

BOARD OF EDUCATION OF THE VOCATIONAL SCHOOLS  
IN THE COUNTY OF MIDDLESEX

MINUTES OF THE ORGANIZATION MEETING HELD NOVEMBER 1, 2021

The annual organization meeting of the Board of Education of the Vocational Schools in the County of Middlesex was held 7:00 p.m., Monday, November 1, 2021 electronically through Zoom.

On roll call, the following members were present:  
Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman and Mr. Tartara

Also present were Mr. Mooney, Interim Superintendent;  
Mr. Bicsko, Assistant Superintendent;  
Mr. Knehr, Board Secretary/Business Administrator; and

Mr. Affrunti, Board Attorney

Mr. Knehr temporarily chaired the meeting for the election of Board President.

Mr. Knehr presided and made the following announcement regarding the "Sunshine Law."

"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 the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the Open Public Meetings Law, the public notice of this meeting which included the time, date and location, was dispensed November 13, 2020 in the following manner:

- A. Posted on the bulletin board reserved for announcements in the Board Office, 112 Rues Lane, East Brunswick, NJ.
- B. Mailed to the Home News Tribune, Courier News, and the Clerk of Middlesex County.
- C. Mailed to the five (5) duly appointed Board members."

ELECTION OF OFFICERS

Mr. Knehr called for nominations for the Office of President:

Ms. Czarneski nominated Mr. Jones, seconded by Mr. Anderson.

There being no further nominations Mr. Knehr closed the nomination period and moved to a vote.

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Election of Officers – Continued

Mr. Knehr recorded a roll call vote for Mr. Jones as follows:

|               |     |
|---------------|-----|
| Mr. Jones     | Yes |
| Ms. Czarneski | Yes |
| Mr. Anderson  | Yes |
| Mrs. Eastman  | Yes |
| Mr. Tartara   | Yes |

With a five (5) vote majority of the Board, Mr. Jones was elected President of the Board of Education.

At this time Mr. Jones, as President, assumed the Chair of the meeting and made some brief comments thanking the Board for their support.

Mr. Jones called for nominations for the Office of Vice President.

Mr. Jones nominated Ms. Czarneski, seconded by Mr. Anderson.

There being no further nominations Mr. Jones closed the nomination period and moved to a vote.

Mr. Knehr recorded a roll call vote for Ms. Czarneski as follows:

|               |     |
|---------------|-----|
| Mr. Jones     | Yes |
| Ms. Czarneski | Yes |
| Mr. Anderson  | Yes |
| Mrs. Eastman  | Yes |
| Mr. Tartara   | Yes |

With a five (5) vote majority of the Board, Ms. Czarneski was elected Vice President of the Board of Education

RESOLUTION: SIGNATORY FOR BOARD

Ms. Czarneski moved, seconded by Mrs. Eastman the following resolution:

RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education authorize the President of the Board, and in the absence of the President, the Vice President of the Board, to sign all necessary Instruments on behalf of the Board.

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

Cont'd

MINUTES OF THE ORGANIZATION MEETING HELD NOVEMBER 1, 2021

RESOLUTION: REAFFIRMATION OF POLICIES AND PROCEDURES

Mr. Jones moved, seconded by Ms. Czarneski the following resolution:

RESOLVED that all existing Middlesex County Vocational and Technical Schools Board of Education policies and procedures be reaffirmed until otherwise changed or amended by subsequent action of the Middlesex County Vocational and Technical Schools Board of Education.

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

RESOLUTION: REAFFIRMATION OF CURRICULA AND COURSE OF STUDY OUTLINES, AND TEXTBOOKS

Ms. Czarneski moved, seconded by Mrs. Eastman the following resolution:

RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve reaffirmation of Middlesex County Vocational and Technical High Schools existing curricula, the most recent editions of all Middlesex County Vocational and Technical High Schools Course of Study Outlines, and the textbooks currently in use.

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

RESOLUTION: DESIGNATION OF BANKS

Mr. Jones moved, seconded by Ms. Czarneski the following resolution:

RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve the designation of the following banks as depositories for the Middlesex County Vocational and Technical Schools Board of Educations' funds:

TD Bank

Wells Fargo Bank

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

Cont'd

MINUTES OF THE ORGANIZATION MEETING HELD NOVEMBER 1, 2021

RESOLUTION: SIGNATORIES FOR WARRANTS

Ms. Czarneski moved, seconded by Mr. Jones the following resolution:

RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education authorize the following warrant signatories for Board operations:

Operating Account

- Board President
- Superintendent
- Business Administrator
- Treasurer

Payroll Account

- Treasurer

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

RESOLUTION: ELECTRONIC FUNDS TRANSFER

Mr. Jones moved, seconded by Ms. Czarneski the following resolution:

RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education authorize the School Business Administrator to initiate claims, that have been approved by the Board of Education for payment, to be paid using an approved electronic funds transfer (EFT) method and designate the Superintendent as the person responsible to review a claim for payment presented by the School Business Administrator and authorize the payment using EFT.

