the students of the Eatontown Public School District.

Pledge to the Flag All pledge allegiance to the flag.

Oath of Office Administered to the Newly Elected Members

Mr. Collins, Esq., administers the Oath of Office to the following newly elected Board Members:

Edmund Fitterer -	3 year term 2017-2019
Lori Flynn -	3 year term 2017-2019
Nelson Ortiz -	3 year term 2017-2019

Roll Call

2017 Eatontown Board of Education:

<u>Board Members</u>	<u>Term Expires:</u>
John Bennett	2017
Deborah Martinock	2017
Shellie Miller	2017
Robert English	2018
Carl Lawson	2018
Pete Siino	2018

Edmund Fitterer	2019
Lori Flynn	2019
Nelson Ortiz	2019

This meeting was called to order at 7:33 p.m. by Mr. Collins, Esq.

Roll call showed the following Board Members in attendance: Messrs. Bennett, English, Fitterer, Lawson, Ortiz and Siino, Mmes. Martinock and Flynn. Mrs. Miller was absent. Also in attendance: Mr. Scott T. McCue, Superintendent, Mrs. Lori Youngclaus, Business, Administrator/Board Secretary and Mr. Dennis Collins, Esq.

Nomination and Election of Board President

Mr. Dennis Collins, Esq. called for nominations for President.

Mr. Lawson nominated Mr. English, President of the Board of Education, seconded by Mr. Fitterer.

Ayes: English, Fitterer, Flynn, Lawson, Martinock, Ortiz and Siino
Nays: None
Abstain: Bennett
Absent: Miller

Mr. English was elected President of the Board of Education.

President assumes chair.

Nomination and Election of Vice President

The President called for nominations of Vice President.

Mr. Siino nominated Mr. Lawson for Vice President of the Board of Education, seconded by Mr. English.

Ayes: Bennett, English, Fitterer, Flynn, Lawson, Martinock, Ortiz and Siino
Nays: None
Absent: Miller

Code of Ethics Training Session

Mr. Lawson recommended the Board approve the following item, seconded by Mr. Bennett.

The Board of Education Members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups to use the schools for personal gain or for the gain of friends.
7. 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.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. 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.

BE IT RESOLVED to appoint Mr. Fitterer as the representative to the Monmouth County School Boards Association for the 2017 year; and

BE IT FURTHER RESOLVED that a certified true copy of this resolution be forwarded to the Monmouth County School Boards Association, Manalapan, New Jersey.

BE IT RESOLVED to appoint Mr. English as the representative to the New Jersey School Boards Association for the 2017 year; and

BE IT RESOLVED that a certified true copy of this resolution be forwarded to the New Jersey School Boards Association, Trenton, New Jersey.

Ayes: Bennett, English, Fitterer, Flynn, Lawson, Martinock, Ortiz and Siino

Nays: None

Absent: Miller

Reorganization Resolutions

Mr. Lawson recommended the Board approve the following items, seconded by Mr. Bennett.

Open Public Meetings Act

1. Open Public Meetings Act – Establish Meeting Dates, Time and Place

BE IT RESOLVED that the Eatontown Board of Education, pursuant to N.J.S.A. 10:4-6 et. seq. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Memorial School, All-Purpose Room, 7 Grant Avenue, Eatontown, New Jersey 07724, at 7:30 p.m., as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

