

**RESOLUTIONS OF THE WEST LONG BRANCH BOARD OF EDUCATION**  
**Reorganization Meeting Minutes – 6:00 p.m.**  
**Betty McElmon Elementary School Gymnasium**  
**Tuesday, January 4, 2022**

**VISION**

*Our vision for the West Long Branch Public School District is to produce socially responsible students who are lifelong learners equipped with the necessary skills to succeed at the next level of secondary education.*

**MISSION**

*Our mission for the West Long Branch Public School District is to put students first! In collaboration with all stakeholders, we will provide a safe and secure learning environment free from bias, increased academic rigor, cutting edge technology, and state-of-the-art facilities.*

**CALL TO ORDER**

This meeting was called to order at 6:00 p.m. by Corey Lowell, Business Administrator/Board Secretary.

"In accordance with the provisions of the Open Public Meetings Act, the West Long Branch Board of Education has issued notice of this meeting to be publicized by having the date, time and location of the meeting posted at Betty McElmon Elementary, Frank Antonides School and the West Long Branch Public Library and mailed to the Asbury Park Press and The Link, which have been designated as the Board's official newspapers. Notice was also filed with the Borough Clerk and sent to those persons requesting that such notice be mailed to them."

**The Pledge of Allegiance was led by Ms. Lowell**

**STATEMENT TO THE PUBLIC**

*Oftentimes it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, only then, is it placed on the agenda for action at a public meeting. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.*

**RESULTS OF ELECTION**

**Oath of Office**

Corey Lowell, Business Administrator/Board Secretary, will read the election results, and will give the Oath of Office to the following newly elected Board Members (noted with asterisk):

<u>Candidates/Three - (3) Year Term</u>	<u>TOTAL VOTES COUNTED</u>
*Mary E. Orendorff-Gassman	1,329
*Rose Scullion	1,331
*Joanna Sisk	1,311
Miscellaneous (write-in's)	28

**Roll call showed the following Board Members in attendance:**

Mrs. Cavanaugh                  Mrs. Gassman                  Mr. Pringle  
 Mrs. Scullion                      Mrs. Skellinger                Mrs. Sisk

**Roll call showed the following Board Members not in attendance:**

Mr. Kramer                  Mrs. Tabakman-Plancher                  Mr. Waters

**Also in attendance:**

Christina Egan,                      Superintendent of Schools  
 Corey Lowell,                      School Business Administrator/Board Secretary  
 Viola Lordi, Esq.                      Board Attorney

**REORGANIZATION OF THE BOARD OF EDUCATION**

*Board Secretary presides over the meeting for the purpose of conducting an election for the Office of Board President.*

**Nominations for Office of President for calendar year 2022**

Nominating Motion: Christine Skellinger nominated by Rose Scullion (second not required)

**Closing of the Nominations:**

*Board Secretary requests a motion to close nominations.*

Offered by: Ryan Pringle    Seconded by: Meaghan Cavanaugh

Y: 6                  N: 0                  ABST: 0

**Election of the President for calendar year 2022**

Appoint Christine Skellinger as President of the West Long Branch School District Board of Education.

<u>ROLL CALL:</u>	<u>Y</u>	<u>N</u>	<u>Abst.</u>		<u>Y</u>	<u>N</u>	<u>Abst.</u>		<u>Y</u>	<u>N</u>	<u>Abst.</u>
Mrs. Cavanaugh	X			Mrs. Gassman	X			Mr. Kramer			
Mr. Pringle	X			Mrs. Scullion	X			Mrs. Sisk	X		
Mrs. Skellinger	X			Mrs. Tabakman-Plancher				Mr. Waters			

Y: 6                  N: 0                  ABST: 0

*The Board Secretary presents the gavel to the new Board President.*

**President opens nominations for Office of Vice President for calendar year 2022**

Nominating Motion: Meaghan Cavanaugh nominated by Ryan Pringle (second not required)

**Closing of the Nominations:**

*President requests a motion to close nominations.*

Offered by: Rose Scullion Seconded by: Mary Gassman

Y: 6 N: 0 ABST: 0

**Election of the Vice President for calendar year 2022**

Appoint Meaghan Cavanaugh as Vice President of the West Long Branch School District Board of Education.

