

MISSION STATEMENT:

To provide every child with the highest quality of instruction, curricula, and services; to treat every child with respect and dignity; to give every child the opportunity to learn and mature, to acquire a thirst for knowledge, to experience the satisfaction of accomplishment, and to anticipate becoming a productive member of a democratic society.

VISION STATEMENT:

Upon leaving the Matawan-Aberdeen Regional School District, all children will credit us with having given them what they need educationally to help them succeed in life in the pursuit of their own goals.

ORGANIZATION MEETING on Wednesday, **April 23, 2008**, Administration Building, One Crest Way, Aberdeen, New Jersey.

I. CALL TO ORDER at 7:30 p.m. – Ms. Susan Irons, Board Secretary, temporarily assumed the chair and presided over the meeting for the purpose of conducting an election for the Office of Board President.

II. SUNSHINE STATEMENT: In accordance with the requirements of the Open Public Meetings Act, Chapter 231, P.L. 1975 Announcement, Ms. Irons announced that:

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting interest is discussed or agreed upon. In accordance with the provision of this act, the Matawan-Aberdeen Regional School District Board of Education at its annual organization meeting adopted a schedule of the year's regular meetings and said schedule was posted publicly, sent to our official newspaper, the Municipal Clerks of the Borough of Matawan and the Township of Aberdeen, and the Aberdeen-Matawan Joint free Public library, within seven days following the organization meeting.

III. PLEDGE OF ALLEGIANCE

IV. CERTIFIED ELECTION RESULTS AND OATHS OF OFFICE

A. CERTIFIED ELECTION RESULTS

The Board Secretary reported the combined statement of results of the annual school election held on April 15, 2008, as follows:

DISTRICT	CANDIDATE	VOTES
Township of Aberdeen	Jan Rubino	1,109
	Martin Ruprecht	990
	Kenneth M. Aitken	760
Borough of Matawan	Charles Kenny	500

BASE BUDGET LEVY - \$44,326.599		
DISTRICT	YES	NO
Township of Aberdeen	807	909
Borough of Matawan	301	428
Total:	1,108	1,337

- B. OATHS OF OFFICE** - Administered by Susan Irons, Board Secretary, the newly elected Board Members recited together the Oath of Office.

The Board Secretary reported the New Board to be as follows:

John Barbato
 Patricia Demarest
 Gerald Donaghue
 Thomas Gambino, Ed.D
 Charles Kenny
 Lawrence O’Connell
 Jan Rubino
 Martin Ruprecht
 Catherine Zavorskaskas

V. ROLL CALL:

Present: **Mr. Barbato, Ms. Demarest, Mr. Donaghue, Dr. Gambino, Mr. Kenny, Mr. O’Connell, Ms. Rubino, Mr. Ruprecht, Ms. Zavorskaskas**
 Absent: **None**
 Also Present: **Dr. O’Malley, Mr. Glastein, Ms. Honnick, Mr. Gross, Ms. Irons**

VI. NOMINATIONS AND ELECTION OF OFFICERS

A. President

1. Call for nominations:
Ms. Demarest nominated by Ms. Rubino.
Mr. O’Connell nominated by Mr. Donaghue.

 Close nominations
 Motion by Ms. Zavorskaskas, Seconded by Mr. Barbato to close nominations.
2. Vote on the nomination of Ms. Demarest for Board President.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	5	4	0	0
		Donaghue, Gambino, Kenny, O’Connell		

Ms. Demarest was elected President of the Board of Education.

B. Newly elected President Ms. Demarest assumes Chair

C. Vice President

1. Call for nominations:
Ms. Rubino nominated by Mr. Ruprecht.
Mr. Donaghue, nominated by Mr. O’Connell.

 Close nominations
 Motion by Mr. Barbato, Seconded by Ms. Rubino to close nominations.

2. Vote on the nomination of Ms. Rubino for Vice-President.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	5	4	0	0
		Donaghue, Gambino. Kenny, O’Connell		

Ms. Rubino was elected Vice-President of the Board of Education.

