

**Reorganization Meeting (Thursday, January 5, 2023)**

*Generated by Tina Loder on Friday, January 6, 2023*

Ms. Gallagher, Board Secretary called the meeting to order at 7:04PM

Open Public Meeting Statement

Adequate notice of this meeting has been provided to two newspapers, posted on the bulletin board of City Hall and on the doors of the three schools are required in the Open Public Meeting Act, Chapter 231, P.L. 1975 and as amended by P.L. 2020, c11.

Report of Election Results - Board Members

Election Results for Board of Education Members beginning January 1, 2022, as certified by the Atlantic County Clerk's Office:

Three Year Term:

- Alice Myers - 1982
- Karen Tomasello - 1978
- Staci Endicott - 1887

Two Year Term

- Charles Haberkorn - 99 write in votes

Oath of Office Administered to Members Elect by the Board Secretary

REQUIRED OATHS FOR SCHOOL BOARD MEMBERS (Pursuant to N.J.S.A. 18A:12-2.1 and NJ.S.A. 41:1-1 and 1-3)

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support the Constitution of the United States and the Constitution of the State of New Jersey, and that I will bear true faith and allegiance to the same and to the Governments established in the United States and this State, under the authority of the people. So help me God.\*

I, \_\_\_\_\_, do solemnly swear (or affirm) that I possess the qualifications prescribed by law for the office of member of a board of education, and that I am not disqualified as a voter pursuant to R.S. 19:4-1 nor disqualified due to conviction of a crime or offense listed in N.J.S. 18A:12-1, and that I will faithfully, impartially and justly perform all the duties of that office according to the best of my ability So help me God.\*

Sworn and subscribed to before me this 6th day of January, 2022.

\_\_\_\_\_ (Authorized Signature)

\_\_\_\_\_ (Signature of Board Member)

School District of Somers Point  
County of Atlantic  
State of New Jersey

\*No individual shall be required to swear or affirm that part of the oaths which states "So help me God."

\_\_\_\_\_  
The Board Secretary swears in the following new Board of Education members for the following terms:

Three Year Term:

Alice Myers  
Karen Tomasello  
Staci Endicott

Two Year Term  
Charles Haberkorn

Flag Salute was led by Dr. CarneyRay-Yoder

### **Roll Call:**

Members Present: Mrs. Stacie Brookbank, Dr. Kathleen Dolton, Mr. Charles Haberkorn, Mr. John Conover, Dr. Alice Myers, Mr. Michael Sweeder, Mrs. Staci Endicott-President, Mrs. Heather Samuelson-Vice President

Members Absent: All were in Attendance

Others Present: Dr. Michelle CarneyRay-Yoder, Superintendent of Schools, Mrs. Amy Houck-Elco, Board Solicitor, Ms. Julie Gallagher, Business Administrator/Board Secretary

### **Temporary Chair**

Motion was made by Mrs. Samuelson, seconded by Mrs. Endicott to appoint Julie Gallagher, Board Secretary, as Temporary Chair to conduct school board officer elections. Motion was carried with a Roll Call Vote of 9-0.

### **NOMINATIONS/ELECTION OF OFFICERS**

Nominations for Board President

Ms. Gallagher asked for nominations for the office of President to the Somers Point Board of Education. Nomination of Mrs. Staci Endicott for office of President, made by Mr. John Conover. Ms. Gallagher Asked for other nominations for the office of President to the Somers Point Board of Education. No other nominations were given.

Election of Board President

Motion was made by Mr. John Conover, seconded by Mrs. Heather Samuelson to elect President of the Somers Point Board of Education for the 2023 Calendar year per roll call vote for per nominated candidate. Motion was carried with a Roll Call vote of: 9-0.

Heather Samuelson- YES

Dr. Alice Myers- YES

John Conover- YES

Stacie Brookbank- YES

Charles Haberkorn- YES

Dr. Kathleen Dalton- YES

Staci Endicott- YES

Michael Sweeder- YES

Karen Tomasello- YES

Meeting turned over to Board President

Nominations for Board Vice-President

Board President asked for nominations for the office of Vice President to the Somers Point Board of Education. Nomination of Mrs. Heather Samuelson for office of Vice President President, made by Mr. John Conover. Board President Asked for other nominations for the office of Vice President to the Somers Point Board of Education. No other nominations were given.

Election of Board Vice-President

Motion was made by Mr. John Conover, seconded by Dr. Alice Myers to elect Vice President of the Somers Point Board of Education for the 2023 Calendar year per roll call vote for per nominated candidate. Motion was carried with a Roll Call Vote of 9-0.

