

SEASIDE PARK BOARD OF EDUCATION

MINUTES

REGULAR MEETING MONDAY, JULY 16, 2018

MINUTES of the REGULAR MEETING, PUBLIC HEARING & ADOPTION OF THE 2018-2019 SCHOOL BUDGET of the SEASIDE PARK BOARD OF EDUCATION of the BOROUGH of SEASIDE PARK, COUNTY OF OCEAN, STATE OF NEW JERSEY, held MONDAY EVENING, JULY 16, 2018.

The meeting was called to order by President, June Korzeneski at 6:33 P.M. in the Seaside Park Elementary School located at 313 S.W. Central Avenue, Seaside Park.

ANNOUNCEMENT BY BOARD PRESIDENT

In compliance with the Open Public Meeting Act of the State of New Jersey, adequate notice of this meeting of the Board of Education of the Borough of Seaside Park was provided in the following manner:

- On January 18, 2018, advance written notice was e-mailed to the Asbury Park Press for publication on January 20, 2018
- On January 18, 2018, advance written notice was posted at the Seaside Park Municipal Building
- On January 18, 2018, advance written notice was filed with the Borough Clerk of the Borough of Seaside Park

A roll call of attendance indicated the following Board Members were present: June Korzeneski, Gina Condos, and Gary Yedman. Ron Neal and Michelle Miller were both absent.

Also in attendance were Barry J. Parlman, Business Administrator/ Board Secretary and Robert Budesca, Board Attorney.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by June Korzeneski.

APPROVAL OF MINUTES OF PREVIOUS MEETING

Upon motion by Mr. Yedman, seconded by Mrs. Condos the following resolution was approved:

RESOLVED, That the Board of Education approve the minutes of the following meetings as prepared by the Board Secretary:

May 7, 2018 – Regular Meeting, Public Hearing & Adoption of the 2018-2019 School Budget

All members present voting Aye.

COMMUNICATIONS

- A. Email from Barbara Sargeant re: Bussing Procedures

PUBLIC COMMENTS ON AGENDA ITEMS

In response to the discussion about setting up a Remind account for the students who get bussed to Lavallette Elementary, a resident asked about having such communications available for the high school students as well. Mr. Yedman explained that Central Regional has their own communication system for such needs.

ANNUAL APPOINTMENTS/APPROVALS

Upon motion of Mrs. Condos, seconded by Mr. Yedman the following appointments were approved:

A. Affirmative Action Officer

Approval to appoint Barry Parlman as Affirmative Action Officer for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

B. Public Agency Compliance Officer

Approval to appoint Barry Parlman as Public Agency Compliance Officer for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

C. Auditor

Approval to appoint Robert A. Hulsart & Company, as School Board Auditors for the 2018-2019 school year.

D. Board Attorney

Approval to appoint Robert Budesca, Esquire, as Board Attorney for the 2018-2019 school year as per contract.

E. Asbestos Management Officer

Approval to appoint Barry Parlman as Asbestos Management Officer for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

F. Safety & Health Designee

Approval to appoint Barry Parlman as Safety & Health Designee for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

G. Indoor Air Quality Designee

Approval to appoint Barry Parlman as Indoor Air Quality Designee for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

H. Broker of Record

Approval to appoint CBIZ Insurance Agency as the Seaside Park Board of Education Broker of Record for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

I. IPM Coordinator

Approval to appoint Barry Parlman as Integrated Pest Management Coordinator for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

J. Right to Know Officer

Approval to appoint Barry Parlman as Right to Know Officer for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

K. Custodian of Records

Approval to appoint Barry Parlman as Custodian of Records for the 2018 - 2019 school year, commencing July 1, 2018 through June 30, 2019.

L. AHERA Coordinator

Approval to appoint Barry Parlman as AHERA Coordinator for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

M. Official Depositories

Approval to designate Ocean First Bank, Wells Fargo Bank, and Bank of America, as the official depositories for the 2018-2019 school year, commencing July 1, 2018 through June 30, 2019.

N. Policies/Regulations

Approval to continue all Policies/Regulations currently in effect through the 2018-2019 school year.

