AGENDA

LONG BRANCH BOARD OF EDUCATION
Long Branch, New Jersey

Re-organization Meeting
Wednesday, January 3, 2018
6:00 P.M.

Historic Long Branch High School
391 Westwood Avenue
Long Branch, NJ 07740

ORDER OF BUSINESS

MEETING

BOARD OF EDUCATION

A. Call To Order

B. Flag Salute

C. Statement of the Manner of Notification of the Meeting

D. Objections, if any, to the Validity of the Meeting

E. Opportunity to address the Board relating to Agenda items

F. Report of the Election Results

G. Administration of the Oath of Office to New Board Members

H. Roll Call

I. Resolution for Closed Executive Session

J. Meeting Reconvened

K. Roll Call

L. Nomination for the Office of President

M. Nomination for the Office of Vice President

N. President's Report

O. Superintendent's Report

P. Opportunity to Address the Board on Non-Agenda Items

Q. Adjournment

AGENDA

RE-ORGANIZATION MEETING
LONG BRANCH BOARD OF EDUCATION
HISTORIC HIGH SCHOOL AUDITORIUM
JANUARY 3, 2018
6:00 P.M.

A. **CALL TO ORDER**
Mr. Peter E. Genovese III, School Business Administrator / Board Secretary will call the meeting to order.

B. **FLAG SALUTE**
Mr. Peter E. Genovese III, School Business Administrator / Board Secretary will lead the Flag Salute and Pledge of Allegiance.

C. **STATEMENT OF THE MANNER OF NOTIFICATION OF THE MEETING**
Adequate notice of the meeting of the Long Branch Board of Education has been provided by a schedule of Public Meetings published in the Atlanticville and the Asbury Park Press. A schedule of Public Meetings has been posted in the Board of Education Office and the Office of the City Clerk, Long Branch, New Jersey.

Fire exits are located in the direction indicated. In case of fire, you will be signaled by bell and/or public address system. If so alerted to fire, please move in a calm and orderly fashion to the nearest smoke-free exit.

D. **OBJECTIONS, IF ANY, TO THE VALIDITY OF THE MEETING**
The objecting member must give supporting reasons.

E. **OPPORTUNITY TO ADDRESS THE BOARD RELATING TO AGENDA ITEMS**

F. **REPORT OF THE ELECTION RESULTS – (APPENDIX A)**
Results of the November 7, 2017 Board of Education Election:

BOARD OF EDUCATION	NUMBER OF VOTES
Rose Marie Widdis	2,328
Armand R. Zambrano Jr.	1,882
Tasha Youngblood Brown	1,950
James N. Parnell	1,690
John D. Zuidema, Jr.	863
Write In	35

G. **ADMINISTRATION OF THE OATH OF OFFICE TO NEW BOARD MEMBERS**

Three Year Appointment
Rose Marie Widdis
Tasha Youngblood Brown
Armand R. Zambrano Jr.

H. **ROLL CALL**

Mrs. George	Mr. Dangler	Mrs. Widdis
Mr. Grant	Mr. Zambrano	Rev. Bennett
Dr. Critelli	Mr. Covin	Mrs. Youngblood Brown

I. **RESOLUTION FOR CLOSED EXECUTIVE SESSION**
I entertain a motion the Board approve the following resolution.

RESOLUTION

WHEREAS, the Open Public Meetings Act (Chapter 231, P.L. 1975) allows for the exclusion from discussion at the public portion of a meeting of certain matters which might endanger the public interest or risk the deprivation of individual rights, and

WHEREAS, the Long Branch Board of Education wishes to **discuss the qualifications of the possible nominees for President and Vice President**, with the resulting action being made public when a proper conclusion has been reached; and the need for confidentiality no longer exists;

NOW, THEREFORE, BE IT RESOLVED, the Long Branch Board of Education will hold a closed executive session immediately in the Conference Room, 391 Westwood Avenue, Long Branch, New Jersey. It is anticipated that the closed session will not last longer than 10 minutes. Action will be taken in the public portion of the meeting upon adjournment of this Executive Session.

_____
Peter E. Genovese III, RSBO, QPA
School Business Administrator/Board Secretary

Ayes:
Nays:
Absent:
Date: January 3, 2018

J. **MEETING RECONVENED**

K. **ROLL CALL**

Mrs. George	Mr. Dangler	Mrs. Widdis
Mr. Grant	Mr. Zambrano	Rev. Bennett
Dr. Critelli	Mr. Covin	Mrs. Youngblood Brown

L. **NOMINATION FOR THE OFFICE OF PRESIDENT** – Mr. Peter E. Genovese III

President Nomination: _____

1st _____ 2nd _____

Motion to close nominations.

