

**SOUTH BOUND BROOK BOARD OF EDUCATION  
ANNUAL ORGANIZATION MEETING  
JANUARY 2, 2025**

**1. CALL TO ORDER (TIME: 7:09 PM)**

Debe Besold, Interim Board Secretary, served as Presiding Officer pro tempore until the election of a President.

**2. PLEDGE OF ALLEGIANCE**

**3. STATEMENT RE: SUNSHINE LAW**

This meeting has been advertised in the Courier-News, at least 48 hours prior to the meeting and has been posted in conspicuous locations including the borough hall and school buildings. This complies with state law governing meetings of school boards and other organizations. The meeting will be accessible via In-person participation and via Google Meet.

**4. ELECTION RESULTS**

Mrs. Besold Reported on the election results as follows: Nancy Santora, Edith Lima and Scott Stapleton have been elected to Three Full Year Terms.

**5. REQUIRED OATH TO NEWLY ELECTED MEMBER**

The required Oath of Allegiance was administered to newly elected members Nancy Santora, and Scott Stapleton. Edith Lima was administered the oath separately.

**6. ROLL CALL**

Ms. Carlton, Mr. Ffriend, Mr. Incalcaterra, Mr. Stapleton, Mrs. Santora, Ms Lima and Mrs. Conner attended the meeting.

Also present: Dr. Lorise Goeke, Superintendent/Principal, Mrs. Debe Besold, Interim Board Secretary and Mr. Libitz, Chief Technology Director.

**7. ELECTION OF BOARD PRESIDENT**

Motion(s) for nominations for office of President (second not required):

Motion by: Ms. Carlton Nominee: Mr. Stapleton

Motion by: Ms. Carlton Nominee: Mr. Incalcaterra

Motion to close nominations by: Ms. Carlton

Motion to accept nomination by: Mr. Stapleton

Roll Call vote for President

Y Ms. Carlton  
Y Mr. Stapleton

Y Mr. Ffriend  
Y Ms. Lima

Y Mr. Incalcaterra  
Y Mrs. Conner

Y Mrs. Santora

RESOLVED, that in accordance with NJSA 18A:15-1 and Policy 0152 the South Bound Brook Board of Education, in the county of Somerset, New Jersey, elects Mrs. Constance Conner as President of the Board of Education effective immediately until the next organization meeting as

South Bound Brook Board of Education  
January 2, 2025

prescribed by law. The newly elected President now presides over the meeting.

**8. ELECTION OF BOARD VICE-PRESIDENT**

Motion(s) for nominations for office of Vice-President (second not required):

Motion by: Ms. Carlton Nominee: Mr. Incalcaterra

Motion by: Ms. Carlton Nominee: Mr. Stapleton

Motion to close nominations by: Ms. Carlton

Motion to accept nomination by: Mrs. Santora

Roll Call vote for Vice-President

Y Ms. Carlton

Y Mr. Ffriend

Y Mr. Incalcaterra

Y Mrs. Santora

Y Mr. Stapleton

Y Ms. Lima

Y Mrs. Conner

RESOLVED, that in accordance with NJSA 18A:15-1 and Policy 0152 the South Bound Brook Board of Education, in the County of Somerset, New Jersey, elects Ms. Edith Lima as Vice-President of the Board of Education effective immediately until the next organization meeting as prescribed by law.

**9. CONSENT ITEMS TO BE VOTED ON TOGETHER A - Z**

**A. APPOINTMENT OF BOARD SECRETARY**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints Debe Besold as Interim Board Secretary, effective January 1, 2025 through December 31, 2025.

**B. DESIGNATION OF TREASURER OF SCHOOL MONIES (CONSULTANT)**

RESOLVED, that the South Bound Brook Board of Education in the County of Somerset, New Jersey, appoints Joseph Marra as Treasurer of School Monies (Consultant), effective January 1, 2025 to December 31, 2025, cost not to exceed \$ 5,000.00.