VII. OPEN PUBLIC MEETINGS ACT -ESTABLISH MEETINGS DATES, TIME AND PLACE

Motion by Mr. Barbato, seconded by Mr. Rubino, that the following resolution be adopted as amended as per Board discussion:

WHEREBY NOTICE IS HEREBY GIVEN THAT PURSUANT TO THE ‘OPEN PUBLICMEETINGS LAW’, P.L. 1975, C.231, THE BOARD OF EDUCATION OF THE MATAWAN-ABERDEEN REGIONAL SCHOOL DISTRICT DOES HEREWITH ANNOUNCE ITS SCHEDULE OF ANNUAL MEETINGS TO BE HELD DURING THE PERIOD FROM April 24, 2008

- A. Public meetings will be held monthly on the third Monday of each month at 8:00 P.M. in the various locations. The purpose of the meeting is to act on all agenda items and any other business to come before the Board. All meetings are designated as meetings to be recorded for broadcast on the District cable access channel. (Attachment A). Exceptions to this timetable are noted on the attached schedule.
- B. A Committee of the Whole meeting will be held monthly at 7:00 P.M. in the Administrative Offices at One Crest Way in Aberdeen Township.

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

ADOPTION OF OFFICIAL NEWSPAPER

Recommend that the board authorize the Asbury Park Press be adopted as the official newspaper to be used for the advertisement of the meetings and legal ads and all other necessary public notifications for the 2008-2009 school year.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

VIII. APPROVES PARLIAMENTARY PROCEDURES

Motion by Ms. Rubino, seconded by Mr. Ruprecht, that the following resolution be adopted:

RESOLVED, that the Matawan-Aberdeen Regional Board of Education, in the County of Monmouth, New Jersey, to the extent consistent with State Law, Policies and By-Laws of the Board will be guided by “Robert’s Rules of Order.”

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

IX. DEPOSITORIES AND AUTHORIZED AGENTS

Motion by Mr. Barbato, seconded by Ms. Zavorskas.

That the following banks be appointed as official depositories for school district funds for the period from April 24, 2008, to the next Organization Meeting to be held in April 2009, and that fund withdrawal authorization is to be granted by signature of those persons heretofore elected, appointed, and/or designated to the Offices of Board President, Superintendent, Board Secretary, Assistant Business Administrator and Treasurer of School Monies as discussed:

Account	Bank/Primary	Authorized Signatories *
a. General Accounts	Bank of America	1, 2, 3, 4
b. Payroll	Bank of America	1, 2, 3, 4
c. Payroll Agency	Bank of America	1, 2, 3, 4
d. Optical Reimbursement	Bank of America	1, 2, 4, 6
e. Worker’s Compensation	Bank of America	1, 4, 6
f. Capital Reserve Fund	Bank of America	1, 4, 6
g. Investments	Bank of America N.J./ARM N. J. State Cash Management Fund	1, 4, 6
h. For Student Activities Accounts (All Schools)	Bank of America	1, 4, 5, 6
i. Athletic Fund	Bank of America	1, 4, 5, 6
j. Cafeteria Fund	Bank of America	1, 4, 6

*** Key Authorized Signatories:**

1. School Business Administrator/Board Secretary
2. Treasurer of School Monies
3. Board President
4. Superintendent
5. Building Principal
6. Assistant Business Administrator

Tax Shelter Annuities

AXA EQUITABLE	Thomas F. Foley, John M. Cicala III
AIG VALIC	F. Peter Weisz
METLIFE	Allan H. Levy
LINCOLN INVESTMENT PLANNING, INC.	Ed Meglis

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

X. BOARD OF EDUCATION POLICIES

Motion by Mr. Barbato, seconded by Ms. Zavorskas to approve all existing Board Policies and Regulations.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XI. APPOINTMENTS

Motion by Mr. Barbato, seconded by Ms. Zavorskas.

