

**BRADLEY BEACH BOARD OF EDUCATION**  
**515 Brinley Avenue**  
**Bradley Beach, NJ 07720**

**AGENDA**

**Reorganization Meeting**  
**January 6, 2021**

I. Call To Order

II. Open Public Meetings Act

In accordance with the Open Public Meetings Act, notice of this meeting has been given to the designated newspapers, *The Asbury Park Press* and *the Coast Star*, and posted in the school in a place reserved for this kind of notice.

III. Roll Call and Flag Salute

IV. Administration of Oath of Office to Newly Elected Board Members

V. Roll Call

VI. Business Administrator/Board Secretary's Report

(Mr. Tonzola) As President, pro-tem, I state that nominations are now in order for the position of President of the Bradley Beach Board of Education.

A. Nomination and Election of Board President

Resolved: I nominate as President of the Bradley Beach Board of Education:

1. \_\_\_\_\_ MOTION: \_\_\_\_\_

2. \_\_\_\_\_ MOTION: \_\_\_\_\_

3. \_\_\_\_\_ MOTION: \_\_\_\_\_

(Title 18A:15.1)

Resolved: That all nominations be closed and roll call vote be taken on the election of the Board President

Discussion: including statements by nominees and questions from other Board Members

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

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Roll call vote results:

- 1. Nominee \_\_\_\_\_ # Votes \_\_\_\_\_
- 2. Nominee \_\_\_\_\_ # Votes \_\_\_\_\_
- 3. Nominee \_\_\_\_\_ # Votes \_\_\_\_\_

\_\_\_\_\_ has received a majority of the votes and is hereby declared to be duly elected as President of Bradley Beach Board of Education.

(Mr. Tonzola) As President, pro-tem, I turn over the conduct of the remainder of this meeting to the duly elected President.

B. Nomination and Election of Board Vice President

Resolved: I nominate as Vice President of the Bradley Beach Board of Education:

- 1. \_\_\_\_\_ MOTION: \_\_\_\_\_
- 2. \_\_\_\_\_ MOTION: \_\_\_\_\_
- 3. \_\_\_\_\_ MOTION: \_\_\_\_\_

(Title 18A:15.1)

Resolved: That all nominations be closed and roll call vote be taken on the election of the Board Vice President

Discussion: including statements by nominees and questions from other Board Members

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

Roll call vote results:

- 1. Nominee \_\_\_\_\_ # Votes \_\_\_\_\_
- 2. Nominee \_\_\_\_\_ # Votes \_\_\_\_\_
- 3. Nominee \_\_\_\_\_ # Votes \_\_\_\_\_

\_\_\_\_\_ has received a majority of the votes and is hereby declared to be duly elected as Vice President of Bradley Beach Board of Education.

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C. Designation of Advertising Media

Resolved: That the following resolution is hereby adopted:

WHEREAS, The Open Public Meetings Act (Chapter 231, P.L. 1975) N.J.S.A. 10:4.6 et seq. requires that certain notice of meetings be submitted to two newspapers, one of which shall be the official newspaper, and

WHEREAS, The second newspaper designated by this Board must be one which has the greatest likelihood of informing the public within the jurisdictional boundaries of the Board of Education of such meetings, and

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF EDUCATION OF THE BOROUGH OF BRADLEY BEACH, AS FOLLOWS:

1. *The Asbury Park Press* is hereby designated as the official newspaper to receive all notices of meetings.
2. Either *The Coast Star* or *The New Coaster* is hereby designated as the second newspaper having the greatest likelihood of informing the public within the jurisdictional area of the Board of Education of notice of meetings designated to receive all notices of meetings as required by the Open Public Meetings Act.
3. *The Asbury Park Press*, *The Coast Star* and/or *The New Coaster* are hereby designated as the newspapers for legal advertisements.

This resolution shall take effect immediately.

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

D. Designation of Board Meeting Nights

Resolved: That the following resolution is hereby adopted:

RESOLVED: That the Board of Education of the Borough of Bradley Beach, in accordance with the Schedule of Meetings, shall hold its Workshop/Regular Meetings on the third Tuesday of each month, except as noted and during holiday periods.  
Formal action will be taken at all meetings.