**C. APPOINTMENT OF PURCHASING AGENT**

WHEREAS, NJSA 18A:18A-3 provides that contracts that do not annually exceed in the aggregate, the bid threshold (currently \$ 32,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board Resolution, and

WHEREAS, NJSA 18A:18A-37 provides that all contracts that are in the aggregate less than 15% of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations, if so authorized by Board Resolution,

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New

South Bound Brook Board of Education  
January 2, 2025

Jersey, approves the appointment of the Business Administrator/Board Secretary as the Purchasing Agent for the district according to the rules and regulations of P.L. 1999 c. 440; and

BE IT FURTHER RESOLVED, that the Purchasing Agent is authorized to award contracts up to his bid threshold of \$ 32,000 and establish the quote threshold at \$4,800 as per NJSA 18A:18A-2.

**D. APPOINTMENT OF BOARD ATTORNEY**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints the firm of Fogarty and Hara for the 2025 calendar year, effective January 1, 2025;

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official school newspaper, stating its nature, duration, service, and amount, and that this resolution and contract are on file in the office of the Board of Education in the following form:

**SOUTH BOUND BROOK BOARD OF EDUCATION**

**Notice of Award of Professional Services Contract**

At its meeting on January 2, 2025, the Board of Education authorized the awarding of a contract for professional services to Fogarty and Hara, LLC Attorneys with offices in Fair Lawn, New Jersey, to provide legal services to the district for the 2025 calendar year. The contractual amount shall not exceed \$25,000 for the work to be performed. This resolution and contract are on file and available for public inspection at the Board of Education's offices located at 122 Elizabeth Street, South Bound Brook, New Jersey.

**E. DESIGNATION OF SCHOOL AUDITORS**

WHEREAS, there exists a need for the appointment of auditors to perform the annual audit of the financial books and records of the South Bound Brook Board of Education, in the County of Somerset, New Jersey, for the school year 2024-2025; and

WHEREAS, funds are available in the annual budget for this purpose; and

WHEREAS, the Public School Contracts Law defines auditing and accounting services as professional services not subject to competitive bidding;

WHEREAS, the firm holds an uncanceled registration license as a public school accounting for New Jersey; and

WHEREAS, the board has reviewed the firm's peer review and letter of comment;

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New

South Bound Brook Board of Education  
January 2, 2025

Jersey, appoints Suplee, Clooney & Company as public school accountant, in accordance with NJSA 18A:23-1 and Policy 6830, for the 2024-2025 school year at a fee not to exceed \$35,000; and

BE IT FURTHER RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey shall forthwith cause to be printed once, in an official newspaper, a brief notice stating the nature, duration, service, and amount of the contract and available for public inspection in the office of the Board of Education.

**F. APPROVAL OF ARCHITECT OF RECORD**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey approves the firm of Tokarski & Millermann of Brick, New Jersey as the school district architect of record to provide architectural services for the 2025 calendar year with fees not to exceed \$75,000; and

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official school newspaper, stating its nature, duration, service, and amount, and that this resolution and contract are on file in the office of the Board of Education.

**G. DESIGNATION OF SCHOOL PHYSICIAN**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints RWJ Barnabas of South Bound Brook, New Jersey as Medical Director to provide school physician services in accordance with NJSA 18A:40-1 for the 2025 calendar year at annual salary of \$4,000.00.

**H. APPROVAL OF BROKER OF RECORD**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey approves Treadstone, LLC as the school district broker of record to provide insurance broker services for the 2025 calendar year with fees not to exceed \$10,000; and

BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the official designated newspaper, stating its nature, duration, service, and amount, and that this resolution and contract are on file in the office of the Board of Education.

**I. APPOINTMENT OF REPRESENTATIVE TO RECEIVING BOARD OF EDUCATION**

WHEREAS, pursuant to NJSA 18A:38-8.1 et seq., the New Jersey Department of Education has verified the appropriate representation of sending district board of education on the receiving board of education as one member;

RESOLVED, that the South Bound Brook Board of Education appoints Mr. Nicholas Incalcaterra as its representative to the Bound Brook Board of Education for the 2025 calendar year.

