

MINUTES
for
ORGANIZATION MEETING

JANUARY 4, 2016

BOARD OF EDUCATION
Linden, New Jersey

Danny A. Robertozzi, Ed.D.
Superintendent of Schools

Denise Cleary
Assistant Superintendent

Kathleen A. Gaylord
Business Administrator/
Board Secretary

CALL MEETING TO ORDER

SALUTE TO FLAG

STATEMENT OF ADEQUATE NOTICE:

In accordance with the Open Public Meetings Act, Chapter 231, adequate notice of this meeting has been provided as follows:

On November 19, 2015 notice was sent to the Home News Tribune, Star Ledger, Union County Local Source, and the Clerk of the Municipality.

NO SMOKING NOTICE:

BY STATE LAW, THERE IS NO SMOKING PERMITTED IN THIS BUILDING AT ANY TIME.

ROLL CALL: 6:00 p.m.

Mr. Alvarez	P	Dr. Robertozzi	P
Mrs. Beviano	P	Mrs. Cleary	P
Mrs. Birch	P	Ms. Gaylord	P
Mrs. Hudak	P	Attorney, Mark Tabakin	P
Mr. Kolibas	P		
Mr. Russell	P		
Mr. Topoleski	P		
Mrs. Villani	P		

The Board Secretary will act as temporary chair of this Organization Meeting until such time as a new president is elected.

ELECTION RESULTS

The following election was held on Tuesday, November 3, 2015 for three members to the Linden Board of Education for a (3) three-year term:

	<u>NO. OF VOTES</u>
ALEXANDER ALVAREZ	1226
RAYMOND J. TOPOLESKI	1080
THERESA VILLANI	1198

The Business Administrator/Board Secretary declares the following persons as duly elected Members of the Linden Board of Education as a result of the election held on Tuesday, November 3, 2015:

FOR A THREE-YEAR TERM

Alexander Alvarez

Raymond J. Topoleski

Theresa Villani

Administration of the Oath of Office to the newly elected Board Members:

BOARD MEMBER

Alexander Alvarez
Raymond J. Topoleski
Theresa Villani

1. Accept the resignation of Lisa Ormon from the Linden Board of Education, effective January 1, 2016 and authorize the Business Administrator/Board Secretary to advertise immediately for the vacancy.

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		
Mrs. Beviano			X		
Mrs. Birch			X		
Mrs. Hudak		X	X		
Mr. Kolibas			X		
Mr. Russell			X		
Mr. Topoleski	X		X		
Mrs. Villani			X		

Motion 1 Carried.

2. Motion to approve the 2016 Linden Board of Education:

<u>Board Members</u>	<u>Term Expires</u>
Vacancy (Unexpired)	2016
Dawn Beviano	2016
Susan Hudak	2016
Tracey Anne Birch	2017
John S. Kolibas	2017
Bryan A. Russell	2017
Alexander Alvarez	2018
Raymond J. Topoleski	2018
Theresa Villani	2018

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		
Mrs. Beviano			X		
Mrs. Birch			X		
Mrs. Hudak		X	X		
Mr. Kolibas			X		
Mr. Russell			X		
Mr. Topoleski	X		X		
Mrs. Villani			X		

Motion 2 Carried.

At this time the Business Administrator/Board Secretary entertains nominations for the Office of President of the Linden Board of Education.

3. Motion made by Tracey Birch to nominate Bryan Russell for President. Bryan Russell accepts the nomination as President.

The Business Administrator/Board Secretary conducts a roll call vote for Bryan Russell as President of the Board.

	Yes	No		Yes	No
Mr. Alvarez	X		Mr. Kolibas	X	
Mrs. Beviano	X		Mr. Russell	Abstain	
Mrs. Birch	X		Mr. Topoleski	X	
Mrs. Hudak	X		Mrs. Villani	X	

The Business Administrator/Board Secretary declares election of the new President of the Board and turns the gavel over to Bryan Russell to act as the presiding officer of the meeting.

At this time, the newly elected Board President entertains nominations for the Office of Vice-President of the Linden Board of Education.

4. Motion made by Raymond Topoleski to nominate Susan Hudak for Vice-President. Susan Hudak accepts the nomination as Vice-President.

The Business Administrator/Board Secretary conducts a roll call vote for Susan Hudak as Vice-President of the Board.

	Yes	No		Yes	No
Mr. Alvarez	X		Mr. Kolibas	X	
Mrs. Beviano	X		Mr. Russell	X	
Mrs. Birch	X		Mr. Topoleski	X	
Mrs. Hudak	X		Mrs. Villani	X	

The Business Administrator/Board Secretary declares election of the new Vice-President of the Board.

ETHICS

1. Pursuant to School Ethics Code N.J.S.A.18A:12-24.1, Code of Ethics for School Board Members, each member swears to and affirms the following:
 - 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:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		
Mrs. Beviano		X	X		
Mrs. Birch			X		
Mrs. Hudak			X		
Mr. Kolibas			X		
Mr. Russell			X		
Mr. Topoleski	X		X		
Mrs. Villani			X		

Motion 1 Carried.

PERSONNEL

1.
 - a) Reappoint Kathleen A. Gaylord as Business Administrator/Board Secretary effective July 1, 2016 through June 30, 2017 per negotiated agreement.
 - b) In accordance with N.J.A.C.5:34-5 et seq., and 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, reappoint Kathleen A. Gaylord as Qualified Purchasing Agent as issued by the director of the division of Local Government Services effective July 1, 2016 through June 30, 2017.
 - c) In accordance with N.J.A.C. 17:27-3.2, reappoint Kathleen A. Gaylord as Public Agency Compliance Officer effective July 1, 2016 through June 30, 2017.

