

BRIELLE BOARD OF EDUCATION
Regular Action & Reorganization Meeting Minutes
Brielle, New Jersey
January 8, 2020
Meeting called to order at 7:00 p.m.

1. **Announcement** – Board Secretary Deborah Trainor read the following announcement: There has been adequate notice of this meeting provided by the Board of Education January 10, 2019 notice in *The Coast Star* setting forth the date, time and place for this meeting. Similar notice has been posted in the Town Hall, the Brielle School Web Site, and the Borough Clerk has been notified.

2. **Flag Salute**
Mr. Becker, Mr. Colon, Dr. D’Ambrosio, Mrs. Dettlinger, Mr. Ingoglia, Mrs. Jones, Dr. Stephen LaValva, Mr. Milancewich,

3. **Election Results and Oath of Office**
Deborah Trainor, Business Administrator/Board Secretary read the election results and gave the Oath of Office to the following newly elected Board Members:

Mr. Kurt Becker – 3 year term –620 votes
Dr. David D’Ambrosio – 3 year term – 423 votes
Dr. Stephen LaValva – 3 year term- 576 votes

Kurt Becker, David D’Ambrosio, and Stephen LaValva were elected members of the Brielle Board of Education.

4. **Roll Call**
2020 Brielle Board of Education

Board Member	Term Expires
Mr. Kurt Becker	December 31, 2022
Mr. Eliot Colon	December 31, 2020
Dr. David D’Ambrosio	December 31, 2022
Mrs. Karen Dettlinger	December 31, 2021
Mr. Dennis Ingoglia	December 31, 2021
Mrs. Madaly Jones	December 31, 2020
Dr. Stephen LaValva	December 31, 2022
Mr. Joseph Milancewich	December 31, 2021

Mr. Tedd M. Vitale

December 31, 2020

Absent: Mr. Tedd Vitale

Also Present: Mrs. Carlson, Ms. Trainor

5. Code of Ethics

Ms. Trainor distributed the Code of Ethics and the New Jersey School Board Association PowerPoint presentation on Board Ethics Training. Board members were asked to review the information and sign a statement that they had reviewed the data.

6. Election of President

Ms. Trainor called for nominations for President of the Board. A second to a nomination is not required. A candidate must receive a majority of those Board Members present to be elected. The newly elected President will preside over the remainder of the meeting.

Motion by Mrs. Jones to nominate Dennis Ingoglia as President. Elected unanimously by roll call vote (8-0)

7. Election of Vice President

The President will call for nominations for Vice President of the Board. A second to a nomination is not required. A candidate must receive a majority of those Board Members present to be elected.

Motion by Mr. Milancewich to nominate Karen Dettlinger as vice-president. Elected unanimously by roll call vote (8-0)

8. President's Statement-Mr. Ingoglia read a prepared statement.

9. Visitor's Business – Visitors are permitted to speak on agenda items only. None

10. Correspondence-None

11. Reorganization Agenda Items – One roll call vote is sufficient for the set of Reorganization Agenda items unless a Board Member requests an individual roll call vote on a specific item.

Motion to approve the following Reorganization Agenda Items:

a. Appointment of Professional Services for the 2018 calendar year:

Professional Service	Firm/Individual	Rate/Fee Schedule
Board Attorney	Cherie Adams, Adams, Gutierrez & Lattiboudere, LLC	\$150 per hour
Negotiations Attorney	Andrew Brown, Adams, Gutierrez & Lattiboudere, LLC	\$150 per hour/principal
Special Education Attorney	Cherie Adams, Adams, Gutierrez & Lattiboudere, LLC	\$150 per hour
Auditor	Robert A. Hulsart & Company	Not to exceed \$15,000
Medical Director	Dr. Jessica Wood	\$4,000 annually for medical services performed
General Insurance Broker of Record	Robert Jeffery, Holmes & McDowell, Inc.	Set by insurer and included in premiums paid by district
Health Insurance Broker of Record	Gary Goldfarb, Brown & Brown	Set by insurer and included in premiums paid by district
Workers Comp Broker of Record	Robert Jeffery, Holmes & McDowell, Inc.	Set by insurer and included in premiums paid by district
Architect of Record	Tokarski Millemann Architects, LLC	Fees will be established based on projects
Continuing Disclosure Agent	Phoenix Advisors, LLC	\$850.00 per year
Independent Registered Municipal Advisor (IRMA)	Phoenix Advisors, LLC	No fee
Educational Services Commissions	Monmouth Ocean ECS, Middlesex Regional ESC, and Hunterdon ESC	Fees as per agreements