All meetings will commence at 7:00 p.m., prevailing time, in the Bradley Beach Elementary School, 515 Brinley Avenue, Bradley Beach, N. J.

BE IT FURTHER RESOLVED, that in accordance with provisions of the Open Public Meetings Act, Chapter 231, P.L. 1975, Annual Notice of said Workshop/Regular Meetings be given in the form as required by said Open Public Meetings Act.

BE IT FURTHER RESOLVED, that the Annual Notice of the Board’s Workshop/Regular Meetings Schedule be posted publicly on the bulletin board at the Bradley Beach Elementary School, 515 Brinley Avenue, Bradley Beach, County of Monmouth, State of New Jersey, and said notice be sent to *The Asbury Park Press* and the Clerk of the Borough of Bradley Beach within seven days of the date of this resolution.  
(Schedule of Board Meetings 2021-Attachment VI-D)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

E. Approval of New Jersey School Boards Association “Code of Ethics”

Resolved: That the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Bradley Beach Board of Education:

**CODE OF ETHICS**

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 schools, 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 schools 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.

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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: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

F. Approval of Code of Ethics Training

Resolved: That the Board of Education Members receive the required Code of Ethics PowerPoint Training as required under N.J.A.C. 6:3-1.3 and N.J.A.C.6A:30 and that signatures from each Board Member be obtained by the Board Secretary. (Attachment VI-F)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VII. Superintendent's Report

A. Personnel

1. Resolved: That the Board approve the appointment of the following substitute nurse for the 2020/2021 school year, at a rate of \$105.00 per day: [B]

- Eileen Ruane

2. Resolved: That the Board approve the appointment of Charles Cryan to the position of custodian, effective January 11, 2021, at a salary of \$33,000 pending approval of a criminal background check. (Attachment VII-A.2) [B]

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

B. Policy

1. Resolved: That the Board approve the following policies and regulations for a second reading. (Attachment VII-B.1)

POLICY NUMBER	POLICY
P 0155	Board Committees
P 0155.1	Standing Committees

2. Resolved: That the Board approve representation on the Neptune Township Board of Education:

Whereas, the sending school districts of Belmar, Bradley Beach, Lake Como, and Neptune City must individually send at least 10% of Neptune Township High School enrollment for Board representation in Neptune Township,

Whereas, none of the four sending school districts currently send at least 10% of Neptune Township High School enrollment,

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Whereas, the four sending school districts currently collectively send 15% of Neptune Township High School enrollment which entitles the four sending school districts to two Board representatives,

Whereas, upon consultation of the Chief School Administrators (CSAs), only Bradley Beach and Neptune City are currently interested in Board representation in Neptune Township,

Be it resolved, upon recommendation of the CSAs, Bradley Beach and Neptune City will each appoint a Board member to represent the sending school districts in Neptune Township,

Be it further resolved that, at any time Belmar and Lake Como are interested in Board representation, the CSAs will reconvene to develop a rotation schedule to be reviewed and approved by their respective Boards.

Therefore, the Bradley Beach Board of Education names \_\_\_\_\_ as the representative to the Neptune Township Board of Education. (Attachment VII-B.2)

MOTION: \_\_\_\_\_ SECOND: \_\_\_\_\_ VOTE: \_\_\_\_\_

VIII. Public Comments (Agenda Items Only)

IX. Public Comments (Other Items Only)

X. Executive Session (if required)

XI. Adjournment

**BRADLEY BEACH BOARD OF EDUCATION  
515 BRINLEY AVENUE  
BRADLEY BEACH, NJ 07720**

**2021  
MEETING SCHEDULE**

Public monthly meetings of the Bradley Beach Board of Education will be held at the Bradley Beach Elementary School, 515 Brinley Avenue, Bradley Beach, NJ, on the **third Tuesday** of each month, except for the February 2<sup>nd</sup>, April 27<sup>th</sup>, June 22<sup>nd</sup> and January 2022 meetings. Workshop sessions will commence at 7:00 p.m. and the regular meeting, at which action will be taken, will begin immediately following the workshop session. Any changes in meeting dates will be advertised. The following are dates for these meetings:

