

MINUTES

for

ORGANIZATION MEETING

JANUARY 2, 2020

**BOARD OF EDUCATION
Linden, New Jersey**

Denise Cleary
Interim Superintendent of Schools

Michael Walters
Acting 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 17, 2019 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.

| | | | |
|-----------------|---|--------------------|---|
| Mrs. Birch | P | Mrs. Cleary | P |
| Mr. Gargano | P | Mr. Walters | P |
| Ms. Guillaume | P | Ms. Gaylord | P |
| Ms. Johnson | P | Attorney, N. Simon | P |
| Ms. Kozak | P | | |
| Mrs. Manganello | P | | |
| Mr. Martucci | P | | |
| Mr. Rivas | 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 5, 2019 for three members to the Linden Board of Education for a (3) three-year term:

| | <u>NO. OF VOTES</u> |
|----------------------|---------------------|
| SHEENAIDER GUILLAUME | 2,421 |
| GREGORY R. MARTUCCI | 2,538 |
| CARLOS A. RIVAS | 2,448 |

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 5, 2019:

FOR A THREE-YEAR TERM

Sheenaider Guillaume

Gregory R. Martucci

Carlos A. Rivas

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

BOARD MEMBER

Sheenaider Guillaume

Gregory R. Martucci

Carlos A. Rivas

1. Motion to approve the 2020 Linden Board of Education:

| <u>Board Members</u> | <u>Term Expires</u> |
|----------------------|---------------------|
| Tracey Anne Birch | 2020 |
| Katarzyna Kozak | 2020 |
| Ahmed Shehata | 2020 |
| Patrick Gargano | 2021 |
| Doris Johnson | 2021 |
| Marianthe Manganello | 2021 |
| Sheenaider Guillaume | 2022 |
| Gregory R. Martucci | 2022 |
| Carlos A. Rivas | 2022 |

MOTION 1:

Roll Call:

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

Motion 1 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 Katarzyna Kozak, to nominate Gregory R. Martucci for President.

Gregory R. Martucci accepts the nomination as President.

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

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

The Business Administrator/Board Secretary declares election of the new President of the Board and turns the gavel over to Gregory R. Martucci 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.

3. Motion made by Marianthe Manganello to nominate Katarzyna Kozak for Vice-President.

Katarzyna Kozak accepts the nomination as Vice-President.

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

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

PERSONNEL

4. a) Reappoint Kathleen A. Gaylord as Business Administrator/Board Secretary effective July 1, 2020 through June 30, 2021 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, 2020 through June 30, 2021.
- c) In accordance with N.J.A.C. 17:27-3.2, reappoint Kathleen A. Gaylord as Public Agency Compliance Officer effective July 1, 2020 through June 30, 2021.

MOTION 4:

Roll Call:

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

Motion 4 Carried.

PARLIAMENTARY PROCEDURES

5. 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 2020 – 2021 school year.

BOARD POLICIES/REGULATIONS

6. 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.

ADOPTION OF OFFICIAL NEWSPAPERS

7. 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 2020 – 2021 school year.

MOTIONS 5 – 7

Roll Call:

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

Motions 5 – 7 Carried.

ORDER OF BUSINESS

8. Motion to approve the Order of Business for 2020 as follows:

Linden Board of Education
ORDER OF BUSINESS – 2020

CALL MEETING TO ORDER
SALUTE TO FLAG
STATEMENT OF ADEQUATE NOTICE
ROLL CALL
APPROVAL OF MINUTES

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 Committee:

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

Finance Committee:

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.)

8. Continued:

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

MOTION 8:

Roll Call:

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

Motion 8 Carried.

OPEN PUBLIC MEETINGS ACT

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

Linden Board of Education
Calendar of Board Meetings
January 2020 – December 2020

(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> |
| | Administration Bldg. | January 2, 2020 (6:00 p.m.) (Organization Meeting) | Administration Bldg. |
| January 28, 2020 | | January 30, 2020 | |
| February 25, 2020 | | February 27, 2020 | |
| March 24, 2020 | | March 26, 2020 | Linden High School |
| April 28, 2020 | | April 30, 2020 | |
| May 26, 2020 | | May 28, 2020 | |
| *June 25, 2020 | | *June 25, 2020 | Administration Bldg. |
| *July 30, 2020 | | *July 30, 2020 | |
| *August 27, 2020 | | *August 27, 2020 | |
| September 22, 2020 | | September 24, 2020 | Linden High School |
| October 27, 2020 | | October 29, 2020 | |
| November 17, 2020 | | November 19, 2020 | |
| *December 17, 2020 | | *December 17, 2020 | Administration Bldg. |

*The Work Session and Regular Meeting will be held on the same night with the Regular Meeting beginning immediately after the Work Session, but no later than 8:00 p.m.

MOTION 9:

Roll Call:

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

Motion 9 Carried.

