



PORT REPUBLIC SCHOOL DISTRICT
137 Pomona Avenue Port • Republic, NJ 08241
Phone: (609) 652-7377 **Fax:** (609) 652-3664

John Davis
Superintendent

Todd D'Anna
Business Administrator

Board of Education Reorganization Meeting *May 17, 2017*

2016-2017 District Goals

1. Create a comprehensive curricular program that increases and expands students success with new opportunities and experiences for ambitious teaching and learning through rigorous academic and intervention programs.
2. Infuse the use of technology within our curriculum and student culture that fosters an environment of 21st century learning skills that positively impact student achievement.
3. Increase community awareness that improves district communications through effective tools such as a redesigned website, Facebook Twitter, and SchoolMessenger broadcasts.
4. Provide quality customer service to all stakeholders within the district by empowering each member of our school community to be effective leaders.

2016-2017 Board Goals

1. Participate and support the development of a multi-year strategic plan that includes a long-range facilities update.
2. Update board policy to ensure the district is current and at 100% compliance with state law.
3. Participate in the completion of the Board self-evaluation and the Superintendent's evaluation.
4. Increase the attendance by Board members at board, school, and community events.

Goals Board approved on November 16, 2016

1. Call Meeting to Order

I, **Todd D'Anna**, Business Administrator, call this meeting to order under the Open Public Meeting Act at **5:00 pm.**

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest as discussed or acted upon. In accordance with provisions of this act, the Port Republic Board of Education has caused adequate notice of this meeting to be given by having the date, time and place published in the Press of Atlantic City on **May 15, 2017.**

2. Pledge of Allegiance

3. Roll Call

Member	Present	Absent
Joy Hooper		
Monica Giberson		
Thomas Kurtz		
Alex Martin		
Jeff Ropiecki		
John Davis, Superintendent		
Todd D'Anna, Business Administrator		
Amy Houck-Elco, Board Solicitor		
	was	was not
A quorum was/was not established.		

4. Board of Education Code of Ethics Review

A school board member shall abide by the following Code of Ethics for School Board Members:

- A. I will 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.
- B. I will make decisions in terms of the educational welfare of children and will 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.
- C. I will continue my board action policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- D. I will carry out my responsibility, not to administer the schools, but together with my fellow board members, to see that they are well run.
- E. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- F. I will refuse to surrender my independent judgement to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

- G. I will hold confidential all matters pertaining to the school which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- H. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrator officer.
- I. I will support and protect school personnel in proper performance of their duties.
- J. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

RESOLVED, pursuant to N.J.S.A. 18A:12-21, that each member of the Board of Education has reviewed the New Jersey School Boards Member Code of Ethics.

FURTHER, to acknowledge each Board member has submitted on this day a signed copy affirming the ethics promise.

Roll Call Vote:

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			

5. Nominations and Election for Board President

The Business Administrator/Board Secretary will, at this time, ask for nominations for the position of President of the Port Republic Board of Education.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			

The Board Administrator/Board Secretary will close the nominations for the President of the Port Republic Board of Education.

Nominated:	
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6. Nominations and Election for Board Vice President

The Business Administrator/Board Secretary will, at this time, ask for nominations for the position of Vice President of the Port Republic Board of Education.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			

The Board Administrator/Board Secretary will close the nominations for the Vice President of the Port Republic Board of Education.

Nominated:	
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AT THIS TIME THE NEWLY ELECTED PRESIDENT ASSUMES CHAIR

7. MOTION to approve all recommendations listed in items A through J.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			

A. **Appointment of Delegates/Representatives**

RESOLVED, that the Port Republic Board of Education designate the following delegates/representatives from the membership of the Port Republic Board of Education:

ACSBA Delegate	
Alternate	
NJSBA Delegate	

B. **Appointments**

RESOLVED, that the Port Republic Board of Education approve the following committee appointments for the 2017-2018 school year:

Educational Policies Committee	
Fiscal Affairs Committee	
Negotiations Committee	
Building and Grounds Committee	
Personnel Committee	

C. **RESOLVED**, that the Port Republic Board of Education appoint the following personnel for the 2017-2018 school year:

Alternate Secretary	
School Solicitor	William S. Donio/Amy Houck of Cooper Levenson
Insurance Broker	Glenn Insurance
Affirmative Action Officer	Laura Erber
School Physician	Dr. Gerald Vekteris
Auditing Firm	Preziosi and Company
ADA Coordinator	John Davis
Section 504 Compliance Officer	Laura Erber
Title IX Coordinator	John Davis
Substance Awareness Coordinator	Laura Erber

Asbestos Management Officer	William Wheatley
Indoor Air Quality Designees	William Wheatley
IPM Coordinator	William Wheatley
Right to Know Officer	William Wheatley

D. Bylaws, Policies and Regulations

RESOLVED, that the Port Republic Board of Education approves the bylaws, policies and regulations of the Board of Education as contained in the district policy book and documents issued by the Board and Superintendent for the 2017-2018 fiscal year.

