

**SHREWSBURY BOROUGH BOARD OF EDUCATION
SHREWSBURY, NEW JERSEY
REORGANIZATION MEETING
TUESDAY, MAY 5, 2009
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 P.L. 1975, Chapter 231, Open Public Meetings Act, notice of this meeting was faxed to the Asbury Park Press on April 14, 2009. On April 20, 2009 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 20, 2009 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 –

Mr. Wikoff

Mrs. Rieger

Mrs. Caruso-Smith

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 2009 School District Elections held April 21, 2009 be made a part of the Reorganization meeting minutes:

Members of Board of Education for 3-year terms:

	<u>Yes</u>
Steven Wikoff	336
Christine Rieger	334
Jacqueline Caruso-Smith	<u>311</u>
Total	981

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

For:	291
Against:	<u>157</u>
Total	448

- 6.2 Recommend that the Board of Education approve the following meeting notice listing the Regular Meetings of the Shrewsbury Borough Board of Education:

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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 May 5, 2009 to the next Reorganization Meeting.

Regular (Public) Meetings will be held on the third Tuesday of each month, except for the May 2009 meeting which will be held on Tuesday May 5, 2009, the June 2009 and February 2010 meetings, which will be held on the fourth Tuesday of the month, no Regular Meeting will be held in July 2009, and the April 2010 meeting which will be held on the 2nd Tuesday of the month, April 13, 2010. 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 and the Hub newspapers.

NOTICE OF MEETING

NOTICE is hereby given that at its Board Organization meeting held on May 5, 2009 the Shrewsbury Borough Board of Education formally adopted a schedule of meetings as follows:

2009
Regular Meetings
Wednesday, May 5, 2009
Tuesday, June 23, 2009
July 2009 – No Meeting
Tuesday, August 18, 2009
Tuesday, September 15, 2009
Tuesday, October 20, 2009
Tuesday, November 17, 2009
Tuesday, December 15, 2009

2010
Regular Meetings
Tuesday, January 19, 2010
Tuesday, February 23, 2010
Tuesday, March 16, 2010
Tuesday, April 13, 2010

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. The public hearing on the administrative contracts will be held at the June 23rd, 2009 Board of Education Meeting.

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

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- 3.0 Communications
- 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 approve the following as the district's Mission Statement for the 2009-2010 school year:

Mission Statement

The mission of the Shrewsbury Borough School District, a system built on successful cooperation among family, school and community, is to prepare all students to achieve excellence and to become responsible citizens through rigorous educational programs which respect individual differences and diversity. Students will be prepared to meet the challenges presented in the regional high school and the world beyond.

- 6.4 Recommend that the Board of Education approve the three year Comprehensive Equity Plan that is in its 3rd of 3 years for the 2009-2010 school year.
- 6.5 Recommend that the Board of Education approve the districts Professional Development Plan for the 2009-2010 school year.
- 6.6 Recommend that the Board of Education approve the districts Mentoring Plan for the 2009-2010 school year.
- 6.7 Recommend that the Board of Education approve the current Long Range Facility Plan as approved on February 8th, 2008.
- 6.8 Recommend that the Shrewsbury Board of Education approve the Uniform Memorandum of Agreement between Education and Law Enforcement Officials for the 2009-2010 school year.
- 6.9 Recommend that the Board of Education approve the current Emergency Management Procedure Manual for the 2009-2010 school year.
- 6.10 Recommend that the Board of Education reconfirm the adoption of the present policy manual and procedures as they currently exist.

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

<u>Subject:</u>	<u>Date Last Revised:</u>
Art	1998
Physical Education	2008
Health/Family Life/Career Education/Safety	2008
Language Arts/Literacy	2001
Mathematics	2008
Science	2003
Social Studies	Gr.K-4,6 2007/Gr.5,7,8 2005
Spanish	2001
Technology/Computer Education	1994
Music	2008
Library	1996
Enrichment	
Study Skills	
Accident & Fire Prevention	

- 6.12 Recommend that the Board of Education approve the following programs and Services for the 2009-2010 school year:

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

- 6.13 Recommend that the Board of Education approve the current district job descriptions.
- 6.14 Recommend that the Board of Education designate TD Bank and MBIA as official depository of Board funds.
- 6.15 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.
- 6.16 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 2009-2010 school year.
- 6.17 Recommend that the Board of Education appoint Acacia Financial Group as Financial Advisors of Record for the 2009-2010 school year.
- 6.18 Recommend that the Board of Education appoint Fariday Veisz, Fraytak Architectural Planners as Architect of Record for the 2009-2010 school year for the District's Long-Range Facility Plan and the ROD Grant projects that have been submitted to the state.
- 6.19 Recommend that the Board of Education appoint Loretta Hill, Treasurer of School Monies for the 2009-2010 school year at \$3,300 per year.

