**BAYSHORE JOINTURE COMMISSION**

**Re-Organizational Meeting**

**100 Tornillo Way**

**Tinton Falls, New Jersey 07712**

**June 16 12, 2021**

The Bayshore Jointure Commission met in regular session on June 16 12, 2021, at 8:00 A.M.

Present were present: Mr. Scott McCue, Dr. Jared Rumage, Mrs. Amanda Lewert, Ms. Jennifer Zona, Dr. Compton, Dr. Savoia (on phone), Mr. Joseph Annibale, Dr. Tara Beams, and Mr. Christopher Mullins.

Call to Order Mr. Annibale opened the meeting at 8:00 A.M.

Reading of the “Meeting Notice” Mr. Annibale read the following “Meeting Notice” in accordance with the Open Public Meeting Law: PURSUANT TO THE REQUIREMENTS OF STATUTE (N.J.S.A. 10:49 ET SEQ.), OTHERWISE KNOWN AS THE “SUNSHINE LAW,” ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED THAT THE BAYSHORE JOINTURE COMMISSION BOARD OF DIRECTORS WOULD BE HOLDING ITS REGULAR MEETING TODAY, WHICH SPECIFIED THE DATE, TIME AND PLACE OF ITS MEETING. SUCH NOTICE WAS PRINTED AS PART OF THE ANNUAL MEETING NOTICE REQUIREMENT OF THE LAW IN THE OFFICIAL NEWSPAPER OF THE COMMISSION FOLLOWING THE REORGANIZATION MEETING OF THE COMMISSION. THE MEETING NOTICE HAS ALSO BEEN POSTED PUBLICLY AT DISTRICT FACILITIES AND SENT TO ALL MEMBER DISTRICTS BY ELECTRONIC MAIL AND BY REGULAR MAIL TO THE COUNTY CLERK OF THE COUNTY OF MONMOUTH AND ALL OTHERS ON THE COMMISSION’S NOTICE REQUEST LIST. IN SUCH NOTICE IT WAS STATED THAT ACTION MAY BE TAKEN ON ALL AGENDA ITEMS AND SUCH OTHER ITEMS THAT MAY COME BEFORE THE COMMISSION AT THAT TIME.

**ELECTION OF PRESIDENT AND VICE PRESIDENT**

Motion was made by Dr. Savoia, seconded by Ms. Zona, and unanimously adopted by a roll call vote to appoint Mr. Joseph Annibale as Board President.

The result of the roll call vote was as follows: Dr. Compton, yes; Mr. McCue, yes; Ms. Zona, yes; Dr. Rummage, yes; Mrs. Lewert, yes; Dr. Savoia, yes; and Mr. Annibale, yes.

Motion was made by Mr. McCue, seconded by Mrs. Lewert, and unanimously adopted by a roll call vote to appoint Dr. Lisa Savoia as Board Vice-President.

The result of the roll call vote was as follows: Dr. Compton, yes; Mr. McCue, yes; Ms. Zona, yes; Dr. Rummage, yes; Mrs. Lewert, yes; Dr. Savoia, yes; and Mr. Annibale, yes.

**GENERAL**

Motion was made by Ms. Zona, seconded by Dr. Rummage, and unanimously adopted by a roll call vote to accept 6/16-2 – 6/16-41.

The result of the roll call vote was as follows: Dr. Compton, yes; Mr. McCue, yes; Ms. Zona, yes; Dr. Rummage, yes; Mrs. Lewert, yes; Dr. Savoia, yes; and Mr. Annibale, yes.

6/16-2  To appoint Christopher J. Mullins as Board Secretary of the Commission and the Superintendent as acting Board Secretary in his absence for the period June 16, 2021 until the next reorganization meeting of the Commission.

6/16-3 To approve Resolution entitled “Notice of Open Public Meetings” and Meeting Dates and Times:

**RESOLUTION ON NOTICE OF OPEN PUBLIC MEETINGS**

In compliance with the guidelines of the Open Public Meetings Act Chapter 231 of the Public Laws, 1975, the Bayshore Jointure Commission hereby gives annual notice that until the next reorganization meeting which will be held at the Commission offices at 8:00 AM on June 16, 2021 or until further notice is given that:

Section 1.  The Regular Monthly Meeting at which formal action will be taken are to be held on the third Wednesday of every month unless otherwise noted at the Commission’s building located at 100 Tornillo Way, Tinton Falls, New Jersey.

