

**SHREWSBURY BOROUGH BOARD OF EDUCATION
SHREWSBURY, NEW JERSEY
REORGANIZATION MEETING
TUESDAY, APRIL 29, 2008
AGENDA**

1.0 Opening Procedures

1.1 Call to Order at 7:00 p.m. - Board Secretary

1.2 Flag Salute

1.3 Opening Statement

"In compliance with P1 1975, Chapter 231, Open Public Meetings Act, notice of this meeting was faxed to the Asbury Park Press on April 4, 2008. On April 7, 2008, a copy of this notice was posted at the Bell Foyer Entrance and the Fern Ross Entrance to Shrewsbury Borough School. In addition, a copy of this notice was faxed to the Borough Clerk on April 7, 2008 and is on file in that office."

1.4 Administration of the Oath of Office for Newly Elected Board Members.

For a term of three years –

Mrs. Patterson Mr. Smallwood Mr. Costa

1.5 Roll Call:

2.0 Board President Nominations

2.1 The Board Secretary calls for nominations for President of the Shrewsbury Borough Board of Education.

Nominating Motions:

_____, Nominated by _____, seconded by _____

_____, Nominated by _____, seconded by _____

2.2 Recommend that the Board of Education close nominations for President of the Shrewsbury Borough Board of Education.

2.3 Roll call vote for President of the Shrewsbury Borough Board of Education.

2.4 President assumes Chair of Office.

3.0 Board Vice-President Nominations

- 3.1 Board President calls for nominations for Vice-President of the Shrewsbury Borough Board of Education.

Nominating Motions:

_____, Nominated by _____, seconded by _____

_____, Nominated by _____, seconded by _____

- 3.2 Recommend that the Board of Education close nominations for Vice-President of the Shrewsbury Borough Board of Education.

- 3.3 Roll call vote for Vice-President of the Shrewsbury Borough Board of Education.

4.0 Communications

5.0 Public Participation ~ Agenda Items Only

6.0 Board Business

- 6.1 Recommend that the Board of Education acknowledge and have the combined statement of results of the 2008 School District Elections held April 15, 2008 be made a part of the Reorganization meeting minutes:

Members of Board of Education for 3-year terms:

	<u>Yes</u>
Susan Patterson	249
Vincent Costa	246
John Smallwood	<u>255</u>
Total	750

Results for the public question on the amount to be raised for the General Fund Budget including Absentee Ballots:

For:	209
Against:	<u>149</u>
Total	358

- 6.2 Recommend that the Board of Education approve the notice listing Regular Meetings of the Shrewsbury Borough Board of Education.

Reorganization Meeting Agenda
April 29, 2008, Page 3

Whereas notice is hereby given that pursuant to the "Open Public Meetings Act", PL 1975 Chapter 231, the Shrewsbury Borough Board of Education of the Shrewsbury Borough School District does herewith announce its schedule of meetings to be held during the period from April 29, 2008 to the next Reorganization Meeting.

Regular (Public) Meetings will be held on the third Tuesday of each month, except for the May 2008 meeting which will be held on Wednesday, May 21st, 2008, the June 2008 and February 2009 meetings, which will be held on the fourth Tuesday of the month, June 24, 2008 and February 24th, 2009; no Regular Meeting will be held in July 2008, and the April 2009 meeting which will be held on the first Tuesday, April 7, 2009. Meetings will convene at 7:30 p.m. in the Media Center of the Shrewsbury Borough School with a Closed Executive Session. The public portion of the meeting will convene at 8:00 p.m. The purpose of the meeting is to act on all agenda items and any other business to come before the Board.

NOW, THEREFORE BE IT RESOLVED, that the Business Administrator is hereby directed to advertise, post and maintain a copy of this resolution on the bulletin board at the Bell Entrance and the Fern Ross entrance and shall file a copy of same in the office, as well as in the office of the Borough Clerk of the Borough of Shrewsbury, and to forward copies to the Asbury Park Press.

NOTICE OF MEETING

NOTICE is hereby given that at its Board Organization meeting held on April 29, 2008 the Shrewsbury Borough Board of Education formally adopted a schedule of meetings as follows:

2008
Regular Meetings
Wednesday, May 21, 2008
Tuesday, June 24, 2008
July 2008 - None
Tuesday, August 26, 2008
Tuesday, September 23, 2008
Tuesday, October 21, 2008
Tuesday, November 18, 2008
Tuesday, December 16, 2008

2009
Regular Meetings
Tuesday, January 20, 2009
Tuesday, February 24, 2009
Tuesday, March 17, 2009
Tuesday, April 7, 2009

All meetings will convene at 7:30 p.m. in the Media Center of the Shrewsbury Borough School with a Closed Executive Session. The public portion of the meeting will convene at 8:00 p.m. and will deal with actions which are scheduled in the published agenda for said meeting and such other matters as may require the attention of the Board.