Michael Sweeder- YES

Charles Haberkorn- YES

Staci Endicott- YES

John Conover- YES

Stacie Brookbank- YES

Dr. Alice Myers- YES

Heather Samuelson- YES

Dr. Kathleen Dalton- YES

Karen Tomasello- YES

**REORGANIZATION INFORMATION**

Motion was made by Mrs. Samuelson, seconded by Mrs. Brookbank to approve Item A. Motion was carried with a Roll Call Vote of 9-0.

A. Board of Education Meeting Dates for Calendar Year 2022

**PUBLIC NOTICE**

**2023 REGULAR MEETINGS**

**SOMERS POINT BOARD OF EDUCATION**

In accordance with the "Open Public Meeting Act" P.L. 1975 C321, this is a notice of the 2023 Calendar Year Regular Meetings of the Somers Point Board of Education to be held at the following dates and locations, Somers Point, New Jersey. All meetings will be held at Jordan Road School.

The board will meet at 7:00 P.M. Any revisions or additions to the meeting schedule will be posted separately. In View of the Covid-19 Pandemic and Social Distancing practices, all meetings will be held as in person in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., and as amended by P.L.2020, c.11.

**Date**

January 19, 2023  
February 16, 2023  
March 16, 2023  
April 27, 2023 (Regular and Public Budget Hearing)  
May 18, 2023  
June 22, 2023

**Location**

Jordan Road School  
Jordan Road School  
Jordan Road School  
Jordan Road School  
Jordan Road School  
Jordan Road School

July 20, 2023 (Retreat)  
August 17, 2023  
September 21, 2023  
October 19, 2023  
November 16, 2023

Jordan Road School  
Jordan Road School  
Jordan Road School  
Jordan Road School  
Jordan Road School

#### B. Code of Ethics

Motion was made by Dr. Myers, seconded by Mrs. Samuelson to approve that the Somers Point Board of Education members hereby acknowledges receipt of, and understands, the aforementioned Code of Ethics for School Board members as outlined in 18A:12-24-1. Motion was carried with a Roll Call Vote of 9-0.

Stacie Brookbank- YES

John Conover- YES

Dr. Kathleen Dolton- YES

Staci Endicott- YES

Charles Haberkorn- YES

Dr. Alice Myers- YES

Heather Samuelson- YES

Michael Sweeder- YES

Karen Tomasello- YES

### **CODE OF ETHICS**

BE IT RESOLVED, in accordance with N.J.S.A. 18A: 12-24.1 the members of the Somers Point Board of Education shall abide by the following Code of Ethics for School Board Members:

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.

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.

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.

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.

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.

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.

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.

I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.

I will support and protect school personnel in proper performance of their duties.

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 (P.L. 2001, c.178, s.5).

### C. Board of Education Representatives

Motion was made by Dr. Myers, seconded by Mrs. Samuelson to approve item C. Motion was carried with a Roll Call Vote of 9-0.

Appoint the following representatives of the Somers Point Board of Education: Atlantic County School Board Association: Delegate - Dr. Kathleen Dolton Alternate: Mrs. Stacie Endicott New Jersey School Board Association: Delegate - Mrs. Heather Samuelson Alternate: Dr. Kathleen Dolton

### Appointments

Motion was made by Mrs. Samuelson, seconded by Mr. Conover to approve Item A. Motion was carried with a Roll Call vote of 9-0.

### A. Annual Appointments

Approve the following appointments for the 2023 year:

- New Jersey School Safety Specialists Michelle Carney-Ray-Yoder, Ed. D., Superintendent of Schools and Timothy Williams School Safety Officers, as Safety Specialists.

- Public Agency Compliance Officer (P.A.C.O.) and Custodian of School Funds- Julie Gallagher, Business Administrator/Board Secretary as Public Agency Compliance Officer (PACO) and Custodian of School Funds.

- Adoption of Official Seal of the District, which is in the possession of Julie Gallagher, Business Administrator/Board Secretary.

- Custodian of School Records- Julie Gallagher, Business Administrator/Board Secretary, as Custodian of School Records.
  
- Purchasing Agent – Julie Gallagher, Interim Business Administrator/Board Secretary to award contracts up to the bid threshold, and to set the quote threshold at 15% of the bid threshold amount, as required in 18A: 18-3.
  