1st _____ 2nd _____

Roll call vote to close the nominations.

Roll call vote to elect the President.
_____ was elected to the office of **President** by a roll call vote of ____.

MEETING TURNED OVER TO THE PRESIDENT

M. **NOMINATION FOR THE OFFICE OF VICE PRESIDENT** - New President

Vice President Nomination: _____

1st _____ 2nd _____

Motion to close nominations.

1st _____ 2nd _____

Roll call vote to close the nominations.

Roll call vote to elect the Vice President.
_____ was elected to the office of **Vice President** by a roll call vote of ____.

N. **PRESIDENT'S REPORT**

1. **CODE OF ETHICS (APPENDIX B)**
As per Board of Education policy, all members of the Board of Education have received a copy of the Code of Ethics which is to be reviewed and signed by each member and sent back to the School Business Administrator/Board Secretary as soon as possible.

2. **APPOINTMENT OF TREASURER OF SCHOOL MONIES**
I entertain a motion that the Board approve the appointment of Treasurer of School Monies, Ronald J. Mehlhorn, Sr., CPA, at the rate of $12,000 for the term of January 4, 2018 through January 8, 2019.

N. **PRESIDENT'S REPORT (continued)**

3. **APPOINTMENT OF GENERAL COUNSEL FOR THE BOARD**

I entertain a motion that the Board approve the following resolution.

RESOLUTION

WHEREAS, the Public School Contracts Law (*N.J.S.A.* 18A:18A-5 *et seq.*) states that the awarding of a contract for "Professional Services" without competitive bidding requires a statement of supporting reasons for award in a resolution adopted at a public meeting; and

WHEREAS, the Board of Education of the City of Long Branch in the County of Monmouth, hereby appoints McOmber & McOmber as General Counsel for the Board for the term of January 4, 2018 through January 8, 2019 at a retainer fee of $29,000.00. The law firm will receive $155.00 per hour for all non-retainer services; and the sum of $250.00 for all meetings of the Board of Education attended by representatives of McOmber & McOmber, P.C. in excess of one meeting per month. In the event McOmber & McOmber defends the Board of Education in a matter for which McOmber & McOmber is reimbursed by a Board of Education insurance company, the hourly rate will be $200.00. Additionally, under P.L.2005,c.271,s.2, any contract awarded in excess of $17,500 outside the bid process must be accompanied by c.271 Political Contribution Disclosure Form prior to the award of contract.

NOW, THEREFORE, BE IT RESOLVED, the foregoing appointment is made without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-5 et seq.) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Additionally, the Political Contribution Disclosure Form has been received.

BE IT FURTHER RESOLVED that the Board of Education authorizes and directs the President and Secretary of the Board of Education, respectively, to enter into a Retainer Agreement with the firm of McOmber & McOmber, P.C.

_____
Peter E. Genovese III, RSBO, QPA
School Business Administrator/Board Secretary

Ayes:
Nays:
Absent:
Date: January 3, 2018

N. **PRESIDENT'S REPORT (continued)**

4. **APPOINTMENT OF BOARD AUDITOR**

I entertain a motion that the Board approve the following resolution.

RESOLUTION

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5 et. seq.) states that the awarding of a contract for "Professional Services" without competitive bidding requires a statement of supporting reasons for award in a resolution adopted at a public meeting, and

WHEREAS, the Board of Education of the City of Long Branch in the County of Monmouth hereby appoints, Wiss and Company as Auditor of the Board for a period of January 4, 2018 through January 8, 2019, at a fee to be billed at standard hourly rates plus out-of-pocket costs at a total fee not to exceed $55,000.00., and

NOW, THEREFORE, BE IT RESOLVED, the foregoing appointment is made without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-5 et seq.) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Additionally under P.L.2005, c.271,s 2, any contract awarded in excess of $17,500 outside the bid process must be accompanied by c.271 Political Contribution Disclosure Form prior to the award of contract .

_____

Peter E. Genovese III, RSBO, QPA
School Business Administrator / Board Secretary

Ayes:
Nays:
Absent:
Date: January 3, 2018

N. **PRESIDENT'S REPORT (continued)**

5. **APPOINTMENT OF PROFESSIONAL SERVICES**

I recommend the Board approve the following resolution.