All members present voting Aye.

FINANCE

Upon motion of Mr. Yedman, seconded by Mrs. Condos the following resolutions were approved:

- A. To authorize the School Business Administrator to advertise for bids, goods and services as needs arise during the 2018-2019 school year.
- B. To approve use of the Uniform Minimum Chart of Accounts for the State of New Jersey Department of Education for the 2018-2019 school year.
- C. To authorize the School Business Administrator to pay bills between Board of Education Meetings with the bills to be approved at the next Regular Board of Education Meeting.
- D. To approve the procurement of goods and services on an as needed basis from State Agencies through State Contracts, and to approve the quote and bidding thresholds of \$3,900 and \$26,000 respectively.
- E. To authorize the Business Administrator/Board Secretary, Board President, Board Vice-President, and Treasurer of School Monies to sign warrants.
- F. To approve Robert's Rules of Order Parliamentary Procedures.

All members present voting Aye.

RESOLUTIONS

Upon motion by Mrs. Condos, seconded by Mr. Yedman the following resolutions were approved:

A. APPROVAL OF CONTRACT FOR THE BUSINESS ADMINISTRATOR

RESOLVED, That the Board of Education approve the contract of Barry J. Parlman, Business Administrator/Board Secretary, approved by the County Office with a 0% increase for the 2018-2019 school year at a salary of \$26,249.00.

B. AUTHORIZATION FOR APPOINTMENT OF BOARD OFFICE SECRETARY

RESOLVED, That the Board of Education authorize the appointment of Elizabeth D'Aloisio as Secretary in the Board Office for the 2018-2019 school year commencing July 1, 2018 and only through June 30, 2019 in accordance with the approved employment contract at the annual salary of \$24,000.

C. AUTHORIZATION FOR EMPLOYMENT OF TREASURER OF SCHOOL MONIES

RESOLVED, That the Board of Education authorize employment of Elizabeth Sarantinoudis as Treasurer of School Monies for the 2018-2019 school year at the annual salary of \$4,702.00.

D. AUTHORIZATION FOR APPOINTMENT OF PART-TIME CUSTODIAN

RESOLVED, That the Board of Education authorize the appointment of the following Part-Time Custodian, as needed, in the Seaside Park Elementary School for the 2018-2019 school year commencing July 1, 2018 and only through June 30, 2019.

Guy Mueller \$14.42/hour

E. AUTHORIZATION FOR APPROVAL OF CONTRACT WITH SIGMABIT TECHNOLOGY, INC.

RESOLVED, That the Board of Education approve the contract with Sigmabit Technology, Inc. for an Annual User License Agreement effective July 1, 2018 through June 30, 2019 at a cost of \$5,508.00

F. AUTHORIZATION FOR CONTINUED PARTICIPATION IN THE BID FOR ELECTRIC GENERATION SERVICES

RESOLVED, That the Board of Education authorizes the Business Administrator to continue participation in a pricing agreement for the bid of electricity according to the attached cooperative resolution.

G. AUTHORIZATION FOR CONTINUED PARTICIPATION IN THE BID FOR NATURAL GAS SERVICES

RESOLVED, That the Board of Education authorizes the Business Administrator to continue participation in a pricing agreement for the bid of natural gas services according to the attached cooperative resolution.

H. APPROVAL OF THE NJSIG APPLICATION FOR 2018 SAFETY GRANT

RESOLVED, That the Board of Education approve the submission of grant application for the 2018 Safety Grant Program through the New Jersey Schools Insurance Group's MOCSSIF Subfund for the purposes described in the application, in the amount of \$756.39 for the period July 1, 2018 through June 30, 2019.

I. CONFIRMATION FOR USE OF BUILDING

RESOLVED, That the Board of Education confirmed use of the Multi-Purpose Room by the Seaside Park PTA for a summer dance on July 11, 2018 from 7:00 P.M.-9:00 P.M.

J. CONFIRMATION FOR USE OF BUILDING

RESOLVED, That the Board of Education confirmed use of the library by the Mah Jongg ladies on Mondays in July and August 2018 from 12:00 P.M – 2:00 P.M. beginning July 16, 2018.