- Authorization to Advertise for Bids – Julie Gallagher, Business Administrator/Board Secretary (Purchasing Agent) to advertise for bids for supplies, equipment and services over the bid threshold of \$44,000 pursuant to N.J.S.A. 40A: 11-3a
  
- Safety & Health Designee – Julie Gallagher, Business Administrator/Board Secretary
  
- Authorization to Invest Surplus Monies -Motion to authorize Julie Gallagher, Business Administrator/Board Secretary
  
- Affirmative Action Officer and Chief Equity Officer - Michelle Kass Ed. D, Director of Curriculum and an alternate as needed, designated by Superintendent of Schools
  
- 504 Compliance Officer and ADA Coordinator - Laura Venello Ed. D, Supervisor of Pupil Personnel Services
  
- Substance Awareness Coordinator (SAC) Joseph Schmidt
  
- Anti-Bullying Coordinator and Specialists - Michelle Kass Ed. D, Director of Curriculum, as the District Anti-Bullying Coordinator, Jim Scarano as the Anti-Bullying Specialist at Jordan Road School and Julie Antell as the Anti-Bullying Specialist at Dawes Ave. School and New York Avenue School
  
- Title / NCLB Coordinator - Michelle Kaas, Ed. D, Supervisor of Curriculum & Instruction
  
- Indoor Air Quality Designees – Keith Nelson, Timothy Johnson (alternate) and Jeffrey Kendall (alternate)
  
- Asbestos Management Officer – Keith Nelson

• Integrated Pest Management Coordinator – Keith Nelson

• Hazard Communication Program Coordinator (Right to Know Officer) – Keith Nelson

• Chemical Hygiene Officer – Keith Nelson

• District Coordinator of Special Education Medicaid Initiatives (SEMI) – Michelle CarneyRay-Yoder, Superintendent/Director of Special Services

• Bank Reconciliation- Lisa Woolston, Payroll Specialist, as board designee

• District Approved Insurance/Tax Deferred Savings Plans - reaffirm the Board's right to approve all insurance and tax savings plans not to exceed four (4) plans be administered by the District annually as follows: Tax Plans - Lincoln Investments, Siracusa, AXA Equitable, NY Life; Insurance Plans - Prudential (disability) Insurance of America, and AIG (disability) American General Life.

• Wage Works and Aflac – Aflac Wingspan Cafeteria Plan & Wage Works Flexible Spending Account Plan to enable a Flexible Spending Account (FSA) for Unreimbursed Medical and Dependent Day Care to comply with NJ Pensions Law Chapter 78 at no additional out-of-pocket expenses.

• Designation of Official Depository -

Resolved, that Republic Bank be designated as the Official Depository according to N.J.S.A. 18A:17-34; and

Resolved, to appoint and designate the following signatories for the following accounts currently with Republic Bank:

Account	Signatories	Number of Required Signatures
General Checking	President or Vice President Business Administrator	3



	Superintendent	
Capital Project	President or Vice President	
	Business Administrator	2
	Superintendent	
Payroll	Business Administrator	2
	Superintendent	
Payroll Agency	Business Administrator	2
	Superintendent	
Student Activity	Business Administrator	
	Superintendent	2
State Unemployment	Business Administrator	2
Insurance Trust Fund	Superintendent	
FSA Cafeteria Plan	Business Administrator	2
Wage Works	Superintendent	

And Be It Further Resolved, that the following be approved as official depository(s) for investment of idle funds periodically in Certificates of Deposits; Republic Bank NJ/ARM.

Motion was made by Dr. Myers, seconded by Mrs. Samuelson to approve Item B. Motion carried with a Roll Call Vote of 9-0.

#### B. Adoption of Official Newspapers

Authorize the Press of Atlantic City and the Current to be adopted as the official newspapers to be used for the advertisement of meetings and legal ads and all other necessary public notifications for the 2023 year.

### **PUBLIC FORUM**

Open the meeting to the public

Public participation will be in accordance with District Policy #0167. Public participation will include, but not be limited to the following rules: a participant of the public will present his/her name, place of

residence, and group affiliation if appropriate. Each participant will be limited to three (3) minutes per statement and the overall duration of the public comments shall not exceed 30 minutes.

President Staci Endicott opened the meeting to the public at 7:41PM and closed the meeting to the public at 7:42PM.

- No Comments

## **BOARD FORUM**

- No Comments

## **ADJOURNMENT**

Motion was made by Mr. Conover, seconded by Mrs. Samuelson to adjourn the January 6, 2022, Reorganization Meeting of the Somers Point Board of Education at 7:53pm. All In Favor.

Respectfully Submitted,

Julie Gallagher

Business Administrator/Board Secretary