To approve the following appointments for the 2008-2009 school year:

Board Secretary	Susan Irons
Assistant Board Secretary	David Palumbo
Treasurer of School Moneys	Kenneth Jannarone annual compensation - \$5,850.
Public Agency Compliance Officer	Susan Irons
Affirmative Action Officer for Contracts	Susan Irons
Affirmative Action Officer	Joel M. Glastein
Gender-Equity Officer	Joel M. Glastein
Attendance Officer	Richard Vitaliano
Section 504 Plan Officer	Helen Rappaport
Asbestos Management/AHERA Coordinator	David Galvao
Safety and Health Officer	David Galvao
Indoor Air Quality Officer	David Galvao
Integrated Pest Management Coordinator	David Galvao
Chemical Hygiene Officer	David Galvao

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XII. SCHOOL FUNDS INVESTOR

Motion by Mr. Barbato, seconded by Ms. Zavorskas.

To designate the Business Administrator/Board Secretary and Assistant Business Administrator as the Funds Investor and authorize to make wire transfers amongst the board accounts as may be necessary.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XIII. IMPLEMENT 2008-2009 BUDGET

Motion by Ms. Zavorskas, seconded by Mr. Barbato.

To authorize the Superintendent and Business Administrator/Board Secretary to implement the 2008-2009 budget pursuant to local and state policies.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XIV. UNIFORM MINIMUM CHART OF ACCOUNTS

Motion by Ms. Zavorskas, seconded by Mr. Barbato.

To authorize the Uniform Minimum chart of Accounts for New Jersey Public Schools for 2008-2009 School Year.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XV. LONG-RANGE FACILITY PLAN/THREE YEAR MAINTENANCE PLAN

Motion by Ms. Zavorskas, seconded by Mr. Barbato to approve the following:

- a. The Long-Range Facility Plan (2005-2010)
- b. The Three-Year Maintenance Plan

XVI. CUSTODIAN OF PUBLIC RECORDS

Motion by Ms. Zavorskas, seconded by Mr. Barbato, that the School Business Administrator/Board Secretary be designated as the Custodian of Public Records for compliance with the Open Public Meetings Act, to serve until the next organization meeting.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XVII. INSURANCE AGENTS

Motion by Ms. Zavorskas, seconded by Mr. Barbato, that David L. Balken of G.R. Murray, 707 State Road, Princeton, New Jersey 08542, be appointed as District Insurance Agent (consultant) for all property and Casualty Insurance coverage's for the period of July 1, 2008 to June 30, 2009.

Motion by Ms. Zavorskas, seconded by Mr. Barbato, that the State Health Benefits Program be appointed to serve as the District Insurance Agent (consultant) for all Health Insurance coverage for the calendar year.

Motion by Ms. Zavorskas, seconded by Mr. Barbato, that LDP Consulting Group, Inc. 80 Lambert Lane, Suite 140, Lambertville, New Jersey 08530, be appointed to serve as the District Insurance Agent for the Delta Dental coverage effective July 1, 2008 to June 30, 2009.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XVIII. EDUCATIONAL DATA SERVICES, INC.

Motion by Mr. Ruprecht, seconded Ms. Rubino, to approve Educational Data Services, Inc. as a New Jersey Cooperative Bidding Program for the District school supplies as explained. The licensing and maintenance fee for the 2008-2009 school year will be \$18,980.00.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

(TABLED)

XIX. APPOINTMENT OF SCHOOL AUDITOR

That Robert Hulsart Sr. of the firm of Hulsart & Company be awarded a professional services contract to provide audit services to the Matawan-Aberdeen Regional School District for the 2007-2008 school year pursuant to the following resolution:

WHEREAS, the Matawan-Aberdeen Regional School District in the County of Monmouth hereby appoints Robert Hulsart Sr. of the firm of Hulsart & Company to serve as School Auditor;

NOW, THEREFORE, BE IT RESOLVED that the foregoing appointment is made without competitive bidding as “professional service” under the provisions of the Public Schools Contract Law (N.J.S.A. 18A-5.a.(1) since “professional services” contracts are specifically excluded from the requirement of bidding, and the awarded service meets the definition of “professional services” pursuant to N.J.S.A. 18A.: 18A-2.h. as “services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.”