RESOLUTION

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:18A-5 et. seq.) states that the awarding of a contract for "Professional Services" without competitive bidding requires a statement of supporting reasons for award in a resolution adopted at a public meeting, and

WHEREAS, the Board of Education of the City of Long Branch in the County of Monmouth hereby appoints, the following professional services for a period of January 4, 2018 through January 8, 2019;

- **Architectural/Engineering Services**
  - JBA Architecture & Consulting, LLC
  - Shore Point Architecture, PA
  - Hill International, Inc.

- **Insurance Brokers**
  - Brown & Brown Benefit Advisors
  - Willis of New Jersey, Inc.
  - Public Risk Group, LLC
  - Insurance Office of America
  - CBIZ Insurance Services

NOW, THEREFORE, BE IT RESOLVED, the foregoing appointment is made without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-5 et seq.) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services requires knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Additionally under P.L.2005, c.271,s.2, any contract awarded in excess of $17,500 outside the bid process must be accompanied by c.271 Political Contribution Disclosure Form prior to the award of contract.

_____
Peter E. Genovese III, RSBO, QPA
School Business Administrator / Board Secretary

Ayes:
Nays:
Absent:
Date: January 3, 2018

O. SUPERINTENDENT'S REPORT

1. MINIMUM CHART OF ACCOUNTS

I recommend the Board adopt the Minimum Chart of Accounts as indicated on the Board Secretary's Report.

2. AUTHORIZATION TO APPROVE BUDGET TRANSFERS

I recommend the Superintendent of Schools be authorized to approve budget transfers between monthly meetings.

3. DESIGNATION OF BOARD DEPOSITORIES AND SIGNERS FOR SCHOOL WARRANT ACCOUNTS

I recommend the Board approve the statement of designation of Board depositories and signers for school warrant accounts.

OceanFirst
TD Bank
Kearny Federal Savings
New Jersey Cash Management Plan
New Jersey Arm
1st Constitution Bank
Two River Community Bank
Investors Savings Bank

_____
Board President

Peter E. Genovese III, RSBO, QPA
School Business Administrator / Board Secretary

Ronald J. Mehlhorn, Sr.
Treasurer of School Monies

4. DESIGNATION OF OFFICIAL NEWSPAPERS

I recommend the Board approve the **Asbury Park Press**, **Atlanticville** and **The Link News** as the official newspapers of the Board.

5. DESIGNATION OF THE DAY AND TIME OF THE MONTHLY MEETINGS – (APPENDIX C)

I recommend the Board approve the attached meeting schedule for all Regular, Workshop, and Agenda Board meetings for the 2018 calendar year pursuant to the Open Public Meetings Act Ch.231 PL 1975.

6. DESIGNATION OF THE DAY AND TIME OF THE MONTHLY COMMITTEE MEETINGS – (APPENDIX D)

I recommend the Board approve the attached committee meeting schedule for the 2018 calendar year.

7. APPOINTMENT OF PURCHASING AGENT

I recommend the Board approve the appointment of **PETER E. GENOVESE III, RSBO, QPA** as the Purchasing Agent for the 2018 calendar year.

O. **SUPERINTENDENT'S REPORT (continued)**

8. **DESIGNATION OF THE OFFICIAL MEETING PLACES**

I recommend the Board approve the following meeting places:

- Regular Board Meetings will be held in the auditorium at the Long Branch Middle School, 350 Indiana Avenue, Long Branch, New Jersey.
- Other Board Meetings will be held in the Board Conference Room, 540 Broadway, Long Branch, New Jersey.

9. **RE-ADOPTION OF BOARD POLICIES, ADMINISTRATIVE REGULATIONS, BYLAWS, AND JOB DESCRIPTIONS**

I recommend all policies, administrative regulations, and bylaws of the Long Branch Board of Education, and all job descriptions be re-adopted as the policies, administrative regulations, bylaws and job descriptions of this Board of Education for calendar year 2018.

10. **AUTHORIZATION TO ESTABLISH THE BID THRESHOLD**

I recommend the following resolution be approved.

RESOLUTION

WHEREAS, in accordance with Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., the bid threshold for Qualified Purchasing Agent (QPA) has been established at $40,000, with the quote threshold equaling $6,000 (15%), and

WHEREAS, Peter E. Genovese III has met all the necessary requirements to be a QPA,

NOW, THEREFORE BE IT RESOLVED, that the Long Branch Board of Education appoints Peter E. Genovese III the QPA for the Long Branch Public Schools and establishes the bid threshold at $40,000, and the quote threshold to $6,000.