January	19, 2021
February	02, 2021 (Special BOE Meeting)
February	16, 2021
March	16, 2021 Tentative Budget Adoption
April	20, 2021
April	27, 2021 Budget Adoption
May	18, 2021
June	22, 2021
July	20, 2021
August	17, 2021
September	21, 2021
October	19, 2021
November	16, 2021
December	21, 2021
January	05, 2022 Reorganization (First Wednesday)

**BRADLEY BEACH BOARD OFFICE**

**MEMORANDUM**

TO: All Board Members  
FROM: David Tonzola, Business Administrator/Board Secretary  
DATE: January 6, 2021  
RE: Code of Ethics PowerPoint Training Materials

Attached is the Code of Ethics Training PowerPoint that is to be reviewed by each member of the Board of Education prior to the annual organization meeting. Please review this document. You will be required to sign this form indicating that you have received the Code of Ethics and training.

**Sign, Print Name, and Return to Board Office**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name





# **New Jersey School Boards Association**

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## **BOARD ETHICS TRAINING**



## Board Ethics Training

- This training is to be used as an aid in satisfying the board's annual ethics training requirements under N.J.A.C. 6A:32-3.2.



# DISCLAIMER

- THIS PRESENTATION DOES NOT REPLACE THE INDIVIDUAL ETHICS TRAINING REQUIRED FOR ALL SCHOOL BOARD MEMBERS/TRUSTEES.
- THIS INFORMATION IS INTENDED AS AN AID FOR THE BOARD TO MEET ITS ANNUAL TRAINING REQUIREMENT ONLY AND IS NOT TO BE CONSTRUED AS LEGAL ADVICE.
- FOR SPECIFIC ADVICE, CONSULT YOUR BOARD ATTORNEY.

## **Each school board shall:**

- Discuss the School Ethics Act and the Code of Ethics for School Board Members, at a regularly scheduled public meeting annually;
- Adopt policies and procedures regarding the training of district board members/ charter school trustees members in understanding the Code of Ethics; and
- Provide documentation that each member of the district board of education or board of trustees has received and reviewed the Code of Ethics.



## **Code of Ethics**

**N.J.S.A. 18A:12-24.1**

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall 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 that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.**



## Code of Ethics (continued)

N.J.S.A. 18A:12-24.1

- 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.



## **Code of Ethics (continued)**

**N.J.S.A. 18A:12-24.1**

- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that 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.**



# Code of Ethics (continued)

N.J.S.A. 18A:12-24.1

- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. 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 school.
  
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.





## **Code of Ethics (continued)**

**N.J.S.A. 18A:12-24.1**

- 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 the complaints at public meetings only after failure of an administrative solution.**



## School Ethics Act N.J.S.A. 18A:12-24

- a. No school official or member of his immediate family shall have an interest in a business, organization or engage in any business, transaction, or professional activity, which is in substantial conflict with the proper discharge of his duties in the public interest;
- b. No school official shall use or attempt to use his official position to secure unwarranted privileges, advantages or employment for himself, members of his immediate family or others.



# School Ethics Act N.J.S.A. 18A:12-24

(continued)

- c. No school official shall act in his official capacity in any matter where he, a member of his immediate family, or a business organization in which he has an interest, has a direct or indirect financial involvement that might reasonably be expected to impair his objectivity or independence of judgment. No school official shall act in his official capacity in any matter where he or a member of his immediate family has a personal involvement that is or creates some benefit to the school official or member of his immediate family;



**School Ethics Act N.J.S.A. 18A:12-24**  
**(continued)**

d. No school official shall undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his independence of judgment in the exercise of his official duties;

# School Ethics Act N.J.S.A. 18A:12-24

(continued)

e. No school official, or member of his immediate family, or business organization in which he has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him, directly or indirectly, in the discharge of his official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the school official has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the school official in the discharge of his official duties;