In the event of a change in the schedule or location of a meeting, proper notification will be sent to the newspaper and the appropriate notices will be posted.

The Board of Education conducts its usual business as follows:

- 1.0 Opening Procedures
- 2.0 Closed Executive Session
- 3.0 Communications

Reorganization Meeting Agenda
April 29, 2008, Page 4

- 4.0 Public Participation - Agenda Items Only
 - 5.0 Superintendent's Report
 - 6.0 Business Administrator's Report
 - 7.0 Facilities Committee
 - 8.0 Finance Committee
 - 9.0 Policy Committee
 - 10.0 School & Community Relations Committee
 - 11.0 Curriculum Committee
 - 12.0 Personnel Committee
 - 13.0 Old Business
 - 14.0 New Business
 - 15.0 Public Participation
 - 16.0 President's Comments
 - 17.0 Closed Executive Session
 - 18.0 Adjournment
-
- 6.3 Recommend that the Board of Education designate Commerce Bank, MBIA, NJ ARM, Depository Trust, and JP Morgan Chase (Bank of New York) as official depositories of Board funds.
 - 6.4 Recommend that the Board of Education authorize the Vice-President of the Shrewsbury Borough Board of Education to sign warrants in the absence of the Board President.
 - 6.5 Recommend that the Board of Education designate the Asbury Park Press as the primary publication and The Hub as secondary publication for the placement of legal advertisements and notices for the 2008-2009 school year.
 - 6.6 Recommend that the Board of Education appoint Ms. Nathanya Simon of Schwartz, Simon & Edelstein as Board Attorney for 2008-2009 school year at an annual retainer of \$4,500 and an hourly rate as per their agreement.
 - 6.7 Recommend that the Board of Education appoint Acacia Financial Group as Financial Advisors of Record for the 2008-2009 school year.
 - 6.8 Recommend that the Board of Education appoint Fariday Veisz, Fraytak Architectural Planners as Architect of Record for the 2008-2009 school year and for the Addition and Renovation Project for the Shrewsbury Borough School, and for the District's Long-Range Facility Plan.
 - 6.9 Recommend that the Board of Education appoint Loretta Hill, Treasurer of School Monies for the 2008-2009 school year at \$3,300 per year.
 - 6.10 Recommend that the Board of Education appoint Robert A. Hulsart, Jr. of the auditing firm of Armour S. Hulsart and Company, Certified Public Accountants as Auditor for the Fiscal Year End 2008-2009 Audit for a total fee of \$8,500.

Reorganization Meeting Agenda
April 29, 2008, Page 5

6.11 Recommend that the Board of Education approve G.R. Murray Insurance Agency as Insurance Broker of Record for Property, Casualty, Bond and Student insurance for the 2008-2009 school year.

6.12 Recommend that the Board of Education approve LDP Consulting Group, Inc. as Broker of Record for District benefits for the 2008-2009 school year as follows:

-
Health Insurance - Horizon Blue Cross & Blue Shield
Dental Insurance - Delta Dental Plan of New Jersey

6.13 Recommend that the Board of Education reconfirm the adoption of the present policy manual, as it currently exists.

6.14 Recommend that the Board of Education approve the existing curriculum of the Shrewsbury Borough School in the following areas:

Reading/Literature	Art
Study Skills	Music
Mathematics	Library
Science	Physical Education
English/Language Arts	Computer Education
Social Studies	Spanish
Safety, Health and Family Life	Enrichment
Drug Education	Accident & Fire Prevention

6.15 Recommend that the Board of Education approve the following programs and services:

Nursing/Health	Speech
Guidance	Special Education
Child Study Team	Enrichment
Basic Skills	I&RS (Intervention & Referral Services)

6.16 Recommend that the Board of Education appoint Debora Avento as the following for the 2008-2009 school year:

Public Agency Compliance Officer	Custodian of District Records
Right To Know Officer	
District AHERA Representative	

6.17 Recommend that the Board of Education approve the following resolution:

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

Reorganization Meeting Agenda
April 29, 2008, Page 6

6.17 Continued:

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 \$21,500), may be awarded by the purchasing agent without advertising for bids when so authorized by board approval, and

WHEREAS, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$3,150) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE BE IT RESOLVED, that Shrewsbury Borough Board of Education, pursuant to the statutes cited above hereby appoints Debora Avento, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Shrewsbury Borough Board of Education, and

BE IT FURTHER RESOLVED, that Debora Avento is hereby authorized to award contracts on behalf of the Shrewsbury Borough Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$3,150) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Debora Avento is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Shrewsbury Borough Board of Education when contracts in the aggregate exceed 15% of the bid threshold (currently \$3,150) but are less than the bid threshold of \$21,500.