Section 2.  The annual notice for Bayshore Jointure Commission meetings will be published in the Asbury Park Press and filed with the Monmouth and Ocean County Clerks.

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 Bayshore Jointure Commission will hold closed meetings only to discuss those matters which are specifically exempt from the law.  Primarily, these closed portions of meetings will involve personnel matters and matters which would constitute an unwarranted invasion of an individual’s privacy.  Only the nine types of matters listed in the law will be discussed.

Section 6.  Before going into closed session, the Board will adopt a resolution indicating the specific nature of the subject to be discussed at the closed session, the estimated length of 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 of 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.  The public’s participation in meetings will be limited to attendance at the meeting, obtaining copies of the agendas and minutes and questions/comments related to agenda items only.  Active participation will be reserved for the public portion of the meeting.

Section 9.  This resolution shall take effect immediately.

Notice of Meeting Dates to be held at 100 Tornillo Way, Tinton Falls, NJ. Board room

**Date                                Time**

August 25, 2021                 8:00 a.m.

September 22, 2021             8:00 a.m.

October 27, 2021                8:00 a.m.

November 17, 2021\*            8:00 a.m.

December 22, 2021              8:00 a.m.

January 26, 2022                8:00 a.m.

February 23, 2022              8:00 a.m.

March 23, 2022               8:00 a.m.

April 27, 2022              8:00 a.m.

May  18, 2022\*                    8:00 a.m.

June 15, 2022\* Reorganization Meeting   8:00 a.m.

6/16-4  To appoint the Board President, Vice President, and the Superintendent of Schools to act as the Executive Committee of the Commission, for the period June 16, 2021, until the next reorganization meeting for the Commission.

6/16-5  To designate the Superintendent of Schools as the Board's agent to request State and Federal funds under the existing State and Federal laws for the period June 16, 2021, until the next reorganization meeting of the Commission.

6/16-6  To authorize the School Business Administrator, Christopher J. Mullins, to advertise and receive bids and to purchase through State, County, and other local contracts, wherever practical and in the best interest of the Board, for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-7 To appoint the School Vice principal, Bettyann Monteleone, as the Commission's Affirmative Action Officer for personnel and contracts for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-8   To designate Joanna Giuliano as the Section 504 /ADA Officer for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-9   To designate Joanna Giuliano as the School Health Officer and Right to Know Officer for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-10  To designate Kenneth Shine as the IPM Coordinator and District Safety Coordinator for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-11  To designate the Asbury Park Press  as the Commission's official newspaper for notices and to authorize the administration to advertise in other county newspapers, as needed, for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-12   To designate the Bank of America as the Commission’s official depositories for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-13  To designate the School Business Administrator, Christopher J. Mullins, as the School Funds Investor for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-14   To designate the following signatures on accounts for the period of June 16, 2021 until the next reorganization meeting of the Commission:

Agency    Bank of America School Business Administrator

Payroll     Bank of America School Business Administrator

General    Bank of America President, Vice President,

School Business Administrator

Student Activities Bank of America Principal

6/16-15   To affirm the Policies and Regulations heretofore adopted by the Commission, as well as all supplements and corrections thereto, which set forth the policies of the Commission, be adopted and the above mentioned Policies and Regulations are adopted by reference thereto, the same as if they were spread upon the minutes of this meeting of the Bayshore Jointure Commission for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-16   To affirm that the Curricula and Textbooks previously adopted by the Commission and on file with the Superintendent of Schools, as well as all revisions thereto be adopted and the above mentioned Curricula and Textbooks are adopted by reference thereto, the same as if they were spread upon the minutes of this meeting of the Bayshore Jointure Commission.

6/16-17   To designate the Commission Offices at 100 Tornillo Way, Tinton Falls, New Jersey 07712 as the official meeting place of the Commission. This will be in effect from June 16, 2021 until the next reorganization meeting of the Commission.

6/16-18   **RESOLUTION AUTHORIZING AGREEMENT FOR AUDITING SERVICES**

**WHEREAS**, there exists a need for auditing services, and

**WHEREAS**, 18A:18A-5 permits the awarding of contracts for Professional Service without bidding,

**WHEREAS**, funds are available for this purpose, and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bayshore Jointure Commission as follows:

The President and the Secretary are hereby authorized and directed to execute an agreement with Holman Frenia Allison, P.C. to serve as Auditor for the 2021-2022 School Year at a cost not to exceed $12,300.00.