**J. APPOINTMENT OF DELEGATE TO NEW JERSEY SCHOOL BOARDS**

South Bound Brook Board of Education  
January 2, 2025

**ASSOCIATION (NJSBA)**

WHEREAS, the South Bound Brook Board of Education, in the County of Somerset, New Jersey desires to send a delegate and alternate to the New Jersey School Boards Association; and

WHEREAS, the Board of Education Policy 0153 states that the board establish such designation;

RESOLVED, that the Board of Education recognizes the appointment of Mr. Sean Ffriend as delegate and Mr. Scott Stapleton as alternate to the New Jersey School Boards Association, (NJS 18A:6-46), effective immediately until the next organization meeting as prescribed by law.

**K. APPOINTMENT OF DELEGATE TO SOMERSET COUNTY SCHOOL BOARDS**

**ASSOCIATION (SCSBA)**

WHEREAS, the South Bound Brook Board of Education, in the County of Somerset, New Jersey, desires to send a delegate to the Somerset County School Boards Association; and

WHEREAS, the Board of Education Policy 0153 states that such designation be established by board president appointment; and therefore be it

RESOLVED, that the South Bound Brook Board of Education recognizes the appointment of Ms. Jennifer Carlton as delegate to the Somerset County School Boards Association, effective immediately until the next organization meeting as prescribed by law.

**L. APPOINTMENT OF DELEGATE TO SOMERSET COUNTY EDUCATIONAL SERVICES COMMISSION**

WHEREAS, the South Bound Brook Board of Education, in the County of Somerset, New Jersey, desires to send a delegate to the Educational Services Commission of Somerset County, and

WHEREAS, the Board of Education Policy 0153 states that such designation be established by board president appointment; therefore be it

RESOLVED, that the South Bound Brook Board of Education recognizes the appointment of Ms. Edith Lima as delegate to the Somerset County Educational Services Commission effective immediately until the next organization meeting as prescribed by law.

**M. APPOINTMENT OF SECTION 504 OFFICER**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, in accordance with 34 CFR 104.7(a) and Policy 1510 appoints Director of Special Services as Section 504 Officer for the 2025 calendar year.

**N. APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

South Bound Brook Board of Education  
January 2, 2025

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, in accordance with NJAC 6A:7-1.5 appoints Dr. Lorise Goeke, Superintendent/Principal as Affirmative Action Officer for the 2025 calendar year; and

BE IT FURTHER RESOLVED, that the Board Secretary is directed to advertise the name, office address, and telephone number of the Affirmative Action Officer's office; and

BE IT FURTHER RESOLVED, that the Superintendent is directed to develop and distribute the grievance procedure as per 28 CFR 35.107(a).

**O. APPOINTMENT OF INDOOR AIR QUALITY COORDINATOR**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey appoints Christopher Hinds, Supervisor of Buildings and Grounds as the Indoor Air Quality Coordinator for the 2025 calendar year effective January 1, 2025.

**P. APPOINTMENT OF ASBESTOS/AHERA COORDINATOR**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints Chris Hinds, Supervisor of Buildings and Grounds as the district's designated person and program manager to carry out the duties required under the AHERA (Asbestos Hazard Emergency Response Act) 40 CFR-763 for the 2025 calendar year effective January 1, 2025.

**Q. APPOINTMENT OF INTEGRATED PEST MANAGEMENT COORDINATOR**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints Christopher Hinds, Supervisor of Buildings and Grounds as the district's designated IPM (Integrated Pest Management) Coordinator as per NJAC 7:30-13.3 for the 2025 calendar year effective January 1, 2025.

**R. APPOINTMENT OF CHEMICAL HYGIENE OFFICER**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints Christopher Hinds, Supervisor of Buildings and Grounds as the district's designated Chemical Hygiene Officer as per 29 CFR 1910.1450 for the 2025 calendar year effective January 1, 2025.

