

**LAKEHURST BOARD OF EDUCATION
ANNUAL BOARD ORGANIZATION
JANUARY 3, 2017**

Oath of Office

Barry J. Parliman, Business Administrator/Board Secretary, read the election results, and gave the Oath of Office to the following newly elected Board Members:

David W. Burton - 3 year term (2017-2020)

Roll Call Information

2017-18 Lakehurst Board of Education:

<u>Board Members</u>	<u>Term Expires:</u>
Mrs. Joann Septor	2017
Mr. James Malden	2018
Mr. David Burton	2020
Mr. Cameron Dean Hetzel	2017
Mrs. Deborah Pease	2018

This meeting was called to order at _____ p.m. by Barry J. Parliman, Business Administrator/Board Secretary.

Roll call showed the following Board Members in attendance:

_____ Mrs. Septor
_____ Mr. Malden
_____ Mr. Burton
_____ Mr. Hetzel
_____ Mrs. Pease

Also in attendance:

_____ Loren Fuhring, Superintendent
_____ Barry J. Parliman, Business Administrator/Board Secretary
_____ Clifford Barneman, Assistant Superintendent
_____ Steven Zabarsky, Esq., Board Attorney

I. BOARD BUSINESS

A. Nominations and Election of President

The Board Secretary called for nominations for President.

_____ nominated _____ for President of the Board of Education.

ROLL CALL VOTE :

AYES : _____

NAYS : _____

ABSENT : _____

_____ was elected President of the Board of Education.

B. Nominations and Election of Vice-President

The President called for nominations of Vice-President.

_____ nominated _____ for Vice President of the Board of Education.

ROLL CALL VOTE :

AYES : _____

NAYS : _____

ABSENT : _____

_____ was elected vice-president of the Board of Education.

C. Code Of Ethics

The Board of Education Members had the required Board of Ethics Training session as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30.

RESOLVED, that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Lakehurst 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 schools 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 schools, 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 schools for personal gain or for the gain of friends.
- g. 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.
- 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.

A Motion was made by _____ and seconded by _____ to Approve and Adopt the New Jersey School Board Code of Ethics (a-j).

ROLL CALL VOTE:

- Mrs. Septor
- Mr. Malden
- Mr. Burton
- Mr. Hetzel
- Mrs. Pease

D. Open Public Meetings Act Specifications

RESOLVED that the Lakehurst Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held on the third (3rd) Tuesday of each month (with exceptions) in the Media Center, Lakehurst Elementary School, 301 Union Avenue, Lakehurst, New Jersey 08733, at 7:00 p.m., as set forth below unless indicated otherwise. Work sessions will be held at 6:30 p.m. prior to Regular Meetings.

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary.

BE IT FURTHER RESOLVED that the Board of Education does hereby designate the Asbury Park Press and Newark Star Ledger as official newspapers to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Lakehurst Elementary School and posted on the District website.

BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board meetings:

- Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented.
- The presentation shall be as brief as possible but no more than three (3) minutes per individual.
- The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so.

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

2017-2018 Regular Meeting Schedule

<u>Month</u>	<u>Day</u>	<u>Year</u>	<u>Type of Meeting</u>
January	17	2017	Regular Meeting
February	14	2017	Regular Meeting
March	21	2017	Regular Meeting
April	18	2017	Regular Meeting
May	16	2017	Regular Meeting
June	13	2017	Regular Meeting
July	18	2017	Regular Meeting
August	15	2017	Regular Meeting
September	19	2017	Regular Meeting
October	17	2017	Regular Meeting
November	21	2017	Regular Meeting
December	19	2017	Regular Meeting

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

A Motion was made by _____ and seconded by _____ to Adopt the Open Public Meetings Act Specifications and Approve the 2017-2018 Meeting Schedule.