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

RESOLUTION: DESIGNATION OF 403B PLAN PROVIDERS

Ms. Czarneski moved, seconded by Mr. Jones the following resolution:

RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve the designation of the following 403b plan providers in conjunction with the Employee 403b Plan administered by the District:

- Valic
- AXA Equitable

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

## MINUTES OF THE ORGANIZATION MEETING HELD NOVEMBER 1, 2021

**RESOLUTION: SCHEDULED PUBLIC MEETINGS**  
NOVEMBER 22, 2021 THROUGH NOVEMBER 1, 2022

Ms. Czarneski moved, seconded by Mrs. Eastman the following resolution:

RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve the following scheduled public meetings of the Middlesex County Vocational and Technical Schools Board of Education for the period November 22, 2021 through November 1, 2022.

**2021**

|             |                 |         |           |                       |
|-------------|-----------------|---------|-----------|-----------------------|
| November 22 | Monthly Meeting | Monday  | 7:00 p.m. | East Brunswick School |
| December 14 | Monthly Meeting | Tuesday | 7:00 p.m. | East Brunswick School |

**2022**

|              |                             |           |           |                       |
|--------------|-----------------------------|-----------|-----------|-----------------------|
| January 12   | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| February 9   | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| March 9      | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| April 13     | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| May 11       | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| June 22      | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| July 13      | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| August 10    | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| September 14 | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| October 12   | Monthly Meeting             | Wednesday | 7:00 p.m. | East Brunswick School |
| November 1   | <b>Organization Meeting</b> | Tuesday   | 7:00 p.m. | East Brunswick School |

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

Cont'd

MINUTES OF THE ORGANIZATION MEETING HELD NOVEMBER 1, 2021

RESOLUTION: OFFICIAL NEWSPAPERS

Mr. Jones moved, seconded by Mrs. Eastman the following resolution:

RESOLVED that the Middlesex County Vocational and Technical Schools Board of Education approve the Home News Tribune and the Courier News as official newspapers for public advertising of the Board of Education.

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

RESOLUTION: BOARD OF SCHOOL ESTIMATE MEMBERS

Ms. Czarneski moved, seconded by Mrs. Eastman the following resolution:

RESOLVED that Mr. Jones and Ms. Czarneski be appointed to serve as Board of Education members of the Middlesex County Vocational and Technical Schools Board of School Estimate for the year November 1, 2021 to October 31, 2022.

BE IT FURTHER RESOLVED that Mrs. Eastman and Mr. Tartara serve, in an emergency, as alternate Board of Education Members of the Middlesex County Vocational and Technical Schools Board of School Estimate for the year November 1, 2021 to October 31, 2022.

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

DELEGATE TO NEW JERSEY SCHOOL BOARDS ASSOCIATION APPOINTED

Ms. Czarneski moved, seconded by Mrs. Eastman that Ms. Czarneski be appointed Middlesex County Vocational Schools District Delegate to the New Jersey School Boards Association for the year November 1, 2021 through October 31, 2022, and that Mr. Jones be appointed alternate Delegate.

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

DELEGATE TO MIDDLESEX COUNTY SCHOOL BOARDS ASSOCIATION APPOINTED

Ms. Czarneski moved, seconded by Mrs. Eastman that Mr. Jones be appointed Middlesex County Vocational Schools District Delegate to the Middlesex County School Boards Association for the year November 1, 2021 through October 31, 2022, and that Ms. Czarneski be appointed Alternate Delegate.

On a roll call vote, Mr. Jones, Ms. Czarneski, Mr. Anderson, Mrs. Eastman, and Mr. Tartara voted "aye," and the motion carried unanimously.

Cont'd

MINUTES OF THE ORGANIZATION MEETING HELD NOVEMBER 1, 2021

COMMITTEES APPOINTED

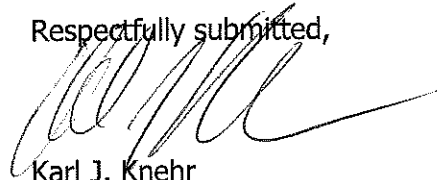
The following committees were appointed by the President of the Board:

| <u>Committee</u>  | <u>Board Members</u>                         |
|---|--|
| Personnel and Administrative Services<br>(including Policy) | Mrs. Karen Eastman*<br>Mr. Kyle Anderson     |
| Subcommittee – Negotiations                                 | Mr. Keith Jones*<br>Ms. Laura Czarneski      |
| Curriculum and Instruction                                  | Mr. Vittorio Tartara*<br>Ms. Laura Czarneski |
| Business and Operations<br>(including Finance)              | Mrs. Karen Eastman*<br>Mr. Kyle Anderson     |
| Subcommittee - Building and Grounds                         | Mr. Keith Jones *<br>Ms. Laura Czarneski     |
| Student Affairs and Instruction                             | Ms. Laura Czarneski *<br>Mr. Keith Jones     |
| Adult Education   | Mrs. Karen Eastman*<br>Ms. Laura Czarneski   |

\* Chairperson

There being no further business, a motion was made by Ms. Czarneski and seconded by Mr. Anderson to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 7:18 p.m.

Respectfully submitted,



Karl J. Knehr  
Board Secretary

