

MINUTES
for
ORGANIZATION MEETING

JANUARY 3, 2019

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 December 13, 2018 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:

| | | | |
|----------------|---|---------------------|---|
| Mrs. Beviano | P | Dr. Robertozzi | P |
| Mrs. Birch | P | Mrs. Cleary | P |
| Mr. Gargano | P | Ms. Gaylord | P |
| Ms. Guillaume | P | Attorney, M. Miller | P |
| Ms. Johnson | P | | |
| Ms. Kozak | P | | |
| Ms. Manganello | P | | |
| Mr. Martucci | P | | |
| Mr. Shehata | 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 6, 2018 for three members to the Linden Board of Education for a (3) three-year term:

| | <u>NO. OF VOTES</u> |
|----------------------|---------------------|
| PATRICK GARGANO | 4,439 |
| DORIS JOHNSON | 4,453 |
| MARIANTHE MANGANELLO | 4,376 |

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 6, 2018:

FOR A THREE-YEAR TERM

Patrick Gargano

Doris Johnson

Marianthe Manganello

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

BOARD MEMBER

Patrick Gargano
Doris Johnson
Marianthe Manganello

1. Motion to approve the 2019 Linden Board of Education:

| <u>Board Members</u> | <u>Term Expires</u> |
|----------------------|---------------------|
| Dawn Beviano | 2019 |
| Sheenaider Guillaume | 2019 |
| Gregory R. Martucci | 2019 |
| Tracey Anne Birch | 2020 |
| Katarzyna Kozak | 2020 |
| Ahmed Shehata | 2020 |
| Patrick Gargano | 2021 |
| Doris Johnson | 2021 |
| Marianthe Manganello | 2021 |

MOTION 1:

Roll Call:

| Board Members | Motion | Second | Aye | Nay | Abstain |
|----------------|--------|--------|-----|-----|---------|
| Mrs. Beviano | | | X | | |
| Mrs. Birch | | | X | | |
| Mr. Gargano | | | X | | |
| Ms. Guillaume | | | X | | |
| Ms. Johnson | | | X | | |
| Ms. Kozak | | | X | | |
| Ms. Manganello | | | X | | |
| Mr. Martucci | | | X | | |
| Mr. Shehata | | | X | | |

Motion carried.

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

2. Motion made by Tracey Birch to nominate Dawn Beviano for President. Mrs. Beviano accepted the nomination for President.

The Business Administrator/Board Secretary conducted a roll call vote for Dawn Beviano as President of the Board.

| | Yes | No | Abstain | | Yes | No | Abstain |
|---------------|-----|----|---------|----------------|-----|----|---------|
| Mrs. Beviano | X | | | Ms. Kozak | | X | |
| Mrs. Birch | X | | | Ms. Manganello | | X | |
| Mr. Gargano | | | X | Mr. Martucci | | X | |
| Ms. Guillaume | | X | | Mr. Shehata | X | | |
| Ms. Johnson | | | X | | | | |

The motion was not carried.

Motion was then made by Marianthe Manganello to nominate Gregory Martucci for President. Mr. Martucci accepted the nomination for President.

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

| | Yes | No | Abstain | | Yes | No | Abstain |
|---------------|-----|----|---------|----------------|-----|----|---------|
| Mrs. Beviano | X | | | Ms. Kozak | X | | |
| Mrs. Birch | | X | | Ms. Manganello | X | | |
| Mr. Gargano | X | | | Mr. Martucci | X | | |
| Ms. Guillaume | X | | | Mr. Shehata | X | | |
| Ms. Johnson | X | | | | | | |

The motion was carried.

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

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

3. Motion made by Tracey Birch, to nominate Dawn Beviano for Vice-President. Mrs. Beviano respectfully declined the nomination.

Motion was then made by Sheenaider Guillaume to nominate Katarzyna Kozak for Vice-President. Ms. Kozak accepted the nomination for Vice-President.

The Business Administrator/Board Secretary conducted a roll call vote for Katarzyna Kozak for Vice-President of the Board.

| | Yes | No | | Yes | No |
|---------------|-----|----|----------------|-----|----|
| Mrs. Beviano | X | | Ms. Kozak | X | |
| Mrs. Birch | | X | Ms. Manganello | X | |
| Mr. Gargano | X | | Mr. Martucci | X | |
| Ms. Guillaume | X | | Mr. Shehata | X | |
| Ms. Johnson | X | | | | |

Motions 2 and 3 Carried.

PERSONNEL

4.
 - a) Reappoint Kathleen A. Gaylord as Business Administrator/Board Secretary effective July 1, 2019 through June 30, 2020 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, 2019 through June 30, 2020.
 - c) In accordance with N.J.A.C. 17:27-3.2, reappoint Kathleen A. Gaylord as Public Agency Compliance Officer effective July 1, 2019 through June 30, 2020.
5. Reappoint Denise Cleary as Assistant Superintendent effective July 1, 2019 through June 30, 2020 per negotiated agreement.