**School Ethics Act N.J.S.A. 18A:12-24**  
**(continued)**

- f. No school official shall use, or allow to be used, his public office or employment, or any information, not generally available to the members of the public, which he receives or acquires in the course of and by reason of his office or employment, for the purpose of securing financial gain for himself, any member of his immediate family, or any business organization with which he is associated;**



**School Ethics Act N.J.S.A. 18A:12-24**  
**(continued)**

**g. No school official or business organization in which he has an interest shall represent any person or party other than the school board or school district in connection with any cause, proceeding, application or other matter pending before the school district in which he serves or in any proceeding involving the school district in which he serves.... This provision shall not be deemed to prohibit representation within the context of official labor union or similar representational responsibilities;**



**School Ethics Act N.J.S.A. 18A:12-24**  
**(continued)**

**h. No school official shall be deemed in conflict with these provisions if, by reason of his participation in any matter required to be voted upon, no material or monetary gain accrues to him as a member of any business, profession, occupation or group, to any greater extent than any gain could reasonably be expected to accrue to any other member of that business, profession, occupation or group;**



**School Ethics Act N.J.S.A. 18A:12-24**  
**(continued)**

- i. No elected member shall be prohibited from making an inquiry for information on behalf of a constituent, if no fee, reward or other thing of value is promised to, given to or accepted by the member or a member of his immediate family, whether directly or indirectly, in return therefor;

**School Ethics Act N.J.S.A. 18A:12-24**  
**(continued)**

- j. Nothing shall prohibit any school official, or members of his immediate family, from representing himself, or themselves, in negotiations or proceedings concerning his, or their, own interests.**

## Ethics—Common Areas of Concern

- Financial Involvement—Recuse (excuse) yourself when your immediate family's financial involvement might reasonably be expected to impair your objectivity. Do not discuss or vote on that matter being considered by the board.
  - Immediate family is defined as spouse or dependent child residing in same household as the board member.



## Ethics—Common Areas of Concern

- **Personal Involvement—Recuse yourself when you or members of your immediate family have a personal involvement that creates some benefit to you or to an immediate family member.**



## Ethics—Common Areas of Concern

- Personnel Appointments
  - Relatives- NO participation, recuse yourself.
  - Related to School Official by Marriage(l.e. in-laws)—get advisory opinion.
  - Professional Services (lawyer, accountant, etc.)—NO participation, if currently receiving services from that professional; otherwise seek advisory opinion.



## Ethics—Common Areas of Concern

- Personnel Appointments (continued)
  - Political Involvement—If job candidate provided services (example: campaign manager or treasurer) to your campaign, must recuse yourself. If job candidate was merely contributor (and contribution was not given in exchange for appointment), you may participate in appointment.



## Ethics—Common Areas of Concern

- Personnel Appointments (continued)
  - Appointment of CSA's and other administrators—  
Where person is internal candidate, board member with immediate family member employed in district, cannot participate or vote on appointment if candidate is in supervisory chain of command of immediate family member. If external candidate, can only participate and vote on initial appointment, absent other conflicts.



# Collective Negotiations-In District

No Participation

- Immediate Family
- Emancipated Child
- Siblings
- Parents

Seek Advisory Opinion

- Son/daughter-in-law
- Sister/brother-in-law
- Mother/father-in-law





# Collective Negotiations-Out of District

- Immediate Family Member- Same Statewide Union affiliation
  - Once tentative agreement has been signed, then you may participate and vote on the contract.

## **Collective Negotiations-- Endorsements**

- Board members who have been endorsed by the bargaining unit in the year in which negotiations are beginning or ongoing, may not participate in negotiations or vote on the contract.
- Board members endorsed in years prior to start of collective bargaining, may be able to participate in negotiations.



## Other ethics considerations

- Gifts or favors
  - Board members may not accept offers of meals, entertainment or hospitality limited to the clients or customers of the individuals providing the service.
  - Exception: Hospitality suites or receptions at conferences or conventions, provided it is open to all in attendance at the conference or convention.



## Ethics—Advisory Opinions

- Issued by the School Ethics Commission, on request.
- Used for future or proposed conduct.
- Based on the specific facts of your situation.
- Issued to the individual; Some opinions are made public when it concerns an issue of importance to all. If made public, individual names are redacted.
- Does not penalize individual because concerns proposed conduct, not action already taken.