_____
Peter E. Genovese III, RSBO, QPA
School Business Administrator / Board Secretary

Ayes:
Nays:
Absent:
Date: January 3, 2018

11. **RE-APPROVAL OF CURRICULA – (APPENDIX E)**

I recommend the curricula guides currently being used in the district be approved by the Board of Education for calendar year 2018 to reflect alignment to State and National standards.

12. **RE-APPROVAL OF TEXTBOOKS / SOFTWARE**

I recommend the textbooks and software currently being used in the district be re-approved by the Board of Education for calendar year 2018.

O. **SUPERINTENDENT'S REPORT (continued)**

13. **RE-APPROVAL OF DISTRICT SERVICES**
I recommend the Board re-approve the following district services:

a) Guidance Services
b) Library Services
c) Child Study Team Services
d) Health Services
e) School Based Youth Services Program
f) Hand-In-Hand Program
g) Special Education and related services
h) Early education program/services
i) Enrichment and remedial services

14. **RE-ADOPTION OF DISTRICT GOALS AND MISSION STATEMENT – (APPENDIX F)**
I recommend the Board re-adopt the district goals and mission statement.

15. **RE-ADOPTION OF BOARD OF EDUCATION GOALS (APPENDIX G)**
I recommend the Board re-adopt the Board of Education goals.

16. **APPROVAL OF SCHOOL PHYSICIANS**
I recommend the Board approve Dr. Margaret Fisher and Dr. Jacqueline Brunetto as the District's School Physicians in accordance with the approved agreement with Monmouth Medical Center.

17. **APPROVAL OF INVESTMENT OFFICERS**
I recommend the Board approve the following individuals as the District's Investment Officers.

- Michael Salvatore, Ph.D., Superintendent of Schools
- Peter E. Genovese III, RSBO, QPA, School Business Admin. / Board Secretary

18. **AUTHORIZATION TO CLOSE SCHOOLS**
I recommend the Board authorize Michael Salvatore, Ph.D., Superintendent of Schools to have the authority to close schools as needed.

19. **RE-APPROVAL OF TAX SHELTER PARTICIPANTS**
I recommend the Board re-approve the following companies to participate in the Board of Education tax shelter annuity program:

- Ameriprise Financial Services, Inc.
- AXA Equitable
- Lincoln Investment
- Metropolitan Life
- VALIC
- ING

O. **SUPERINTENDENT'S REPORT (continued)**

20. **RE-APPROVAL OF 457 PLAN PARTICIPANTS**
I recommend the Board re-approve the following companies to participate in the Board of Education 457 tax shelter annuity program:

- Lincoln
- Equitable

21. **APPOINTMENT OF DESEGREGATION OFFICER**
I recommend the Board approve the appointment of **ALVIN L. FREEMAN, Ed.D.** as the Desegregation Officer for the 2018 calendar year.

22. **APPOINTMENT OF PUBLIC AGENCY COMPLIANCE (PACO) OFFICER**
I recommend the Board approve the appointment of **PETER E. GENOVESE III** as the Public Agency Compliance Officer for the 2018 calendar year.

23. **APPOINTMENT OF 504 (AMERICAN WITH DISABILITIES ACT) OFFICER**
I recommend the Board approve the appointment of **JANETLYNN DUDICK, Ph.D.** as the 504 Officer for the 2018 calendar year.

24. **APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**
I recommend the Board approve the appointment of **ALISA AQUINO** as the Affirmative Action Officer for the 2018 calendar year.

25. **APPOINTMENT OF OCCUPATIONAL HAZARD INFORMATION OFFICER**
I recommend the Board approve the appointment of **KATHY CELLI** as the Occupational Hazard Information Officer for the 2018 calendar year.

26. **APPOINTMENT OF CUSTODIAN OF PUBLIC RECORDS**
I recommend the Board approve the appointment of **NANCY L. VALENTI** as the Custodian of Public Records for the 2018 calendar year.

27. **DISTRICT LIAISON FOR THE EDUCATION OF HOMELESS CHILDREN**
I recommend the Board approve the appointment of **MARISSA FORNICOLA** as the District Liaison For the Education of Homeless Children for the 2018 calendar year.

28. **APPOINTMENT OF DISTRICT RIGHT TO KNOW OFFICER**
I recommend the Board approve the appointment of **ANN DEGNAN** as the District Right to Know Officer for the 2018 calendar year.

