

SOUTH BOUND BROOK BOARD OF EDUCATION
ORGANIZATION MEETING
APRIL 24, 2008

CALL TO ORDER

The meeting was called to order at 7:43 p.m. in room 140 of Robert Morris School with the Pledge of Allegiance, followed by this opening statement:

STATEMENT RE: SUNSHINE LAW

This meeting has been advertised in two newspapers at least 48 hours prior to the meeting and has been posted in conspicuous locations including the borough hall and school buildings, which complies with state law governing meetings of school boards and other organizations.

REQUIRED OATH TO NEWLY ELECTED MEMBERS

The required Oath of Allegiance was administered to newly elected members Frank Ambrose and Allison Lih-Thiessen:

I, _____, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New Jersey and that I will bear true faith and allegiance to the same and the governments established in the United States and this State, under the authority of the people. So help me God.*

I, _____, do solemnly swear that I possess the qualifications prescribed by law for the office of Member of a Board of Education, am not disqualified as a voter pursuant to R.S. 19:4-1 and that I will faithfully, impartially and justly perform all duties of that office according to the best of my ability. So help me God.*

*No individual shall be required to swear or affirm that part of the oaths which states "so help me God."

ELECTION RESULTS

The following election results were reported by Mrs. Leonhardt for inclusion in the minutes:

Current Expense	\$5,045,171	150 Yes	174 No
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Candidates for Three Year Terms

Frank Ambrose	219 Votes
Allison Lih-Thiessen	219 Votes

ROLL CALL

Present: Mr. Allen, Mr. Ambrose, Mrs. Bolmer, Mrs. Lih-Thiessen and Mrs. Santora

Absent: Mrs. Esposito, Mrs. Sarboukh

Also present were: Dr. Carol L. Rosevear, Superintendent and Mrs. Patricia Leonhardt, Business Administrator/Board Secretary.

APPROVAL OF AGENDA AND ADDENDUM

Motion to approve the agenda and addendum as distributed to board members.

MOTION: Mrs. Santora SECOND: Mrs. Bolmer VOTE: 5-0

DESIGNATION OF CHAIRPERSON FOR ELECTION OF BOARD PRESIDENT

Motion presented designating Patricia Leonhardt as Chairperson for election of board president.

MOTION: Mrs. Lih-Thiessen SECOND: Mrs. Santora VOTE: 5-0

NOMINATIONS FOR BOARD PRESIDENT

Motion to nominate Nancy Santora for Board President

MOTION: Mr. Allen SECOND: Mr. Ambrose ROLL CALL
VOTE: 5-0

NOMINATIONS FOR VICE PRESIDENT

Motion to nominate Allison Lih-Thiessen for Board Vice President

MOTION: Mrs. Santora SECOND: Mr. Ambrose ROLL CALL
VOTE: 5-0

CONSENT ITEMS TO BE VOTED ON TOGETHER

A. DESIGNATION OF OFFICIAL NEWSPAPER

Motion that the Star-Ledger and/or the Courier-News be designated as the official newspapers for all legal notices.

B. DESIGNATION OF DEPOSITORY FOR USING DISTRICT FUNDS

Motion that Bank of America, South Bound Brook branch, be designated as the depository for district funds.

C. SIGNATURE AUTHORIZATION

Motion that the Board President or Vice President, School Business Administrator and Treasurer of School Moneys (Consultant) be designated to sign checks, Regular Accounts, and to sign withdrawals from the time open accounts as required.

That the Board President or Vice President and School Business Administrator be designated to sign all checks, Cafeteria Account.

That the Treasurer of School Moneys (Consultant) or School Business Administrator be designated to sign all payroll and agency checks.

That the School Business Administrator be designated for opening and closing of interest-bearing accounts, and

That the Superintendent or School Business Administrator or School Principal be designated to sign all student account checks.

D. DESIGNATION OF SCHOOL ATTORNEY (THIS ITEM TABLED)

Motion that the firm of Schwartz, Simon, Edelstein, Celso and Kessler be designated as School Attorneys. Paul Green, Esq. will be the individual from the firm serving as School Attorney. Services to be billed at \$150 per hour for general matters and \$160 for special education, construction and litigation matters. Work by paralegals and law clerks will be billed at \$100 per hour. An administrative fee of 2.75% of the amount billed for legal services will be added to the monthly bill.

E. DESIGNATION OF SCHOOL AUDITORS

Motion that the firm of Suplee, Clooney & Company be designated as School Auditors.

F. DESIGNATION OF SCHOOL ARCHITECTS

Motion that the firm of Buck Simperts Architect & Associates, Inc. of Red Bank, NJ, be designated as Architect of Record.

