

**FARMINGDALE BOARD OF EDUCATION  
PARTIAL REORGANIZATION MINUTES  
REGULAR MEETING MINUTES**

**April 25, 2012**

**7:30 p.m.**

- I. Note: Due to new reorganization process the Board President, Vice President and Committees remain the same until January/2013.

**IA. Meeting Called to Order**

- II. **Announcement of Open Public Meetings Law** (NJASA 10:4-6) was enacted to insure the right of the public to have advance notice of and to attend meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this law, Public Notice of this meeting was provided to the Asbury Park Press on April 13, 2012.

**III Roll Call:**

Mr. Dyevoich - present, Mr. Byrtus - present, Mr. Shaffer - present, Mrs. Wright - present, Mrs. Rhein - absent. Also present: Mrs. Crowl - Superintendent, Mrs. Minutolo-SBA/BS, Judy Hyer, Nicholas Bavaro (arrived 8:00pm).

**IV Pledge of Allegiance**

**V Minute Approval:**

**Motion by:** Mr. Byrtus

**Second by:** Mr. Shaffer

**RESOLVED**, that the Board of Education approve the minutes from the March 28, 2012 meeting.

**RESOLVED**, that the Board of Education approve the minutes from the April 11, 2012 meeting.

Roll Call:	Mrs. Wright -Y	Mr. Dyevoich - Y
	Mr. Byrtus -Y	Mrs. Rhein -absent
	Mr. Shaffer -Y	

\*Next negotiations meeting is May 8, 2012 at 6:30pm.

## VI Audience Participation:

During the course of the Board meeting the Farmingdale School District Board of Education offers members of the public an opportunity to address issues regarding the operation of the Farmingdale School District. The Board reminds those individuals who take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the School district. **Issues raised by members of the public may or may not be responded to by the Board.** All comments will be considered and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. **Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to by the Board.** Students and employees have specific legal rights afforded to them by the laws of New Jersey.

**Motion to open the meeting to the public:** Mr. Byrtus

**Second:** Mr. Shaffer at 7:33pm

**Roll Call:** Mr. Byrtus -Y      Mrs. Wright -Y    Mr. Dyevoich-Y  
Mrs. Rhein -absent    Mr. Shaffer -Y

-Mrs. Hyer reported to the Board regarding the Morning Session program during the NJASK testing weeks. Mrs. Wicks spent much time designing the program and scheduling the activities and available teachers to ensure the program's success. The program is in three sections:

1. Gymnasium for basketball, volleyball and kickball
2. Library for academics
3. Media Center for Brain Pop activities and other computer programs

All three stations have a balanced structure and the first week is going well.

-A discussion took place regarding the payment for additional coverage of crossing guards during NJASK testing. The net result of approximately 10 school days are being used during NJASK testing. It is the opinion of the Mayor that the Board should pay for the additional services as a result of a telephone conversation that took place between the Board President and the Mayor. The Board of Education concluded that the Borough should pay for the additional 10 days (approx.) of crossing guard coverage.

Discussions also took place regarding the extended Memorial day weekend due to the snow days that weren't used for the 11-12 school year (3 days).

Mr. Bavaro arrived at 8:00pm and would like to volunteer his time as a substitute teacher to create, design and review graduation videos for the 8th grade class. The Board thanked him for his time and volunteer work.

**Motion to close the meeting to the public:**Mr. Shaffer

**Second:** Mr. Byrtus at 8:12pm

**Roll Call:** Mr. Shaffer -Y      Mr. Byrtus -Y      Mrs. Wright -Y  
Mr. Dyevoich -Y      Mrs. Rhein -absent

**VII Board Action For Reorganization:**

**1.Motion by:** Mr. Shaffer

**Second by:** Mr. Byrtus

**RESOLVED**, that the Board of Education approve resolutions 4-25-12-1 thru 4-25-12-8.

Roll Call: Mrs. Rhein - absent   Mr. Dyevoich -Y   Mr. Byrtus-Y  
Mrs. Wright -Y   Mr. Shaffer -Y