# Doctrine of Necessity

- Where so many board members have ethical conflicts that the board cannot function, then a board may use the Doctrine of Necessity which will allow the board to function as if no member had a conflict.
  - Board must pass a resolution invoking doctrine, reasons for it, and the nature of the conflicts.
  - Doctrine allows voting and, in limited circumstances, participation in negotiations.
  - Board must consult with attorney before using Doctrine of Necessity.



## Indemnification N.J.S.A. 18A:12-20

- Boards must cover costs related to defending a board member for an act or omission arising out of his/her official duties as a member of the board.
  - Covers civil and administrative proceedings, win or lose. (example: ethics complaints)
  - Covers criminal or quasi-criminal actions where the result is favorable to the board member.



# Ethics Summary

- How do ethics affect board members?
  - Questions to think about:
    - Do you have any conflicts that would prevent you from voting or participating in a matter?
    - Have you sought an advisory opinion from the School Ethics Commission?
    - Have you consulted with the board attorney?
    - Are there any matters where the board will have to use the Doctrine of Necessity?
    - **PLAN AHEAD!**



## Where to Get Ethics Help

- Your Board Attorney
- N.J. School Ethics Commission  
609-984-6941 or  
[www.nj.gov/njded/ethics/commission.htm](http://www.nj.gov/njded/ethics/commission.htm)  
(for information on advisory opinions or  
complaints)



# Where to Get Ethics Help (Continued)

- **N.J. School Boards Association**
  - **Legal --(for information on past rulings and advisory opinions) 1-888-886-5722 x. 5254**
  - **Policy --(for information on ethics policies) 1-888-886-5722 x. 5222**
  - **Field Services --(for direct assistance) 1-888-886-5722 x. 5255**



David Tonzola <dtonzola@bbsnj.org>

**New Applicant: cryan, charles - Custodian**

1 message

charles cryan <Look@njschooljobs.com>

Mon, Dec 14, 2020 at 2:37 PM

Reply-To: charles cryan [REDACTED]

To: dtonzola@bbsnj.org

Job  
Custodian

Job Location  
Bradley Beach, NJ

Employer  
Bradley Beach Board of Education

Name  
charles cryan

Email  
[REDACTED]

Home Phone  
[REDACTED]

Mobile Phone  
[REDACTED]

Address  
[REDACTED]

Resume

charles cryan
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Experience
<b>custodian</b> - September 2019 to December 2020
<b>H.W. Mountz</b> - 411 Tuttle Ave Springlake nj
My duties at the school are cleaning and sanitizing classrooms setting up for various functions and snow removal
<b>Assembler</b> - September 2017 to June 2020
<b>sonetronics</b> - 1718 rt 71 W Belmar N.J.
Assembling various components for Government contracts



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# POLICY

## BRADLEY BEACH BOARD OF EDUCATION

BYLAWS 0155/Page 1 of 2 BOARD COMMITTEES

### 0155 BOARD COMMITTEES

The Board of Education authorizes the creation of committees of Board members charged to conduct studies, make recommendations to the Board, and act in an advisory capacity. Committees are not authorized to take action on behalf of the Board.

The President shall appoint Board members to serve a one-year term on the following Board standing committees:

Facilities /Finance  
Curriculum/Community Relations  
Policy/ Personnel  
Negotiations (as needed)

An ad hoc committee may be created and charged at any time by the President or a majority of the Board members present and voting. The President shall appoint members to any committee so created and charged; members shall serve until the committee is discharged.

Committees shall consist of no more than four Board members, one of whom shall be the President, who shall serve as ex officio member on all Board committees. A member may request or refuse appointment to a committee; a member's refusal to serve on any one committee shall not prejudice his/her appointment to another committee.

A chairperson shall be appointed by the President.

Committee meetings will be set on a monthly basis by the committee chairperson in conjunction with the assigned administrator.