**S. APPOINTMENT OF TITLE IX COORDINATOR**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, in accordance with 34 CFR 106.8(a) and Policy 1510 appoints Dr. Loris Goeke as Title IX Coordinator for the 2025 calendar year; and

BE IT FURTHER RESOLVED, that the Board Secretary is directed to advertise the name, office address, and telephone number of the Title IX Coordinator.

**T. APPOINTMENT OF CUSTODIAN OF RECORDS**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New

South Bound Brook Board of Education  
January 2, 2025

Jersey, appoints the School Business Administrator/Board Secretary as Custodian of Records in accordance with NJSA 47:1A-1 et seq. for the 2025 calendar year; and

BE IT FURTHER RESOLVED, the South Bound Brook Board of Education indemnifies the School Business Administrator for all legal costs, which might arise from this appointment.

**U. APPOINTMENT OF PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, in accordance with NJAC, the State of New Jersey Division of Contract Compliance and Equal Employment Opportunity requires that each public agency annually designate an officer or employee to serve as its public agency compliance officer; and

WHEREAS, The public agency compliance officer is also responsible for administering contracting procedures pertaining to equal employment opportunity regarding both the Public Agency and the service providers. The service provider shall include but shall not be limited to goods and services vendors, professional service vendors, and construction contractors; and

WHEREAS, the Board of Education has determined that the Board Secretary can effectively and appropriately perform the duties of the public agency compliance officer;

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, hereby designated the Board Secretary as the Public Agency Compliance Officer in accordance with the provisions of NJAC 17:27-3.2.

**V. APPOINTMENT OF ATTENDANCE OFFICER**

RESOLVED, upon the recommendation of the Superintendent, the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints Annette Raby as the Attendance Officer for the 2025 calendar year (NJSA 18A:38-32).

**W. APPOINTMENT OF HOMELESS LIAISON**

WHEREAS, pursuant to IASA, Section 323 of P.L. 103-382, each district needs to appoint a homeless liaison to serve the families of homeless children in the district,

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, approve Dr. Lorise Goeke as the Homeless Liaison for the district for the 2025 calendar year.

**X. COMMITTEES FOR THE 2025 CALENDAR YEAR**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, establishes the following Standing Committees for the 2025 calendar year: Finance, Facilities, Negotiations, Legislative, Sick Leave Bank and Shared Services; and

BE IT FURTHER RESOLVED that the Board President shall appoint the following board members to serve a one-year term on the approved standing committees:

South Bound Brook Board of Education  
January 2, 2025

Finance	<u>Edith Lima</u> , Chair <u>Jennifer Carlton</u> <u>Scott Stapleton</u>
Facilities	<u>Scott Stapleton</u> , Chair <u>Sean Ffriend</u> <u>Nicholas Incalcaterra</u>
Negotiations	<u>Constance Conner</u> , Chair <u>Jennifer Carlton</u> <u>Nancy Santora</u>
Legislative	<u>Constance Conner</u> , Chair
Sick Leave Bank	<u>Sean Ffriend</u> , Chair <u>Nicholas Incalcaterra</u> <u>Nancy Santora</u>
Shared Services	<u>Jennifer Carlton</u> , Chair <u>Edith Lima</u> <u>Nancy Santora</u>
Personnel	<u>Constance Conner</u> , Chair <u>Nicholas Incalcaterra</u> <u>Edith Lima</u>

South Bound Brook Board of Education  
January 2, 2025

**Y. APPOINTMENT OF SCHOOL SAFETY SPECIALIST**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey appoints Annette Raby as the School Safety Specialist for the 2025 calendar year effective January 1, 2025.

**Z. APPOINTMENT OF TITLE IV COORDINATOR**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints Dr. Lorise Goeke as Title IV Coordinator for the 2025 calendar year; and

BE IT FURTHER RESOLVED, that the Board Secretary is directed to advertise the name, office address, and telephone number of the Title IV Coordinator.

