

MINUTES
for
ORGANIZATION MEETING

JANUARY 8, 2018

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, and 18A:10-3, adequate notice of this meeting has been provided as follows:

On January 4, 2018 notice was sent to the Home News Tribune, posted on the District Website and emailed via Blackboard Connect.

NO SMOKING NOTICE:

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

ROLL CALL:

Mrs. Beviano	P	Dr. Robertozzi	P
Mrs. Birch	P	Mrs. Cleary	P
Ms. Guillaume	P	Ms. Gaylord	P
Ms. Kozak	P	Attorney, Patricia Melia	P
Mr. Martucci	P		
Mr. Shehata	P		
Mr. Topoleski	P		
Mrs. Villani	P		
Mrs. Welsh	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 7, 2017 for three members to the Linden Board of Education for a (3) three-year term:

	<u>NO. OF VOTES</u>
TRACEY ANNE BIRCH	2471
KATARZYNA KOZAK	3053
AHMED SHEHATA	2341

And one member for a (2) two-year unexpired term:

SHEENAIDER GUILLAUME	2498
----------------------	------

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 7, 2017:

FOR A THREE-YEAR TERM

Tracey Anne Birch

Katarzyna Kozak

Ahmed Shehata

FOR A TWO-YEAR UNEXPIRED TERM

Sheenaider Guillaume

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

BOARD MEMBER

Tracey Anne Birch

Katarzyna Kozak

Ahmed Shehata

Sheenaider Guillaume

Motion to approve the 2018 Linden Board of Education:

<u>Board Members</u>	<u>Term Expires</u>
Raymond J. Topoleski	2018
Theresa Villani	2018
Elizabeth Welsh	2018
Dawn Beviano	2019
Sheenaider Guillaume	2019
Gregory R. Martucci	2019
Tracey Anne Birch	2020
Katarzyna Kozak	2020
Ahmed Shehata	2020

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mrs. Beviano		X	X		
Mrs. Birch			X		
Ms. Guillaume			X		
Ms. Kozak			X		
Mr. Martucci			X		
Mr. Shehata			X		
Mr. Topoleski			X		
Mrs. Villani	X		X		
Mrs. Welsh			X		

Motion Carried.

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

1. Motion made by Theresa Villani, to nominate Raymond Topoleski for President. Raymond Topoleski accepts the nomination as President.

Motion was then made by Mr. Martucci to nominate Tracey Birch for President. Mrs. Birch respectfully declined.

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

	Yes	No		Yes	No
Mrs. Beviano	X		Mr. Shehata	X	
Mrs. Birch	X		Mr. Topoleski	X	
Ms. Guillaume	X		Mrs. Villani	X	
Ms. Kozak	X		Mrs. Welsh	X	
Mr. Martucci	X				

The Business Administrator/Board Secretary declares election of the new President of the Board and turns the gavel over to Raymond Topoleski 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.

2. Motion made by Ahmed Shehata to nominate Gregory Martucci for Vice-President. Gregory Martucci accepts the nomination as Vice-President.

Motion was then made by Dawn Beviano to nominate Theresa Villani for Vice-President. Theresa Villani accepts the nomination as Vice-President.

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

	Yes	No		Yes	No
Mrs. Beviano		X	Mr. Shehata	X	
Mrs. Birch		X	Mr. Topoleski		X
Ms. Guillaume	X		Mrs. Villani		X
Ms. Kozak	X		Mrs. Welsh		X
Mr. Martucci	X				

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

	Yes	No		Yes	No
Mrs. Beviano	X		Mr. Shehata		X
Mrs. Birch	X		Mr. Topoleski	X	
Ms. Guillaume		X	Mrs. Villani	X	
Ms. Kozak	X		Mrs. Welsh	X	
Mr. Martucci		X			

Mr. Topoleski congratulated Mrs. Villani on becoming the new Vice-President of the Board.

Mr. Topoleski gave each of the newly elected Board Members an opportunity to speak. Each one thanked the voters of Linden for the opportunity to represent them and said they looked forward to working with the current Board.

