

**SOUTH AMBOY BOARD OF EDUCATION  
Organization/Business/Public Meeting Minutes  
January 2, 2019 – 6:00 P.M. – Middle/High School Cafeteria**

Mr. Peter Frascella, Board Secretary called the meeting to order at 6:00pm.

Mr. Frascella, Board Secretary called the roll:

Present: Mr. Conrad, Ms. Conway, Mr. Dragotta, Ms. Gonzalez, Ms. Kasics, Ms. McLaughlin, Mr. Perez, Mrs. Taggart, Mr. Walsh

Absent: None

Also Present: Jorge Diaz, Superintendent; Mr. Frascella, Business Administrator/Board Secretary; Mr. Silvestro, Attorney; Ms. Taggart, Student Representative

Mr. Frascella led all assembled in the Pledge of Allegiance.

Mr. Frascella read the following Open Public Meeting Act 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 the public bodies at which any business affecting their interest is discussed or acted upon.

In compliance with the Open Public Meeting Law, the South Amboy Board of Education has caused notice of this meeting setting forth the time, date, and location to be submitted for publication to the Home News Tribune and posted at the Board Office, Middle/High School, Elementary School, City Hall, Library and Senior Citizens Center Bulletin Boards at least 48 hours in advance of this meeting. Members of the public who wish to address the Board will be given the opportunity before the Board adjourns for the evening.

Motion by Mr. Dragotta, seconded by Mr. Conrad to appoint Mr. Peter Frascella, Board Secretary as the temporary chair of the South Amboy Board of Education. Motion carried by unanimous voice vote.

Mr. Frascella reported the official results of the November 6, 2018 election as follows:

Ms. Lynn Kasics was elected to a 3-year term:	1,143 votes
Mr. Paula Taggart was elected to a 3-year term:	1,130 votes
Mr. John Dragotta was elected to a 3-year term:	1,126 votes

Mr. Frascella administered the Oath of Office to the following newly elected Board Members:

1. Ms. Lynn Kasics
2. Ms. Paula Taggart
3. Mr. John Dragotta

Motion by Mr. Walsh seconded by Mr. Conrad to accept the official election results of November 6, 2018.

Ayes: Conrad, Conway, Dragotta, Gonzalez, Kasics, McLaughlin, Perez, Taggart, Walsh  
 Nays: None  
 Abstention: None  
 Absent: None

Mr. Frascella called for nominations for Board President for the 2019 year.  
Ms. Conway nominated Mr. Conrad for Board President.

Hearing no further nominations, a motion was made by Mr. Walsh and seconded by Ms. Taggart to close nominations for Board President. Motion Carried by unanimous voice vote.

Motion by Mrs. Kasics, second by Ms. Taggart to elect the Board President.

Mr. Conrad was elected Board President by the following roll call:

Ayes: Conrad, Conway, Dragotta, Gonzalez, Kasics, McLaughlin, Perez, Taggart, Walsh  
 Nays: None  
 Abstention: None  
 Absent: None

Mr. Conrad, Board President, took over as chairperson of the South Amboy Board of Education and called for nominations for Board Vice-President for the 2018 year.

Mr. Dragotta nominated Ms. Kasics for Board Vice-President.

Hearing no further nominations, a motion was made by Ms. Taggart and seconded by Ms. Kasics to close nominations for Board Vice-President. Motion carried by unanimous voice vote.

Motion was made by Ms. Taggart, second by Mr. Dragotta to elect the Vice-President.

Ms. Taggart was elected Board Vice-President by the following roll call:

Ayes: Conrad, Conway, Dragotta, Gonzalez, Kasics, Perez, Taggart, Walsh  
 Nays: McLaughlin  
 Abstention: None  
 Absent: None

Motion by Mr. Conrad, seconded by Ms. Taggart accept the Motions and/or Resolutions as recommended by the Superintendent and/or Business Administrator/Board Secretary outlined in Numbers 1 through 18 from January 2, 2019 until the date of the next Organization Meeting:

1. Approve the adoption of the most current edition of Roberts Rules of Order as the official guide of parliamentary procedure governing all actions of this Board except in those instances where those provisions may conflict with any of the established rules under NJ State Law, administrative code, or Board Policy.
2. Approve the adoption of the New Jersey School Board Member Code of Ethics. (All Board Members sign acknowledgment of receipt). (Attachment A)
3. Approve that all current written policies, by-laws and rules/regulations in the official Policy Manual of the South Amboy School District be readopted unless modified by the Board of Education in accordance with those applicable policies, by-laws and/or rules and regulations.
4. Approve that all written curriculum, courses, textbooks, workbooks and ancillary materials of the District be adopted, unless modified upon recommendation of the Superintendent.
5. Approve that all present handbooks be continued in effect until modified upon the recommendation of the Superintendent.
6. Approve the emergency procedures described in the official South Amboy School District Emergency Management Plan as recommended by the Superintendent.
7. Approve the adoption of The Uniform Minimum Chart of Accounts for NJ Public Schools issued by the State of NJ Department of Education, Division of Finance.
8. **WHEREAS**, Chapter 231 of the Public Laws of NJ (1975) known as the "Open Public Meetings Act" requires notification of meetings of public bodies, as therein defined, in the manner therein set forth,

now therefore be it

**RESOLVED:** that for purposes of compliance with the Open Public Meetings Act, the South Amboy Board of Education hereby makes the following designations:

- a. The Home News Tribune and The Star-Ledger are hereby designated as the two newspapers to receive notification of meetings as required by any and all sections of the Open Public Meetings Act, it appearing that these newspapers are most likely to inform the local public of such meetings and meet the requirements of the statute.
- b. The locations for posting of notice of meetings shall be the bulletin boards in the City of South Amboy Clerk’s office, South Amboy Board of Education Office, South Amboy Elementary School, South Amboy Middle/High School, South Amboy Library, and Senior Citizen Center.