6.18 Recommend that the Board of Education approve the resolution increasing the bid threshold and appointing a Qualified Purchasing Agent, pursuant to the provisions of N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq. as follows:

WHEREAS, the recent changes to the Public School Contracts Law gave Boards of Education the ability to increase their bid threshold up to \$29,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:34-5 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Debora Avento possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3;

Reorganization Meeting Agenda
April 29, 2008, Page 7

6.18 Continued:

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Shrewsbury Borough Board of Education in the County of Monmouth, in the State of New Jersey hereby increases the bid threshold to \$29,000; and

BE IT FURTHER RESOLVED, that the governing body hereby appoints Debora Avento as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Debora Avento's certification to the Director of the Division of Local Government Services.

RATIONALE: Raises bid threshold for the Shrewsbury Borough School District from \$21,500 to \$29,000.

COST: None to District. (Potential savings with less formal bidding required.)

6.19 Recommend that the Board of Education approve the resolution to enter into a Cooperative Pricing Agreement with Educational Cooperative Pricing System as follows:

WHEREAS, N.J.S.A. 40A:11-11 (5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHEREAS, the Shrewsbury Board of Education, hereinafter referred to as the "Lead Agency", has offered voluntary participation in a Cooperative Pricing System Known as the "Educational Cooperative Pricing System" for the purchase of work, materials and supplies; and

WHEREAS, the Shrewsbury Board of Education within the County of Monmouth, New Jersey, desires to participate in the Educational Cooperative Pricing System.

NOW THEREFORE, BE IT RESOLVED on the 29th day of April, 2008 by the said Board of Education as follows:

As directed by N.J.S.A. 18A-18A-11 et seq. and pursuant to the provisions of N.J.S.A. 40A:11-11 (5), the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency, participating members of the said Cooperative Pricing System at the agreed upon price, and

The Lead Agency shall advertise for and receive bids from vendors who will make school supplies, equipment and other related goods and services available to

**Reorganization Meeting Agenda
April 29, 2008, Page 8**

6.19 Continued:

The Lead Agency entering into amounts on behalf of the Shrewsbury Board of Education shall be responsible for complying with the 54 provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

6.20 Recommend that the Board of Education approve the following for professional services for the 2008-2009 school year:

Diane Ames	Occupational Therapist	As per agreement
Tender Touch	Occupational Therapist	As per agreement
Sheila Gilstein	Physical Therapist	As per agreement
Patricia Dunphy	Physical Therapist	As per agreement

6.21 Recommend that the Board of Education approve the authorized signatures on the following Board accounts:

General (Any 3)	1. President/Vice-President 2. Business Administrator/Superintendent 3. Treasurer of School Monies
Agency (Any 2)	1. Board President/Superintendent 2. Business Administrator
Student Activity (Any 2)	1. Superintendent/President 2. Business Administrator
Milk Fund (Any 2)	1. Superintendent/President 2. Business Administrator
Unemployment Comp. Trust (Any 2)	1. Superintendent/President 2. Business Administrator
Petty Cash (Any 2)	1. Superintendent/President 2. Business Administrator
Salary (1)	1. Treasurer of School Monies

6.22 Recommend that the Board of Education designate the Business Administrator as the investor of Board funds pursuant to 17:12B-241.

6.23 Recommend that the Board of Education authorize maintaining the present Business Office Petty Cash Account in the amount of \$500.

6.24 Recommend that the Board authorize the Superintendent and Business Administrator to implement the 2008-2009 Budget pursuant with local and state policies and regulations.

Reorganization Meeting Agenda
April 29, 2008, Page 9

- 6.25 Recommend that the Board of Education request that the Municipality provide local tax levy funds for current expense and debt service for the 2008-2009 school year in 12 monthly payments commencing July 2008 on a schedule acceptable to both the Municipality and the Board of Education.
- 6.26 Recommend that the Board of Education adopt the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools for the 2008-2009 school year.
- 6.27 Recommend that the Board of Education approve the IRS rate for reimbursement for the 2008-2009 school year at 50.5 cents per mile as per current 2008 IRS documentation.