The foregoing appointment is being made without competitive bidding as a “Professional Service” under the provisions of the Public School Contracts Law (NJSA 18A:18A-5 et seq) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services required knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Under PL 2006, C271 s.2 any contract awarded in excess of $50,000 outside the bid process must be accompanied by C271 Political Contribution Disclosure Form prior to the award of the contract. Said form has been on file in the office of the Board Secretary of Bayshore Jointure Commission for ten days prior to this meeting.

6/16–19   **RESOLUTION AUTHORIZING AGREEMENT FOR LEGAL SERVICES**

**WHEREAS**, there exists a need for legal services, and

**WHEREAS**, 18A:18A-5 permits the awarding of contracts for Professional Services without bidding,

**WHEREAS**, funds are available for this purpose, and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bayshore Jointure Commission as follows:

The President and the Secretary are hereby authorized and directed to execute an agreement with Kenney, Gross, Kovats & Parton to serve as General Counsel for the period June 16, 2021 until the next reorganization meeting of the Commission at an hourly rate of $145.00.  The foregoing appointment is being made without competitive bidding as a “Professional Service” under the provisions of the Public School Contracts Law (NJSA 18A:18A-5 et seq) because said profession cannot reasonably be described by written specifications and is regulated by law and the performance of which services required knowledge of an advanced formal type in a field of learning acquired by a prolonged course of specialized instruction and study as distinguished from general academic instruction or apprenticeship training. Under PL 2006, c271 s.2 any contract awarded in excess of $40,000.00 outside the bid process must be accompanied by C271 Political Contribution Disclosure Form prior to the award of the contract. Said form has been on file in the office of the Board Secretary of Bayshore Jointure Commission for ten days prior to this meeting.

6/16–20   **RESOLUTION AUTHORIZING AGREEMENT FOR OFFICIAL PHYSICIAN**

**WHEREAS**, there exists a need for Official Physician services, and

**WHEREAS**, 18A:18A-5 permits the awarding of contracts for Professional Services without bidding,

**WHEREAS**, funds are available for this purpose, and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Bayshore Jointure Commission as follows:

Appoint Dr. Vanda Bruner to serve as School Physician for the period June 16, 2021 until the next reorganization meeting of the Commission at an annual cost of $3,000.00 plus $80.00 per exam.

**Click for Agreement:**[***Physician Agreement 2021-2022***](https://drive.google.com/file/d/14vDuW63x_OMjQcJx_r_Mw4uaU88TiYZ5/view?usp=sharing)

6/16-21   **RESOLUTION AUTHORIZING EXTRAORDINARY UNSPECIFIED SERVICES**

**WHEREAS**, there exists a need for policy review services of the Bayshore Jointure Commission

**WHEREAS**, it has been determined that such policy review services are specialized in nature, require expertise in the field of policy review and can be provided only by someone with knowledge of policy and is not reasonably possible to describe the required services with written bid specifications, and

**WHEREAS**, funds are or will be available for this purpose in an amount not to exceed $4,685.

**NOW, THEREFORE**, be it resolved, that the Bayshore Jointure Commission shall award a contract in the amount not to exceed $4,685 for policy review services to Strauss Esmay Associates, 1886 Hinds Road, Suite 1, Toms River, NJ 08753-8199, without competitive bidding as “Extraordinary Unspecifiable Services” in accordance with the Public School Contracts Law, N.J.S.A.18a:18a(A)(1) because it is for services performed by persons that cannot be reasonably described and bid.

6/16-22  To designate the School Business Administrator, Christopher J. Mullins, as the custodian of Public Records and to designate the Superintendent of Schools as the Alternate Custodian of Public Records in the absence of Christopher Mullins for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-23 To authorize the Superintendent of Schools to hire personnel on behalf of the Bayshore Jointure Commission, to be approved by the Board of Directors at the following Board Meeting.

6/16-24  To authorize the Business Administrator to make budget revisions in the 2021-2022

budget and report the same to the Board of Directors at the following Regular Meeting.

6/16-25   To authorize the School Business Administrator, when needed, to make payments of bills between meetings and approve such bills at the following Regular Meeting as per approved statute on claims audit.

6/16-26   To authorize Brown & Brown Benefit Advisors, at no cost other than the commission assigned by the insurance company, as the broker of record for health insurance, for the period July 1, 2021 to June 30, 2022.

6/16-27  To authorize Brown & Brown Benefit Advisors, at no cost other than the commission assigned by the insurance company, as the broker of record for dental insurance for the period July 1, 2021 to June 30, 2022.