Motion to approve the above Consent Items, A through Z.

MOTION: Mr. Stapleton

SECOND: Ms. Carlton

ROLL CALL  
VOTE: 7-0

Y Ms. Carlton  
Y Mr. Stapleton

Y Mr. Ffriend  
Y Ms. Lima

Y Mr. Incalcaterra  
Y Mrs. Conner

Y Mrs. Santora

**10. ANNUAL DESIGNATIONS TO BE VOTED ON TOGETHER A - E**

**A. OFFICIAL FOR INVESTMENTS AND WIRES**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, designates the Board Secretary as the person responsible for any and all Board of Education investments; and

BE IT FURTHER RESOLVED that the Board Secretary be authorized to make wire transfers amongst the board accounts as may be necessary.

**B. DESIGNATION OF OFFICIAL NEWSPAPER**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey designates the Courier-News as the official newspaper for legal notices and the Star Ledger be designated should it be impossible to advertise in the Courier-News for reasons of timely notice, emergency, or other reasons (NJSA 18A:22-11, 39-3 and 10:4-18); and

BE IT FURTHER RESOLVED, that personnel postings will be placed on the district website and NJschooljobs.com; and

South Bound Brook Board of Education  
January 2, 2025

BE IT FURTHER RESOLVED, that the Board Secretary send all notices of any regular, special, or rescheduled meeting to any individual requesting to be placed on a mailing list as provided by NJSA 10:4-19 and Policy 0162. Such requests for notices under this resolution shall terminate at midnight on December 31<sup>st</sup> of each year.

C. TIME/PLACE/DATE FOR REGULAR BOARD OF EDUCATION MEETINGS

WHEREAS, the South Bound Brook Board of Education, in the County of Somerset, New Jersey, is directed to meet at least once every two months during the period in which the school in the district is in session (NJSA 18A:10-6), and

WHEREAS, the Open Public Meetings Act requires notice of regularly scheduled meetings within seven days following the Annual Organization Meeting of the Board;

RESOLVED by the South Bound Brook Board of Education to designate that the following notice of regularly scheduled meetings be adopted in accordance with NJSA 18A:22-11:

“Notice is hereby given that a Regular Meeting of the South Bound Brook Board of Education, in the County of Somerset, New Jersey, will be held on or about the second and fourth Wednesday of each month commencing at 7:00 p.m., prevailing time.”

BE IT FURTHER RESOLVED, that the aforesaid notice of regularly scheduled meetings will be posted in the Board of Education Administrative Office, 122 Elizabeth Street, South Bound Brook, New Jersey.

BE IT FURTHER RESOLVED, that the aforesaid notice be mailed to the newspapers designated by this Board to receive the notice required by the provisions of the Open Public Meetings Act.

BE IT FURTHER RESOLVED, that the aforesaid notice be filed with the Clerk of the municipality.

BE IT FURTHER RESOLVED, that the regular meetings during the period of January 2025 through December 2025 shall be as listed below:

January 22nd  
February 5th and 19th  
March 5th and 19th  
April 9th and 30th (Tentative Public Budget Hearing)  
May 14th and 28th  
June 18th  
August 27th  
September 10th and 24th

South Bound Brook Board of Education  
January 2, 2025

October 15th  
November 12th  
December 17th

NOTE: Special Public Meetings where official action is taken will be scheduled as needed with proper notice. Closed Executive Sessions with the public excluded for discussion of personnel and legal matters will be authorized as needed by resolution during public meetings or by special notice.

**D. DESIGNATION OF TAX SHELTER ANNUITY COMPANIES**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, designates the current Tax Sheltered Annuity Companies, open for enrollment to any district employee for the 2025 calendar year as per NJSA 18A:66-127 and Policy 6520:

TIAA-CREF	403(b)	457(b)
AXA Equitable	403(b)	
Teacher's Pension	403(b)	

**E. APPROVAL OF CHART OF ACCOUNTS**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, designates the NJDOE Chart of Accounts as the minimum Chart of Accounts for use in the district; and

BE IT FURTHER RESOLVED, that the business office is authorized to add additional sub account designation (both within the existing sub accounts as well as additional sub positions), as the School Business Administrator may deem necessary; and

BE IT FURTHER RESOLVED, that the Superintendent is authorized to make any necessary transfers below the level of the NJDOE Chart of Accounts.