- 4-25-12-1      **RESOLVED**, that the Board of Education appoints Hulsart & Company as the Board Auditor.
- 4-25-12-2      **RESOLVED**, that the Board of Education appoint the Superintendent of School as the person to apply for state and federal funds.
- 4-25-12-3      **RESOLVED**, that the Board of Education designates the Star Ledger and the Asbury Park Press as the School's newspapers.
- 4-25-12-4      **RESOLVED**, that the Board of Education appoints Garden State Community Bank as depositor.
- 4-25-12-5      **RESOLVED**, that the Board of Education appoints Karen Minutolo as School Business Administrator/Board Secretary for the 2012/2013 school year.
- 4-25-12-6      **RESOLVED**, that the Board of Education appoints:  
Mr. Byrtus as New Jersey School Board Delegate and  
Mr. Shaffer as New Jersey School Board Alternate Delegate.

4-25-12-7 **RESOLVED**, that the Board of Education adopts the Board Policy Manual with the stipulation that the Board can further amend and supplement Board policy including those policies establishing its own bylaws and operating procedures.

4-25-12-8 **RESOLVED**, that the Board of Education approves the following curriculums and instructional programs:

21st Century Life and Careers, Comprehensive Health and Physical Education; Language Arts Literacy; Mathematics; Science; Social Studies; Technological Literacy; Visual and Performing Arts; World Language; Gifted and Talented

2. **Motion by:** Mr. Shaffer **Second by:** Mr. Byrtus

**RESOLVED**, that the Board of Education approve resolutions 4-25-12-9 thru 4-25-12-15.

Roll Call: Mrs. Wright -Y Mr. Byrtus -Y  
Mr. Shaffer -Y Mr. Dyevoich -Y  
Mrs. Rhein - absent

4-25-12-9 **RESOLVED**, that the Board of Education approves the following services: Health, special education, OT, PT, language, nursing and speech services, sign language.

4-25-12-10 **RESOLVED**, that the Board of Education approve holding its meetings at 7:30 p.m. in the Media Center on the following dates:

April 25, 2012	Partial Reorganization/Regular Meeting
May 9, 2012	Combined Work session Meeting and Regular Meeting (personnel)
May 30, 2012	Regular Meeting
*June 6, 2012	Work Session Meeting-Public Hearing on the contract of the Superintendent and Business Administrator
June 20, 2012	Regular Meeting
July 25, 2012	Combined Regular Meeting and Work Session Meeting
August 22, 2012	Combined Regular Meeting and Work Session Meeting, Goal setting
September 12, 2012	Work Session Meeting
September 26, 2012	Regular Meeting

October 10, 2012	Work Session Meeting
October 24, 2012	Regular Meeting
November 28, 2012	Combined Work Session Meeting and Regular Meeting
December 19, 2012	Combined Regular Meeting and Work Session Meeting
January 9, 2013	Work Session Meeting
January 23, 2013	Regular Meeting
February 13, 2013	Work Session Meeting
February 27, 2013	Regular Meeting
March 13, 2013	Work Session Meeting
March 27, 2013	Regular Meeting and Public Hearing on the 2012-2013 School Budget
April 10, 2013	Work Session Meeting
April 24, 2013	Partial Reorganization/Regular Meeting

**\*As per NJSA 18A:11-11, a public hearing will be held concerning the negotiations on or on amendments to the contract of the Superintendent and Business Administrator. The Board may take action on such contracts after the public hearing at this meeting.**

- 4-25-12-11 **RESOLVED**, that the Board of Education approves Karen Minutolo as Public Agency Compliance Officer for the 2012/2013 school year.
- 4-25-12-12 **RESOLVED**, that the Board of Education appoints Lynn Barrall as the Affirmative Action Officer for the 2012/2013 school year.
- 4-25-12-13 **RESOLVED**, that the Board of Education appoints Karen Minutolo as the Right to Know and AHERA Coordinator for the 2012/2013 school year.
- 4-25-12-14 **RESOLVED**, that the Board of Education appoints George Lang as Treasurer of School Money's for the 2012/2013 school year with an annual salary of \$1,900.
- 4-25-12-15 **RESOLVED**, that the Board of Education authorize the following signatures on the accounts maintained by the Board of Education:

Current Account and Capital Reserve	President or Vice-President, SBA/BS and Treasurer (3)
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Payroll Agency	Treasurer (1)
Payroll	Treasurer and SBA/BS (2)
Cafeteria	SBA/BS and/or Superintendent (1)
Student Activities	SBA/BS, Superintendent or Student Activity Coordinator (2)

3. **Motion by:** Mr. Byrtus **Second by:** Mrs. Wright  
**RESOLVED**, that the Board of Education approve resolutions 4-25-12-16 thru 4-25-12-24.

Roll Call: Mrs. Rhein - absent      Mr. Shaffer -Y  
Mr. Byrtus - Y                      Mr. Dyevoich -Y  
Mrs. Wright -Y

- 4-25-12-16 **RESOLVED**, that the Board of Education designate Karen Minutolo, SBA/BS to invest school funds.
- 4-25-12-17 **RESOLVED**, that the Board of Education authorizes a \$200 petty cash account.
- 4-25-12-18 **RESOLVED**, that the Board of Education authorizes the Superintendent, School Business Administrator/Board Secretary to implement the 2012/2013 budget pursuant with local and state policies and regulations.
- 4-25-12-19 **RESOLVED**, that the Board of Education appoint the G.R. Murray Insurance Agency for general insurance, Grinspec Inc. for dental and vision and New Jersey State Health Benefits Program for medical and prescription for the 2012/2013 school year.
- 4-25-12-20 **RESOLVED**, that the Board of Education appoints Lynn Barrall as 504 Coordinator and Anti-Bullying Coordinator and Virginia Renehan as Anti-Bullying Specialist for the 2012/2013 school year.
- 4-25-12-21 **RESOLVED**, that the Board of Education appoint the firm of Reussille, Mausner, Carotenuto, Barger, Kenny & Steel, L.L.C. as Board Attorneys with a fee of \$135 per hour.
- 4-25-12-22 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve Karen Minutolo as Asbestos Management Officer for the 2012/2013 school year.

- 4-25-12-23 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve the payment of bills between Board Meetings if necessary with the advance knowledge of the Board.
- 4-25-12-24 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approves TSA Consultants (formerly Great American Plan Administrators, Inc. to assume all administrative duties for all 403(b) and 457 plans and a Hold-Harmless Agreement to guarantee full compliance with IRS regulations.
4. **Motion by:** Mrs. Wright **Second by:** Mr. Shaffer  
**RESOLVED**, that the Board of Education approve resolutions 4-25-12-25 thru 4-25-12-34.  
 Roll Call: Mrs. Wright - Y Mr. Shaffer - Y  
 Mr. Byrtus - Y Mr. Dyevoich - Y  
 Mrs. Rhein - absent
- 4-25-12-25 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approves Siracusa Benefits as broker for tax shelter annuity plans.
- 4-25-12-26 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approves Ameriprise Financial for tax shelter annuity.
- 4-25-12-27 **RESOLVED**, upon recommendation of the Superintendent appoints Lynn Barrall as Intervention and Referral Services Committee Coordinator.
- 4-25-12-28 **RESOLVED**, upon recommendation of the Superintendent appoints Lynn Barrall as Homeless Student Liason.
- 4-25-12-29 **RESOLVED**, upon recommendation of the Superintendent appoints Lynn Barrall as Behavioral Health Child Protective Services and Educational Systems Partnership Liason.
- 4-25-12-30 **RESOLVED**, upon recommendation of the Superintendent appoints Karen Minutolo as Custodian of School Records.
- 4-25-12-31 **RESOLVED**, upon recommendation of the Superintendent appoints Dimitrios Pantelaras and Karen Minutolo as Integrated Pest Management Coordinators.