<b><u>ROLL CALL:</u></b>	<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>Abst.</u></b>		<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>Abst.</u></b>		<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>Abst.</u></b>
Mrs. Cavanaugh	X			Mrs. Gassman	X			Mr. Kramer			
Mr. Pringle	X			Mrs. Scullion	X			Mrs. Sisk	X		
Mrs. Skellinger	X			Mrs. Tabakman-Plancher				Mr. Waters			

Y: 6 N: 0 ABST: 0

**PRESENTATION:**

- Recognition of Mrs. Viola Lordi, Esq. - Mrs. Christina Egan, Superintendent of Schools

**PUBLIC COMMENTS:**

None

**APPROVAL OF ORGANIZATION CHART**

**BE IT RESOLVED**, that the District’s Organization Chart be approved as per the attached.

**Motion offered by Mrs. Cavanaugh and seconded by Mrs. Scullion was approved by a roll call vote of 6/0.**

**CODE OF ETHICS TRAINING**

**ADOPTION OF CODE OF ETHICS**

**BE IT RESOLVED**, that the New Jersey School Boards Association Code of Ethics shall be considered the Official Code of Ethics for the West Long Branch Board of Education.

1. 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.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children, regardless of their ability, race, creed, sex or social standing.
3. 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.
4. 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.
5. 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.
6. 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.
7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. 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 schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. 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.

**Motion offered by Mrs. Scullion and seconded by Mrs. Sisk was approved by a roll call vote of 6/0.**

**RESOLUTION: APPROVING SCHEDULE OF MEETING DATES FOR THE 2022 CALENDAR YEAR**

**BE IT RESOLVED**, that the Board of Education of the Borough of West Long Branch approve the attached schedule of meeting dates for the 2022 calendar year.

<u>Meeting</u>	<u>Date</u>	<u>Location</u>
Strategic Planning Meeting	Thursday, January 20, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, January 25, 2022	Betty McElmon Elementary Gym
Strategic Planning Meeting	Thursday, February 17, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, February 22, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, March 15, 2022	Betty McElmon Elementary Gym
Strategic Planning Meeting	Thursday, March 31, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, April 26, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, May 24, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, June 28, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, July 26, 2022	Betty McElmon Elementary Gym
BOE Retreat & Presentation of Strategic Plan (5:00 pm)	Tuesday, August 9, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, August 23, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, September 20, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, October 18, 2022	Betty McElmon Elementary Gym
Regular Meeting	Tuesday, November 22, 2022	Betty McElmon Elementary Gym
Re-Organization Meeting (6:00 pm)	Tuesday, January 3, 2023	Betty McElmon Elementary Gym

**AND BE IT FURTHER RESOLVED**, that the Notice of Public Meeting is adopted as follows:

- Section 1** The Regular Monthly Public Meetings at which formal action will be taken are to be held as per the schedule of meetings at 7:00 p.m. All meetings will take place in the Betty McElmon School Gymnasium. The detailed meeting schedule will be attached to the minutes of this meeting.
  
- Section 2** The annual notice for the Borough of West Long Branch Board of Education Meetings will be published in the Asbury Park Press, the Link, and will be filed with the Municipal Clerk of the Borough of West Long Branch, and the County Superintendent's Office.
  
- Section 3** The President of the Board will announce and have placed in the minutes of each meeting, a statement indicating that the notice requirement of the law has been satisfied stating the time, place and manner in which the required notice was provided.
  
- Section 4** Only emergency meetings may be held, if required, without complying with the notice requirements of the law.

**Section 5** The Borough of West Long Branch Board of Education will hold closed meetings only to discuss those matters, which are specifically exempt from the law.

Primarily, these closed portions of the meetings will involve personnel matter and material, which would constitute an unwarranted invasion of an individual's privacy.

Only the twelve types of materials listed in the law will be discussed or acted upon in private.

**Section 6** Before going into closed session, the Board will adopt a resolution indicating the general nature of the subject to be discussed at the closed session and if and when that discussion can be disclosed to the public.

**Section 7** Appropriate minutes will be kept of all meetings including the time and place for the meeting, members present, method of notice of the meeting and the subjects considered. Minutes will be available for public inspection except items, which are specifically exempt from disclosure by law.

