

**OCEAN TOWNSHIP BOARD OF EDUCATION
WARETOWN, NEW JERSEY
REORGANIZATION MEETING AGENDA
JANUARY 3, 2022**

Open Session 6:15 p.m.

Call to Order:

Pledge to the Flag

Open Public Meetings Act:

This is to advise the general public that in compliance with the Open Public Meetings Act, the Ocean Township Board of Education caused to be posted at the Office of the Board of Education located at 64 Railroad Avenue, Waretown, NJ and faxed on January 5, 2021 to the Asbury Park Press, Atlantic City Press, and to the Office of the Municipal Clerk of Ocean Township, a meeting notice setting forth the time, date and location of this meeting.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Open Public Forum: Agenda Items Only

Motion by _____ Seconded by _____, to open public forum.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Limit two (2) minutes (Board Policy #0167)

Close Public Forum:

Motion by _____, seconded by _____, to close public forum.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Official results of the Annual School Election:

Evelyn 'Sue' McDowell : 1,976 (3 Year Term)
Brian Tart : 1,885 (3 Year Term)
Write-In : 42

Oath of Office Administered

**OCEAN TOWNSHIP BOARD OF EDUCATION
WARETOWN, NEW JERSEY
REORGANIZATION MEETING AGENDA
JANUARY 3, 2022**

B1. Board Secretary opens the floor for nominations for President -

Motion by _____ second by _____ to appoint _____ as the Board President.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

Board President assumes control of the meeting.

B2. Board President conducts election of Vice President -

Motion by _____ second by _____ to appoint _____ as the Board Vice President.

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

B3. Motion by _____ second by _____ to Adopt the Code of Ethics for School Board Members (N.J.S.A. 18A:12-24.1) and training on Ethics for School Board Members:

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 confine my board action to 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 judgment 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 schools 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 administrative 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.*

Roll Call:

Mr. Eberenz _____ Mr. Tart _____ Mrs. Zuzic _____ Mrs. McDowell _____ Dr. Denning, Jr. _____

**OCEAN TOWNSHIP BOARD OF EDUCATION
WARETOWN, NEW JERSEY
REORGANIZATION MEETING AGENDA
JANUARY 3, 2022**

Actions for Reorganization:

Motion by _____ Seconded by _____

- a. Appoint Official Newspaper of the District - Asbury Park Press and Atlantic City Press
Appoint Official Digital Newspaper of the District - TAPintoBarnegatWaretown
- b. Adopt Meeting Schedule and Times:
Regular Monthly Meeting Convene at 6:15 PM with an Executive Session when necessary:
 - February 14, 2022
 - March 14, 2022
 - April 11, 2022
 - April 25, 2022 (*Due to Public Hearing of Budget Requirement*)
 - June 13, 2022
 - July 11, 2022
 - August 8, 2022
 - September 12, 2022
 - October 10, 2022
 - November 14, 2022
 - December 12, 2022
 - January 9, 2023 (*Reorganization Meeting at 6:15 pm (action will be taken) and Regular Monthly Meeting*)
- c. Appointments by the President-
Committees:
Finance, Purchasing & Insurance
Budget & Organization
Audit
Education- Curriculum –Teacher/Pupil Attendance
Personnel – Grievances, Contract Administration & Negotiations
Operation Facilities (building, grounds & vehicles)
Civil Defense Officer
Public Relations Officer
Policy Chairperson
Legislation Chairperson
- d. Appointment of the Representative to Southern Regional Board of Education.
- e. Appointment of the Delegate & Alternate to New Jersey School Boards Association.
- f. Appointment of the Delegate & Alternate to Ocean County School Boards Association.
- g. Appointment of Steven Terhune & Carol Harper as Board Secretary through reorganization in January 2023.
- h. Readoption of all existing Bylaws, Policies, Regulations, Curricula, Textbooks and all Teacher, Principal and Staff Evaluation Instruments.
- i. Appointment of Steven Terhune as the Purchasing Agent for the Ocean Township School District/Board of Education with a district bid limit of \$44,000 and a quotation limit of \$6,600. The purchasing agent is authorized to award bids up to the bid threshold.