Regular Meeting Schedule 2017

<u>Month</u>	<u>Day</u>	<u>Time</u>	<u>Year</u>	<u>Type of Meeting</u>
January	3	7:30 pm	2017	Reorganizational
January	23	7:30 pm	2017	Regular
February	13	7:30 pm	2017	Regular
February	27	7:30 pm	2017	Regular
March	13	7:30 pm	2017	Regular
March	27	7:30 pm	2017	Regular
April	10	7:30 pm	2017	Regular
April	24	7:30 pm	2017	Organizational/Regular
May	8	7:30 pm	2017	Regular
May	22	7:30 pm	2017	Regular
June	12	7:00 pm	2017	Student Recognition/Regular
June	26	7:30 pm	2017	Regular
July	10	5:30 pm	2017	Regular/Board Retreat
July	24	7:00 pm	2017	Regular
August	28	7:00 pm	2017	Regular
September	11	7:30 pm	2017	Regular
September	25	7:30 pm	2017	Regular
October	16	7:30 pm	2017	Regular
October	30	7:30 pm	2017	Regular
November	13	7:30 pm	2017	Regular
November	27	7:30 pm	2017	Regular
December	18	6:30 pm	2017	Regular
January	2	7:30 pm	2018	Reorganizational

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent, Business Administrator/ Board Secretary.

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Asbury Park Press and the Atlanticville as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Eatontown Board of Education Administration Office and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that individuals or organizations desiring notification of Board Meetings shall request such notification through the Board Secretary's Office and be charged an annual fee of \$25.00, paid in advance.

Adoption of Official Newspapers

2. BE IT RESOLVED by the Board to that the Asbury Park Press and Atlanticville be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications.

Parliamentary Procedures

3. BE IT RESOLVED by the Board to adopt 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.

Board Policies/Regulations

4. BE IT RESOLVED to re-adopt all of the existing Board Policies and Regulations.

Cover Page of Regular Meetings

5. BE IT RESOLVED that the Board approved the Cover page for the Regular Meeting. (Attachment #1)

Doctrine of Necessity

6. Recommend the Board approve the following item:

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW, THEREFORE, BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of

Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

Ayes: Bennett, English, Fitterer, Flynn, Lawson, Martinock, Ortiz and Siino

Nays: None

Absent: Miller

Superintendent's Report

Mr. McCue gave the following report:

1. Welcome to the new Board of Education Members
2. Update on fixing and repair of the Memorial School Sign

Mr. Bennett presented the following Resolution, seconded by Mr. Lawson.

BE IT RESOLVED to accept the Superintendent's Report.

Harassment, Intimidation and Bullying Report (Mandated by the State)

Ayes: Bennett, English, Fitterer, Flynn, Lawson, Martinock, Ortiz and Siino
Nays: None
Absent: Miller

Approval of Minutes

Mr. Lawson presented the following Resolution, seconded by Mrs. Martinock.

BE IT RESOLVED that the Minutes of the Regular Board Meeting of December 19, 2016, be approved as attached.

Ayes: Bennett, English, Fitterer, Lawson, Martinock, Miller and Siino
Nays: None
Abstain: Flynn and Ortiz
Absent: Miller

Mr. Lawson presented the following Resolution, seconded by Mr. English.

BE IT RESOLVED that the Minutes of the Executive Session Board Meeting of May 27, 2014, be approved as attached.

Ayes: English, Lawson
Nays: None
Abstain: Bennett
Absent: Miller

Mr. Lawson presented the following Resolution, seconded by Mr. Fitterer.

BE IT RESOLVED that the Minutes of the Executive Session Board Meeting of July 28, 2014, be approved as attached.

Ayes: English, Fitterer and Lawson
Nays: None
Abstain: Bennett
Absent: Miller

Mr. Lawson presented the following Resolution, seconded by Mrs. Martinock.

BE IT RESOLVED that the Minutes of the Executive Session Board Meeting of January 29, 2015, be approved as attached.

Ayes: English, Fitterer, Lawson and Martinock
Nays: None
Abstain: Bennett
Absent: Miller

Mr. Lawson presented the following Resolution, seconded by Mrs. Martinock.

BE IT RESOLVED that the Minutes of the Executive Session Board Meeting of September 26, 2016, be approved as attached.

Ayes: English, Fitterer, Lawson and Martinock

Nays: None

Abstain: Bennett

Absent: Miller

Opened to the Public

Mr. Bennett presented the following Resolution, seconded by Mr. Siino.