29. **APPOINTMENT OF DISTRICT-WIDE ASSESSMENT COORDINATOR**
I recommend the Board approve the appointment of **ROBERTA FREEMAN, Ed.D.** as the District-Wide Assessment Coordinator for the 2018 calendar year.

30. **APPOINTMENT OF DISTRICT HARASSMENT, INTIMIDATION AND BULLYING (HIB)/ANTI-BULLYING COORDINATOR**
I recommend the Board approve the appointment of **MARISSA FORNICOLA** as the District Harassment, Intimidation and Bullying (HIB)/Anti-Bullying Coordinator for the 2018 calendar year.

O. **SUPERINTENDENT'S REPORT (continued)**

31. **APPOINTMENT OF DISTRICT SCHOOL SAFETY SPECIALIST**
I recommend the Board approve the appointment of **MARISSA FORNICOLA** as the District School Safety Specialist for the 2018 calendar year.

32. **ESTABLISHMENT OF PETTY CASH ACCOUNTS 2018 CALENDAR YEAR**
I recommend the Board approve the following Petty Cash Account for the 2018 calendar year with a per check amount not to exceed $250.00.

Business Office	$ 2,000.00

33. **RE-ADOPTION OF THE BUSINESS OFFICE SOP/IC MANUAL**
I recommend the Board re-adopt the Business Office Standard Operational Procedure and Internal Control manual.

34. **RE-APPROVAL OF FLEXIBLE SPENDING PLAN**
I recommend the Board re-approve the flexible spending plan in accordance with Section 125 of the IRS code, and further to have Ameriflex administer the plan under a third party agreement.

P. **OPPORTUNITY TO ADDRESS THE BOARD ON NON-AGENDA ITEMS**

Q. **ADJOURNMENT**

WE DO HEREBY CERTIFY that the foregoing is a true, full, and correct statement of the results of the election herein mentioned, as the same is exhibited by the statements produced and laid before the board of county canvassers according to law, and that the same exhibits the number of the names in the signature copy registers and the registers of voters, the number of names of the voters in the poll books of the election districts, respectively, and of the ballots rejected, the whole number of the names in the signature copy registers and the registers of voters, the whole number of the names of the voters in the poll books of the several election districts, the name of each person for whom any vote or votes were cast, the number of votes cast for each person in each election district, and the whole number of votes cast for each person for each office designated, and also specifies each public question voted upon and the number of votes cast thereupon in each election district respectively, and the whole number of votes cast thereupon in the several election districts as they appear by the statements so produced and laid before the said Board.

IN WITNESS WHEREOF, we have hereunto set our hands this seventeenth day of November, in the year of our Lord, two thousand and seventeen.

Chairperson, Board of County Canvassers

Member, Board of County Canvassers

Attest:
County Clerk, Board of County Canvassers

Member, Board of County Canvassers

Member, Board of County Canvassers

Attest:
Deputy of Elections

A STATEMENT of the determination of the Board of County Canvassers, relative to an election held on the seventh day of November, in the year of our Lord, two thousand and seventeen, for the

LONG BRANCH BOARD OF EDUCATION

The said board determines that at the said election ROSE MARIE WIDDIS, ARMAND A. ZAMBRANO, JR. AND TASHA YOUNGBLOOD BROWN WERE DULY ELECTED, AS MEMBERS OF THE LONG BRANCH BOARD OF EDUCATION, FULL TERM.

POLICY

LONG BRANCH
BOARD OF EDUCATION

0142 BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

M

Each member of the Board of Education shall possess the qualifications required by law and shall be bound by the provisions of the School Ethics Act.

Qualification and Requirements of Office

A Board member must be a citizen of the United States.

A Board member must be a resident of the district the member represents and must have been such for at least one year immediately preceding the member's election or appointment.

A Board member may not be convicted of a felony.

A Board member must be able to read and write.

A Board member must be registered to vote in the district and not disqualified from voting pursuant to N.J.S.A. 19:4-1.

A Board member cannot concurrently hold office as mayor or a member of the governing body of Long Branch.

A Board member who has not been disqualified due to the conviction of a crime or offense listed in N.J.S.A. 18A:12-1. In order to fulfill this requirement:

1. Each member of the Board of Education, within 30 days of the election or appointment to the Board shall undergo a criminal history background check investigation for the purpose of ensuring that the member is not disqualified for membership due to a conviction of a crime or offense pursuant to the statute listed above: and

2. The Board shall reimburse the member for the cost of the criminal history record check, including all costs for administering and processing the check.