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

RESOLVED that the Brielle Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Brielle Elementary School, 605 Union Lane, Brielle, in the Media Center, at 7:00 p.m., as set forth below unless indicated otherwise:

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 and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Coast Star and the Asbury Park Press as the 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 Borough of Brielle Town Hall 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, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

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.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:
2019-2020

NOTICE OF SCHEDULED MEETINGS FOR THE YEAR 2019-2020

(Wednesdays unless noted)

January 29, 2020

February 26, 2020

March 18, 2020

April 29, 2020 – Public Hearing on Budget

May 20, 2020

June 24, 2020

July 22, 2020

August 26, 2020

September 16, 2020

October 21, 2020

November 18, 2020

December 16, 2020

January 6, 2021 (Re-Organization Meeting)

Notice of any additions to the above schedule or changes in the time, date or place of any scheduled meeting will be posted in the Brielle Borough Clerk’s office, the Brielle School website and main office, and in either the Coast Star or Asbury Park Press newspaper.

- c. **Depositories and Signatures** Resolved that Ocean First Bank be designated as approved depositories for Brielle School District funds and that the financial institution be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes.

Depositories	Funds	Signatures
Ocean First Bank	Warrant Account	President or Vice President/ Treasurer and Board Secretary
Ocean First Bank	Payroll Account	Treasurer and Board Secretary
Ocean First Bank	Payroll Agency	Treasurer and Board Secretary
Ocean First Bank	Cafeteria Account	Treasurer and Board Secretary or Superintendent
Ocean First Bank	Unemployment Trust Account	Treasurer and Board Secretary
Ocean First Bank	School Fund	Superintendent or Vice Principal or Board Secretary (2 signatures required)
Ocean First Bank	Yearbook Account	Yearbook Advisor and Board Secretary or Superintendent
Ocean First Bank	Student Council	Student Council Advisor and Board Secretary or Superintendent
Ocean First Bank	Beacon – After Care	Treasurer or Board Secretary
Ocean First Bank	Alt Scholarship	Treasurer or Board Secretary
Ocean First Bank	Petty Cash	Superintendent or Board Secretary
Ocean First Bank	Kelly Gordon Memorial Scholarship	Board Secretary or Superintendent or Vice Principal

- d. **Tax Shelter Companies & Plan Administrator**

Siracusa Benefits
 Variable Annuity Life Insurance Company
 Metropolitan Life
 AXA – Equitable Advisors
 Third Party Administrator for Tax Shelter Companies – PenServ Plan Services, Inc.

- e. **Uniform Minimum Chart of Account** – adopt the uniform Minimum Chart of Accounts, 2018-19 Edition.

f. Other Staff appointments for the calendar year 2020

Position	Individual/Title
Affirmative Action Officer	Colin Sabia
Public Agency Compliance Officer (P.A.C.O.)	Colin Sabia
504 Officer	Elizabeth O’Reilly
Attendance Officer	Kereth Looney
Treasurer of School Monies	David Tonzola
Board Secretary	Deborah Trainor
Custodian of Public Records	Business Administrator/Board Secretary
Right to Know Officer	Business Administrator/Board Secretary
Integrated Pest Management Officer (IPM)	Deborah Trainor
Open Public Records Act (OPRA) custodian	Deborah Trainor
School Safety Specialist	Colin Sabia

- g. Request Federal and State Funds** – grant Business Administrator authority to request Federal and State funds
- h. Investment of School Funds** – grant Business Administrator authority to invest school funds
- i. Approve payment of bills between Board Meetings** – grant Business Administrator authority to approve bills in accordance with NJSBA 18A:19.1.
- j. Travel limited for regular business** – approve travel limitation for regular business at \$2,000 per item
- k. Designation of Official School Newspapers** – designate the *Coast Star* and *The Asbury Park Press*
- l. Readoption of Code of Ethics** – Code of Ethics and NJSBA PowerPoint on Board Ethics Training distributed to all Board Members
- m. Readoption of Policy Manual** – Move that all current written policies, by-laws and rules/regulations in the official Policy Manual of the Brielle School District be readopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules/regulations.

- n. **Readoption of School Curriculum** – Move that all current written curriculum, courses, textbooks, workbooks, and ancillary materials of the District, on file in the offices of the Superintendent, be adopted for the period from the date of this Organization Meeting until the Organization Meeting in the next calendar year, unless modified upon recommendation of the Superintendent.