Motion to approve the above Annual Designations, A through E.

ROLL CALL  
VOTE: 7-0

Y Ms. Carlton	Y Mr. Ffriend	Y Mr. Incalcaterra	Y Mrs. Santora
Y Mr. Stapleton	Y Ms. Lima	Y Mrs. Conner	

**11. APPROVAL OF ANNUAL MOTIONS A-I**

**A. APPROVAL OF BOARD POLICIES AND BYLAWS**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, adopts and shall be governed in all actions and business to come before this Board by

South Bound Brook Board of Education  
January 2, 2025

the written Board Policies, Regulations, and Job Descriptions previously duly adopted and contained in the Board of Education Policy Book as per Policy 0131.

**B. APPROVAL OF PARLIAMENTARY PROCEDURES**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, to the extent consistent with State Law, Policies and By-Laws of the Board will be guided by "Robert's Rules of Order" as per Policy 0164.

**C. SIGNATURE AUTHORIZATION**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey approves that all checks, drafts, or other orders for payment or withdrawal of money from said account be signed by the person holding the appropriate title as listed below (NJS A 18A:19-1):

That the Board President or Vice President, School Business Administrator and Treasurer of School Monies (Consultant) be designated to sign checks, Regular Accounts, and to sign withdrawals from the time open accounts as required.

That the Board President or Vice President and School Business Administrator be designated to sign all checks, Cafeteria Account.

That the Treasurer of School Monies (Consultant) or School Business Administrator be designated to sign all payroll and agency checks.

That the School Business Administrator be designated for opening and closing of interest-bearing accounts, and

That the Superintendent or School Business Administrator be designated to sign all student account checks.

**D. APPROVAL OF CURRICULUM**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, in accordance with NJS A 18A:33-1 and Policy 2220 approves the following curriculum for Robert Morris School for the 2025 calendar year:

1. English Language Arts
2. Mathematics
3. Science
4. Social Studies
5. Physical Education/Health
6. Library/Media Center
7. 21<sup>st</sup> Century Life and Careers
8. Art
9. Music

South Bound Brook Board of Education  
January 2, 2025

10. English Language Learners
11. World Language
12. Speech
13. Preschool – Creative Curriculum
14. Guidance
15. Technology

BE IT FURTHER RESOLVED, that the Board of Education approve all textbooks in use to implement this curriculum for the 2025 calendar year in accordance with NJSA 18A:34-1. Additional/new texts related to curriculum revisions for the 2025 calendar year will be subject to board approval.

**E. PETTY CASH ACCOUNTS**

WHEREAS, there has been a need to reestablish a petty cash fund for the purpose of making immediate payments of comparatively small amounts as per board policy; and

WHEREAS, the State Board of Education has amended NJAC 6A:23-2.9, NJSA 18A:19-13, and Policy 6620 to establish requirements which strengthen the fiscal controls and accountability for petty cash funds;

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, authorizes the establishment of the following petty cash funds in the amount indicated below:

Robert Morris School \$2,000 in \$200 increments (single expenditure maximum \$25.00).

**F. AUTHORIZING THE USE OF STATE CONTRACTS**

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 South Bound Brook Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts; and

WHEREAS, the South Bound Brook Board of Education desires to authorize its purchasing agent for the 2025 calendar year to make any and all purchases necessary to meet the needs of the school district throughout the school year; and therefore be it

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, does hereby authorize the District Purchasing Agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property.