Upon call of the question, the motion passed unanimously.

There were no comments from the Public.

Meeting Closed to the Public

Mrs. Martinock motioned to close the meeting to the Public, seconded by Mr. Lawson.

Upon call of the question, the motion passed unanimously.

Insurance & Finance

Mr. Lawson stated that since the last Board of Education meeting we have not had a Finance Committee meeting. A reminder that the 2017-2018 budget planning process is underway. The principals and supervisors have submitted school and department budgets. We will plan a Finance Committee meeting soon.

Mr. Lawson presented the following Resolutions, seconded by Mr. Bennett.

1. Form 7: Board Resolution Adopting 457(b) Governmental Plan with Optional Roth 457(b) Option (after 1/1/2011) (For use by governmental employers, including public education institutions)

The Eatontown Board of Education (the "Employer") a governmental employer as defined in IRC §457(e)(1)(A), that intends to establish a 457(b) eligible deferred compensation plan (the "457(b) Plan") for employees of the Employer. Under a 457(b) Plan, participating employees may enter into a deferral agreement under which employee contributions are withheld from compensation and deposited on either a pre-tax basis; [Optional after 12/31/2010: or, if elected in the deferral agreement, to an after-tax Roth 457(b) account or, subject to the available limits to both types of accounts] by the Employer into a trust (or authorized trust equivalent) established to

hold 457(b) accounts for each participating employee. Other than selecting the organization(s) that may offer investment options to participating employees, Employer makes no investment recommendations and bears no responsibilities for any employees' selection of any specific investment option and makes no representations to employees about the advisability, appropriateness or tax consequences of any 457(b) account to which contributions are made.

To comply with IRS regulations that require written documentation of the Employer's 457(b) Plan, the Board wishes to adopt a 457(b) plan document that includes all of the material terms and conditions of the Plan, a copy of which is attached to this resolution.

THEREFORE BE IT RESOLVED, that the Board does hereby adopt the Equi-Vest (series 201) 457(b) Plan document (the "Plan"), which will, at all times, conform to the requirements of IRC §457(b) and applicable regulations; and

RESOLVED that it is the intention of the Board that the Plan will conform with all federal and state statutory and regulatory requirements applicable to such plans now and in the future; and

RESOLVED that the Board authorizes the Business Administrator ("Authorized Employee") to act on the Board's behalf with respect to the Plan, and to take any and all actions necessary or desirable to implement, maintain, amend and administer the Plan set forth above in accordance with the Board's intentions, and all applicable state and federal laws; and

RESOLVED that Authorized Employee is hereby authorized, directed and empowered to execute any documents, contracts, or agreements as may be necessary or desirable to implement the plan, and is further authorized, directed and empowered to take any and all actions necessary or desirable to effectuate the foregoing resolutions.

Ayes: Bennett, English, Fitterer, Lawson and Martinock, Ortiz and Siino

Nays: None

Abstain: Flynn

Absent: Miller

Educational Resources

Mr. Fitterer questioned if a student can request to be in the Winter Learning Academy.

Mr. McCue responded Mrs. Micciulla would be the contact if a student/parent was interested.

Mr. English presented the following Resolutions, seconded by Mr. Lawson.

1. BE IT RESOLVED to approve the following workshops for the 2016-2017 school year for the personnel listed below plus mileage if requested:

Michael Brown, Technology Coordinator
 Workshop: Pearson Regional Training for PARCC Assessment, Forsgate Country Club,
 Monroe, NJ
 February 13, 2016
 Fee: 0 Mileage: Not Requested

Tara Micciulla, Director of Elementary and Secondary Education
 Workshop: Pearson Regional Training for PARCC Assessment, Forsgate Country Club
 Monroe, NJ
 February 13, 2016
 Fee: 0 Mileage: Not Requested