ROLL CALL VOTE:

- Mrs. Septor
- Mr. Malden
- Mr. Burton
- Mr. Hetzel
- Mrs. Pease

E. Board of Education Committee Appointments for the 2017-2018 School Year

1. The Lakehurst Board of Education chooses to have Committees of the Whole. The entire Board of Education serves on the following:

ACTION COMMITTEES

- Finance
- Personnel
- Program
- Plant
- Policy

INFORMATION COMMITTEES

Legislative Committee

Chairperson: Member:

Negotiations Committee

Chairperson: Member:

Association-Board Relations

Chairperson: Member:

Borough Council Liaison

Chairperson: Member:

Delegate to OCSBA

Delegate: Member:

Delegate to NJSBA

Delegate: Member:

PTA Liaison

Liaison: Member:

- 2. To Approve _____ as the Lakehurst Representative to the Manchester Board of Education.

A Motion was made by _____ and seconded by _____ to Approve the 2017-2018 Committees and Appointments items 1 and 2.

ROLL CALL VOTE:

- Mrs. Septor
- Mr. Malden
- Mr. Burton
- Mr. Hetzel
- Mrs. Pease

F. Parliamentary Procedures

To adopt Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the board secretary and board attorney to act as the parliamentarians for the 2017-2018 school year.

A Motion was made by _____ and seconded by _____ to Adopt the 2017-2018 Parliamentary Procedures.

ROLL CALL VOTE:

- Mrs. Septor
- Mr. Malden
- Mr. Burton
- Mr. Hetzel
- Mrs. Pease

G. Board Policies/Regulations

To adopt all existing Board Policies and Regulations.

A Motion was made by _____ and seconded by _____ to Adopt the 2017 - 2018 Policies and Regulations.

ROLL CALL VOTE:

- Mrs. Septor
- Mr. Malden
- Mr. Burton
- Mr. Hetzel
- Mrs. Pease

H. Doctrine of Necessity

WHEREAS, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

WHEREAS, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

WHEREAS, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03-98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

WHEREAS, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

WHEREAS, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

WHEREAS, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

NOW THEREFORE BE IT RESOLVED that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and BE IT FURTHER RESOLVED that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

BE IT FURTHER RESOLVED that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials and the New Jersey Education Association.

A Motion was made by _____ and seconded by _____ to Approve the 2017-2018 Doctrine of Necessity.

ROLL CALL VOTE:

- Mrs. Septor
- Mr. Malden
- Mr. Burton
- Mr. Hetzel
- Mrs. Pease

I. Travel and Related Expense Reimbursement 2017-2018

WHEREAS, the Lakehurst Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,000.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$15,000.00 for all staff and board members.

A Motion was made by _____ and seconded by _____ to Adopt and Approve the 2017-2018 Travel Expense Reimbursement.

ROLL CALL VOTE:

Mrs. Septor
Mr. Malden
Mr. Burton
Mr. Hetzel
Mrs. Pease

II. A. PUBLIC COMMENTS ON AGENDA ITEMS

II. B. BOARD BUSINESS

Resolution Authorizing Settlement with Family and Student Identification Number 7719948788 Pursuant to N.J.A.C. 6A:3-1.12(d)

WHEREAS, N.J.A.C. 6A:3-1.13(d) requires that a Board of Education provide a resolution authorizing settlement indicating that the district Board of Education has consented to the terms of the settlement;

BE IT RESOLVED, that the Board hereby consents to settlement with Family and Student Identification Number 7719948788 pursuant to the terms of the Release and Settlement Agreement attached hereto and authorizes the Board of Education President, Mr. James Malden, to execute the Agreement on behalf of the Board.

A Motion was made by _____ and seconded by _____ to Approve Board Business item II B.

ROLL CALL VOTE:

- Mrs. Septor
- Mr. Malden
- Mr. Burton
- Mr. Hetzel
- Mrs. Pease

Adjournment

A Motion was made by _____ and seconded by _____ to adjourn the Reorganization Meeting of the Board of Education at _____ p.m.

ROLL CALL VOTE:

- Mrs. Septor
- Mr. Malden
- Mr. Burton
- Mr. Hetzel
- Mrs. Pease

RESPECTFULLY SUBMITTED