MOTIONS 4 – 5:

Roll Call:

| Board Members | Motion | Second | Aye | Nay | Abstain |
|----------------|--------|--------|-----|-----|---------|
| Mrs. Beviano | | | X | | |
| Mrs. Birch | | | X | | |
| Mr. Gargano | | | | | X |
| Ms. Guillaume | X | | X | | |
| Ms. Johnson | | | X | | |
| Ms. Kozak | | X | X | | |
| Ms. Manganello | | | X | | |
| Mr. Martucci | | | X | | |
| Mr. Shehata | | | X | | |

Motions 4 and 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 2019 – 2020 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 presents as first reading the revisions to Bylaws:

1. First Reading:

| Policy Number | Title |
|---------------|----------------------------------|
| 9121 | Election and Duties of President |
| 9130 | Committees |

8. Approve Job Descriptions for the 2019 – 2020 school year.

ADOPTION OF OFFICIAL NEWSPAPERS

9. 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 2019 – 2020 school year.

MOTIONS 6 – 9:

Roll Call:

| Board Members | Motion | Second | Aye | Nay | Abstain |
|----------------|--------|--------|-----|-----|---------|
| Mrs. Beviano | | X | X | #7 | |
| Mrs. Birch | | | X | #7 | |
| Mr. Gargano | | | X | | |
| Ms. Guillaume | | | X | | |
| Ms. Johnson | | | X | | |
| Ms. Kozak | X | | X | | |
| Ms. Manganello | | | X | | |
| Mr. Martucci | | | X | | |
| Mr. Shehata | | | X | #7 | |

Motions 6 – 9 Carried.

ORDER OF BUSINESS

10. Motion to approve the Order of Business for 2019 as follows:

Linden Board of Education
ORDER OF BUSINESS – 2019

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)

Education Committee: (Includes all items pertaining to the education, and physical welfare of students. It includes the purchase of all textbooks and instructional supplies/equipment, the development of educational programs, libraries and the training of professional staff. Additionally, this committee will also deal with matters of audiovisual support.)

Personnel/Finance Committee:

Personnel: (Includes all items pertaining to personnel, negotiations, security, public relations, and contracted professional services).

Finance: (Includes all matters pertaining to general finance, auditing of bills, official bonds, leases and contracts, insurance, and the annual budget of expenses of the schools. It also includes the cafeteria operation and transportation issues concerning the transportation of students and personnel).

Buildings, Grounds and Security Committee: (Includes all 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 and all matters pertaining to the security of same.)

Planning & Policy Committee: (Includes matters pertaining to long-range planning of the district initiatives, and shall also coordinate and maintain the district's policies and board bylaws.)

10. Continued:

Athletic Committee: (Includes all matters relating to athletics, athletic fields, and athletic equipment.)

Technology Committee: (Includes all matters pertaining to district technology issues and purchases. Additionally, this committee will also deal with matters of audiovisual support.)

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

MOTION 10:

Roll Call:

| Board Members | Motion | Second | Aye | Nay | Abstain |
|----------------|--------|--------|-----|-----|---------|
| Mrs. Beviano | | | | X | |
| Mrs. Birch | | | | X | |
| Mr. Gargano | | | | | X |
| Ms. Guillaume | | | | | X |
| Ms. Johnson | | | | | X |
| Ms. Kozak | X | | X | | |
| Ms. Manganello | | | X | | |
| Mr. Martucci | | | X | | |
| Mr. Shehata | | X | | X | |

Motion 10 Not Carried.

OPEN PUBLIC MEETINGS ACT

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

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

(ACTION MAY BE TAKEN AT ANY MEETING)

| <u>Work Session</u> Tuesday – 6:00 p.m. | | <u>Regular Meeting</u> Thursday – 7:00 p.m. | |
|--|----------------------|--|----------------------|
| <u>Month & Date</u> | <u>Location</u> | <u>Month & Date</u> | <u>Location</u> |
| January 3, 2019 | Administration Bldg. | January 3, 2019 | Administration Bldg. |
| January 29, 2019 | | January 31, 2019 | Linden High School |
| February 26, 2019 | | February 28, 2019 | |
| March 26, 2019 | | March 28, 2019 | |
| *April 24, 2019 | | *April 25, 2019 | |
| May 28, 2019 | | May 30, 2019 | |
| June 25, 2019 | | June 27, 2019 | |
| **July 30, 2019 | | **July 30, 2019 | Administration Bldg. |
| **August 29, 2019 | | **August 29, 2019 | Linden High School |
| September 24, 2019 | | September 26, 2019 | |
| October 29, 2019 | | ***October 30, 2019 | |
| November 26, 2019 | | ***November 27, 2019 | Administration Bldg. |
| ****December 19, 2019 | | ****December 19, 2019 | |

| |
|---|
| *The Work Session for April will be held on the fourth Wednesday due to Spring Break. |
| **The July Work Session and Regular Meeting will both be held on the fifth Tuesday and the August Work Session and Regular Meeting will both be held on the fifth Thursday. |
| ***The October and November Regular Meetings will be held on Wednesday due to Halloween and Thanksgiving. |
| ****The December Work Session and Regular Meeting will both be held on the third Thursday due to Holiday break. |