E. Official Newspapers

RESOLVED, that the Port Republic Board of Education appoints the Atlantic City Press and the Current for the 2017-2018 fiscal year.

F. Depository of Funds

RESOLVED, that the Port Republic Board of Education appoints the following Depository of School Funds for the 2017-2018 fiscal year:

Ocean First Bank
NJ Cash Management Fund

G. Authorization to Sign Warrants (Checks)

RESOLVED, that the following lists those authorized to sign warrants on accounts:

General Fund	Two (2) 2 Live	Board President, Business Administrator Alternate, Board Vice President
Payroll	Two (2)	Board President, Business Administrator Alternate, Board Vice President
Payroll Agency	Two (2)	Board President, Business Administrator Alternate, Board Vice President
Student Activities	Two (2)	Superintendent, Business Administrator

H. Board of Education Monthly Meeting Dates and Time

RESOLVED, that the set date and time of the regular Port Republic Board of Education meetings is 5:00 pm on the third Wednesday of each month in the All Purpose Room.

I. 403 Providers

RESOLVED, that the Port Republic Board of Education approve the following 403(b) providers:

Ameriprise Financial
Franklin Templeton

Great American - Annuity Investors Life
Life Insurance Company of the South West
Oppenheimer
AXA Equitable
General American

J. **Petty Cash**

RESOLVED, that the Port Republic Board of Education establish a petty cash fund of \$300 for the 2017-2018 fiscal year.

K. **FYI: Please note that Textbooks, Curriculum and Emergency Management Plan will be submitted at a later date for approval.**

7. **Public Comments – Open the meeting to the public.**

Motion to open the meeting to the public.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			
Time Opened			

8. **Public Comments – Close the meeting to the public.**

Motion to close the meeting to the public.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			
Time Closed			

9. **Adjournment**

Motion to adjourn the Board of Education Reorganization meeting.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			
Time Adjourned at			

At this time, the Board of Education will begin the Regular Monthly portion of the Board of Education Meeting.

Action Meeting Agenda May 17, 2017

1. Approval of Minutes

MOTION that the Board of Education approve the meeting minutes of **April 26, 2017.**

April 26, 2017 Action Meeting (click to view Minutes folder - BOE only)
APRil 26, 2017 Executive Meeting (click to view Minutes folder - BOE only)

Member	Present	Absent
Joy Hooper		
Monica Giberson		
Thomas Kurtz		
Alex Martin		
Jeff Ropiecki		
John Davis, Superintendent		
Todd D'Anna, Business Administrator		
Amy Houck-Elco, Board Solicitor		
	was	was not
A quorum was/was not established.		

2. Executive Session - IN

MOTION to go into Executive Session to discuss personnel, legal, contractual and negotiation issues. After the Board closes executive session, any action taken will be conducted in the public session.

It is recommended that the Board of Education, by resolution, adjourn to Executive Session, from which the general public is excluded, to discuss student placement, personnel, litigation, negotiations, or any other matter appropriate for this session. The results of this session will be made public immediately after or as soon thereafter as a decision is reached, if permitted by law.

Resolution for Executive Session:

Whereas Section 8 of the Open Public Meeting Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances, and whereas, this public body is of the opinion that such circumstance presently exist. Now, therefore, be it resolved by the Port Republic Board of Education, County of Atlantic, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon hereafter specified matters. They are:
 - a. Any matter which by express provision of federal law or state statute

or rule of court shall be rendered confidential.

- b. Matters dealing with Federal Funding
- c. Discussion of any materials, the disclosure of which would constitute an unwarranted invasion of individual privacy.
- d. Matters dealing with collective bargaining.
- e. Matters dealing with the sale or purchase of public land.
- f. Discussion of any pending or anticipated litigation or contract negotiation.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			
Time In			

3. **Executive Session – CLOSE**

Motion to close the Executive Session.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			
Time Out			

4. **Presentations** – *unless otherwise stated, all presentations will be held during the Action Meeting.*

A. None at this time.

5. **Board President’s Report** (click to view Board President’s folder)

A. None at this time.

6. Board Committee Reports (click to view Board Committee folders)

A. Educational Policies Committee (Giberson, Ropiecki)

1. 6171.4 -- Special Education -- Final Reading

B. Fiscal Affairs Committee (Kurtz, Ropiecki)

1. None at this time.

C. Personnel/Negotiations Committee (Hooper, Martin)

1. None at this time.

D. Buildings & Grounds Committee (Kurtz, Martin)

1. Roof Replacement Update

7. Superintendent's Report (click to view Superintendent's Folder)

MOTION to approve all recommendations listed in items A through M of the Superintendent's Report.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			

A. Monthly Report

1. Upcoming

- Last Dance in Honor of 8th Grade 6/2/17 6:30 - 9:00 pm
- PTS City Wide Yard Sale 6/3/17
- 8th Grade Trip to Great Adventure 6/5/17
- Grade K & 1 Trip to Port Beach 6/6/17
- PTS meeting 6/6/17 3:30 pm
- NJASK make up testing 6/7/17
- Honor/Merit Roll luncheon 6/7/17
- Grade 4-8 Spring Concert 6/7/17 2:00 pm
- Parent Appreciation luncheon 6/8/17 1:30 pm
- Kindergarten Graduation 6/9/17 9:30 am
- 8th Grade Graduation 6/9/17 6:30 pm
- Last day of school 12:30 pm dismissal 6/13/17
- BOE meeting 6/21/17 5:00 pm

2. **Student Enrollment** as of 5/12/17 is **119**.

