

**MISSION STATEMENT**

We are committed to achieving the NJ Core Curriculum Content and Common Core State Standards in all areas, and providing a safe and supportive environment where students are inspired, empowered, and encouraged to excel.

**VISION STATEMENT**

Students will become life-long learners, critical thinkers, and creative problem solvers who achieve success as honorable members of society.

**ORGANIZATION MEETING** was held on January 4, 2016 at Administration Building, 1 Crest Way, Aberdeen, NJ.

**I. CALL TO ORDER**

Assistant Superintendent for Business, Mr. Patrick S. DeGeorge, called the Organization Meeting to order at 7:00 pm.

**II. OPENING STATEMENT**

Mr. DeGeorge read the following Statement:

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or agreed upon. In accordance with the provision of this act, the Matawan-Aberdeen Regional School District Board of Education advertised this meeting on December 22, 2014. This notice was sent to the Asbury Park Press, the Star Ledger, the Municipal Clerks of the Borough of Matawan and the Township of Aberdeen, and the Matawan-Aberdeen Joint Free Public Library. The notice was also placed on the district’s web site.”

**III. PLEDGE TO THE FLAG**

**IV. CERTIFICATION OF ELECTION RESULTS**

Mr. DeGeorge read the official results of the Annual School District Election held on Tuesday, November 3, 2015:

<u>Election of Board Members</u>	<u>Votes Cast</u>
Mr. Kenneth M. Aitken (Aberdeen)	1,271
Ms. Tara Martinez (Aberdeen)	1,251
Write-In (Aberdeen)	48
Ms. Kathleen Gentile (Matawan)	961
Write-In (Matawan)	36

**V. OATH OF OFFICE**

Mr. DeGeorge administered the oath of office to the new Board members in the order listed on the agenda.

Mr. Kenneth M. Aitken	3 Year Term
Ms. Tara Martinez	3 Year Term
Ms. Kathleen Gentile	3 Year Term

**VI. ROLL CALL**

Present: Mr. Kenneth Aitken Mr. Weymouth Brittingham  
Dr. John Delaney Ms. Anissa Esposito  
Ms. Allison Friedman Ms. Kathleen Gentile  
Ms. Tara Martinez Ms. Joelle Nappi  
Ms. Africa Nelson

Absent: None

Also Present: Dr. Joseph Majka, Superintendent of Schools  
Dr. Karen Jones, Assistant Superintendent for Curriculum and Instruction  
Mr. Patrick DeGeorge, Assistant Superintendent for Business/Board Secretary  
Mr. Brian Walsh, Director of Personnel

**VII. NOMINATION AND ELECTION OF PRESIDENT**

Mr. DeGeorge called for nominations for the Office of Board President.

Call for Nominations:

Ms. Esposito Nominated by: Ms. Gentile

Being no additional nominations, Mr. DeGeorge closed the nomination process.

Roll Call Vote for President:

It was moved by Ms. Gentile, seconded by Mr. Aitken and approved by a unanimous roll call vote to elect Ms. Esposito as president of the Board of Education.

Ms. Esposito than assumed the chair and conducted the remainder of the meeting.

**VIII. NOMINATION AND ELECTION OF VICE-PRESIDENT**

Ms. Esposito called for nominations for the office of the Board Vice-President.

Call for Nominations:

Dr. Delaney Nominated by: Ms. Martinez

There being no additional nominations, Ms. Esposito closed the nomination process.

Roll Call Vote for Vice-President:

It was moved by Ms. Martinez, seconded by Ms. Nelson and approved by a unanimous roll call vote to elect Dr. Delaney as Vice-President of the Board of Education.

**IX. SELECTION OF NEGOTIATIONS and POLICY AD-HOC COMMITTEE MEMBERS**

After some discussion, the Board chose not to form Ad-Hoc Committees either for Collective Bargaining or Policy.

**X. NEW JERSEY SCHOOL BOARDS REQUIRED TRAINING**

Mr. DeGeorge informed all Board members and delegates regarding required training including ethics training.

**XI. FINANCE**

Mr. DeGeorge presented the following resolutions:

**1. Combined Statement of Results for 2015**

BE IT RESOLVED, that the Board have the Combined Statement of Results of the 2015 School Election made part of the annual organization meeting minutes.