**Section 8** Active participation will be allowed at all monthly public meetings of the Board.

**Section 9** This resolution shall take effect immediately.

**Motion offered by Mrs. Cavanaugh and seconded by Mr. Pringle was approved by a roll call vote of 6/0.**

**RESOLUTION: DESIGNATING OFFICIAL NEWSPAPERS**

**BE IT RESOLVED**, that the following newspapers shall be designated as Official Newspapers to be used for Board of Education advertisements and notices:

**Official Newspaper**

Asbury Park Press  
The Link

**Motion offered by Mrs. Cavanaugh and seconded by Mrs. Sisk was approved by a roll call vote of 6/0.**

**PARLIAMENTARY PROCEDURES**

**BE IT RESOLVED**, that the Board of Education adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary and/or Assistant Board Secretary to act as the Parliamentarian for the 2022 calendar year depending on who is covering the meeting.

**Motion offered by Mrs. Gassman and seconded by Mrs. Scullion was approved by a roll call vote of 6/0.**

**ADOPTION OF POLICIES AND BYLAWS**

**BE IT RESOLVED**, that the Board of Education approve all of the Official Board of Education Bylaws and Policies as per the detailed policies currently found in the West Long Branch Board of Education Official Policy Manuals, which, are on file and available for public review and inspection in the Administration Offices at the Frank Antonides School, 135 Locust Avenue, West Long Branch, New Jersey, 07764 (On file in the office of the Board Secretary).

**Motion offered by Mr. Pringle and seconded by Mrs. Sisk was approved by a roll call vote of 6/0.**

**ADOPTION OF CURRICULUM AND TEXTBOOKS**

**BE IT RESOLVED**, that the curricula and textbooks previously adopted by the Board of Education, as well as all revisions thereto, be adopted as posted on the District website.

**CURRICULA**

- Pre-K-8 Art
- Pre-K-8 Guidance
- Pre-K-8 Music
- Pre-K-8 Physical Education/Health
- Pre-K-8 Spanish
- K-8 English Language Arts
- K-8 Mathematics
- K-8 Science
- K-8 Social Studies
- K-4 Library/Media
- K-8 Amistad and Holocaust
- K-8 Dance and Theater
- K-8 English Language Learner
- K-8 Financial Literacy
- K-8 Gifted and Talented
- K-8 Technology/Electives (Coding, Robotics, TV Video Production)
- 5-8 Family and Consumer Science (Life Skills)

**Motion offered by Mr. Pringle and seconded by Mrs. Sisk was approved by a roll call vote of 6/0.**

**DESIGNATION OF OFFICIAL DEPOSITORIES AND SIGNEES**

**BE IT RESOLVED**, that the Board of Education of the Borough of West Long Branch designates the following Institution as Depositories of District Funds for the 2022 calendar year:

Investors Bank

**BE IT FURTHER RESOLVED**, that the Board approve the following list of signers for accounts held by the West Long Branch Board of Education at Investors Bank.

Reorganization Meeting Minutes January 4, 2022

WARRANT ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Christina Egan, Superintendent of Schools Lorraine Simon, Assistant School Business Administrator
PAYROLL ACCOUNT	George Stone, Treasurer of School Monies Christine, Board of Education President Corey Lowell, School Business Administrator Lorraine Simon, Assistant School Business Administrator
PAYROLL AGENCY ACCOUNT	George Stone, Treasurer of School Monies Corey Lowell, School Business Administrator Christina Egan, Superintendent of Schools Lorraine Simon, Assistant School Business Administrator
UNEMPLOYMENT TRUST ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Christina Egan, Superintendent of Schools Lorraine Simon, Assistant School Business Administrator
SCHOOL LUNCH ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Christina Egan, Superintendent of Schools Lorraine Simon, Assistant School Business Administrator
PETER WEINMAN SCHOLARSHIP ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Christina Egan, Superintendent of Schools Lorraine Simon, Assistant School Business Administrator
CAPITAL RESERVE ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Christina Egan, Superintendent of Schools Lorraine Simon, Assistant School Business Administrator
MAINTENANCE RESERVE ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Christina Egan, Superintendent of Schools Lorraine Simon, Assistant School Business Administrator
EMERGENCY RESERVE ACCOUNT	Christine Skellinger, Board of Education President Corey Lowell, School Business Administrator Christina Egan, Superintendent of Schools Lorraine Simon, Assistant School Business Administrator



**Motion offered by Mrs. Cavanaugh and seconded by Mrs. Sisk was approved by a roll call vote of 6/0.**

**ISSUANCE OF HAND CHECKS**

**BE IT RESOLVED**, that the Board authorize the Business Administrator to issue hand checks to be ratified at the next Board of Education meeting.