3. **Suspension Report**

	In	Out
Monthly	0	0
Year Total	0	0

B. **Harassment, Intimidation and Bullying (HIB) Incident Report**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve to affirm the Superintendent's decisions associated with the harassment, intimidation and bullying (HIB) incidents.

Date Reported to Superintendent	Case Number	Result	Action
N/A			

C. **Safety and Security**

RECOMMEND that the Board of Education on the recommendation of the Superintendent, approve the following Safety and Security Drills.

Date	Time	Type	# of Staff Present	# of Students Present	# of Visitors Present
4/25/17	1:27 pm	Evacuation Drill	15	105	1

D. **Field Trips**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Field Trips.

Date	Grade	Teacher(s)	Location	Cost to Student	Cost to District	Cost to PTS
N/A						

E. **Facilities Use**

RECOMMEND that the Board of Education on the recommendation of the Superintendent, approve the following Facilities Use Requests.

Date	Time	Location	Event	Organization
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N/A				
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F. Personnel

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following positions.

Position	Name	Amount
Teacher of Science	Jason Clarkson MA - L	\$78,596
Part Time Custodian	William Wheatley	\$27,072 (\$19.61/hour extra) 5 days vacation added
Anjali Singh	Substitute	
PT Special Ed	Toni Capille	\$38,740 BA + 15 - A 6/1/17 - 6/30/17
PT Special Ed	Toni Capille	\$39,762 BA + 15 - B 9/1/17 - 6/30/18

G. Curriculum and Instruction

- N/A

H. Professional Development

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following Professional Development opportunities.

Date	Staff Member	Workshop	Location	Cost
N/A				

I. District Policies

- 6171.4 -- Special Education -- Second Reading**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the resolution for the Second Reading of Special Education Policy #6171.4.

J. QSAC

- N/A

K. NJ Department of Education State Reports

- N/A

L. **Student Teaching Field Placement Requests**

RECOMMEND that the Board of Education, on the recommendation of the Superintendent, approve the following student teaching placements.

Grade Level Assignment	Name	Length of Assignment

M. **Calendar Revisions**

1. RECOMMEND that the Board of Education on the recommendation of the Superintendent, approve the following revised 2016-2017 yearly school calendar.

N. **Discussion Items**

1. None at this time.

8. **School Business Administrator's Report** (click to view School Business Administrator's folder)

MOTION to approve all recommendations listed in items A through F of the School Business Administrator's Report.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			

- A. **Cash Report of Board:** Motion to accept the Report of School Monies for the month ending April 30, 2017 (click to view School Business Administrator's Financial Reports folder).
- B. **Board Secretary's Reports:** Motion to accept the Financial Reports of the Board Secretary for the month of April 2017 (click to view see School Business Administrator's Financial Reports folder).
- C. **Budget Transfers:** Motion to approve the budget transfers from April 27, 2017 through May 17, 2017 in the amount of \$64,515.37 Fund 10 (click to view School Business Administrator's Budget Transfers folder).
- D. **Revenue Changes:** There are no revenue changes.
- E. **Bill List:** Motion to approve the Board Secretary's Bill List for the period of April 27, 2017 through May 17, 2017(click to view School Business Administrator's Bills List folder).

F. **Grants**

1. Possible Safety

G. **Discussion Items**

1. None at this time.

9. **Old Business**

- A. None at this time.

10. **New Business**

- A. None at this time

11. **Public Comments – Open the meeting to the public.**

Motion to open the meeting to the public.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			
Time Opened			

Recognition of Citizens – for agenda items only

The Public is reminded that they should attempt to resolve problems and/or complaints through initial contact with the staff member or members involved therein and the Chief School Administrator prior to petitioning the Board of Education. Complaints should only be brought to the Board after the appropriate school staff have had a reasonable opportunity to resolve the problem at the employee level. Statements should be limited to topics to be addressed on the published agenda and limited in length to 5 minutes.

12. **Public Comments – Close the meeting to the public.**

Motion to close the meeting to the public.

Member	Motion	Seconded by	Vote
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Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			
Time Closed			

13. **Adjournment**

Motion to adjourn the Board of Education Regular meeting.

Member	Motion	Seconded by	Vote
Joy Hooper			
Monica Giberson			
Thomas Kurtz			
Alex Martin			
Jeff Ropiecki			
Time Adjourned at			