**2. Parliamentary Procedures**

BE IT RESOLVED, that the Board adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint Board Secretary and Board attorney to act as the parliamentarians for the 2016 Board year.

**3. Board Policies/Regulations**

BE IT RESOLVED, that the Board approve the adoption of all existing Board Policies and Regulations; including Board Bylaws (Policies 0000-0177).

**4. Resolution Authorizing a Special Election of the Board of Education of the Matawan-Aberdeen Regional School District in the County of Monmouth and Other Matters Related Thereto**

Whereas, the Board of Education of the Matawan-Aberdeen Regional School District in the County of Monmouth, New Jersey (the "Board" when referring to the governing body, and the "School District" when referring to the territorial boundaries and the legal entity governed by the Board) is authorized to undertake renovations, improvements, and construction of new facilities as well as purchase the associated equipment and furniture necessary to provide a thorough and efficient education to the students of the School District; and

Whereas, the Board has conducted a thorough study of its facilities and equipment and has compared this information with student enrollment projections and other demographic information as it relates to the School District; and

Whereas, the Board now wishes to establish a special election date to request that the voters of the School District authorize the issuance of bonds to finance various improvements; and

Whereas, as a result of such study, the Board wants to authorize or ratify the preparation and submission of a school facilities project to the New Jersey Department of Education (the "Department of Education"), for the various improvements;

Now Therefore Be It Resolved by the Board of Education of the Matawan-Aberdeen Regional School District in the County of Monmouth, New Jersey as follows:

Section 1. That a special election be conducted on March 8, 2016 for the purpose of authorizing the issuance of school bonds to finance various improvements throughout the School District.

Section 2. That the School Business Administrator/Board Secretary is authorized to notify the Clerk of the County of Monmouth, the Monmouth County Board of Elections, and the Clerks of the Borough of Matawan and the Township of Aberdeen about the special election so that the following publications can be made:

- (i) That the Monmouth County Clerk is required to advertise a Mail-in Ballot Notice in a newspaper that circulates in the County of Monmouth at least 55 days in advance of the special election, and that

the publication of such advertisement in such newspaper will conform with the requirements of N.J.S.A. 19:57-7; and

(ii) That the Monmouth County Board of Elections is required to publish the required election notices in accordance with the requirements of *N.J.S.A. 19:12-7(a)* and (b).

Section 3. That the Board hereby authorizes, or hereby ratifies, the Superintendent of Schools, Assistant Superintendent for Business/Board Secretary, architect, and bond counsel to submit school facilities project applications to the Department, pursuant to the requirements of *N.J.A.C. 6A:26-3.1 et seq.*, in order to determine the preliminary and final eligible costs under the *Educational Facilities Construction and Financing Act* (the “Act”) so that the Board can conduct a bond referendum to finance various capital improvements.

Section 4. That the Board hereby approves, if necessary, amendments to its long range facilities plan in order to include the capital improvements being contemplated in the referendum and has elected to receive debt service aid under the Act.

Section 5. That the Board hereby approves or ratifies the conceptual schematic drawings of the various capital improvements to the School District’s facilities and hereby authorizes the submission of such schematic drawings to the planning board for its review and comment, pursuant to *N.J.S.A. 40:55D*.

Section 6. That the Assistant Superintendent for Business/Board Secretary provide a certified copy of this resolution to the Clerk of the County of Monmouth, the Monmouth County Board of Elections, the Clerks of the Borough of Matawan and the Township of Aberdeen, and the Executive County Superintendent of Schools in the County of Monmouth, as soon as practical after the adoption of this resolution.

This resolution shall take effect immediately.

## **XII. PUBLIC COMMENTS RELATING TO BOARD AGENDA ITEMS**

None

## **XIII. ACTION ON AGENDA ITEMS**

It was moved by Ms. Martinez, seconded by Mr. Aitken and approved by a unanimous roll call vote to approve the Finance agenda as presented.

## **XIV. PUBLIC COMMENTS RELATING TO ADDITIONAL MATTERS**

None

## **XV. EXECUTIVE SESSION**

Be It Resolved, that a closed session be convened for the purpose of discussing Confidential Personnel Matters – Interview Candidate, Interim School Business Administrator. The subject matter of these discussions will be disclosed to the public when the reason for confidentiality subsides. Although the Board cannot guarantee it, the length of the Executive Session is estimated to be 60 minutes after which the public meeting of the Board shall reconvene and proceed with business. Action may take place.