7.0 Finance Committee

- 7.1 Recommend that the Board of Education approve the following bills:

April 2008 Payroll – 2 nd half	\$ 214,198.50
April Hand Checks	\$
April 2008 Bills & Claims	<u>\$ 41,485.44</u>
Total	\$ 255,683.94

8.0 Curriculum Committee

- 8.1 Recommend that the Board of Education approve the following professional development for travel reimbursement expenditures:

<u>Staff Member</u>	<u>Program/</u> <u>Workshop/Training</u>	<u>Date</u>	<u>Cost</u>
Melissa Dura	Pre School Expansion Workshop	5/6/08	\$135
*Nancy Baker	Pre School Expansion Workshop	5/6/08	\$135
Pearl Charatz	NJASA Regional Meeting	5/6/08	-0-
Janice Bazydlo	Systems 3000	6/24/08	-0-
Debi Avento	Systems 3000	6/30/08	-0-
Kathy Pompei	Systems 3000	6/30/08	-0-
Janice Bazydlo	Systems 3000	6/30/08	-0-
Pearl Charatz	Educational Policy & School Law	5/23/08	-0-
Debi Avento	Educational Policy & School Law	5/23/08	-0-
*Donna Leston	Vendor Work Shop	5/01/08	-0-

9.0 Personnel Committee

- 9.1 Recommend that the Board of Education approve Daniel Cuiffo as Maintenance/Custodian effective April 15, 2008 at a rate of \$29,000 per year (prorated) for the 2008-2009 School Year.

**Reorganization Meeting Agenda
April 29, 2008, Page 10**

- 9.2 Recommend that the Board of Education approve the following salaries as per the current contract for the tenured professional staff as listed for the 2008-2009 school year. **PLEASE SEE ATTACHMENT 9.2.**
- 9.3 Recommend that the Board of Education approve the following salaries as per the current contract for the professional staff as listed who will acquire tenure in the 2008-2009 school year. **PLEASE SEE ATTACHMENT 9.3.**
- 9.4 Recommend that the Board of Education approve the following salaries as per the current contract for the non-tenured professional staff as listed for the 2008-2009 school year. **PLEASE SEE ATTACHMENT 9.3.**
- 9.5 Recommend that the Board of Education approve the following salaries for the 2008-2009 school year:

Lunchroom Aides

Patricia D'Angelo	12.25/hr
Carol Lamar	12.25/hr
Rose Sage	12.25/hr
Annie Shea	12.25/hr
Betty Tomaino	12.25/hr
Carmela Brown	12.25/hr
Laura Strobe	11.00/hr

Head Lunchroom Aide

Annie Shea	2,182.00
------------	----------

Lunchroom Bookkeeper

Annie Shea	2,727.00
------------	----------

Security

James Trezza	11.00/hr
Kathy Stark	10.75/hr

Instructional Aides

Support Staff

Susan Donadio (Inc. Longevity)	62,370.84
Joan DeGrande	31,638.42
Janice Bazydlo	47,655.28
Kathleen Pompei	31,638.42
*Laura Galante	30,305.00
Donna Leston	57,475.00
Gerri Buscemi	12.80/hr

- 9.6 Recommend that the Board of Education approve Pearl Charatz as the Assistant

Reorganization Meeting Agenda
April 29, 2008, Page 11

Superintendent for the 2008-2009 school year at a salary of \$105,000. (*subject to further Board review and action)

*9.7 Recommend that the Board of Education approve Debora Avento as the Business Administrator/Board Secretary for the 2008-2009 school year at a salary of \$104,188.86. (*subject to further Board review and action)

9.8 Recommend that the Board of Education approve the following salaries for the 2008-2009 school year:

Maintenance/Custodial Staff

Michael Tillett	-	49,519.00 (inclusive of Black Seal Stipend)
Joseph Giachetto		To be determined upon contract settlement
Kathy Skimelis		To be determined upon contract settlement
Robert DeJesus		To be determined upon contract settlement
Daniel Cuiffo		To be determined upon contract settlement

9.9 Recommend that the Board of Education approve Deepti Mehra, MD, as school physician for the 2008-2009 school year at a stipend of \$500 to include the first five visits & thereafter at a rate of \$100 per visit not to exceed \$3,000.

*9.10 Recommend that the Board of Education approve Janice Ketner as substitute lunch aide/security monitor at the rate of \$ 9/hr.for 2007-2008 school year:

9.11 Recommend that the Board of Education approve the following individuals as parent/teacher drivers for the 2008-2009 school year:

Kristi Nelson Susan Berbrick

10.0 Old Business

11.0 New Business

12.0 Public Participation

13.0 President's Comments

14.0 Closed Executive Session

14.1 It was motioned by _____, seconded by _____, to move into Closed Executive Session at _____ p.m. to discuss confidential personnel matters and/or matters of attorney/client privilege and/or matters of litigation and/or negotiations or contractual

Reorganization Meeting Agenda
April 29, 2008, Page 12

matters from which the public may be excluded. Minutes from this meeting will be made available to the public when the need for confidentiality no longer exists.

- 14.2 It as motioned by _____, seconded by _____, to reconvene into public session at _____ p.m.

15.0 Adjournment

- 15.1 It was motioned by _____, seconded by _____, to adjourn the meeting at _____ p.m.