K. AUTHORIZATION FOR USE OF BUILDING

RESOLVED, That the Board of Education authorize use of the school building by the Manchester Township Police Department for the purpose of tactical training as follows:

Wednesday August 22 & 29, 2018 and Wednesday September 5 & 12, 2018
Between the hours of 8:00 A.M. – 4:00 P.M

L. AUTHORIZATION FOR USE OF BUILDING

RESOLVED, That the Board of Education authorize use of the school building by the Canasta Club for the purpose of Canasta card games every Thursday from 9:30 A.M. – 12:30 P.M.

M. AUTHORIZATION FOR APPOINTMENT OF ATTENDANCE OFFICER

RESOLVED, That the Board of Education authorize the appointment of the following Attendance Officer for the Seaside Park Elementary School for the 2018-2019 school year commencing July 1, 2018 and only through June 30, 2019.

AJ Mantz \$1800.00 Stipend

N. CONFIRMATION OF 2017-2018 PURCHASE ORDERS

RESOLVED, That the Board of Education confirm the following 2017-2018 purchase orders in the various categories and amounts shown for a total of \$196,191.24

<u>P.O. #</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
1718-155	Bordens	Office Supplies	11-999-230-610	407.58
1718-156	South Jersey Energy	Gas Delivery	11-999-262-621	431.76
1718-157	Lezgus	Outside Maintenance	11-999-261-420	448.00
1718-158	OCSBA	General Admin Misc	11-999-230-890	40.00
1718-159	Asbury Park Press	Advertising	11-999-230-530	436.85
1718-160	Rullo & Julliet	Technical Services	11-999-262-300	400.00
1718-161	AT&T	Communications	11-999-230-530	208.66
1718-162	TRBOE	April Tuition Regular	11-999-100-561	34,976.40
1718-162	TRBOE	April Tuition Special	11-999-100-562	6,200.04
1718-162	TRBOE	April Transportation	11-999-270-513	2,483.10
1718-163	Lavallette BOE	April Tuition	11-999-100-561	14,994.00
1718-168	NJ State Health-May	Health Benefits	11-999-291-270	1,207.66
1718-169	Universal Janitorial	Custodial Supplies	11-999-262-610	40.00
1718-170	Asbury Park Press	Advertising	11-999-230-530	162.60
1718-171	ADP	Other Purchased Svcs	11-999-230-339	298.10
1718-172	Berry, Sahradnik, et al	Legal Services	11-999-230-331	105.00
1718-173	JCP&L	Electricity	11-999-262-622	331.66
1718-174	NJNG	Gas Supply	11-999-262-621	295.57
1718-175	Wells Fargo Vendor	Communications	11-999-230-530	84.27
1718-176	Blossom Lawn Center	Maintenance Supplies	11-999-261-610	405.76
1718-177	East Coast Flag	Maintenance Supplies	11-999-261-610	88.95
1718-178	South Jersey Energy	Gas Delivery	11-999-262-621	129.19
1718-179	Optimum	Communications	11-999-230-530	89.89
1718-180	Jersey Coast Fire Eqpt	Outside Maintenance	11-999-261-420	139.75
1718-181	CRBOE	Transportation Feb-June	11-999-270-513	12,125.00
1718-181	CRBOE	Transportation Feb-June	11-999-270-514	385.00
1718-182	Hartford Steam Boiler	Outside Maintenance	11-999-261-420	55.00
1718-183	Borough of Seaside Park	Water & Sewer	11-999-262-490	420.00
1718-184	AT&T	Communications	11-999-230-530	214.50
1718-185	TRBOE	May Tuition Regular	11-999-100-561	34,347.42
1718-185	TRBOE	May Tuition Special	11-999-100-562	4,357.81
1718-185	TRBOE	May Transportation	11-999-270-514	2,483.10
1718-186	ADP	Other Purchased Svcs	11-999-230-339	19.80
1718-187	NJ State Health-June	Health Benefits	11-999-291-270	1207.66
1718-188	Lavallette BOE	Tuition- May & June	11-999-100-561	29,988.00
1718-189	Berry, Sahradnik, et al	Legal Services	11-999-230-331	250.00
1718-192	Sigmabit Technology	Admin Tech Svcs	11-999-252-330	5,508.00
1718-193	Wells Fargo Vendor	Communications	11-999-230-530	84.27