G. DESIGNATION OF INSURANCE AGENTS

Motion that the firm of LDP Consulting, Inc., with Brian Rizor as agent, be designated as Insurance Agent for Medical and Dental Insurance; and

That the firm of G. R. Murray Insurance of Princeton, NJ, be designated for all other insurance needs.

H. DESIGNATION OF BOARD SECRETARY

Motion that Patricia Leonhardt be designated as Board Secretary through June 30, 2009.

I. DESIGNATION OF TREASURER OF SCHOOL MONEYS (CONSULTANT)

Motion that Nicholas W. Barber, Jr. be designated as Treasurer of School Moneys (Consultant).

J. DESIGNATION OF SCHOOL PHYSICIAN

Motion that UrgentMed be reappointed as School Physician for the 2008-2009 school year at a cost to be determined.

K. JOINT TRANSPORTATION AGREEMENTS WITH SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION AND BOUND BROOK BOARD OF EDUCATION

Motion to approve Joint Transportation Agreement for the 2008-2009 school year with the Somerset County Educational Services Commission and the Bound Brook Board of Education. Fees for SCESC will include pro-rated contract costs plus an administration fee of 5%. Bound Brook Board of Education will be as per contract.

L. PETTY CASH ACCOUNTS

Motion that Dennis Donahue be responsible for disposition of Petty Cash in increments of \$200 to a total not to exceed \$2,000 per year.

M. AFFIRMATIVE ACTION OFFICER/PUBLIC AGENCY COMPLIANCE OFFICER

Motion that Dennis Donahue be designated as the district's Affirmative Action Officer and Public Agency Compliance Officer (PACO).

N. 504 OFFICER

Motion that Dennis Donahue be designated as the district's 504 Officer.

O. NCLB CONTACT PERSON

Motion that Principal Dennis Donahue be designated as the district's NCLB (No Child Left Behind) contact person.

P. TIME/PLACE/DATE FOR REGULAR BOARD OF EDUCATION MEETINGS

Motion that the Board of Education meetings be held in the Robert Morris School, room 140, at 7:30 p.m. on the following Thursdays in 2007-2008:

May 7 (WED), 22	Aug 21	Nov 20	Feb 5, 19
Jun 5, 19	Sep 4, 25	Dec 4, 18	Mar 5, 26 (Public Hearing)
Jul 17 (tent.)	Oct 16	Jan 8, 22	

Thursday, April 30, 2009 (Organization Meeting)

Q. ANNUAL ADOPTION OF EDUCATIONAL PROGRAMS AND CURRICULA

In accordance with NJAC 6:8-353, the board of education must, at the Organization Meeting, adopt annually the educational programs of the district. Therefore, a motion is necessary adopting the following programs and corresponding curricula:

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|--------------------------------|---------------------------------|
| 1. Reading/Language/Literature | 20. Technology |
| 2. Mathematics | 21. Interscholastic/Intramurals |
| 3. Science | 22. Library/Media Center |
| 4. Social Studies | 23. Family Science |

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| 5. Physical Education/Health | 24. Summer School |
| 6. Pre-Algebra/Algebra | 25. Speech |
| 7. Computer/Technology Literacy | 26. Physical/Occupational Therapy |
| 8. Art | 27. BABES/CAP/DARE |
| 9. Music, Vocal/Instrumental | 28. Special Education |
| 10. Gifted/Talented | 29. Life Skills (Character Education) |
| 11. English as a Second Language | 30. School Store |
| 12. World Language/Spanish I/French | 31. Student Detention |
| 13. Student Council | 32. Educational Trips |
| 14. Family Math | 33. After School Assistance |
| 15. Preschool | 34. Robotics |
| 16. Preschool Disabled | 35. Field Day |
| 17. Kindergarten | 36. SAC |
| 18. Guidance | 37. Family Tools & Technology |
| 19. No Child Left Behind | 38. Responsive Classroom |
| | 39. Special Education Extended School Year |

R. ANNUAL ADOPTION OF TEXTBOOKS AND PUBLISHERS

Motion to adopt the current textbooks and publishers (list attached).

S. RTK CONTACT PERSON

Motion that Patricia Leonhardt be designated as the district's Right to Know (RTK) contact person.

T. AHERA ASBESTOS PROGRAM MANAGER

Motion that Patricia Leonhardt be designated as the district's Asbestos Hazard Emergency Response Act (AHERA) contact person.

U. CUSTODIAN OF PUBLIC RECORDS

Motion that Patricia Leonhardt be designated as the district's Custodian of Public Records.