2. BE IT RESOLVED to approve the following field trips for the 2016-2017 school year:

Memorial School
 Grades 7 and 8 (7 students)
 Leadership Group, The Ocean Place, Long Branch, NJ
 February 2, 2017
 2 Chaperones

Woodmere School
 Grade 4 (130 students)
 Insectropolis, Toms River, NJ
 March 23, 2017
 15 Chaperones

Revised

3. BE IT RESOLVED to approve the placement and transportation of case #43 at the Mary A. Dobbins School located on the Legacy Residential Center commencing July 27, 2016 and continuing through the remainder of the 2016-2017 school year at a cost of \$55,192.20.
4. BE IT RESOLVED to approve the following student from Rowan University as a Clinical Practice Placement for the Spring 2017 semester:

Student	School	Teacher	Class
Mary Thompson	Vetter	Shannon Ardise/Michelle Bonnetti	Grades 5 & 6

Ayes: Bennett, English, Fitterer, Lawson, Martinock and Siino
 Nays: None
 Abstain: Flynn and Ortiz
 Absent: Miller

Personnel

Mrs. Martinock presented the following Resolutions, seconded by Mr. Lawson.

Based on the Superintendent’s recommendation, the following resolutions are offered for approval or appointment.

Revised

1. BE IT RESOLVED to approve the following leave of absence for Jill Moberg, Woodmere Teacher, as follows:

Leave of Absence
 December 20, 2016 to April 26, 2017
 (utilizing accumulated Personal Illness Days)

Family Leave
 April 27, 2017 to June 30, 2017
 (unpaid)

2. BE IT RESOLVED to approve Brooke Mindnich and Lindsay DeVito as the Meadowbrook School Technology Club Advisors for up to 20 hours each for the 2016-2017 school year at the contract rate of \$37.74 per hour.
3. BE IT RESOLVED to fund the instructional staff listed below in accordance with the guidelines of the New Jersey State Department of Education Office of Title I (NCLB) during the 2016-2017 school year under account # 20-237-100-101-00-030.

Title I – Vetter School				
	Position	Base Salary	Funded Salary	% of salary funded
Mrs. Antonia Rogers	Basic Skills Teacher	\$95,019	\$95,019	100%
Mrs. Rosemary Caliendo	Basic Skills Teacher	\$91,014	\$58,687	64%

4. BE IT RESOLVED to appoint the following teachers to teach the Winter Learning Academy, held at Vetter School beginning January 21, 2017 for a total of 10 weeks per teacher at a rate of \$37.74 per hour, not to exceed a total of 35 hours. This rate is in accordance with the 2014-2018 Eatontown Board of Education/Eatontown Education Association Bargaining Agreement. NCLB Title I funds are being used to support the Winter Learning Academy.

Kindergarten	Language Arts	Lindsay DeVito
1 st Grade	Language Arts	Lara Neary
2 nd Grade	Language Arts	Jeanine DeFilippis
3 rd /4 th Grade	Language Arts	Michael Boxer
3 rd /4 th Grade	Mathematics	Amie Hutting
5 th /6 th Grade	Language Arts	Christine Santonello

5 th /6 th Grade	Mathematics	Laura Barthel
7 th /8 th Grade	Mathematics	
7 th /8 th Grade	Language Arts	Jan Stulich