PERSONNEL

3.
 - a) Reappoint Kathleen A. Gaylord as Business Administrator/Board Secretary effective July 1, 2018 through June 30, 2019 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, 2018 through June 30, 2019.
 - c) In accordance with N.J.A.C. 17:27-3.2, reappoint Kathleen A. Gaylord as Public Agency Compliance Officer effective July 1, 2018 through June 30, 2019.
4. Reappoint Denise Cleary as Assistant Superintendent effective July 1, 2018 through June 30, 2019 per negotiated agreement.
5. Appoint David Walker, Vice Principal, as the district's designated School Safety Specialist as required by state law (P.L. 2017 c.162).

MOTIONS 3 – 5:

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mrs. Beviano		X	X		
Mrs. Birch			X		
Ms. Guillaume					X
Ms. Kozak					X
Mr. Martucci			X		
Mr. Shehata					X
Mr. Topoleski			X		
Mrs. Villani	X		X		
Mrs. Welsh			X		

Motions 3 – 5 Carried.

PARLIAMENTARY PROCEDURES

6. To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2018 – 2019 school year.

BOARD POLICIES/REGULATIONS

7. 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 2018 – 2019 school year.

ADOPTION OF OFFICIAL NEWSPAPERS

8. To authorize the Home News-Tribune, Star Ledger, and Union County Local Source be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2018 – 2019 school year.

MOTIONS 6 – 8:

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mrs. Beviano	X		X		
Mrs. Birch		X	X		
Ms. Guillaume			X		
Ms. Kozak			X		
Mr. Martucci			X		
Mr. Shehata			X		
Mr. Topoleski			X		
Mrs. Villani			X		
Mrs. Welsh			X		

Motions 6 – 8 Carried.

ORDER OF BUSINESS

9. Motion to approve the Order of Business for 2018 as follows:

Linden Board of Education
ORDER OF BUSINESS – 2018

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

MOTION 9:

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mrs. Beviano			X		
Mrs. Birch	X		X		
Ms. Guillaume			X		
Ms. Kozak			X		
Mr. Martucci			X		
Mr. Shehata			X		
Mr. Topoleski			X		
Mrs. Villani		X	X		
Mrs. Welsh			X		

Motion 9 Carried.

OPEN PUBLIC MEETINGS ACT

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

Linden Board of Education
Calendar of Board Meetings
January 2018 – January 2019

(ACTION MAY BE TAKEN AT ANY MEETING)

<u>Committee of the Whole</u> Thursday – 6:00 p.m.		<u>Regular Meeting</u> Tuesday – 7:00 p.m.	
<u>Month & Date</u>	<u>Location</u>	<u>Month & Date</u>	<u>Location</u>
January 18, 2018	Administration Bldg.	January 23, 2018	Linden High School
February 22, 2018		February 27, 2018	
March 22, 2018		March 27, 2018	
April 19, 2018		April 24, 2018	
May 17, 2018		May 22, 2018	
*June 26, 2018		*June 26, 2018	Administration Bldg.
*July 24, 2018		*July 24, 2018	
*August 28, 2018		*August 28, 2018	
September 20, 2018		September 25, 2018	Linden High School
October 18, 2018		**October 30, 2018	
November 15, 2018		November 20, 2018	
***January 3, 2019		***January 3, 2019	Administration Bldg.

*Executive & Regular Meetings for June, July & August 2018, will be held the same night at the Administration Building beginning at 6:00 p.m.
**The October Regular Meeting will be held on the fifth Tuesday due to the NJSBA Annual Workshop and Exhibition.
***Organization Meeting beginning at 6:00 p.m.

MOTION 10:

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mrs. Beviano		X	X		
Mrs. Birch			X		
Ms. Guillaume			X		
Ms. Kozak			X		
Mr. Martucci	X		X		
Mr. Shehata			X		
Mr. Topoleski			X		
Mrs. Villani			X		
Mrs. Welsh			X		

Motion 10 Carried.

ETHICS

11. 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.

MOTION 11:

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mrs. Beviano			X		
Mrs. Birch			X		
Ms. Guillaume			X		
Ms. Kozak			X		
Mr. Martucci			X		
Mr. Shehata			X		
Mr. Topoleski	X		X		
Mrs. Villani		X	X		
Mrs. Welsh			X		

Motion 11 Carried.