V. INTEGRATED PEST MANAGEMENT COORDINATOR

Motion to approve Patricia Leonhardt as the Integrated Pest Management Coordinator for the 2008-09 School Year.

W. MOTION FOR APPROVAL FOR WORKSHOPS, CONFERENCES, MEETINGS, SEMINARS AND CONVENTIONS

Motion to approve workshops, conferences, meetings, seminars and conventions for the 2008-2009 school year for staff members, contingent upon event being deemed appropriate and having received approval by the Superintendent of Schools and/or her designee.

X. MOTION FOR APPROVAL OF HOTEL COSTS IN EXCESS OF GUIDELINES

Motion to approve reimbursement of hotel rates for a standard hotel room in excess of the guidelines if the hotel is part of a convention site or for other reasons as deemed appropriate and having received approval by the Superintendent of Schools and/or her designee.

Y. MOTION FOR APPROVAL FOR SOUTH BOUND BROOK BOARD OF EDUCATION MEMBERS TO ATTEND CONFERENCES, MEETINGS, SEMINARS AND CONVENTIONS

Motion to approve the attendance of South Bound Brook Board of Education members to attend conferences, meetings, seminars and conventions sponsored by the Somerset County School Boards Association and New Jersey School Boards Association and receive reimbursement for incurred expenses.

Z. MOTION FOR APPROVAL OF REIMBURSEMENT OF TRAVEL EXPENDITURES

Motion to approve reimbursement, in accordance with N.J.A.C. 6A:23B-1.2(b), for the 2008-09 school year, for all staff and board members for an amount not to exceed \$25,000.00.

Aa. AUTHORIZATION FOR ADMINISTRATORS TO ATTEND MEETINGS

Motion to authorize all meetings (county-wide and otherwise) for the Superintendent, Principal, Director of Special Services and School Business Administrator or their designees for the 2008-2009 school year, for the purposes of dissemination of information and professional development, executed as per terms of their employment contracts, at a cost not to exceed \$2,000 annually per person..

Ab. RE-ADOPTION OF POLICY MANUAL

Motion to re-adopt the policy manual of the South Bound Brook Board of Education for the 2008-2009 school year.

Ac. APPROVAL OF QUALIFIED PURCHASING AGENT

Motion to approve appointment of Patricia Leonhardt as the Qualified Purchasing Agent for the South Bound Brook Board of Education for the 2008-2009 school year with a bid threshold of \$29,000 and quote threshold of \$4350.

Motion to approve the above Consent Items, A through C and E through Aa (item D, was tabled).

MOTION: Mrs. Santora

SECOND: Mrs. Lih-Thiessen

VOTE: 5-0

END OF CONSENT ITEMS

ACTION ITEMS A-G

Motion to approve the following appointments, A-G.

A. NAMING OF DELEGATES AND ALTERNATES

Since the adoption of NJSBA by-laws in March 1993, each district board is required to certify in writing to the Executive Director of the Association, the names of delegates and alternates (one motion at end of appointments):

DELEGATE TO NJSBA	Mrs. Bolmer
ALTERNATE TO NJSBA	Mr. Allen
LEGISLATIVE CHAIRPERSON	Mr. Ambrose

B. NAMING OF DELEGATE AND ALTERNATE TO SOMERSET COUNTY SCHOOL BOARDS ASSOCIATION

DELEGATE TO SCSBA	Mrs. Santora
ALTERNATE TO SCSBA	Mrs. Lih-Thiessen

C. NAMING OF REPRESENTATIVE TO SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION

SCESC	Mr. Butkus
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D. NAMING OF REPRESENTATIVE TO BOUND BROOK BOARD OF EDUCATION

BOUND BROOK BOE	Mr. Allen
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E. APPOINTMENT OF FINANCE COMMITTEE

Mr. Ambrose, Chair; Mr. Allen; Mrs. Bolmer

F. APPOINTMENT OF NEGOTIATIONS COMMITTEE

Mrs. Sarboukh, Chair; Mrs. Esposito; Mrs. Santora

G. APPOINTMENT OF FACILITIES COMMITTEE

Mrs. Santora, Chair; Mr. Ambrose; Mrs. Lih-Thiessen

MOTION: Mrs. Santora

SECOND: Mr. Ambrose

VOTE: 5-0

END OF ORGANIZATION MEETING

APPROVAL OF MINUTES — March 19, 2008

Motion to approve the minutes of the March 19, 2008 meeting.