5. BE IT RESOLVED to appoint Mrs. Lisa Bowe, Ms. Michelle Bonnetti, Mrs. Karen Edgar, and Ms. Laura Buono as substitute teachers for the Winter Learning Academy, Vetter School at a rate of \$37.74 per hour. This rate is in accordance with the 2014-2018 Eatontown Board of Education/Eatontown Education Association Bargaining Agreement. NCLB Title I funds are being used to support the Winter Learning Academy.
6. BE IT RESOLVED to appoint Mrs. Tara Micciulla as the Supervisor of the Winter Learning Academy, Vetter School beginning January 21, 2017 not to exceed 40 hours for a total of 10 weeks at a rate of \$37.74 per hour. This rate is in accordance with the 2014-2018 Eatontown Board of Education/Eatontown Education Association Bargaining Agreement. NCLB Title I funds are being used to support the Winter Learning Academy.
7. BE IT RESOLVED to appoint Mr. Kevin Iozzi and Mrs. Robin Socol-Stella as substitutes for the Supervisor of the Winter Learning Academy, Vetter School beginning January 21, 2017 at a rate of \$37.74 per hour when Mrs. Micciulla is absent. This rate is in accordance with the 2014-2018 Eatontown Board of Education/Eatontown Education Association Bargaining Agreement. NCLB Title I funds are being used to support the Winter Learning Academy.
8. BE IT RESOLVED to appoint Mrs. Denise Caiazza as the Nurse for the Winter Learning Academy, Vetter School beginning January 21, 2017 for a total of 10 weeks at a rate of \$37.74 per hour, not to exceed a total of 35 hours. This rate is in accordance with the 2014-2018 Eatontown Board of Education/Eatontown Education Association Bargaining Agreement. NCLB Title I funds are being used to support the Winter Learning Academy.
9. BE IT RESOLVED to appoint Mrs. Susan Hartman as the substitute nurses for the Winter Learning Academy, Vetter School at a rate of \$37.74 per hour, when Mrs. Denise Caiazza is unable to attend. This rate is in accordance with the 2014-2018 Eatontown Board of Education/Eatontown Education Association Bargaining Agreement. NCLB Title I funds are being used to support the Winter Learning Academy.
10. BE IT RESOLVED to appoint Ms. Elizabeth Mooney as the Fourth Grade Replacement Teacher at Woodmere School beginning January 4, 2017 until the end of the school year at a salary of \$54,239.00, (pro-rated), based upon Step 1, BA of the contract guide.

Ayes: Bennett, English, Fitterer, Lawson, Martinock, Ortiz and Siino

Nays: None

Abstain: Flynn

Absent: Miller

Operations

Mr. Siino presented the following Resolutions, seconded by Mr. Bennett.

1. BE IT RESOLVED to approve the School Bus Emergency Evacuation Drill Reports for the Eatontown Public Schools as follows:

Meadowbrook Elementary School December 22, 2016, 8:45 a.m.

Memorial Middle School December 15, 2016, 9:30 a.m.

Vetter Elementary School December 15, 2016, 8:45 a.m.

Woodmere Elementary School December 20, 2016, 8:45 a.m.

Ayes: Bennett, English, Fitterer, Flynn, Lawson, Martinock, Ortiz and Siino

Nays: None

Absent: Miller

Technology

There was no report from the Committee Chairperson.

Safety & Security

There was no report from the Committee Chairperson.

Negotiations

There was no report from the Committee Chairperson.

Student Activities, Recreation & Development

There was no report from the Committee Chairperson.

Eatontown Re-Development & Planning

There was no report from the Committee Chairperson.

Items for Discussion

There were no items for discussion.

Other Business from The Board

Monday	January 16, 2017	Martin Luther King Jr. Day - Schools Closed
Friday	January 27, 2017	One Session Day for Students P.M. In-Service Day for Staff

Opened to the Public

Mr. Bennett motioned to open the meeting to the public to comment on agenda items only, seconded by Mr. Lawson.

Upon call of the question, the motion passed unanimously.

There were no comments from the Public.

Closed to the Public

Mr. Lawson motioned to close the meeting to the Public, seconded by Mr. Siino.

Upon call of the question, the motion passed unanimously.

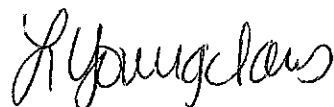
Adjournment

8:18 p.m.

Mr. Bennett motioned to adjourn the meeting, seconded by Mr. Lawson.

Upon call of the question, the motion passed unanimously.

Respectfully submitted by,



Lori Youngclaus
Board Secretary