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- 6.20 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 2009-2010 Audit for a total fee of \$8,500.
- 6.21 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 2009-2010 school year.
- 6.22 Recommend that the Board of Education approve LDP Consulting Group, Inc. as Broker of Record for District benefits for the 2009-2010 school year as follows:

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

- 6.23 Recommend that the Board of Education approve the district participation in the following shared services/cooperative purchasing consortiums as required:

MOESC
ACES
ACT
Educational Data Services

- 6.24 Recommend that the Board of Education appoint Debora Avento as the following for the 2009-2010 school year:

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

- 6.25 Recommend that the Board of Education appoint Pearl Charatz as the following for the 2009-2010 school year:

Affirmative Action Officer
SAC Coordinator

- 6.26 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

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

- 6.26 Continued:

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.

- 6.27 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;

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,

6.27 Continued:

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.)

- 6.28 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 5th day of May, 2009 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 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.

- 6.29 Recommend that the Board of Education approve the following for professional services for the 2009-2010 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

- 6.30 Recommend that the Board of Education approve Deepti Mehra, MD, as school physician for the 2009-2010 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.

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- 6.31 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 |
| Tuition (1) | 1. Business Administrator |
- 6.32 Recommend that the Board of Education designate the Business Administrator as the investor of Board funds pursuant to 17:12B-241.
- 6.33 Recommend that the Board of Education authorize maintaining the present Business Office Petty Cash Account in the amount of \$500.
- 6.34 Recommend that the Board authorize the Superintendent and Business Administrator to implement the 2009-2010 Budget pursuant with local and state policies and regulations.
- 6.35 Recommend that the Board of Education request that the Municipality provide local tax levy funds for current expense and debt service for the 2009-2010 school year in 12 monthly payments commencing July 2008 on a schedule acceptable to both the Municipality and the Board of Education.
- 6.36 Recommend that the Board of Education adopt the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey Public Schools for the 2009-2010 school year.
- 6.37 Recommend that the Board of Education approve the mileage rate for reimbursement for the 2009-2010 school year at 31.0 cents per mile as per current State guidelines.

7.0 Finance Committee

8.0 Curriculum Committee

9.0 Personnel Committee

- 9.1 Recommend that the Board of Education approve the following salaries as per the current contract for the tenured professional staff as listed for the 2009-2010 school year. **PLEASE SEE ATTACHMENT 9.1.**
- 9.2 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 2009-2010 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 non-tenured professional staff as listed for the 2009-2010 school year. **PLEASE SEE ATTACHMENT 9.2.**
- 9.4 Recommend that the Board of Education approve the following individuals and salaries where applicable for the 2009-2010 school year:

Lunchroom Aides

Patricia D'Angelo	12.50/hr
Carol Lamar	12.50/hr
Rose Sage	12.50/hr
Annie Shea	12.50/hr
Betty Tomaino	12.50/hr
Carmela Brown	12.50/hr
Alice Bonhard	10.75/hr

Head Lunchroom Aide

Annie Shea	2,248.00
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Lunchroom Bookkeeper

Annie Shea	2,809.00
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Security

James Trezza	11.25/hr
Kathy Stark	11.00/hr

Instructional Aides

Euphemia Broderick
Novell Chick
Karen Degenhart
Loretta Glassmacher
Joanne Kucinski

- 9.4 Continued:

Instructional Aides (Continued)

Carolyn McLaughlin
Coleen Stambaugh
Noelle Tyler
Michael Webb

Support Staff

Susan Donadio (Inc. Longevity)
Joan DeGrande
Janice Bazydlo
Kathleen Pompei
Laura Galante
Donna Leston

- 9.6 Recommend that the Board of Education approve the following administrative Pearl Charatz as the Assistant Superintendent for the 2009-2010 school year at a salary of \$114,639.
- 9.7 Recommend that the Board of Education approve Debora Avento as the Business Administrator/Board Secretary for the 2009-2010 school year at a salary of \$112,144.
- 9.8 Recommend that the Board of Education approve the following salaries for the 2009-2010 school year:

Maintenance/Custodial Staff (as per contract)

Michael Tillett, Supervisor	
Joseph Giachetto	\$40,862.32
Kathy Skimelis	\$36,722.66
Kerry Williams	\$23,415.00
Rudy Pernel	\$23,415.00
Ricky Millette	\$23,415.00

- 9.9 Recommend that the Board of Education accept the resignation of Christina Marquardt as teacher effective June 30, 2009.
- 9.10 Recommend that the Board of Education approve the following rates for substitute teachers for the 2009-2010 school year:

Regular Substitutes:

- \$75.00/day for regular substitutes
- \$40.00/half day

Long Term Substitutes:

- \$75.00/day for days 1-20 consecutively worked in the same position
Per diem rate of BA Step 1 on the salary guide for long term substitute (21+ consecutive days in the same position).

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 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.