- 9. Approve, as provided by N.J.S.A 18A:22-8.1 amended, that the School Business Administrator/Board Secretary or the Superintendent be designated to approve such line item budget transfers, as necessary, between Board of Education meetings, and that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of the next regular meeting.
- 10. **RESOLVED** that the following Financial Institutions be designated as approved depositories for the South Amboy School District funds and that the Financial Institutions be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

Amboy National Bank

**AND BE IT FURTHER RESOLVED** that the following warrant signatures be approved:

Account	# of Signatures required	Board President	Board Secretary	Superintendent	Org. / Athletic Custodian
General Fund	3	X	X	X	
Payroll – Salary	2		X	X	
Payroll – Agency	2		X	X	
Summer Savings	2		X	X	
Unemployment Trust	2		X	X	
Cafeteria	2		X	X	
Organization	2		X		X
Athletic	2		X		X
Capital/Investment Accounts	3	X	X	X	
Scholarship Accounts	2		X	X	
FSA / DCA Account	2		X	X	

- 11. **RESOLVED** that Peter Frascella, Business Administrator/Board Secretary is authorized to award contracts up to \$40,000 under the competitive bid laws and to solicit and award quoted contracts up to the quote threshold of \$6,000.00 as he holds certification as a Qualified Purchasing Agent (QPA).
- 12. Authorize the Business Administrator/Board Secretary to issue warrants (checks) for the payment of bills between Board Meetings and to confirm such payments on the next bill list to be approved at the next regular Board Meeting.
- 13. **RESOLVED** that the South Amboy Board of Education hereby establishes a photocopy fee of .05 cents per page for all public documents.
- 14. Approve the following annual appointments/reappointments of Board Officials: (no additional compensation is given for these appointments)

<i>Position</i>	<i>Title</i>	<i>Comment</i>
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AHERA Coordinator	Supervisor, Buildings & Grounds	
Affirmative Action Officer	Director of Curriculum/Pupil Personnel Services	P.L. 1975, c.127
Custodian of Records	Board Secretary/Business Admin.	O.P.R.A. Compliance
Free/Reduced Lunch Hearing Officer	Superintendent	
Fund Commissioner (SAIF)	Board Secretary/Business Admin.	
Haz-Com (Right To Know) Coordinator	Board Secretary/Business Admin.	
Health, Safety & Chemical Hygiene Officer	School Nurse(s)	
Homeless Liaison	Director of Curriculum/Pupil Personnel Services	
Indoor Air Quality Coordinator	Supervisor, Buildings & Grounds	
Integrated Pest Management Coordinator	Supervisor, Buildings & Grounds	
Investment Officer	Board Secretary/Business Admin.	
Issuing Officer for Working Papers	MHS Principal	
Public Agency Compliance Officer	Board Secretary/Business Admin.	
Purchasing Agent	Board Secretary/Business Admin.	
Recycling Coordinator	Supervisor, Buildings & Grounds	
Representative to County E.S.C.	Superintendent	
Risk Management Officer	Board Secretary/Business Admin.	
Section 504/ADA Compliance Officer	Director of Curriculum/Pupil Personnel Services	

**15.** Approve the following Tax Shelter Annuity Companies and/or Brokers:

- AIG Retirement (Valic)
- AXA Equitable
- Compass Capital Management (OFI Trust Company)
- ING (ING Life Insurance & Annuity Company)
- Lincoln Investments
- MG Trust Company
- Siracusa Benefits Program (SBP TD Bank Depository Account)
- Mass Mutual
- National Life Group

**16.** Approve the following Disability Insurance Plans:

- AFLAC
- Prudential

**17.** Approve the following Indemnity Insurance Plans:

- AFLAC
- Prudential

**18. APPROVE ANNUAL MEETING SCHEDULE**

The Board of Education approves the 2019 Annual Meeting Schedule as follows:

**January, 2019**

02 Business/Public/Reorganization  
28 Business/Public

**August, 2019**

26 Business/Public

**February, 2019**

25 Business/Public

**September, 2019**

23 Business/Public

**March, 2019**

18 Business/Public

**October, 2019**

28 Business/Public

**April, 2019**

29 Business/Public/Budget Hearing

**November, 2019**

25 Business/Public

**May, 2019**

20 Business/Public

**December, 2019**

16 Business/Public

**June, 2019**

24 Business/Public

**January, 2020**

02 Business/Public/Reorganization

**July, 2019**

22 Business/Public

Ayes: Conrad, Conway, Dragotta, Gonzalez, Kasics, McLaughlin, Perez, Taggart, Walsh  
Nays: None  
Abstention: None  
Absent: None

**BOARD OF EDUCATION COMMENTS**

Mr. Diaz congratulated the new Board Members and presented all Board Members with certificates acknowledging their service.

**PUBLIC COMMENTS**

Maureen Strzykacski – Welcomed everyone back from break and congratulated the Teacher and Education Specialists of the Year.

**ADJOURNMENT**

A motion by Ms. Kasics seconded by Mr. Walsh that there being no further business the meeting be adjourned at 6:17 pm. Motion carried by unanimous voice vote.

Respectfully submitted,

*Peter Frascella*

Business Administrator/Board Secretary