**Motion offered by Mrs. Gassman and seconded by Mrs. Cavanaugh was approved by a roll call vote of 6/0.**

**APPROVE CHART OF ACCOUNTS**

**BE IT RESOLVED**, that the Board authorize the Uniform Chart of Accounts for New Jersey Public Schools for the 2021-2022 edition.

**Motion offered by Mrs. Scullion and seconded by Mrs. Cavanaugh was approved by a roll call vote of 6/0.**

**PURCHASING AGENT/BID THRESHOLD**

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-3, the West Long Branch Board of Education (sometimes "Board") may grant the Business Administrator of the Board, as the Board's Purchasing Agent, the authority, responsibility and accountability for the purchasing activity of the Board and the authority to prepare advertisements, to advertise for and receive bids, and to award contracts as permitted by law; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-3 the Board, by a general delegation of power, may establish a bid threshold in an amount not to exceed \$44,000 if the Purchasing Agent is qualified pursuant to N.J.S.A. 40A:11-9; and

**WHEREAS**, Corey Lowell, Business Administrator, is the Board's Purchasing Agent and is a QPA pursuant to N.J.S.A. 40A:11-3 and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-3, the Board, by a general delegation of power, may grant the Purchasing Agent the authority to award any contract the cost or price of which, in the aggregate, is less than 15 percent of the bid threshold, without advertisement for bids and without solicitation of competitive quotations; and

**WHEREAS**, pursuant to N.J.S.A. 18A:18A-3 and N.J.S.A. 18A:18A-37(a), the Board, by a general delegation of power, may grant the Purchasing Agent the authority to award any contract:

- (1) the cost or price of which amounts, in the aggregate, to less than the bid threshold but to greater than 15 percent thereof, or
- (2) that is exempt from the public bidding requirements as provided in N.J.S.A. 18A:18A-5 (except for professional services and work performed by employees of the Board) without advertising for bids but after solicitation of at least two competitive quotations (if practicable) as required by law; and

**NOW, THEREFORE, BE IT RESOLVED**, by the West Long Branch Board of Education pursuant to the aforesaid statutes as follows:

- (1) the bid threshold for the Board is hereby established at \$44,000.
- (2) Corey Lowell is duly authorized to award contracts that amount in the aggregate, to less than \$6,600 (which is fifteen percent (15%) of the bid threshold of \$44,000) without advertisement for bids and without solicitation of competitive quotations; and
- (3) Corey Lowell is duly authorized to seek competitive quotations for and to award contracts as provided by law that either:
  - (a) amount, in the aggregate, to less than \$44,000, but to greater than \$6,600; or
  - (b) are exempt from the public bidding requirements pursuant to N.J.S.A. 18A:18A-5 (except for professional services and work performed by Board employees), subject to the Board having previously budgeted for the expenditure or otherwise approved the expenditure.
- (4) Corey Lowell is duly authorized to purchase any goods or services pursuant to a State contract that amounts, in the aggregate, to less than \$44,000 without prior approval of the Board, subject to the Board's having previously budgeted for the expenditure or otherwise approved the expenditure. All such purchases made through State contracts will be approved by the Board on a retroactive basis at least once each school year.

**BE IT FURTHER RESOLVED**, that this resolution supersedes all prior resolutions on these subjects.

**Motion offered by Mrs. Gassman and seconded by Mrs. Cavanaugh was approved by a roll call vote of 6/0.**

#### **STATE CONTRACT PROCUREMENT**

Resolution authorizing the Procurement of Goods and Services through State Agency for the calendar year 2022.

**WHEREAS**, Title 18A:18A-10 provides that, "A Board of Education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

**WHEREAS**, The West Long Branch Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

**WHEREAS**, The West Long Branch Board of Education desires to authorize its purchasing agent for the calendar year 2022 to make any and all purchases necessary to meet the needs of the school district throughout the school year,

**NOW, THEREFORE BE IT RESOLVED**, that the West Long Branch Board of Education does hereby authorize the district Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized for any purchase in excess of \$44,000, subject to the Board's having previously budgeted for the expenditure or otherwise approved the expenditure.