Prohibited Acts

"Business" means any corporation, partnership, firm, enterprise, franchise, association, trust, sole proprietorship, union, political organization, or other legal entity but does not include a school district or other public entity.

"Interest" means the ownership of or control of more than ten percent of the profits, assets, or stocks of a business but does not include the control of assets in a labor union.

"Immediate family" means the person to whom the Board member is legally married and any dependent child of the Board member residing in the same household.

No Board member or member of his/her immediate family shall have an interest in a business organization or engage in any business, transaction, or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.

No Board member shall use or attempt to use his/her official position to secure unwarranted privileges, advantages, or employment for him/herself, members of his/her immediate family, or others.

No Board member shall act in his/her official capacity in any matter where he/she, a member of his/her immediate family, or a business organization in which he/she has an interest, has a direct or indirect financial or personal involvement that might reasonably be expected to impair his/her independence of judgment in the exercise of official duties. No Board member shall act in his/her official capacity in any matter where he/she or a member of his/her immediate family has a personal involvement that is or creates some benefit to the Board member or a member of his/her immediate family.

No Board member shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his/her independence of judgment in the exercise of official duties.

No Board member or member of his/her immediate family or business organization in which he/she has an interest shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him/her, directly or indirectly, in the discharge of his/her official duties, except that the member may have

solicited or accepted contributions to his/her campaign for election to public office if he/she had no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence him/her in the discharge of official duties. Board members may not accept offers of meals, entertainment or hospitality which are limited to clients/customers of the individual providing such hospitality. Board members may attend hospitality suites or receptions at conferences only when they are open to all persons attending the conference.

No Board member shall use, or allow to be used, his/her public office or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her office, for the purpose of securing financial gain for him/herself, any member of his/her immediate family, or any business organization with which he/she is associated.

No Board member or business organization in which he/she has an interest shall represent any person or party other than the Board of Education or this school district in connection with any cause, proceeding, application, or other matter pending before this school district or in any proceeding involving this school district, except that this provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities.

It is not a conflict of interest if, merely by reason of his/her participation in any matter voted upon by the Board, a Board member accrues material or monetary gain that is no greater than the gain that could reasonably be expected to accrue to any other member of the member's business, profession, occupation, or group.

No elected Board member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward, or other thing of value is promised to or given to or accepted by the member or a member of his/her immediate family, whether directly or indirectly, in return for the information so requested.

Nothing shall prohibit a Board member or members of his/her immediate family from representing him/herself or themselves in negotiations or proceedings concerning his/her or their own interests, except that Board members shall disqualify themselves from participating in negotiations and voting on collective bargaining agreements where their spouse or dependent children are members of the bargaining unit.

Each Board member shall annually, in accordance with N.J.S.A. 18A:12-25 and 18A:12-26, file a disclosure statement regarding potential conflicts of interest.

Ineligibility for District Employment

BOARD MEMBER QUALIFICATIONS, PROHIBITED ACTS AND CODE OF ETHICS (M)

A Board member cannot be appointed to a paid office or position required to be filled by the Board, except where law permits or requires that the office or position be filled by a Board member, and is ineligible for appointment to a paid office or position in the district for at least six months after the member's retirement, resignation, or removal from Board membership.

Code of Ethics

In accordance with N.J.S.A 18A:12-24.1 every Board member will abide by the following Code of Ethics. The Board member will:

1. Uphold and enforce all laws, rules and regulations of the State Board of Education and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

2. Make decisions in terms of the educational welfare of children and seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.

3. Confine his/her Board action to policy making, planning and appraisal, and help to frame policies and plans only after the Board has consulted those who will be affected by them.

4. Carry out his/her responsibility not to administer the schools, but together with fellow Board members, insure they are well run.

5. Recognize that authority rests with the Board of Education and make no personal promises nor take any private action that may compromise the Board.

6. Refuse to surrender his/her independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

7. Hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. In all other matters, he/she will provide accurate information and, in concert with fellow Board members, interpret to the staff the aspirations of the community for its school.

8. Vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.

9. Support and protect school personnel in proper performance of their duties.

10. Refer all complaints to the chief administrative officer and act on the complaints at public meetings only after failure of an administrative solution.

Each Board member is required to sign an acknowledgment that he/she received a copy, read and will become familiar with the Code of Ethics for School Board Members contained within N.J.S.A. 18A:12-21 et seq. The Board Secretary will provide each Board member with a copy of the Code of Ethics and the required acknowledgement on an annual basis and will maintain the original signed acknowledgment(s) in the Board office.