Compensation for this contract shall be set at \$30,000.00 and shall include performance of the 2007-2008 annual school audit pursuant to N.J.S.A.18A:23-1 et seq.

Discussion transpired between Board members and Administration followed by the introduction of the resolution below:

Motion by Mr. O’Connell, seconded by Mr. Barbato.

To TABLE Appointment of School Auditor pending additional analysis.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

Motion to table carried.

XX. APPOINTMENT OF SCHOOL/NEGOTIATIONS ATTORNEY

Motion by Mr. Barbato, seconded by Ms. Zavorskas, that Michael Gross of the firm of Kenney, Gross, Kovata, & Parton, be awarded a professional services contract to provide legal services to the Matawan-Aberdeen Regional School District for the 2008-2009 school year pursuant to the following resolution:

WHEREAS, the Matawan-Aberdeen Regional School District in the County of Monmouth hereby appoints Michael Gross, of the firm of Kenney, Gross, Kovata, & Parton to serve as Board/Negotiations Attorney;

NOW, THEREFORE, BE IT RESOLVED that the foregoing appointment is made without competitive bidding as “professional service” under the provisions of the Public Schools Contract Law (N.J.S.A. 18A-5.a.(1) since “professional services” contracts are specifically excluded from the requirement of bidding, and the awarded service meets the definition of “professional services” pursuant to N.J.S.A. 18A.: 18A-2.h. as “services rendered or performed by a person authorized by law to practice a recognized profession and whose practice is regulated by law and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training.” Compensation for this contract shall be set at \$135 hour.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XXI. CURRICULUM/PROGRAMS ADOPTION SCHEDULE 2008-2009

- A. Motion by Mr. Barbato, seconded by Ms. Zavorskas, to approve the five year curriculum plan and textbooks. (Attachment).
- B. Motion by Mr. Barbato, seconded by Ms. Zavorskas, to approve the additional programs of record including Nursing, Basic Skills, Guidance, Gifted & Talented, ESL, Pre-K, and Home Instruction.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XXII. APPOINTMENT OF DISTRICT PURCHASING AGENT

Motion by Mr. Barbato, seconded by Ms.Zavorskas, to appoint the District Purchasing Agent as follows:

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (Currently \$29,000), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

WHEREAS 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$4,350) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE BE IT RESOLVED, that Matawan-Aberdeen Regional Board of Education, pursuant to the statutes cited above hereby appoints Susan Irons, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Matawan-Aberdeen Regional Board of Education, and

BE IT FURTHER RESOLVED that Susan Irons, is hereby authorized to award contracts on behalf of the Matawan-Aberdeen Regional Board of Education that are in the aggregate less than 15% of the bid threshold (Currently \$4,350) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that Susan Irons, is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Matawan-Aberdeen Regional Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$4,350) but are less than the bid threshold of \$29,000.

WHEREAS, the Matawan-Aberdeen Regional Board of Education intends to enter into contracts with State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, the Matawan-Aberdeen Regional Board of Education authorizes the Purchasing Agent for the 2008-2009 to purchase certain goods or services to meet the needs of the school district throughout the school year pursuant to all conditions of the individual State contracts; and be it further

RESOLVED, that the Matawan-Aberdeen Regional Board of Education Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Matawan-Aberdeen Regional Board of Education and State Contract Vendors shall be from **July 1, 2008 to June 30, 2009**.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

**XXIII. RIGHT-TO-KNOW SERVICES
EXTRAORDINARY UNSPECIFIABLE SERVICES**

Motion by Mr. Barbato, seconded by Ms. Zavorskas, to approve the following resolution:

WHEREAS, there exists a need for Right-To-Know services in connection with chemical surveying and awareness training and

WHEREAS, it has been determined that such Right-to-Know services are specialized in nature, require expertise in the field of chemical surveying and awareness training and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, the funds in the amount of \$400.00 (refresher) session, \$500.00 (Full training) session, are or will be available for this purpose.