ETHICS

10. 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 10:

Roll Call:

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

Motion 10 Carried.

11. **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 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 New Jersey School Boards Association and Union County School Boards Association, and set forth below are directly related to and within the scope of the current responsibilities and the board’s professional development plan; and

WHEREAS, the board of education has determined that participation in the New Jersey School Boards Association and Union County School Boards Association 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 New Jersey School Boards Association and Union County School Boards Association 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 .35 cents per mile is a reasonable rate; and

WHEREAS, the board of education has determined that participation in the New Jersey School Boards Association and Union County School Boards Association 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 New Jersey School Boards Association and Union County School Boards Association 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:

| | |
|------------------------------------|------------------------------------|
| Tracey Birch, Board Member | Marianthe Manganello, Board Member |
| Patrick Gargano, Board Member | Gregory Martucci, Board Member |
| Sheenaider Guillaume, Board Member | Carlos Rivas, Board Member |
| Doris Johnson, Board Member | Ahmed Shehata, Board Member |
| Katarzyna Kozak, Board Member | |

MOTION 11:

Roll Call:

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

Motion 11 Carried.

COMMENTS FROM THE PUBLIC:

Members of the public desiring to make a public comment may come forward at this time.

Please begin your comments by stating your name and address. Individuals are invited to speak on one topic at a time, and no individual will speak more than once, until all individuals so desiring have spoken once.

The public is reminded that to ensure the efficient and orderly operations of the meeting, members of the public will be limited to speaking on items for three minutes.

Mayor Derek Armstead
City of Linden

Congratulations to Mr. Martucci on being re-elected President of the Board of Education. When he was in the eighth grade, there was a saying: “The problem is you live half of your life before you realize it’s a do-it-yourself job”. There’s going to be good change in the City of Linden. He congratulated Sheenaider Guillaume. Also, Carlos Rivas is a very active parent at School #4. He’s going to do a fantastic job. The Mayor encouraged all of the Board Members to work with each other. At the end of the day, the children’s education is paramount. “So goes your school system, so goes your town”. He said if there’s not a good school system, nobody’s going to want to come to Linden. He told the Board to continue to work hard and remember that it is paramount that we put our children first.

Robert Martucci
15 Hatteras Way
Barnegat, NJ

Congratulations to all the members of the Board of Education. The most important job you have is the education of our children. He also congratulated his brother Greg, who served almost half a century teaching, also four years on the Town Council and now six years on the Board of Education. And not to be remiss, his sister-in-law who spent 12 years on the Board of Education. He said he knows you have a hard job ahead of you, and he knows you’re all up for the task.

BOARD MEMBER COMMENTS:

Ms. Johnson congratulated everyone and wished everyone a Happy New Year.

Mr. Gargano congratulated everyone who was sworn in tonight and said he is looking forward to a good 2020.

Mrs. Birch congratulated everyone who was sworn in and wished the parents, children and staff a very Happy New Year and said she is looking forward to everything they're going to do this year.

Ms. Kozak welcomed everybody back from their break and congratulated the Board Members.

Ms. Guillaume congratulated our newly elected Board Member, Carlos Rivas. She's excited to start the new year fresh with her fellow Board Members.

Mrs. Manganello congratulated our Board President and Vice President and our newly elected Board Member. She also wished everybody a Happy and Healthy New Year and she is looking forward to the new year.

Mr. Rivas wished everybody a Happy New Year and congratulated the Board and for the hard job they have been doing throughout the years. He thanked his wife and his children for supporting him in his commitment to working for the children of the City of Linden. He took this job for his children and will try to make the best decisions for our school system. He thanked everyone for inviting him here and advised everyone that he is committed.

Mr. Shehata welcomed everyone back. He said that election season is over so now it is time to band together and get to work. No matter how we feel personally, we have one job and that's the students and moving our district forward. Happy New Year, welcome back and let's get to work.

Mrs. Cleary welcomed everyone back and said it's nice to see everyone here tonight to support the Board. There are a lot of great things coming up in 2020 and she looks forward to working with everyone.

Mr. Martucci congratulated Mr. Rivas, Ms. Guillaume and Ms. Kozak. He also thanked his family for coming. He said that working in education is an emotional job because you're dealing with kids. He's been on both sides. He was a teacher, an administrator, a councilmember and now a board of education member and this is the toughest job he's had to do, because you're dealing with children, you're dealing with teachers and you're dealing with parents. Sometimes you have to make decisions that are emotional. He then thanked everyone for coming out tonight and wished everyone a very Happy New Year and reminded them that the Board is here to help them.

There being no further business, Mr. Shehata made a motion to adjourn at 6:30 p.m., seconded by Ms. Kozak. Voice vote was unanimous

Roll Call 6:30 P.M.:

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

Motion Carried.

Kathleen A. Gaylord
Business Administrator/Board Secretary