6/16-28  To authorize Public Risk Group, at no cost other than the commission assigned by the insurance company, as the broker of record for general liability and workers compensation for the period June 16, 2021,  until the next reorganization meeting of  the Commission.

6/16-29  To designate the School Business Administrator, Christopher J. Mullins, as the Public Agency Compliance Officer for the period of June 16, 2021 until the next reorganization meeting of the Commission.

6/16-30  To authorize the Superintendent and Business Administrator to implement the 2021-2022 budget pursuant to local and state policies and regulations.

6/16-31   To authorize the Board to adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools, for the 2021-2022 school year.

6/16-32  To authorize the establishment of Petty Cash funds for the 2021-2022 school year in the following amounts:

Petty Cash Checking $1,000.00     Maximum $150.00

6/16-33   **STATE CONTRACT PURCHASING**

To approve Resolution Authorizing the Procurement of Goods and Services through State Agency for the 2021-2022 School Year:

**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 Bayshore Jointure Commission has the need, on a timely basis, to procure goods and services utilizing state contracts, and

**WHEREAS**, the Bayshore Jointure Commission desires to authorize its purchasing agent for the 2021-2022 School Year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

6/16–34   **MILEAGE AND TRAVEL**

**WHEREAS**, the Bayshore Jointure Commission 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-7.2 et seq. requires Commission members to receive approval of these expenses by a majority of the full voting membership of the Commission 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 as defined in N.J.A.C. 6A:23A-1.2, which includes attendance at regularly scheduled in-State professional development activities for which the registration fee does not exceed $150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds $1,500 in a given school year (July 1 through June 30); and

**WHEREAS**, the Bayshore Jointure Commission established $15,000 as the maximum travel amount for the current school year and has expended $6,500.00 as of this date: now

**THEREFORE, BE IT RESOLVED**, the Commission approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of $15,000 for all staff and board members for the 2021-2022 school year.

6/16-35 The designate that the Commission shall utilize the most up to date version, Robert’s Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the Board Secretary to act as the parliamentarian for the 2021-2022 school year.

6/16-36 To designate the following companies as approved Tax Shelter Annuity providers for employees of the Commission:

           AXA Equitable

     Lincoln Investment Planning

          Valic

          Lincoln Financial

6/16-37 To designate the following companies as approved Disability Insurance Annuity providers for employees of the Commission:

Aetna

AFLAC

Prudential

6/16-38  To designate the Bayshore Jointure Principal, as the Anti-Bullying Coordinator and the Bayshore Vice Principal, as the Anti-Bullying Specialist for the period June 16, 2021 until the next reorganization meeting of the Commission.

6/16-39  To designate the Marshall Plan as the Teacher Evaluation Model for the period June 16, 2021 until the next reorganization meeting of the Commission.

6/16-40  To designate the New Jersey Department of Education’s New Jersey Principal Evaluation for Professional Learning (NJPEPL) as the Administrator Evaluation Model for the period June 16, 2021 until the next reorganization meeting of the Commission.

6/16-41   **CHAPTER 47 REPORTING**

**BE IT RESOLVED,** that the Board approve, pursuant to PL 2015, Chapter 47 the Bayshore Jointure Commission intends to renew, award, or permit to expire the following contracts previously awarded by the board of education.  These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. Et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

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| ***BIDS FOR GOODS AND SERVICES, TRANSPORTATION, PROFESSIONAL AND EXTRAORDINARY SERVICES FOR 2020-2021 and PROJECTED 2021-2022*** |
| Systems 3000 |
| SchoolWires, Inc. |
| Real Time (2021-2022) Genesis (2020-2021) |
| Strauss Esmay Associates |
| MOESC |
| School Physician –Vanda Bruner, MD, PA |
| Horizon Blue Cross/Blue Shield of NJ |
| Wilentz, Goldman & Spitzer, PA |
| Kenney, Gross, Kovats & Parton, Attorney at Law |
| Holman, Frenia & Allison, PC |
| General Healthcare Resources |
| Atlantic Copier Company Services |
| Municipal Capital Corporation |
| Brown and Brown Benefit Advisors |
| Iron Mountain |
| OptumRx |
| Public Storage |

**Adjournment**

Motion was made by Dr. Savoia, seconded by Mr. McCue, and unanimously adopted to adjourn the meeting at 8:08 am.

Respectfully Submitted.

Christopher J. Mullins

Christopher J. Mullins

Board Secretary