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		
Mrs. Beviano			X		
Mrs. Birch			X		
Mrs. Hudak	X		X		
Mr. Kolibas			X		
Mr. Russell			X		
Mr. Topoleski		X	X		
Mrs. Villani			X		

Motion 1 Carried.

2. Reappoint Denise Cleary as Assistant Superintendent effective July 1, 2016 through June 30, 2017 per negotiated agreement.

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		
Mrs. Beviano		X	X		
Mrs. Birch			X		
Mrs. Hudak	X		X		
Mr. Kolibas			X		
Mr. Russell			X		
Mr. Topoleski			X		
Mrs. Villani			X		

Motion 2 Carried.

BOARD BUSINESS

1. Motion to approve Order of Business for 2016.

Linden Board of Education
ORDER OF BUSINESS - 2016

CALL MEETING TO ORDER
SALUTE TO FLAG
STATEMENT OF ADEQUATE NOTICE
ROLL CALL
APPROVAL OF MINUTES
COMMENTS FROM THE PUBLIC (Agenda Items Only)

REPORTS

Superintendent
Attorney

STANDING COMMITTEES (Agenda items requiring a vote)

Curriculum & Instruction: (Includes all items pertaining to education, athletics, and audio/visual support).

Management Operations: (Includes personnel, negotiations, security, public relations, and contracted professional services).

Support Operations:

Finance: (Includes general finance, auditing of bills, official bonds, leases and contracts, insurance, and the annual budget of expenses of the schools).

Facilities: (Includes issues related to the construction of new buildings, acquisition of sites, and planning for future needs. It will also include all matters pertaining to the operation of buildings and grounds).

Planning & Policy

Student Judiciary

REPORTS OF SPECIAL COMMITTEES/DELEGATES
UNFINISHED BUSINESS
BOARD MEMBER COMMENTS/NEW BUSINESS
COMMENTS FROM THE PUBLIC
ADJOURNMENT

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez	X		X		
Mrs. Beviano			X		
Mrs. Birch		X	X		
Mrs. Hudak			X		
Mr. Kolibas			X		
Mr. Russell			X		
Mr. Topoleski			X		
Mrs. Villani			X		

Motion 1 Carried.

2. Motion to approve the Calendar of Board Meetings as follows:

Linden Board of Education
Calendar of Board Meetings
January 2016 – January 2017

(ACTION MAY BE TAKEN AT ANY MEETING)

<u>Executive Session</u> Monday – 6:00 p.m.	
<u>Regular Meeting</u> Monday – Immediately following Executive Session but no later than 8:00 p.m.	
<u>Month & Date</u>	<u>Location</u>
January 25, 2016	Linden High School
February 22, 2016	Linden High School
*March 21, 2016	Linden High School
April 25, 2016	Linden High School
**May 23, 2016	Administration Building
**June 27, 2016	Administration Building
**July 25, 2016	Administration Building
***August 29, 2016	Administration Building
September 26, 2016	Linden High School
*October 17, 2016	Linden High School
*November 21, 2016	Linden High School
**January 4, 2017	Administration Building

*Meetings held on third Monday in March, October and November 2016 due to Spring Recess, NJSBA Annual Workshop and Thanksgiving.

**Meetings for May, June, July, August 2016 and January 2017, will be held the same night at the Administration Building at 6:00 p.m.

***Meeting held on the fifth Monday in August, 2016.

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez	X		X		
Mrs. Beviano			X		
Mrs. Birch			X		
Mrs. Hudak			X		
Mr. Kolibas			X		
Mr. Russell			X		
Mr. Topoleski		X	X		
Mrs. Villani					X

Motion 2 Carried.

3. Motion to approve the public bidding thresholds as follows:

Statute	Jurisdiction	Current Threshold Amount	Quotation Threshold Amount
N.J.S.A. 18A:18A-3	Public School Districts with Qualified Purchasing Agent – 5 year schedule	\$40,000.00	\$6,000.00
N.J.S.A. 18A:39-3	School Districts, Boards of Education Transporting Pupils – 2 year schedule	\$18,800.00	

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		
Mrs. Beviano			X		
Mrs. Birch			X		
Mrs. Hudak		X	X		
Mr. Kolibas	X		X		
Mr. Russell			X		
Mr. Topoleski			X		
Mrs. Villani					X

Motion 3 Carried.

4. In accordance with N.J.A.C. 6A:23A-9.3(c)14, authorize the expenditure for public relations in an amount not to exceed \$30,000.00.

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		
Mrs. Beviano			X		
Mrs. Birch			X		
Mrs. Hudak		X	X		
Mr. Kolibas	X		X		
Mr. Russell			X		
Mr. Topoleski			X		
Mrs. Villani			X		

Motion 4 Carried.

5. Motion to adopt the Rules and Regulations of the Board of Education of the City of Linden, Bylaws, Policies and Regulations as stated in the Linden School District Policy Manual and Job Descriptions for the 2016 – 2017 school year.

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		
Mrs. Beviano	X		X		
Mrs. Birch			X		
Mrs. Hudak		X	X		
Mr. Kolibas			X		
Mr. Russell			X		
Mr. Topoleski			X		
Mrs. Villani					X

Motion 5 Carried.

There being no further business, Mr. Topoleski made a motion at 6:30 p.m. to adjourn, seconded by Mrs. Hudak.

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		
Mrs. Beviano			X		
Mrs. Birch			X		
Mrs. Hudak		X	X		
Mr. Kolibas			X		
Mr. Russell			X		
Mr. Topoleski	X		X		
Mrs. Villani			X		

Motion Carried.

Kathleen A. Gaylord
Business Administrator/Board Secretary