South Bound Brook Board of Education  
January 2, 2025

**G. APPROVAL OF PAYMENT OF BILLS BETWEEN MEETINGS**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, appoints the Business Administrator as Claims Auditor to verify and pay bills as needed to protect the interests of the board between meetings with the advice and consent of the Board President which will be listed as paid at the next regular board meeting.

**H. COLLECTION AND MAINTENANCE OF PUPIL RECORDS**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, authorizes certified school personnel to collect and maintain the following mandated pupil records as per NJAC 6A:32-7.3 and Policy 8330:

- a. The student's name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed.
- b. Record of daily attendance
- c. Descriptions of student progress according to the system of student evaluation used in the school district;
- d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
- e. Records pursuant to rules and regulations regarding education of students with disabilities; and
- f. All other records required by the State Board of Education.

**I. ADOPTION OF CODE OF ETHICS**

RESOLVED, that the South Bound Brook Board of Education, in the County of Somerset, New Jersey, adopt the following Code of Ethics as per NJSA 18A:12-21 et seq. and Policy 0142:

The members of the board of education recognize that they hold authority not as individuals but as members of the board. In order to make a clear public statement of its philosophy of service to the pupils of the district, the board adopts this code of ethics:

- 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 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 that may compromise the board.

## South Bound Brook Board of Education January 2, 2025

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

The board shall see that all members of the board receive training in understanding and adhering to this code of ethics and shall discuss it annually at a regularly scheduled public meeting. Each member shall sign documentation that s/he has received a copy of it and has read and understood it.

Motion to approve the above Annual Motions, A through I.

**ROLL CALL  
VOTE: 7-0**

**MOTION: Ms. Carlton**

SECOND: Ms. Lima

Y Ms. Carlton  
Y Mr. Stapleton

Y Mr. Ffriend  
Y Ms. Lima

Y Mr. Incalcaterra  
Y Mrs. Conner

Y Mrs. Santora

## **END OF ORGANIZATION MEETING**

## 12. RECOGNITION OF PUBLIC

Mrs. Kathy Conner attended the meeting and asked if there are job descriptions for the 504 Officer and Affirmative Action Officer. Dr. Goeke indicated that the positions are legal designations. Mrs. K. Conner asked if there's training involved regarding motions "O-R". Dr. Goeke confirmed that there are trainings for these positions.

### 13. CORRESPONDENCE - None

#### 14. SUPERINTENDENT'S REPORT - None

15. APPROVAL OF MINUTES – DECEMBER 11, 2024

a. Motion to approve minutes of December 11, 2024, Regular Meeting.

MOTION: Mr. Stapleton      SECOND: Mrs. Santora      VOTE: 7-0

b. Motion to approve closed minutes of December 11, 2024 Regular Meeting.

MOTION: Mrs. Santora      SECOND: Mr. Stapleton      VOTE: 7-0

South Bound Brook Board of Education  
January 2, 2025

**16. CONSENT ITEMS 16.a.**

**16.a. APPROVAL OF CAFETERIA BILLS**

Motion to approve bills for payment from the cafeteria account:

PAYMENT TO	DESCRIPTION	AMOUNT
Pomptonian	Reimbursement 846 121324	\$12,982.77
ReadyRefresh	Invoice # 04L6706688198	\$ 88.57

Motion to approve the above consent items 16.a.

MOTION: Mrs. Santora      SECOND: Mr. Stapleton      ROLL CALL  
VOTE: 6-0-1\*

Y Ms. Carlton      Y Mr. Ffriend      A Mr. Incalcaterra      Y Mrs. Santora  
Y Mr. Stapleton      Y Ms. Lima      Y Mrs. Conner

\*Mr. Incalcaterra abstained from voting on the above consent item "16.a.".

**17. ACTION ITEMS 17.a - 17.c.**

Motion to open discussion on action items.

MOTION: Ms. Carlton      SECOND: Mr. Stapleton      VOTE: 7-0

**17.a. APPROVAL OF AGREEMENT FOR FLEXIBLE SPENDING ACCOUNT PROVIDER SERVICES**

Motion approve the agreement with TASC to provide the district's employee flexible spending account services, administration fees not to exceed \$ 100.00.