**OCEAN TOWNSHIP BOARD OF EDUCATION
WARETOWN, NEW JERSEY
REORGANIZATION MEETING AGENDA
JANUARY 3, 2022**

- j. Approve the payment of bills between Board meetings with retroactive approval provided at the next regularly scheduled Board of Education meeting.
- k. Approve, as provided by N.J.S.A. 18A:22-8.1 amended, that the Superintendent, or designee, be designated to approve such line item budget transfers as necessary between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.
- l. Approve the Procurement of Goods and Services through State Agencies (State Contracts) and through Federal Agencies via GSA Contracts. Additionally, approve the procurement of Goods and Services through the following cooperatives: Educational Data Services, Education Services Consortium of NJ, Hunterdon County Educational Services Consortium and Ocean County Purchasing Cooperative.
- m. Authorize the Business Administrator to invest monies in federally approved and State Government Unit Deposit Protection Act authorized banks with the award to be given to the bank quoting the highest return.
- n. Approve the Integrated Pest Management Plan, Comprehensive Equity Plan, Comprehensive Maintenance Plan, AHERA Management Plan, Hazard Communication Plan, Indoor Air Quality Plan, Internal Controls and Standard Operation Procedures, District Position Control Roster, Affirmative Action Plan, OPRA Form, Long Range Facilities Plan, Purchasing Manual, School District ARP COVID Reopening Plan and School District Emergency Management Plan.
- o. Approve Ocean First Bank as the official depository of the school district. Additionally, approve the following warrant signatures be approved:
- Payroll – President/Board Secretary
 - Payroll-Agency – Board Secretary /President
 - Unemployment – Board Secretary/President
 - General Checking – President/Vice President, Board Secretary (any two signatures)
 - Capital Project-Board Secretary/President/Vice President(any two signatures)
 - Cafeteria Account- President/Vice President, Board Secretary (Any two signatures)
 - Student Activities – Board Secretary & Superintendent (Two signatures)
- p. Approve the following Tax Shelter Annuity Funds for employee contribution:
- AXA Equitable, Lincoln Investments and Vanguard
- q. Approve Black Rock (College Advantage Saving Plan) for employee contributions.
- r. Approve First Financial Federal Credit Union for employee contributions for Saving Accounts, Checking Accounts, Holiday Savings, Loans, etc.
- s. Approve the following 457 Deferred Compensation Plan for employee contribution:
- AXA Equitable
- t. Approve Threshold for “Regular District Travel”:
- u. It is recommended that the Board approve \$1,000 per staff member for school business travel where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given year. This shall be effective for the 2022-23 school year. Travel expenses for the 2022-23 school year will not exceed \$45,000.

**OCEAN TOWNSHIP BOARD OF EDUCATION
WARETOWN, NEW JERSEY
REORGANIZATION MEETING AGENDA
JANUARY 3, 2022**

- v. Establish the following petty cash accounts for the ensuing year:
\$100 each –
Tina Casella – Secretary to the Business Administrator
Jeffrey Von Schmidt- Facilities Manager
Elaine Chiarella – Principal’s Secretary FAP
Carol Widmer – Principal’s Secretary WES
- w. Approve the following appointments through the reorganization meeting in January 2023:
- | | |
|--------------------------------------|--------------------------|
| Affirmative Action Officer | Dr. Christopher Lommerin |
| Substance Awareness Coordinators | Anita Crowley |
| Liaison to Child Welfare Authorities | Anita Crowley |
| Public Agency Compliance Officer | Steven Terhune |
| Americans w/Disabilities Coordinator | Sarah Reinhold |
| Section 504 Officer | Sarah Reinhold |
| Contracting Officer | Steven Terhune |
| Representative for the purpose of: | |
| Applying for State & Federal Funds | Steven Terhune |
| AHERA Officer | Jeffrey Von Schmidt |
| Safety and Health Designee | Jeffrey Von Schmidt |
| IPM Coordinator | Jeffrey Von Schmidt |
| Indoor Air Quality Designee | Jeffrey Von Schmidt |
| HCS/Right to Know Officer | Jeffrey Von Schmidt |
| Custodian of Public Records | Steven Terhune |
| Homeless Liaison | Anita Crowley |
| Anti-Bullying Coordinator | Lauren Eberenz |
- x. Approve the following appointed officials through the reorganization meeting in January 2023:
- | | |
|----------------------------------|----------------------------------|
| Auditor | Robert Hulsart & Co. |
| Legal Counsel Board of Education | Adams, Gutierrez & Lattiboudere |
| Board Negotiator | Adams, Gutierrez & Lattiboudere |
| Medical Inspector | Dr. James Suddeth |
| Attendance Officer | Lynn DeNofa |
| Employee Benefits Agent | Connor Strong Insurance Services |
| Architect of Record | Fraytak Veisz Hopkins Duthie, PC |
| Liability & Workers’ Comp Broker | G.R. Murray Group |
| Policy Service Provider | Strauss Esmay, LLP |

Roll Call:

Mr. Eberenz _____ Mrs. McDowell _____ Mr. Tart _____ Mrs. Zuzic _____ Dr. Denning, Jr. _____

Adjourn

Motion by _____, seconded by _____, to adjourn at _____ pm.

Ayes _____ Nays _____