The Board will receive a copy of and discuss the School Ethics Act and the Code of Ethics for School Board Members, pursuant to N.J.S.A. 12-21 et seq., at a regular scheduled public meeting each year. The discussion may include presentations by school administrative staff, the Board attorney, Board members and/or other professionals familiar with the School Ethics Act and the Code of Ethics. In addition, the Board Attorney, Superintendent, and/or School Business Administrator/Board Secretary will keep the Board informed of decisions by the School Ethics Commission, Commissioner of Education, State Board of Education and courts.

Oath of Office

Each Board member shall, before entering upon the duties of the office, swear or affirm under oath that he/she qualifies for membership and will faithfully discharge the duties of the office of Board member.

N.J.S.A. 18A:12-1; 18A:12-1.1; 18A:12-2;
18A:12-2.1; 18A:12-21 through 18A:12-34
N.J.S.A. 41:1-3
School Ethics Commission Policy Guideline 1.

Adopted: 18 August 2010
Revised: 16 August 2011

Code of Ethics

Policy 0142

I, _____ have received, read and understand the Code of Ethics.

Board of Education Member (print name)

_____ _____

Board of Education Member's signature Date

OFFICE OF THE SUPERINTENDENT
LONG BRANCH PUBLIC SCHOOLS
540 Broadway, Long Branch, New Jersey 07740

MICHAEL SALVATORE, Ph.D.
Superintendent of Schools

"Where Children Matter Most"

PETER E. GENOVESE III, RSBO, QPA
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Board Secretary
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Pursuant to the Open Public Meetings Act (Chapter 232, P.L. 1975), the Long Branch Board of Education establishes the following meeting dates for the period January, 2018 to January, 2019

Annual Notice of Public Meetings (Chapter 231, P.L. 1975)

Board Agenda Meetings	Board Regular Monthly Meetings
January 30, 2018	January 31, 2018
February 27, 2018	February 28, 2018
March 27, 2018	March 28, 2018
April 24, 2018	April 25, 2018
*May 22, 2018	*May 23, 2018
*June 19, 2018	*June 20, 2018
*July 24, 2018	*July 25, 2018
*August 14, 2018	
*August 28, 2018	*August 29, 2018
September 25, 2018	September 26, 2018
October 16, 2018	October 17, 2018
November 20, 2018	November 21, 2018
*December 11, 2018	
	*January 8, 2019
7:00 P.M. 540 Broadway *6:00 P.M.	**7:00 P.M. LB Middle School Auditorium** *6:00 P.M.

c: Ms. Kathy Schmelz, City Clerk
Asbury Park Press **(FOR PUBLICATION ON xxxxx)**
Atlanticville (FOR INFORMATION ONLY)
Long Branch Bulletin Boards (2)
Sodexo

2018 - BOARD MEMBER COMMITTEE ASSIGNMENTS

APPENDIX D

Finance Committee

Scheduled Dates	Time	Board Representatives	Administrator
Monthly prior to the Agenda Meeting	6:00 PM		Michael Salvatore, Ph.D. Peter E. Genovese III Nancy L. Valenti

Governance Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, February 7, 2018 Wednesday, June 13, 2018	6:15 PM		Michael Salvatore, Ph.D. Alvin L. Freeman, Ed.D. Alisa Aquino

Operation & Management Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, January 10, 2018 Wednesday, March 7, 2018 Wednesday, May 9, 2018 Wednesday, September 12, 2018 Wednesday, November 7, 2018	6:15 PM		Michael Salvatore, Ph.D. Peter E. Genovese III Ann Degnan Chris Dringus

Instruction & Programs Committee

Scheduled Dates	Time	Board Representatives	Administrator
Wednesday, January 10, 2018 Wednesday, March 7, 2018 Wednesday, May 9, 2018 Wednesday, September 12, 2018 Wednesday, November 7, 2018	5:30 PM		Michael Salvatore, Ph.D. Alvin L. Freeman, Ed.D. Roberta Freeman, Ed.D.

Communications/Security

Scheduled Dates	Time	Board Representatives	Administrator
Tuesday, January 9, 2018 Tuesday, March 6, 2018 Tuesday, May 8, 2018 Tuesday, September 11, 2018 Tuesday, November 6, 2018	5:30 P.M.		Michael Salvatore, Ph.D. Alvin L. Freeman, Ed.D. Walter O'Neill

Athletics

Scheduled Dates	Time	Board Representatives	Administrator
Tuesday, February 6, 2018 Tuesday, June 12, 2018	5:30 PM		Michael Salvatore, Ph.D. Alvin L. Freeman, Ed.D. Jason Corley

*There will be no committee meeting in April due to spring break and the late date of the March meeting.

