

SHREWSBURY BOROUGH SCHOOL DISTRICT
January 3, 2024 - Re-Organization Meeting, 6:30 PM
Media Center, 20 Obre Place, Shrewsbury, NJ 07702

MINUTES

1.0 Opening Procedures

1.1 Call to Order - Ms. Case called the meeting to order at 6:34 pm

1.2 Flag Salute

1.3 Opening Statement

"In compliance with PL 1975, Chapter 231, Open Public Meetings Act, notice of this meeting was advertised in the Asbury Park Press on July 14, 2023. A copy of this notice is posted at the entrance to the Shrewsbury Borough School. A copy of this notice was emailed to the Borough Clerk. A copy of this schedule is posted on the district's website.

2.0 Certification of Election Results

The Board Secretary will read the official results of the Annual School Election held on Tuesday, November 7, 2023.

Members of the Board of Education for three - three year terms:

Election of Board Members	Votes Cast
Sarah Choi	854
Heather Gourley-Thompson	885
No Petition Filed	0
Write-in	557

BE IT RESOLVED, that the Board have the Statement of Results of the 2023 School Election made part of the annual organization meeting minutes.

3.0 Oath of Office

The Board Secretary will confer the Oath of Office upon the following elected Board Members:

Name	Length of Term
Sarah Choi	3 Year Term
Heather Grouley-Thompson	3 Year Term
Catharine Moore	3 Year Term

4.0 Roll Call

Name	Term Expires
Sarah Choi	December 2026
Heather Gourley-Thompson	December 2026
Jessica Groom	December 2025
Karen Hepburn-Goldberg	December 2025
Catharine Moore	December 2026
David Ngo	December 2024

4.1 Absent

Name	Term Expires
Caroly Barber	December 2025
Michael Galvin	December 2024
Pam Hemel	December 2024

5.0 Board President Nominations

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

Nominating Motions:

Ms. Groom, nominated by Ms. Hemel, seconded by Ms. Gourley-Thompson

5.2 Voice vote to close nomination Ms. Hemel, seconded by Ms. Gourley-Thompson

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber				X	
Ms. Choi	X				
Mr. Galvin				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg				X	
Ms. Moore	X				
Mr. Ngo	X				

On a voice vote, 6 members voted yes, 3 members were absent.

5.3 Roll call vote for Ms. Groom as President of the Shrewsbury Borough of Education.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber				X	
Ms. Choi	X				
Mr. Galvin				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg				X	
Ms. Moore	X				
Mr. Ngo	X				

On a roll call vote, 6 members voted yes, 3 members were absent.

5.4 President Groom assumes Chair of Office.

6.0 Board Vice-President Nominations

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

Nominating Motions:

Ms. Gourley-Thompson, Nominated by Ms. Groom, seconded by Ms. Hemel

6.2 Voice vote to close nominations

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber				X	
Ms. Choi	X				
Mr. Galvin				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg				X	
Ms. Moore	X				
Mr. Ngo	X				

On a voice vote, 6 members voted yes, 3 members were absent.

6.3 Roll call vote for Ms. Gourley-Thompson as Vice President of the Shrewsbury Borough Board of Education.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber				X	
Ms. Choi	X				
Mr. Galvin				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg				X	
Ms. Moore	X				
Mr. Ngo	X				

On a roll vote, 6 members voted yes, 3 members were absent.

6.4 The newly recognized Board shall read, acknowledge and discuss the Board Member Code of Ethics.

7.0 Action Items

It was motioned by Ms. Groom and seconded by Ms. Hemel to approve items 7.1 through 7.7 as listed:

7.1 Adoption of Official Newspapers

WHEREAS the Shrewsbury Borough School District Board of Education deems it advisable to designate official newspapers for the advertisement of all legal notices and all other necessary public notifications,

NOW, THEREFORE, BE IT RESOLVED that the Asbury Park Press is designated the official newspaper for all legal notices and the Star Ledger be designated should it be impossible to advertise in the Asbury Park Press for reasons of timely notice, emergency or other

7.2 Parliamentary Procedures

BE IT RESOLVED, that the Shrewsbury Borough School District Board of Education adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and the board attorney to act as the parliamentarians.

7.3 Board Policies/Regulations

BE IT RESOLVED, that the Shrewsbury Borough School District Board of Education approve the adoption of all existing Board Policies and Regulations. The Board of Education regularly reviews and updates Board Policies and Regulations as needed.

7.4 Approval of Doctrine of Necessity

WHEREAS, the School Ethics Act, N.J.S.A. 18A:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to prove specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set forth in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity.

NOW, THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

BE IT FURTHER RESOLVED that Board of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for thirty (30) days and provide the Commission with a copy; and

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School; Business Officials and the New Jersey Education Association.

