

**REORGANIZATION MEETING
MINUTES**

JANUARY 2, 2013

1.0 Opening Procedures

- 1.1 The meeting was called to order at 7:30 p.m. by Mr. Cleary, Interim Board Secretary in the Keyport High School Conference Room 108, 351 Broad Street.
- 1.2 Flag Salute
- 1.3 “Public notice of this meeting has been advertised in the Asbury Park Press on April 29, 2012, as approved at the regular meeting of the Board of Education held on April 25, 2012. Notice has been posted in accordance with the Open Public Meetings Act of 1975, Chapter 231, effective January 16, 1976, in the Board Office, 370 Broad Street. A copy of this notice is also on file in the office of the Borough Clerk”.

This meeting is being tape-recorded for the purpose of Board review and future reference and to assist in the preparation of minutes.

- 1.4 Swearing in of newly elected Board members:

Three – 3 yr. terms expiring January 2016:

Evelyn King-Cote
Peter W. Henning
Alexandra Burke

One – 1 yr. term expiring January 2014:

Rose Lloyd

- 1.4.1. Mr. Cleary conducted the swearing in ceremony for re-elected board members Ms. King-Cote, Mr. Henning and Ms. Burke and new board member, Ms. Lloyd.

- 1.5 Roll Call

Mr. Biagianti	Ms. King-Cote
Ms. Burke	Ms. Knudsen
Mr. Cooper	Ms. Lloyd
Ms. Durkin, UB Rep.* (absent)	Mrs. Malinconico
Mr. Henning	Mrs. Panzarelli

**Union Beach representative abstains on all matters other than matters relating to Keyport High School Union Beach students.*

2.0 Board President Nominations

2.1 The Board Secretary opened the meeting for nominations for President of the Keyport Board of Education.

Ms. King-Cote moved to nominate Elena Malinconico as president. The motion was seconded by Ms. Burke.

Mr. Cleary called for any other nominations.

Hearing none, he declared the nomination for president closed.

On a roll call, nine (9) members voted yes.

Ms. Malinconico was declared president.

The gavel was then presented to the President.

3.0 Board Vice President Nominations

3.1 The Board President opened the meeting for nominations for Vice President of the Keyport Board of Education.

Ms. Burke moved to nominate Ms. King-Cote as vice president. The motion was seconded by Ms. Knudsen.

Mrs. Malinconico called for any other nominations.

Hearing none, she declared the nomination for vice president closed.

On a roll call, nine (9) members voted yes.

Ms. King-Cote was declared vice president.

4.0 Board Business

4.1 Motion to approve time, place and date of meetings as follows:

Regular and Workshop Meetings to be held at 7:30 p.m. in the Keyport High School Conference Room 108, 351 Broad Street, Keyport, NJ, as follows:

May 8, 2013	WS Meeting
May 15, 2013	Regular Meeting
June 12, 2013	Regular Meeting
June 26, 2013	Adjourned
August 14, 2013	WS Meeting
August 21, 2013	Regular Meeting
September 11, 2013	WS Meeting
September 18, 2013	Regular Meeting
October 9, 2013	WS Meeting
October 16, 2013	Regular Meeting
November 13, 2013	WS Meeting
November 20, 2013	Regular Meeting
December 11, 2013	Regular Meeting

- 4.2 Motion to reconfirm the adoption of the present Board Policy Manual as it exists.
- 4.3 Motion to reconfirm the adoption of all the resolutions approved at the April 25, 2012, meeting through December 31, 2013.
- 4.4 Motion to appoint the firm of Suplee, Clooney & Company, Westfield, New Jersey, to provide necessary professional auditing services required by the Keyport Board of Education for the period July 1, 2013, through June 30, 2014, (Financial Audit FY13) at a cost of \$23,400.
- 4.5 Motion to appoint James Cleary, Interim Board Secretary, as the Public Agency Compliance Officer (P.A.C.O.) for the 2012-2013 school year.
- 4.6 Motion to adopt the following resolution:

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, 18A:18A-3 provides that contracts, that do not exceed the aggregate in a contract year of the bid threshold (Currently \$36,000), may be awarded by the Board Secretary without advertising for bids when so authorized by board resolution, and

WHEREAS, 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$5,400) may be awarded by the Board Secretary without soliciting competitive quotations if so authorized by board resolution.

WHEREAS, James Cleary possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.

RESOLVED, that the governing body hereby appoints James Cleary as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, James Cleary, is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Keyport Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$5,400) but are less than the bid threshold of \$36,000 and make purchases via State contracts: and be it further

RESOLVED, that James Cleary is authorized to award contracts on behalf of the Keyport Board of Education that are in aggregate less than 15% of the bid threshold (Currently \$5,400) without soliciting competitive quotations.

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2 the Board of Education Secretary, James Cleary, is hereby authorized and directed to forward a certified copy of this resolution and a copy of James Cleary's certification to the Director of the Division of Local Government Services.

Motion to approve 4.1 through 4.6 was made by Mr. Biagiante, seconded by Mrs. Panzarella.

On a roll call, nine (9) members voted yes.

5.0 Public Participation – None

6.0 Adjournment

- 6.1. Upon motion by Mr. Biagiante, seconded by Mr. Cooper the meeting was adjourned at 7:50 p.m.

Respectfully Submitted,

James W. Cleary
Interim Board Secretary/
Business Administrator

JWC:bi