

MINUTES
for
ORGANIZATION MEETING

JANUARY 5, 2017

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 January 6, May 2, September 28, and December 5, 2016 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:

Mr. Alvarez	P	Dr. Robertozzi	P
Mrs. Beviano	P	Mrs. Cleary	P
Mrs. Birch	P	Ms. Gaylord	P
Mrs. Hudak	P	Attorney, M. Miller	P
Mr. Kolibas	P		
Mr. Martucci	P		
Mr. Topoleski	P		
Mrs. Villani	P		
Mr. Wohlrab	P		

Motion to approve the 2017 Linden Board of Education:

<u>Board Members</u>	<u>Term Expires</u>
Tracey Anne Birch	2017
John Kolibas	2017
Anthony Wohlrab	2017
Alexander Alvarez	2018
Raymond J. Topoleski	2018
Theresa Villani	2018
Dawn Beviano	2019
Susan Hudak	2019
Gregory R. Martucci	2019

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. Martucci			X		
Mr. Topoleski			X		
Mrs. Villani		X	X		
Mr. Wohlrab			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 Susan Hudak to nominate John Kolibas for President.

John Kolibas accepts the nomination as President.

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

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

The Business Administrator/Board Secretary declares election of the new President of the Board and turns the gavel over to John Kolibas 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 Susan Hudak to nominate Tracey Birch for Vice-President.

Tracey Birch accepts the nomination as Vice-President.

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

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

PERSONNEL

3.
 - a) Reappoint Kathleen A. Gaylord as Business Administrator/Board Secretary effective July 1, 2017 through June 30, 2018 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, 2017 through June 30, 2018.
 - c) In accordance with N.J.A.C. 17:27-3.2, reappoint Kathleen A. Gaylord as Public Agency Compliance Officer effective July 1, 2017 through June 30, 2018.
4. Reappoint Denise Cleary as Assistant Superintendent effective July 1, 2017 through June 30, 2018 per negotiated agreement.

MOTIONS: 3 – 4

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. Martucci			X		
Mr. Topoleski	X		X		
Mrs. Villani			X		
Mr. Wohlrab			X		

Motions 3 – 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 2017-2018 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 and Job Descriptions for the 2017 – 2018 school year.

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 2017 – 2018 school year.

MOTIONS: 5 – 7

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. Martucci			X		
Mr. Topoleski	X		X		
Mrs. Villani			X		
Mr. Wohlrab			X		

Motions 5 – 7 Carried.

ORDER OF BUSINESS

8. Motion to approve Order of Business for 2017 – 2018

Linden Board of Education
ORDER OF BUSINESS – 2017 – 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: 8

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. Martucci			X		
Mr. Topoleski	X		X		
Mrs. Villani			X		
Mr. Wohrab			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 2017 – January 2018

(ACTION MAY BE TAKEN AT ANY MEETING)

<u>Committee of the Whole</u> Tuesday – 6:00 p.m.		<u>Regular Meeting</u> Wednesday – 7:00 p.m.	
<u>Month & Date</u>	<u>Location</u>	<u>Month & Date</u>	<u>Location</u>
January 24, 2017	Administration Bldg.	January 25, 2017	Linden High School
February 28, 2017		March 1, 2017	
March 28, 2017		March 29, 2017	
April 25, 2017		April 26, 2017	
May 23, 2017		May 24, 2017	
*June 28, 2017		*June 28, 2017	Administration Bldg.
*July 26, 2017		*July 26, 2017	
**August 30, 2017		**August 30, 2017	
September 26, 2017		September 27, 2017	Linden High School
***October 17, 2017		***October 18, 2017	
****November 28, 2017		****November 29, 2017	
*****January 3, 2018		*****January 3, 2018	Administration Bldg.

*Executive & Regular Meetings for June, July & August 2017, will be held the same night at the Administration Building beginning at 6:00 p.m.
**August Meetings to be held on fifth Wednesday of the month.
***October Meetings to be held on third Tuesday and Wednesday due to NJSBA Annual Workshop.
****November Meetings to be held on fifth Tuesday and Wednesday due to Thanksgiving.
*****Organization Meeting and Regular Meeting beginning at 6:00 p.m.

Dr. Robertozzi requested that the month of January meeting dates be changed to January 23rd and 24th, 2017.

MOTION: 9

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. Martucci			X		
Mr. Topoleski			X		
Mrs. Villani			X		
Mr. Wohlrab		X	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
Mr. Alvarez			X		
Mrs. Beviano			X		
Mrs. Birch			X		
Mrs. Hudak			X		
Mr. Kolibas			X		
Mr. Martucci			X		
Mr. Topoleski	X		X		
Mrs. Villani		X	X		
Mr. Wohrab			X		

Motion 10 Carried.

11. **WHEREAS**, the Linden Board of Education is required pursuant to N.J.S.A. 18A:11-12 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, and UCASBO 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, and UCASBO 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, and UCASBO 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, and UCASBO 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, and UCASBO 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:

Alexander Alvarez, Board Member	John Kolibas, Board Member	Anthony Wohlrab, Board Member
Dawn Beviano, Board Member	Gregory R. Martucci, Board Member	Danny A. Robertozzi, Ed.D., Superintendent
Tracey Birch, Board Member	Raymond Topoleski, Board Member	Denise Cleary, Assistant Superintendent
Susan Hudak, Board Member	Theresa Villani, Board Member	Kathleen A. Gaylord, Business Administrator/Board Secretary

MOTION: 11

Roll Call:

Board Members	Motion	Second	Aye	Nay	Abstain
Mr. Alvarez			X		A. Alvarez
Mrs. Beviano			X		D. Beviano
Mrs. Birch			X		T. Birch
Mrs. Hudak	X		X		S. Hudak
Mr. Kolibas			X		J. Kolibas
Mr. Martucci			X		G. Martucci
Mr. Topoleski			X		R. Topoleski
Mrs. Villani			X		T. Villani
Mr. Wohlrab		X	X		A. Wohlrab

Motion 11 Carried.

There being no further business to discuss, Mr. Topoleski made a motion to adjourn at 6:35 p.m., seconded by Mrs. Beviano. Voice vote was unanimous.

Kathleen A. Gaylord
Business Administrator/Board Secretary