It is the policy of the Board to work as a committee on matters of policy. To carry on the regular work of the Board, the President appoints committees at the first regular meeting following the organizational meeting. Additional committees may be appointed by the President at any time to carry out special assignments.

1. Items considered for the regular meeting should be brought to the committee for discussion. Committee progress reports and recommendations for Board action are presented at the regular or special meetings.

2. The Superintendent and other members of the staff may participate in the work of the committees where their professional advice is needed but they cannot vote.
3. Reports of committees will be made orally.
4. Committees shall consist of no more than-four members.
5. The President or Vice-President in the absence of the President shall serve as an ex-officio member on all committees.
6. All members of the Board shall receive copies of all committee reports in advance of regular meetings.

Committee meetings shall not be open to the public, except that a majority of the committee or the chairperson may open the meeting to the public or invite persons whose knowledge or expertise may be useful to the committee.

Adopted: 17 October 2000

Revised: 21 May 2007

Revised: January 6, 2021

# POLICY

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STANDING COMMITTEES

## 0155.1 STANDING COMMITTEES

The Standing Committees and their duties are as follows:

### A. Facilities/Finance Committee

Administrative Liaison – Business Administrator/Board Secretary

1. Maintain school buildings and grounds, including playgrounds in a good state of repair.
2. Recommend to the Board major items of repairs, alterations, or additions.
3. Propose specifications and recommend the awarding of contracts on such major items as the Board may authorize.
4. Be responsible for the recommendation of leasing school property for other than school uses.
5. Recommend to the Board the scale of fees to be charged for use of school property.
6. Review and recommend for payment all bills pertaining to maintenance of school property.
7. Compile the annual school budget.
8. Present to the Board such financial statements as may seem desirable from time to time.
9. If needed, prepare information concerning the tax effect of any school bond issue and recommend to the Board facts regarding the set-up of a bond issue.
10. Study school costs in other comparable communities so as to be prepared to support expenditures recommended by the Board.

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STANDING COMMITTEES

11. Exercise financial oversight of all aspects of district operations in accordance with statutes.
12. Require that all requests for unbudgeted expenditures be accompanied by specific indication of need and funding sources.
13. Balance the educational needs of students with the impact of budgetary increase
14. Annually review technology needs/upgrades and emerging issues with the Technology Supervisor and Board Administrator.

## B. Curriculum /Community Relations Committee

### Administrative Liaison – Curriculum Director

- 1.. Review and recommend courses of study that have been submitted by the Superintendent.
2. Review and approve all educational materials (including technology).
3. Review and approve revisions in curriculum guides.
4. Provide systematic evaluation of and feedback on the instructional program.
5. Monitor the effectiveness of the instructional programs by measuring student achievement against state and local standards and other pertinent data.
6. Ensure that written curricula are updated in accordance with all statutes.
7. Anticipate community issues and trends affecting our district, including legislative and regulatory events.
8. Promote community use of school facilities.

# POLICY

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STANDING COMMITTEES

9. Build partnerships with the community, businesses, and governmental leaders.
10. Ensure opportunity for meaningful parental involvement.
11. Create an effective community relations program.

## C. Policy/Personnel Committee

### Administrative Liaison – Superintendent/Principal

1. With the Superintendent and Board Administrator, reviews and updates the policy manual regularly as required by NJQSAC ensuring that our bylaws, policies and procedures reflect current regulatory and statutory requirements.
2. Review and recommend, when necessary, revisions in the Board's policy.
3. Review and recommend changing of services in the preparing and maintaining of the written policy.
4. All new policies or suggested changes in existing policies shall be forwarded to the Policy Committee for coordination and final presentation for Board approval.
5. Ensure that the administration develops appropriate procedures and regulations to implement the board's policy intent.
6. Review for approval of the Superintendent's recommendation of all staff (teachers, custodians, and any individuals for appointment such as secretaries, school nurse, medical inspector).
7. Approve recommendations of teachers for permanent appointment.

# POLICY

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STANDING COMMITTEES

8. Review and recommend changes, when necessary, in Board policies pertaining to teachers and their employment.
9. Provide effective personnel policy direction and oversight.