MOTION 11:

Roll Call:

| Board Members | Motion | Second | Aye | Nay | Abstain |
|----------------|--------|--------|-----|-----|---------|
| Mrs. Beviano | | | | X | |
| Mrs. Birch | | | | X | |
| Mr. Gargano | | | X | | |
| Ms. Guillaume | | | X | | |
| Ms. Johnson | | | X | | |
| Ms. Kozak | X | | X | | |
| Ms. Manganello | | X | X | | |
| Mr. Martucci | | | X | | |
| Mr. Shehata | | | | X | |

Motion 11 Carried.

ETHICS

12. 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 12:

Roll Call:

| Board Members | Motion | Second | Aye | Nay | Abstain |
|----------------|--------|--------|-----|-----|---------|
| Mrs. Beviano | | X | X | | |
| Mrs. Birch | | | X | | |
| Mr. Gargano | | | X | | |
| Ms. Guillaume | | | X | | |
| Ms. Johnson | | | X | | |
| Ms. Kozak | | | X | | |
| Ms. Manganello | | | X | | |
| Mr. Martucci | X | | X | | |
| Mr. Shehata | | | X | | |

Motion 12 carried.

13. **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, NJDOE 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, NJDOE 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, NJDOE 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, NJDOE 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, NJDOE 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 | Katarzyna Kozak, Board Member | Danny A. Robertozzi, Ed.D., Superintendent |
| Tracey Birch, Board Member | Marianthe Manganello, Board Member | Denise Cleary, Assistant Superintendent |
| Patrick Gargano, Board Member | Gregory Martucci, Board Member | Kathleen A. Gaylord, Business Administrator/Board Secretary |
| Sheenaider Guillaume, Board Member | Ahmed Shehata, Board Member | Michele Dorney, Director of Human Resources |
| Doris Johnson, Board Member | | |

MOTION 13:

Roll Call:

| Board Members | Motion | Second | Aye | Nay | Abstain |
|----------------|--------|--------|-----|-----|---------------|
| Mrs. Beviano | | | X | | D. Beviano |
| Mrs. Birch | | | X | | T. Birch |
| Mr. Gargano | | | X | | P. Gargano |
| Ms. Guillaume | | | X | | S. Guillaume |
| Ms. Johnson | | X | X | | D. Johnson |
| Ms. Kozak | | | X | | K. Kozak |
| Ms. Manganello | | | X | | M. Manganello |
| Mr. Martucci | X | | X | | G. Martucci |
| Mr. Shehata | | | X | | A. Shehata |

Motion 13 carried.

COMMENTS FROM THE PUBLIC:

Tanya Grissett
422 So. Wood Avenue

Ms. Grissett congratulated the three new candidates.

Lisa Ormon, Councilmember
901 Summit Street

Mrs. Ormon congratulated the three new board members. Her advice to them is to stay strong, stay focused and stay driven. Our children are the main reason we are here. She said that the job is not about their home school or the school where their child goes, it's about every school and every child in this district, because they all matter. She and Mrs. Beviano began their career on the Board by serving with the late Mr. Coplan and the late Mr. Motley. They treated her and Mrs. Beviano with respect. She then charged all of the veterans of the Board to teach the new people everything they know. She also said the Board should not be airing their dirty laundry in public. What happens amongst the Board should stay amongst the Board. She then shared a few words of wisdom with them: "Keep your thoughts positive, because your thoughts become your words. Keep your words positive, because your words become your behavior. Keep your behavior positive, because your behavior become your habits. Keep your habits positive, because your habits become your values. Keep your values positive, because your values become your destiny." She wished strength, patience, wisdom and compassion for all of them for all of the children.

Elizabeth Welsh
903 Kent Place

She advised the Board members to attend their board training. At that training you will receive a book "*The Fundamentals of School Board Membership*". She urged veteran and new Board Members to read the book. Mrs. Welsh then went on to read an excerpt from the book regarding the benefits of Committee of the Whole meetings vs. individual committee meetings.

BOARD MEMBER COMMENTS:

Dr. Robertozzi took this opportunity to welcome the new Board Members and said he looks forward to working with them. He said that tonight they became elected officials which carries with it enormous responsibility which he knows they won't take lightly and will always do what's in the best interest of the kids.

He reminded the new Board Members to get their pictures taken before they leave tonight. He said that now they are elected officials, the complaints will come their way. As a Board Member, when a complaint comes to you, please bring it to him.

Mr. Martucci thanked everyone for coming out and welcomed the new Board Members and wished them the best of luck.

There being no further business to discuss, Mr. Martucci made a motion to adjourn at 6:52 p.m., seconded by Mrs. Beviano. Voice vote was unanimous.

Kathleen A. Gaylord
Business Administrator/Board Secretary