**Motion offered by Mrs. Scullion and seconded by Mrs. Sisk was approved by a roll call vote of 6/0.**

**APPOINTMENT OF CUSTODIAN OF RECORDS AND PUBLIC ACCESS TO RECORDS**

**WHEREAS**, P.L. 2001, c404 (C.47:1A-7, known as the Public Access Law, amends and supplements P.L. 1963, c73, c73.P.L 1995, c23 and P.L. 1998, c17 regarding access to government records and,

**WHEREAS**, the law designates that a person be designated as the custodial of a government record, and

**WHEREAS**, copies of permitted government records must be provided to persons upon written request and prepayment of fees prescribed by law or regulation, and

**WHEREAS**, except as otherwise provided by law or regulation, the fee assessed for the copying of a government record shall be \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger.

**BE IT FURTHER RESOLVED**, that the Board of Education appoints the Business Administrator/Board Secretary as the custodian of government records, and

**BE IT FURTHER RESOLVED**, that the West Long Branch Board of Education approves the Records Request form for the use of any person, who requests access to government records.

**Motion offered by Mrs. Cavanaugh and seconded by Mrs. Scullion was approved by a roll call vote of 6/0.**

**APPOINTMENT OF SCHOOL BOARD ATTORNEY**

**WHEREAS**, the West Long Branch Board of Education (sometimes "Board") has a need for a Board Attorney to represent the Board; and

**WHEREAS**, the law firm of Machado Law Group, 1 Cleveland Place, Springfield, NJ 07081, has substantial experience in representing boards of education; and

**WHEREAS**, the Board has determined that it is in the best interest of the school community of the West Long Branch School District to appoint Machado Law Group to serve the Board in the capacity of Board Attorney.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. Machado Law Group is hereby appointed as Board Attorney for the West Long Branch Board of Education, for the period commencing on January 5, 2022 and expiring at the close of the Board's next reorganization meeting in January 2023.
2. Machado Law Group is hereby authorized and designated to serve as Board Attorney for the West Long Branch Board of Education as aforementioned at the hourly rate of \$170 per hour for all administrative hearings, court proceedings, litigation, all research, preparation and consultation with Board representatives, interviewing witnesses, legal opinions, and other miscellaneous services. Paralegals shall be paid at a rate of \$85.00 per hour; and
3. The Board of Education hereby approves the related Agreement for Professional Legal Services between the Board and Machado Law Group for the period from January 5, 2022 through the next Board Organization Meeting ("Agreement"); and
4. Notice of the award of the above described contract (the Agreement) for professional legal services shall be provided as required by N.J.S.A. 18A:18A-5 a(1); and
5. This resolution and the Agreement shall be maintained on file and available for public inspection in the Board's office; and
6. The Board President and the Business Administrator/Board Secretary, as the attesting witness, are hereby authorized to sign the Agreement.

**Motion offered by Mrs. Cavanaugh and seconded by Mrs. Gassman was approved by a roll call vote of 6/0.**

**APPOINTMENT OF SPECIAL LEGAL COUNSEL**

**WHEREAS**, the West Long Branch Board of Education (sometimes "Board") has a need for special legal counsel to represent the Board in a pending personnel matter; and

**WHEREAS**, the law firm of Wilentz, Goldman & Spitzer, P.A., 90 Woodbridge Center Drive, Woodbridge, NJ 07095 ("Wilentz, Goldman & Spitzer, P.A."), has substantial experience in representing boards of education in employment and school law matters and has represented the Board in the aforementioned matter to date; and

**WHEREAS**, the Board has determined that it is in the best interest of the school community of the West Long Branch School District to appoint Wilentz, Goldman & Spitzer, P.A. to serve the Board in the capacity of Special Legal Counsel as aforementioned.

**NOW, THEREFORE, BE IT RESOLVED** as follows:

1. Wilentz, Goldman & Spitzer, P.A. is hereby appointed as Special Legal Counsel for the West Long Branch Board of Education to represent the Board in a pending personnel matter, for the period commencing at the adjournment of the Board's reorganization

meeting on January 4, 2022 and expiring at the close of the Board's next reorganization meeting in January 2023.