NOW, THEREFORE, BE IT RESOLVED, BY THE MATAWAN-ABERDEEN REGIONAL BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The firm of Educational Data Services, Inc. is hereby retained to provide Right-To-Know services necessary in conjunction with the Laws of Chemical Awareness In The Workplace.
2. This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.

- 3. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XXIV. APPROVE ASBESTOS MANAGEMENT EXTRAORDINARY UNSPECIFIABLE SERVICES

Motion by Mr. Barbato, seconded by Ms. Zavorskas, to approve the following resolution:

WHEREAS, there exists a need for asbestos management services in connection with monitoring, and abatement training, as designated.

WHEREAS, it has been determined that such asbestos management services are specialized in nature, require expertise in the field of asbestos management, can be provided only by a licensed professional and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds in the amount of \$3,000.00 are or will be available for this purpose.

NOW, THEREFORE BE IT RESOLVED, BY THE MATAWAN-ABERDEEN REGIONAL BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

- 1. The environmental services firm of Environmental Connection Inc. is hereby retained to provide asbestos maintenance services necessary in conjunction with the laws of Asbestos Hazard Management.
- 2. This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
- 3. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

XXV. APPOINTMENT OF COMPUTER SOFTWARE SERVICES

Motion by Ms. Rubino, seconded by Mr. Barbato, that the Matawan-Aberdeen Regional Board of Education shall award a contract for the 2008-2009 fiscal year to Systems 3000, Eatontown, New Jersey 07746. The amount of the contract is \$17,720.00 for Computer Software services to assist the district in daily usage of budget, payroll, personnel and fixed asset software.

It has been determined that the required services are specialized in nature, require expertise in the field of computers and software, and it is not reasonably possible to describe the required services with written bid specifications.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	9	0	0	0

(TABLED)

XXVI. STRAUSS ESMAY - EXTRAORDINARY UNSPECIFIABLE SERVICE

WHEREAS, there exists a need for policy review services of the Matawan-Aberdeen Regional Board of Education.

WHEREAS, it has been determined that such policy review services are specialized in nature, require expertise in the field of policy review and can be provided only by someone with knowledge of policy and is not reasonably possible to describe the required services with written bid specifications, and

WHEREAS, funds are or will be available for this purpose in an amount not to exceed \$16,000.00. NOW, THEREFORE BE IT RESOLVED, BY THE MATAWAN-ABERDEEN REGIONAL BOARD OF EDUCATION IN THE COUNTY OF MONMOUTH, AS FOLLOWS:

1. The policy review services firm of Strauss Esmay Associates, 36 Washington Street, Toms River, NJ 08753, is hereby retained to provide policy review services necessary.
2. This contract is awarded without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A.18A:18A(a)(1) because it is for services performed by persons that cannot be reasonably described and bid.
3. A copy of this resolution as well as the contract shall be placed on file with the Secretary of the Board.

Discussion ensued between Dr. O’Malley and members of the Board, after which the following motion was introduced:

Motion by Mr. Barbato, seconded by Ms. Zavorskas.

To TABLE Appointment of Strauss Esmay pending further analysis and presentation to Board.

ROLL CALL VOTE:	AYES	NAYS	ABSENT	ABSTAIN
	7	2	0	0
		Kenny, O’Connell		

Motion to table carried.

XXVII.ADJOURNMENT

Motion by Ms. Zavorskas, seconded by Ms. Rubino.

RECOMMEND: That the Meeting be adjourned. The Re-Organization Meeting was adjourned at **8:10 p.m.**

Respectfully Submitted,

Susan A. Irons
Business Administrator/Board Secretary