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1718-194	Home Depot	Maintenance Supplies	11-999-261-610	265.50
1718-195	JCP&L	Electricity	11-999-262-622	256.26
1718-196	ADP	Other Purchased Svcs	11-999-230-339	301.04
1718-197	Division of Fire Safety	Tech Services	11-999-262-300	323.00
1718-198	Ahera Consultants	Tech Services	11-999-262-300	900.00
1718-199	South Jersey Energy	Gas Delivery	11-999-262-621	3.40
1718-200	Optimum	Communications	11-999-230-530	89.89
1718-201	Blossom Lawn Center	Maintenance Supplies	11-999-261-610	81.44
1718-202	TRBOE	June Tuition Regular	11-999-100-561	33,718.50
1718-202	TRBOE	June Tuition Special	11-999-100-562	1,252.16
1718-202	TRBOE	June Transportation	11-999-270-514	2,483.10
1718-203	Nancy Poss	Aid in Lieu	11-999-270-514	500.00
1718-204	Lavallette Hardware	Maintenance Supplies	11-999-261-610	50.55
1718-205	AT&T	Communications	11-999-230-530	116.05

All members present voting Aye.

SCHOOL BUSINESS ADMINISTRATOR REPORT - Mr. Barry J. Parlman

Upon motion of Mr. Yedman, seconded by Mrs. Condos the following resolutions were approved:

A. APPROVAL OF FINANCIAL REPORTS

RESOLVED, That the Board of Education accept and file the following financial reports for the period ending April 30, 2018 and May 31, 2018; copies to follow in the minutes of this meeting:

- Secretary's Report of Expenditure
- Treasurer of School Monies Report

B. APPROVAL OF BUDGET LINE ITEM REPORT

RESOLVED, That the Board of Education, pursuant to N.J.A.C. 6:20-2.113(e)*, do hereby certify that as of April 30, 2018 and May 31, 2018, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6:20-2.12(b)* and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

C. APPROVAL OF CURRENT EXPENSE FUNDS

RESOLVED, That the Board of Education approve the appropriation adjustments for June 2018.

All members present voting Aye.

PAYMENT OF BILLS

Upon motion by Mr. Yedman, seconded by Mrs. Condos the following resolution was approved:

RESOLVED, That the Board of Education authorize payment of the bills as shown on the bill list dated July 16, 2018 when signed by a majority of the members, in the total amount of \$241,178.40.

All members present voting Aye.

ANNOUNCEMENTS

Monday, September 17, 2018 - Regular Board Meeting – 6:30 P.M.

BOARD COMMENTS

Mrs. Condos suggested that we send bookmarks or pencils or a magnet with each letter sent to students along with the bussing procedures. She also asked about where we stand with the selling of the board office. Mr. Budesza responded and noted that we have a bid date of August 24, 2018 and he will take care of advertising that in accordance with the required timeframes. Mrs. Korzeneski asked about the electric work needed. Mr. Yedman informed her that he got a bid from Bahr & Sons for \$54,000.00. JCP&L will need to install a new pole for the transformer which would cost approximately \$27,000.00 for the new pole and transformer. Adding in the cost of the HVAC we would be looking at a total cost of approximately \$200,000.00 and it would be completed in a 3 phase process. Mrs. Condos brought up the idea of speaking with the town council about charging the code office rent for their use of our building in order to help offset the cost of the impending electrical project.

Mrs. Korzeneski stated that she would like to have the library hours advertised and made public by having flyers done and hung in the post office and beach badge office stating the hours it is open. A resident also suggested that we have flyers given out to renters at the real estate offices.

PUBLIC COMMENTS

There were no comments at this time.

ADJOURNMENT

Upon motion by Mrs. Condos, seconded by Mr. Yedman the Regular Meeting of the Board of Education was adjourned at 7:34 P.M.