It was moved by Ms. Gentile, seconded by Ms. Nappi that the Board convene in Executive Session and approved by a unanimous voice vote at 7:14 pm.

The Board returned to Open Session at 8:14 pm.

It was moved by Ms. Nappi seconded by Ms. Gentile and approved by a unanimous roll call vote to approve the following Personnel resolutions:

**PERSONNEL**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following:

**A. APPOINTMENTS**

- Policy: 4111/4211 Recruiting, Selection and Hiring
- 4142/4242 Salary Checks and Deductions
- 4122 Substitute Teachers Student Teachers/Interns
- 4213/4214 Assignment/Transfer

**1. Appointments**

Be It Resolved that Thomas Venanzi be appointed Interim School Business Administrator/Board Secretary for the Matawan-Aberdeen Regional School District, for a term commencing January 19, 2016 and ending June 30, 2016, at an initial annualized salary of \$80.00 per hour for the 2015-2016 school year, not to exceed \$67,360.00, or 842 hours, pursuant to terms of a written employment contract approved by the Executive County Superintendent of Schools.

**2. Other**

**a. Termination of Contract and Appointment of Consultant**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education terminate the contract of Patrick DeGeorge as Assistant Superintendent for Business/Board Secretary effective January 18, 2016 and appoint Patrick DeGeorge as a Consultant for the Matawan-Aberdeen Regional School District effective January 19, 2016 and January 20, 2016 at \$600.00 per day.

It was moved by Ms. Nappi seconded by Ms. Friedman and approved by a unanimous roll call vote to approve the following Finance resolutions:

**FINANCE**

**A. BUSINESS OPERATIONS**

The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education approve the following:

**1. Annual Appointments**

BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education approve the following annual appointments for the 2015-2016 school year:

- |  |                       |
|--|-----------------------|
| Board Secretary                          | Mr. Thomas M. Venanzi |
| Public Agency Compliance Officer         | Mr. Thomas M. Venanzi |
| Affirmative Action Officer for Contracts | Mr. Thomas M. Venanzi |
| School Funds Investor                    | Mr. Thomas M. Venanzi |

**2. Appointment of District Qualified Purchasing Agent for the 2015-2016 School Year**

WHEREAS, 18A:18A-2 provides that a Board of education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and

WHEREAS, 18A:18A-3 provides that contracts, awarded by the purchasing agent (who is a Qualified Purchasing Agent) that do not exceed in the aggregate in a contract year the bid threshold (\$40,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution; and

WHEREAS, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (\$6,000) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Matawan-Aberdeen Regional School District Board of Education, pursuant to the statues cited above, hereby appoint Thomas M. Venanzi (who is a Qualified Purchasing Agent) as its duly authorized qualified purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Matawan-Aberdeen Regional School District Board of Education; and

BE IT FURTHER RESOLVED, that Thomas M. Venanzi, is hereby authorized to award contracts on behalf of the Matawan-Aberdeen Regional School District Board of Education that are in the aggregate less than 15% of the bid threshold (\$6,000) without soliciting competitive quotations; and

BE IT FURTHER RESOLVED, that Thomas M. Venanzi, is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Matawan-Aberdeen Regional School District Board of Education when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,000) but are less than the bid threshold of \$40,000.

**3. Routine Business Travel 2015-2016**

Policy: # 6471 School District Travel

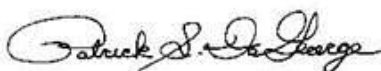
The Superintendent recommends that the Matawan-Aberdeen Regional School District Board of Education pursuant to Travel policy # 6471, approve the following staff for travel related to routine business for the 2015-2016 school year:

Name	Position	Total
Thomas M. Venanzi	Interim School Business Administrator	\$750

**XV. ADJOURNMENT**

On a motion by Ms. Nelson, seconded by Ms. Friedman and a unanimous roll call vote the Board adjourned the meeting at 8:17 pm.

Respectfully submitted,



Patrick S. DeGeorge  
Assistant Superintendent for Business/Board Secretary