4-25-12-32 **RESOLVED**, that the Board of Education upon the recommendation of the Superintendent approves Sue Ellen Vuyovich as Substitute Coordinator for the 2012-2013 school year with a stipend of \$2,100.

4-25-12-33 **RESOLVED**, that the Board of Education upon the recommendation of the Superintendent approves Dr. Paul Farrell as Farmingdale School Doctor for the 2012-2013 school year with a salary of \$2,000.

4-25-12-34 **RESOLVED**, that the Board of Education upon the recommendation of the Superintendent approves Karen Minutolo and Lynn Barrall as Safety and Health Coordinator for the 2012/2013 school year.

## VIII

### Code of Ethics

Motion: Mr. Shaffer

Second: Mrs. Wright

4-25-12-35 **RESOLVED**, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Farmingdale Board of Education:

#### Code of Ethics

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should 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 school which 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 school, 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 which may compromise the Board.
- f. I will refuse to surrender my independent judgment to special interest or partisan, political groups or to use the school for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the school which, if disclosed, would needlessly injure individuals or the school. But 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 such complaints at public meetings only after failure of an administrative solution.

**ROLL CALL: Mr. Dyevoich - Y      Mr. Byrtus -Y**  
**Mrs. Wright -Y      Mr. Shaffer -Y**  
**Mrs. Rhein -absent**

**IX Board Action Regular Meeting Agenda Items:**

**5. Motion by:** Mrs. Wright      **Second by:** Mr. Shaffer

**RESOLVED**, that the Board of Education approve resolutions 4-25-12-36 thru 4-25-12-43.

Roll Call: Mrs. Wright -Y      Mr. Shaffer -Y  
                         Mrs. Rhein-absent      Mr. Byrtus-Y  
                         Mr. Dyevoich -Y

4-25-12-36 **RESOLVED**, that the Board of Education approves the April 2012 bills list in the amount of \$205,457.47.

4-25-12-37 **RESOLVED**, the Board of Education upon the recommendation of the Superintendent, approve the Board Secretary and Treasurer of School Monies Reports for **February 2012**.

4-25-12-38 **RESOLVED**, that pursuant to NJAC 6:30-13C we certify that as of February 29, 2012 after review of the Secretary's monthly financial reports (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund had been over-expended in violation of NJAC 6:20-2.13(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

4-25-12-39 **RESOLVED**, the Board of Education approves the mileage rate at the IRS rate of .51 cents per mile.

4-25-12-40 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve John Paredes as substitute custodian and summer grounds helper (4 hours per day, five days per week) with a rate of \$14.00 per hour.

4-25-12-41 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve Amy Dickinson and Cheri-Ellen Crowl to attend the Teacher of the Year celebration on May 18, 2012 with a cost of \$90.00 (grant monies Title II).

4-25-12-42 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve Sandia Regus as substitute custodian and summer grounds helper (4 hours per day, four days per week) with a rate of \$14.00 per hour.

4-25-12-43 **RESOLVED**, upon recommendation of the Superintendent, that the Board of Education approve the following:

The Farmingdale Board hereby certifies that permission has been granted to apply for the discretionary grant program entitled: EE4NJ for the purposes described in the application, in the amount of \$21,616.00, starting on July 15, 2012, and ending on September 30, 2013. The filing of this application was authorized at the Board meeting held on, April 25, 2012.

-Mrs. Crowl discussed with the Board the EE4NJ grant for \$21,616.00.

-Mr. Byrtus updated the Board on the status of the technology framework. The Technology Committee formulated a Request for Proposal (RFP) for the professional services required to update the existing information technology, infrastructure and computer systems from inception to completion. During the discussion, a question regarding attorney review, and RFP advertisement was brought to the attention of the entire



**XI. Motion for Adjournment:** Mrs. Wright **Second:** Mr. Shaffer  
**Time:** 10:00pm

Roll Call:      Mrs. Wright -Y                                      Mr. Dyevoich -Y  
                     Mr. Byrtus -excused at 9:10pm      Mrs. Rhein - absent  
                     Mr. Shaffer - Y