12. **WHEREAS**, the Linden Board of Education is required pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, the board of education has determined that the training and informational programs sponsored by NJSBA, NJASA, NJASBO, UCSBA, UCASA, UCASBO and ISTE and set forth below are directly related to and within the scope of the listed job title's current responsibilities and the board's professional development plan; and

WHEREAS, the board of education has determined that participation in the NJSBA, NJASA, NJASBO, UCSBA, UCASA, UCASBO and ISTE training and informational programs requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, the board of education has determined that the school district travel expenditures to NJSBA, NJASA, NJASBO, UCSBA, UCASA, UCASBO and ISTE programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget (OMB), except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and

WHEREAS, the board of education finds that a mileage reimbursement rate equal to the OMB reimbursement rate of .31 cents per mile is a reasonable rate; and

WHEREAS, the board of education has determined that participation in the NJSBA, NJASA, NJASBO, UCSBA, UCASA, UCASBO and ISTE training and informational programs are in compliance with the district policy on travel; therefore be it

RESOLVED, that the board of education hereby approves the attendance of the listed number of school board members and district employees at NJSBA, NJASA, NJASBO, UCSBA, UCASA, UCASBO and ISTE training and informational programs, and the cost of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount, as follows:

Dawn Beviano, Board Member	Ahmed Shehata, Board Member	Danny A. Robertozzi, Ed.D., Superintendent
Tracey Birch, Board Member	Raymond Topoleski, Board Member	Denise Cleary, Assistant Superintendent
Sheenaider Guillaume, Board Member	Theresa Villani, Board Member	Kathleen A. Gaylord, Business Administrator/Board Secretary
Katarzyna Kozak, Board Member	Elizabeth Welsh, Board Member	Michele Dorney, Director of Human Resources
Gregory R. Martucci, Board Member		

MOTION 12:

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mrs. Beviano		X	X		D. Beviano
Mrs. Birch			X		T. Birch
Ms. Guillaume			X		S. Guillaume
Ms. Kozak			X		K. Kozak
Mr. Martucci			X		G. Martucci
Mr. Shehata			X		A. Shehata
Mr. Topoleski			X		R. Topoleski
Mrs. Villani	X		X		T. Villani
Mrs. Welsh			X		E. Welsh

Motion 12 Carried.

AUDIT PRESENTATION:

- In accordance with 18A:23-5, to accept the Audit Report for the 2016/2017 school year prepared by Suplee Clooney & Company, Westfield, NJ. The report contains no recommendations.

MOTION 13:

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mrs. Beviano			X		
Mrs. Birch			X		
Ms. Guillaume			X		
Ms. Kozak					X
Mr. Martucci			X		
Mr. Shehata	X				X
Mr. Topoleski			X		
Mrs. Villani		X	X		
Mrs. Welsh			X		

Motion 13 Carried.

Board Member Comments:

Mrs. Villani reminded everyone that one year ago this month we lost Mrs. Hudak who served for 20 years and is still in our hearts.

She also welcomed the new Board Members.

Mrs. Welsh said that she is honored to serve. She hopes to see many more parents and politicians come to the meetings. She said she will work hard to do the best that she can do.

Dr. Robertozzi welcomed the new Board Members and invited them to attend any and all school events. Mrs. Welsh also urged the public to attend school functions.

Mr. Topoleski asked the Board Members to consider which committees they would like to serve on and to email him their requests. Committees will be assigned at the January meeting.

He also let the Board know that he is the Union County School Boards President and the next meeting will be held on January 17, 2018 at the Westwood.

Comments from the Public:

Lisa Ormon
901 Summit Street

Mrs. Ormon congratulated the new Board Members and reminded them that they are now public officials. She advised them to use their words wisely and wished them the wisdom of Solomon.

Mayor Derek Armstead
516 Carnegie Street

He congratulated each of the new Board Members. He said that the citizens of Linden need a tax holiday. He is sure the City can do it on their end and he would like the County and the Board of Education to commit to giving a zero increase this year.

Eloy Delgado, LEA President
842 Grove St., Elizabeth

He congratulated the new and existing Board Members. The LEA and the Board work well together and do good things for the kids.

There being no further business to discuss, Mrs. Villani made a motion to adjourn at 7:10 p.m., seconded by Mrs. Birch. Voice vote was unanimous.

Kathleen A. Gaylord
Business Administrator/Board Secretary