Subject	Grade Levels
Financial Literacy	K-8
Language Arts	K-8
Social Studies	1-8
Science	K-8
Mathematics	K-8
Pre-Algebra	7-8
Algebra Readiness	8
Algebra I	7-8
Geometry	7-8
World Language – Spanish	Pre K - 8
Comprehensive Health & Physical Education	K-8
Adaptive Physical Education	K-8
Vocal Music	Pre K - 8
Instrumental Music	4-8
Visual and Performing Arts	K-8
Art	K-8
Technology	K-8
Basic Skills	K-8
Media Curriculum	K-8
English Language Learners	K-8
Kindergarten Curriculum	K
21 st Century Life and Careers Integrated Curriculum	K-8

- o. **State Contract Purchasing-** Grant Business Administrator/Qualified Purchasing Agent approval to utilize State Contract purchasing agreements.
- p. **Readoption of District Organizational Chart** – attached
- q. **Approval of Committees** – The newly elected Board President may appoint committee members and chairs or defer such appointment until a subsequent meeting.

r. Doctrine of Necessity –

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.

s. Attorney Counsel/Retainer Agreement for the 2020 calendar year:

Resolved, that the Board appoints the law firm Adams, Gutierrez & Lattiboudere, LLC as counsel for board attorney, special education, and negotiation matters, at the hourly rate of \$150.00 for Partners and at the hourly rate of \$130.00 for Associates. Work by law clerks and paralegals shall be billed at the hourly rate of \$100.00, through the Board's organization meeting in January 2021; and

Be it further resolved, that the Board President is authorized to execute the retainer agreement with the law firm.

A motion was made by Mrs. Dettlinger and seconded by Mrs. Jones to move items 11.a through 11.s and carried by a unanimous roll call vote of 8-0

12. Resolution of the Brielle Board of Education:

Whereas, the Interlocal Services Agreement (N.J.S.A.40:B-1 et.seq.) authorizes municipalities and school boards to enter into agreements for the sharing of services, and

Whereas, The Brielle Elementary School Board of Education and the Borough of Brielle wish to enter into such an agreement for their mutual benefit and to provide a more cost effective expenditure of public funds, and

Whereas, it is the consensus opinion of both the Borough and the School Board of Education that the public can best be served if the Board assumes responsibility for custodial services of the Curtis House and Library and that the Borough provide snow removal and maintenance for the school grounds and athletic fields.

Now Therefore Be It Resolved, that the Brielle Board of Education does hereby authorize the Superintendent and Business Administrator to execute an Interlocal Service Agreement with the Borough of Brielle and the Brielle Board of Education to begin the implementation of said agreement upon its execution by both parties.

Now Therefore Be It Further Agreed, as follows:

1. The Curtis House will be cleaned as needed approximately 3 hours per week 52 weeks/year and the Brielle Library will be cleaned approximately 6 hours per week 52 weeks/year. The Brielle Borough will be charged custodial hourly rate for 2 hours per day.
2. The Curtis House floors will be waxed up to 2 times per year as needed.
3. The Borough of Brielle will salt and brine the school walkways and parking lots.
4. The Borough of Brielle will remove snow from the school grounds.
5. The Brielle School will share in potential future capital purchases by the Borough of Brielle with the equipment being owed and maintained by the Borough. The Brielle

Board of Education will approve the amount of outlay prior to the purchase of such equipment by the Brielle Borough.

6. This shared agreement will be reviewed and approved by each party annually.

A motion was made by Dr. D'Ambrosio and seconded by Mrs. Dettlinger to move item 12 and carried by a unanimous roll call vote of 8-0

13. **Visitor's Business** – Visitors are permitted to comment on agenda and non-agenda items at this time.

14. **Discussion**

15. **Executive Session**

BE IT RESOLVED that in accordance with the provisions of the Open Public Meetings Act (Act) the Brielle Board of Education shall conduct a closed executive session pursuant to the Personnel and Legal exceptions(s) prescribed by N.J.S.A. 10:4-12 for the purpose of discussing (category to be disclosed if Executive Session is called by the Board President or Superintendent):

BE IT FURTHER RESOLVED that the minutes of the executive session will be released when the need for confidentiality in accordance with N.J.S.A. 10:4-2 no longer applies. There is no Executive Session planned.

None was necessary

16. **Adjournment**

A motion to adjourn was made by Mrs. Jones and seconded by Mrs. Dettlinger. Meeting adjourned at 7:25 PM. Motion was carried by a unanimous vote of 8-0.

Respectfully submitted,

Deborah Trainor
Interim Board Secretary