State of New Jersey

Department of Education  
Monmouth County Office  
4000 Kozloski Road  
PO Box 1264  
Freehold, NJ 07728-1264  
Phone: (732) 431-7810  
Fax: (732) 776-7237

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

ANGELICA ALLEN-McMILLAN, Ed. D.  
*Acting Commissioner*

Dr. LESTER W. RICHENS  
*Interim Executive County Superintendent*

December 1, 2020

Ms. Elizabeth Franks, President  
Bradley Beach Boro Board of Education  
508 Monmouth Avenue  
Bradley Beach, NJ 07720

Dear Ms. Franks:

Pursuant to N.J.S.A. 18A:38-8.1 et seq., the Department of Education has verified the appropriate representation of sending district board of education members on the receiving board of education.

The Bradley Beach Boro School District sends 57 students to the Neptune Twp. for grades 9 through 12. This represents 5.61 percent of 1016.0 students attending those grades.

Based on these data, the percentage of pupils attending Neptune Twp. School District is less than 10% (the standard for representation). However, collectively with the districts of Lake Como, Belmar Boro, and Neptune City, that enrollment does meet the 15% standard; therefore, sending districts are entitled to two representatives. Collectively the districts will be required to establish a joint agreement that will identify the annual rotation schedule for the two representatives from among the sending districts.

The timeline for designating the sending board of education representative to the receiving district is limited. If your district is designated for representation, it must be prepared to designate your representative at your board meeting which is closest in time to the annual organizational meeting of the Bradley Beach Boro School District.

A copy of 18A:38-8.2, "Representation from sending school district to board of receiving district", is enclosed for your information.

If you have any questions, please contact me.

Sincerely,

A handwritten signature in cursive script that reads "Charles Muller".

Charles Muller  
Interim Executive County Superintendent

LWR:hh

Enclosure

c: Dr. Tami Crader, Chief School Administrator -- Neptune Twp. School District  
Dr. Stephen T. Wisniewski, Chief School Administrator -- Bradley Beach Boro School District

**18A:38-8.2. Representation from sending school district to board of receiving district.** A school district which is sending pupils to another school district pursuant to N.J.S.18A:38-8 shall have representation on the board of education of the receiving school district as follows:

a. (1) If the pupils of the sending district comprise less than 10 percent of the total enrollment of the pupils in the grades of the receiving district in which the pupils of the sending district will be enrolled, the sending district shall have no representation on the receiving district board of education.

(2) If the pupils of the sending district comprise at least 10 percent of the total enrollment of the pupils in the grades of the receiving district in which the pupils of the sending district will be enrolled, the sending district shall have one representative on the receiving district board of education.

b. If the total number of pupils of two or more sending districts, which do not qualify for representation under subsection a. of this section, comprise at least 15 percent of the total enrollment of the pupils in the grades of the receiving district in which the pupils of the sending districts will be enrolled, they shall have collectively two representatives on the receiving district board of education. The annual designation of the representatives, in the event more than two districts collectively qualify under this subsection, shall be rotated among the boards of education of the sending districts according to a schedule determined by the joint agreement of the boards.

c. Notwithstanding the provisions of subsections a. and b. of this section, the number of representatives designated by the sending districts to be additional members shall not exceed three additional members on a receiving board with originally nine or more members, two additional members on a receiving board with originally seven or eight members, and one additional member on a receiving board with originally less than seven members. In the event that this restriction results in an unequal representation of sending districts, the annual designation of the representative or representatives shall be rotated among the boards of education of the sending districts according to a schedule determined by the joint agreement of the boards.

d. A representative of a sending district board of education shall be designated at the meeting of the board which is closest in time to the annual organizational meeting of the receiving district board of education and shall serve a one-year term beginning with the organizational meeting of the receiving district board. The representative shall be subject to the rules and procedures of the receiving district board of education.

e. The calculation of percentages required under this section shall be based on the number of pupils reported as of the last school day prior to October 16 of each prebudget year.

Adopted. L. 1995, c. 8, §2, effective January 12, 1995. Amended. L. 1996, c. 138, §65, effective December 20, 1996, and shall first apply to the 1997-98 school year.