MOTION: Mrs. Santora SECOND: Mrs. Lih-Thiessen VOTE: 5-0

SUPERINTENDENT REPORT

Dr. Rosevear reported:

- *Teachers Who Make Magic* was a wonderful event and well attended by RMS staff
- Mrs. Santora asked the opening date of our kayaking program and requested that we contact newspapers.
- The Battle of Bound Brook was extremely well done, very authentic and enjoyable. Mr. and Mrs. Faulks, who additionally donated three books to our district, are to be commended.
- On April 11, Family Game Night was attended by over 300 people. Sponsored by the PTA, many teachers assisted.
- While it was disappointing for our budget to fail by 24 votes, many worked hard and this is very much appreciated. A special thanks to the Community United for Education, who collected donations, sent out postcards and printed and installed signs around the community.
- We have just been designated a High Performing School District by the State Commissioner of Education Lucille Davis. Dr. Rosevear distributed the letter just received today. It was suggested that this honor be noted on the borough's Main Street electronic sign:

SBB recognized as
High Performing School District
By NJ Comm of Ed

-or-

NJ Comm of Ed Designated
SBB as High Performing School District
CONGRATULATIONS!

- It was also suggested that this information be fed to the newspaper.
- Attendance at today's Small Schools confirmed that consolidation and regionalization is on the fast track. Research regarding prior efforts to regionalize is being assembled and reviewed. In addition, the county superintendent has handed out a survey to the Chief School Administrators regarding this issue.

RECOGNITION OF PUBLIC

CONSENT ITEMS

a. APPROVAL OF PAYROLLS AND PAYMENT OF BILLS

Motion to approve payment of bills per warrant listing dated April 24, 2008 in the amount of \$412,106.44, as well as payrolls for the month of March 2008 in the

amount of \$382,845.27.

b. BOARD SECRETARY'S REPORT

Motion to approve Board Secretary's Report dated March 31, 2008 indicating a cash balance of \$1,219,650.74.

c. TREASURER'S (CONSULTANT) REPORT

Motion to approve Treasurer's Report dated March 31, 2008 indicating a cash balance of \$1,219,650.74.

Motion to approve the above consent items a-c.

MOTION: Mr. Ambrose

SECOND: Mrs. Bolmer

ROLL CALL
VOTE: 5-0

CORRESPONDENCE

- a. Letter from SSECK indicating the addition of a staff member who is both a licensed attorney and a licensed architect.
- b. Memo from Pat Leonhardt regarding Clarification of Travel Regulations.
- c. Letter to Mr. Odachowski of Greater Media New Jersey from Dr. Rosevear expressing appreciation for the Teachers Who Make Magic Awards program.
- d. Letter to Frank Ambrose from Dr. Rosevear expressing heart-felt thanks for honoring Ms. Weikel as a teacher "who makes magic."
- e. Letter to Sue High from Dr. Rosevear thanking her for organizing the very successful Science Fair presented by Liberty Science Center.
- f. Letter to Sue Kroll from Dr. Rosevear thanking her for her efforts in the PreK Family Arts and Creativity program.
- g. Letter to Sharyn Weikel from Dr. Rosevear congratulating her on another successful Sport Stacking tournament.
- h. Letter from Eva M. Nagy, Chairperson, Somerset County Professional Development Board, notifying us that our District Professional Development Plan for 2008-2009 has been accepted.
- i. Letter from Pat Leonhardt to Robert Morris PTA expressing our gratitude for their support of the Science Fair on March 18.
- j. Letter from fire chief Tomaro regarding removal of a firebox pull station on the outside wall of Robert Morris School (see New Business).

ACTION ITEMS (ROLL CALL VOTE)

a. CONTRACT WITH SUBSTITUTE SERVICE FOR 2008-2009

Motion to enter into a contract with The Substitute Service for the scheduling of substitute teachers for the 2008-2009 school year at a cost of \$1,776.60.

b. APPROVAL OF SUBSTITUTE TEACHERS FOR 2007-2008

Motion to approve the following substitutes for the 2007-2008 school year (September 1, 2007 through June 30, 2008):