*There will be no committee meetings in October and December. Items will be discussed at the October and December Board meetings

I recommend the Board approve the following written curricula that clearly and specifically align with the most recent State Board adopted version of the New Jersey Student Learnings Standards.

Language Arts Literacy
Prek 3 and 4 Curriculum
K-8 Language Arts Literacy
AP English 12
Creative Writing I
Creative Writing II
English 9
English 9 Honors
English 10
English 10 Honors
English 11
English 11 Honors
English 12
English 12 Honors
ESL K-12
Journalism

Mathematics
K-8 Mathematics
Algebra 1
Algebra II
Algebra II Honors
AP Calculus
Contemporary Math
Geometry
Geometry Honors
Pre-calculus
Pre-calculus Honors
Algebra I Honors
Statistics
Statistics Honors

Science
K-8 Science
AP Biology
AP Chemistry
AP Physics
Biology
Biology Honors
Chemistry
Chemistry Honors
Environmental Science
Forensic Chemistry
Animal Anatomy and Physiology
Physics
Physics Honors

Project Lead the Way (K – 12)
Elementary - Launch Curriculum
Middle School - Gateway - Design and Model
High School
Engineering
- Introduction to Engineering Design
- Principles of Engineering
- Biological Engineering
- Civil Engineering and Architecture

Biomedical Science
- Principles of Biomedical Science
- Human Body Systems
- Medical Inventions

History
K-8 Social Studies
AP American Government/Politics
AP US History II
AP World History
AP Psychology
AP Human Geography
AP Macroeconomics
Criminal Justice
Law
Economics
African American Studies
World Geography
US History I
US History I Honors
US History II
US History II Honors
US History III/The Vietnam Era
World History
World History Honors

Physical Education
K-8 Comprehensive Health & Physical Education
9-12 Comprehensive Health & Physical Education
K-12 Adaptive PE

Elementary Specials & Additional Programs

K-5 Art
K-5 Music (vocal & instrumental)
K-5 Dance
K-5 Library Studies
K-5 Gifted & Talented

Electives (6-8)

Baking
Media/TV Broadcasting
Chorus
Computer Application & Education
Concert Band
Instrumental Music
Exploring Art
Industrial Technology
Introduction to Foods
Introduction to Sewing
Keyboarding
Photography
Drama
Music Technology

World Language

World Language K-8
French I
French II
French III
French IV Honors
French V Honors
Italian I
Italian II
Italian III
Italian IV Honors
Italian V Honors
Spanish I
Spanish II
Spanish III
Spanish IV Honors
Spanish V Honors

Electives (9-12)

Accounting I
Advanced Accounting
Foundational Art
High Focus Drawing & Painting
Art III
Art IV
AP Studio Art
Business Law
Introduction to Business
Marketing
Concert Chorus
Cooperative Marketing Education
Global Logistics: Intro. To Logistics
Creative Sewing
Dance I/II
Dance III
Dance IV
Exploring Childhood
Foods I
Freshman Orientation/Finance
Graphic Design
Instrumental Aids I/II
Marching/Symphonic Band
Music Theory
Music Technology
Performance Dance
Piano I/II
Piano III
Piano
Psychology
Public Speaking
Sociology
Speech and Theater
Advanced Performance
Speech on the Job
Technology Applications
TV & Film Production I
TV & Film Production II
TV & Film Production III
Yearbook Journalism
American Popular Music
Global Logistics: Intro. To Logistics
Global Logistics: Functional Areas in Logistics

APPENDIX F

District Mission Statement

We, the Long Branch Public School family, strive to evoke a future ready, growth mindset for all learners, from cradle to career.

District Goals

Student Achievement

Goal: Increase student learning and achievement district-wide.

Staffing

Goal #1: Increase the recruitment and retention of highly qualified staff that reflects the demographics of the community.

Goal #2: Develop a Leadership Academy for the district leadership team.

Communication

Goal: Continue to develop and improve communication to all stakeholders by increasing family/parental involvement in all grade levels.

APPENDIX G

Board of Education Goals

Goal #1: All Board of Education Committees will complete Action Plans in support of Board goals and put a plan into place to report out on their goals at Board of Education meetings throughout the year.

Goal #2: To provide increased opportunities for Board Professional Development.