2. Wilentz, Goldman & Spitzer P.A. is hereby authorized and designated to serve as Special Legal Counsel for the West Long Branch Board of Education as aforementioned at the hourly rate of \$175 for shareholders and of counsel, \$160 for counsel and associates and \$95 for paralegals and with reimbursement for costs such as computer research, UPS Overnight, messenger, photocopy, and the like.
3. The Board President, and the Board Secretary as the attesting witness, are hereby authorized to execute an Agreement for Professional Legal Services between the Board and Wilentz, Goldman & Spitzer, P.A. substantially in the form of the agreement(s) with said firm that are presently on file with the Board, for the period of time and providing for the hourly rates and reimbursement categories identified above ("Agreement").
4. Notice of the award of the above described contract (the Agreement) for professional legal services shall be provided as required by N.J.S.A. 18A:18A-5 a(1).
5. This resolution and the Agreement shall be maintained on file and available for public inspection in the Board's office.

**Motion offered by Mrs. Gassman and seconded by Mrs. Sisk was approved by a roll call vote of 6/0.**

**APPOINTMENT OF SCHOOL PHYSICIAN**

**BE IT RESOLVED**, that Dr. Richard Reutter is appointed as Medical Examiner/School Physician, from January 4, 2022 through the next Board Organization Meeting at an annual (twelve-month) cost of \$3,500.

**Motion offered by Mr. Pringle and seconded by Mrs. Scullion was approved by a roll call vote of 6/0.**

**APPOINTMENT OF SCHOOL ARCHITECTS**

**BE IT RESOLVED** that pursuant to N.J.S.A. 18A:18A-5(a)(1), the firm of Settembrino Architects be awarded a professional services contract to provide architectural services to the West Long Branch Board of Education for the 2021-2022 school year. Furthermore, compensation for this contract shall be set according to the following schedule of hourly rates:

Principal Architect	\$150.00
Project Manager	\$145.00
Project Architect	\$140.00
Construction Administration	\$125.00
Administrative	\$ 90.00

Various other engineering and consultant rates as per the proposal received from Settembrino for RFP 19-01

And, total compensation paid shall not exceed a maximum amount of \$5,000 without Board approval.

**Motion offered by Mrs. Gassman and seconded by Mrs. Sisk was approved by a roll call vote of 6/0.**

**APPOINTMENT OF 504 COMPLIANCE OFFICERS**

**BE IT RESOLVED**, that the Board approve the appointment of James J. Erhardt as the BME 504 District Compliance Officer and Allyson Winter as the FAS 504 District Compliance Officer for the 2021-2022 school year and through the next Board Organization Meeting.

**Motion offered by Mr. Pringle and seconded by Mrs. Sisk was approved by a roll call vote of 6/0.**

**OTHER COMPLIANCE OFFICERS**

**BE IT RESOLVED**, that the Board approve Corey Lowell as the Public Agency Contracts Compliance Officer effective January 4, 2022 through the next Board Organization Meeting.

**BE IT RESOLVED**, that the Board approve Dean Highham, Aramark, as the Integrated Pest Management Coordinator effective January 4, 2022 through the next Board Organization Meeting.

**BE IT RESOLVED**, that the Board approve Corey Lowell, as the Right to Know Officer effective January 4, 2022 through the next Board Organization Meeting.

**BE IT RESOLVED**, that the Board approve Corey Lowell, as the Asbestos Management Officer effective January 4, 2022 through the next Board Organization Meeting.

**Motion offered by Mrs. Cavanaugh and seconded by Mrs. Scullion was approved by a roll call vote of 6/0.**

**TAX SHELTER ANNUITY COMPANIES/BROKERS**

**BE IT RESOLVED**, that the Board hereby designates the following deferred compensation plan providers with respect to the Internal Revenue Code Section 403 (b) Plan for employees:

Lincoln Investment      AXA Equitable      Valic

**Motion offered by Mr. Pringle and seconded by Mrs. Scullion was approved by a roll call vote of 6/0.**

**MOTION TO ADJOURN**

**Motion offered by Mrs. Cavanaugh and seconded by Mr. Pringle was approved by a voice vote of 6/0 at 6:26 p.m.**

Respectfully Submitted,

Corey Lowell  
School Business Administrator/Board Secretary