Shirley Messinger
Laura Morton
Tara Jean Svolof

- c. MOTION TO APPROVE ALLOCATION OF 06-07 EXTRAORDINARY AID
Motion to approve the appropriation of 2006-07 extraordinary aid in the amount of \$30,963 into the current 2007-08 budget.
- d. MOTION TO APPROVAL PURCHASE OF SMART BOARDS
Motion to approve the purchase of 6 Smart Boards and the required peripheral devices at a total cost not to exceed \$28,000.
- e. APPROVAL OF 2008-2009 DISTRICT PROFESSIONAL DEVELOPMENT PLAN
Motion, as recommended by the superintendent, that the district Professional Development Plan for 2008-2009 be approved. The Somerset County Professional Development Board has reviewed and accepted the plan.
- f. APPROVAL OF PAYMENT TO C. C. PRODUCTIONS INC.
Motion to approve payment of \$602.96 to C. C. Productions, Inc. for a Service/maintenance agreement for the 2008-2009 school year. This Payment is made from the Cafeteria Account.
- g. MOTION FOR APPROVAL TO ATTEND WORKSHOPS
Motion to approve the attendance of the following to attend workshops and to receive reimbursement for incurred expenses:
- | | | | |
|--------------|------|----------------------------|----------|
| P. Leonhardt | \$25 | 403B Training Vo-Tech | April 29 |
| P. Leonhardt | \$0 | Annual CDK Workshop | May 16 |
| L. Miller | \$45 | Teacher of the Year dinner | June 5 |
| D. Donahue | \$45 | Teacher of the Year dinner | June 5 |
| C. Rosevear | \$45 | Teacher of the Year dinner | June 5 |
- h. APPROVAL OF SCHOOL CALENDAR FOR 2008-2009
Motion to approve school calendar for the 2008-2009 school year.
- i. APPROVAL OF FUNCTIONAL BEHAVIORAL ASSESSMENT
Motion, as recommended by Child Study Team, to approve Behavior Management Services to be provided by Morris-Union Jointure Commission at an hourly cost of \$210, not to exceed \$3,000.00..
- j. CORRECTED TUITION FOR OUT-OF-DISTRICT PLACEMENT FOR 2007-2008
A motion is necessary for inclusion in the minutes to accept the

following costs for 45-day interim out-of-district placement for the 2007-2008 school year (February 20, 2008 through June 30, 2008). This placement was approved on March 6, 2008 with a per diem cost of \$295.

<u>#</u>	<u>ID#</u>	<u>DESTINATION</u>	<u>COST</u>
1	_____	SCESC Alternative Program	\$249 per diem

- k. MOTION TO ACCEPT DESIGNATION AS A "HIGH PERFORMING SCHOOL DISTRICT"
Motion to accept, per the attached correspondence dated April 24, 2008, State Department of Education Commissioner Lucille Davy's designation of the South Bound Brook School District as a "High Performing School District."

Motion to approve above action items, a through k:

MOTION: Mrs. Santora

SECOND: Mrs. Bolmer

ROLL CALL
VOTE: 5-0

COMMITTEE REPORTS

FINANCE: Mr. Ambrose reported that the committee will be meeting with the borough council on April 30 at 5:30 p.m. at the school.

BOUND BROOK: Mr. Allen reported that Bound Brook's budget also failed. Their organization meeting is scheduled for Monday, April 28. Mrs. Bolmer questioned a discipline issue with a Bound Brook High School student. Additionally, it was discussed that there is a movement underway to resurrect the marching band.

OLD BUSINESS

Cup stacking trophies: At the board's request, Mrs. Leonhardt spoke with Ms. Weikel regarding the financial cost of the cup stacking trophies. This year's trophies were paid for out of Dunkin Donuts funds received by the team. Some funds remain. Ms. Weikel was told of the board's intent that they, and not Ms. Weikel personally, are responsible for this cost.

School Board Self-Evaluation: As of today, Mrs. Leonhardt has board self-evaluations returned by Mrs. Lih-Thiessen, Mrs. Esposito, Mrs. Santora and Mr. Ambrose. Mr. Allen, Mrs. Sarboukh and Mrs. Bolmer are requested to hand theirs in as soon as possible (new copies will be distributed).

NEW BUSINESS

Removal of firebox pull station on May 31: Mr. Ambrose spoke to the fire company's movement to remove the fireboxes throughout the borough.

NJSBA Delegate Assembly Saturday, May 17, 2008: Mrs. Bolmer will let Mrs. Leonhardt know if she is available.

SCSBA 3R's for New and Not-so-new Board Members

SBB Police Department: Dr. Rosevear expressed her gratitude to the police department for their support.

Expression of Sympathy: Mr. Ambrose expressed his gratitude for the flowers sent by the board and the food sent by the administration to commemorate the passing of his mother.

Bound Brook High School: Mrs. Lih-Thiessen spoke of her desire for our community to be supportive of the high school, which does accept and educate our children. She spoke of those highlights which are often overlooked.

RECOGNITION OF PUBLIC

No comments at this time.

ADJOURNMENT

Business concluded, motion presented to adjourn the meeting at 9:36 p.m.

MOTION: Mr. Allen

SECOND: Mrs. Bolmer

VOTE: 5-0

Respectfully submitted,

Patricia Leonhardt
Business Administrator/Board Secretary