**17.b. MOTION FOR APPROVAL TO ATTEND WORKSHOPS AND PROFESSIONAL DEVELOPMENT**

Motion to approve the attendance of the following to attend workshops and to receive reimbursement for incurred expenses:

NAME	DATE	COST	DESCRIPTION
L. Goeke	2/26/25	125.00	NJSPA FEA Legal One - School Health and The Law
K. Hill	2/26/25	125.00	NJSPA FEA Legal One - School Health and The Law
L. Goeke	2/6/25	125.00	Hot Issues in AI, Schools and the Law 2024-25

**17.c. APPROVAL OF SHELTERED ENGLISH INSTRUCTION (SEI) ONLINE TRAINING FOR STAFF FOR THE 2024-25 SCHOOL YEAR**

Motion to approve compensation to the following staff members to complete SEI training.  
The rate will be \$ 36.00 per hour, total cost not to exceed \$2,500.00:

## South Bound Brook Board of Education January 2, 2025

M. Hoey  
C. Pierson  
M. Klementyev  
K. Fickling

APPROPRIATION LINE 11-401-100-101

Motion to approve above action items 17.a. - 17.c.

Y Ms. Carlton      Y Mr. Ffriend      Y Mr. Incalcaterra      Y Mrs. Santora  
Y Mr. Stapleton      Y Ms. Lima      Y Mrs. Conner

## 18. OLD BUSINESS

Shared Services Meeting with Bound Brook BOE is scheduled for January 16, 2025.

19. NEW BUSINESS - None

## 20. RECOGNITION OF THE PUBLIC

21. ADJOURNMENT TO EXECUTIVE SESSION (TIME: 7:25 PM)

## Motion to enter into Executive Session.

**MOTION:** Mr. Stapleton                    **SECOND:** Mr. Incalcaterra                    **VOTE:** 7-0

WHEREAS, the items that are permitted to be discussed in executive session are as follows:

- 1) a matter rendered confidential by federal or state law
- 2) a matter in which release of information would impair the right to receive government funds
- 3) material the disclosure of which constitutes an unwarranted invasion of individual privacy
- 4) a collective bargaining agreement and/or negotiations related to it
- 5) a matter involving the purchase, lease, or acquisition of real property with public funds
- 6) protection of public safety and property and/or investigations of possible violations or violations of law
- 7) pending or anticipated litigation or contract negotiations and/or matters of attorney-client privilege
- 8) specific prospective or current employees unless all who could be adversely affected request an open session
- 9) deliberation after a public hearing that could result in a civil penalty or other loss

South Bound Brook Board of Education  
January 2, 2025

NOW THEREFORE BE IT RESOLVED, that the Board of Education will be discussing item(s) 1, 3, and 8. Actions may take place on these items. The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

22. RETURN TO OPEN SESSION (TIME: 7:45 PM)

Motion to return to Open Session.

MOTION: Mr. Ffriend

SECOND: Ms. Carlton

VOTE: 7-0

23. ACTION ITEM A.a.

A.a. ACCEPTANCE OF HIB INCIDENT REPORT.

Motion to accept the December 2024 Harassment, Intimidation and Bullying (HIB) Incident Report.

Approval of above action item A.a.

MOTION: Mr. Stapleton

SECOND: Ms. Carlton

ROLL CALL  
VOTE: 6-0-1\*\*

Y Ms. Carlton

Y Mr. Ffriend

A Mr. Incalcaterra

Y Mrs. Santora

Y Mr. Stapleton

Y Ms. Lima

Y Mrs. Conner

\*\* Mr. Incalcaterra abstained from the above action item A.a.

23. ADJOURNMENT (TIME: 7:45 PM)

MOTION: Mr. Stapleton

SECOND: Mrs. Santora

VOTE: 7-0

Respectfully submitted by,

Debe Besold  
Interim Board Secretary