7.5 Approval of Depositories

BE IT RESOLVED, that the Shrewsbury Borough School District Board of Education designate the below listed Financial Institutions, Fund and Corporation as depositories for the Shrewsbury Borough School District Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

TD Bank
New Jersey Asset & Rebate Management Program (NJ/ARM)

BE IT FURTHER RESOLVED, that the Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only; and

BE IT FURTHER RESOLVED, that the Board Secretary be authorized to enter into agreements with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposits when appropriate; and

BE IT FURTHER RESOLVED, that any and all endorsements on behalf of the Board of Education upon checks, drafts, notes or instruments for depositor or collection made may be written or stamped endorsements of the Board of Education without any designation of the person making such endorsements; and

BE IT FURTHER RESOLVED, that the Board Secretary be authorized on behalf of the Board of Education to change existing account types and establish new Statement Savings, NOW, Special Checking and/or Money Market Investment Accounts, in any one or all of the above depositories when in the best interest of the Board of Education; and

BE IT FURTHER RESOLVED, that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile; and

BE IT FURTHER RESOLVED, that the Board Secretary is hereby authorized to deliver, upon demand, specimen facsimile signatures of required authorities to the above approved depositories; and

BE IT FURTHER RESOLVED, that the Board Secretary is hereby authorized on behalf of the Board of Education to:

- a. Withdraw from depositories and give receipt for, or authorize depositories to deliver to bearer or to any person designated by the Board Secretary, all or any documents and securities or other property held by the depositories for any purpose
- b. Authorize the depositories to purchase or sell CDs, Repurchase Agreements and other securities, and
- c. Execute and deliver all instructions required by the depositories in connection with any of the foregoing resolutions and affix thereto the seal of the Board of Education.

7.6 Authorized Signatures

The Superintendent recommends the Board of Education approve the authorized signatures on the following Board accounts for the 2023-2024 school year:

Accounts	Authorized Signature
General (2)	Treasurer of School Monies (Facsimile) and Board President (Facsimile) or Board Secretary (Facsimile)
Agency (2)	Treasurer of School Monies (Facsimile) and Board President (Facsimile) or Board Secretary (Facsimile)
Payroll (2)	Treasurer of School Monies (Facsimile) and Board President (Facsimile) or Board Secretary (Facsimile)
Unemployment Compensation Trust (2)	Treasurer of School Monies (Facsimile) and Board President (Facsimile) or Board Secretary (Facsimile)
NJ Cash Management Fund (2)	Treasurer of School Monies (Facsimile) and board President (Facsimile) or Board Secretary (Facsimile)
Student Activities (2)	Superintendent/Board President and Board Secretary
Food Services (2)	Superintendent/Board President and Board Secretary
Petty Case (2)	Superintendent/Board President and Board Secretary
Referendum (1)	Board Secretary

It was motioned by Ms. Groom and seconded by Ms. Hemel to approve the following Finance Walk-In item as listed:

7.7 Receipt of Proposals and Award of Contract for Specialized Inspections and Testing Services, RFP # 01-24

WHEREAS, the Shrewsbury Borough School District Board of Education (the “Board”) prepared a Request for Proposal for Specialized Inspections and Testing Services, RFP # 01-24 beginning on or about January 5, 2024 through the completion of the renovations (hereinafter the “Work”); and

WHEREAS, the Board subsequently solicited bid proposals for the Work; and

WHEREAS, on January 3, 2024 the following proposal were received and read:

Vendor Name
Metro Specialized Inspections, Inc.
NV5 Northeast, Inc.
Atlantic Engineering Laboratories, LLC

WHEREAS, the respondents’ proposals were reviewed and evaluated by an Evaluation Committee using the following criteria:

Evaluation Criterion	Weighting Factor Percentage
Technical	30%
Managerial	30%
Cost	40%
Weighting Factor Total	100 %

NOW, THEREFORE BE IT RESOLVED that the Board of Education hereby awards the following as stated:

Metro Specialized Inspections, Inc. met all the requirements of the RFP and provided all of the necessary documents with an average score 85.40% as awarded by the Evaluation Committee. The term of contract will be beginning on or about January 5, 2024 through the completion of the renovations.

Vote/Roll Call on Agenda Items

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber				X	
Ms. Choi	X				
Mr. Galvin				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg				X	
Ms. Moore	X				
Mr. Ngo	X				

On a roll vote, 6 members voted yes, 3 members were absent.

8.0 Public Participation

The Board of Education recognizes the value of public comment on matters of interest to the school community. Individuals wishing to speak must state their name and municipality of residence. Comments are limited to three minutes’ duration, but an individual may speak a second time after all others who wish to speak on the topic have been heard. All statements should be directed to the Board President and no participant may address or question Board members individually. All speakers are requested to express themselves in a civil manner, with due respect for the dignity and privacy of others whose legal rights may be affected. Please note: While it is not the Board’s intention to stifle comment on matters of legitimate concern, the public should be aware that if their statements violate the rights of others under the law of defamation or invasion of privacy, they may face personal liability to the injured party. If speakers are uncertain of the legal ramifications of their comments, the Board urges them to seek guidance beforehand from their own legal advisor.

- J. Daly - Council welcomes the newest and returning members

9.0 Adjournment

It was motioned by Ms. Hemel, seconded by Ms. Gourley-Thompson, to adjourn the meeting at 6:45 pm.

	AYE	NAY	ABSTAIN	ABSENT	COMMENTS
Mrs. Barber				X	
Ms. Choi	X				
Mr. Galvin				X	
Ms. Gourley-Thompson	X				
Ms. Groom	X				
Ms. Hemel	X				
Ms. Hepburn-Goldberg				X	
Ms. Moore	X				
Mr. Ngo	X				

On a roll vote, 6 members voted yes, 3 members were absent.