PURCHASING EXPEDITER

DEFINITION: Under direction, insures that correct supplies are shipped by vendor on promised shipping date and arranges for its proper distribution; reviews vendor's invoice for accuracy; does related work as required.

EXAMPLES OF WORK: Receives requests from concerned personnel for items to be added to bid list; sets of work sheets to be used in preparing bid lists; checks inventory of supplies available for issue plus items open on bid list; reconverts units of issues into case lots, dozens, pounds, etc., for ordering; reports when bids are assigned to vendors; checks any changes and records same as to specifications or substitutions; receives contract acceptance sheets from Purchasing Agent; compares with successful bid list and notifies Purchasing Agent of any discrepancies; sets up master order in book, listing all items assigned to each vendor by item, price and code, pulls inventory cards; checks minimum balance and submits items that are below minimum balance; notifies Purchasing Agent on items for whichno bids were submitted; for items that have been depleted due to excessive use or for new items requested by concerned institutional personnel after bid list had been submitted; contacts vendors daily to expedite shipments; makes selections of sample patterns submitted by vendors for approval; maintains a daily log of incoming supplies; places orders in emergencies; adjudicates complaints; recommends transfers of funds for budgeting control; assists in preparation of budget; records amount received; notes whether partial or final shipment; extends price and reconverts amount received into units of issue; records this information on a receiving report to be processed by a machine operator; answers inquiriesrelevant to the work; maintains necessary records and files.

REQUIREMENTS:

1. Graduation from High School, or Vocational High School, or possession of an approved High School Equivalent Certificate.
2. Two years of experience in work involving the receiving, checking, and distributing of supplies.
3. Considerable knowledge of the problems, procedures and practices involved in insuring that supplies are shipped by vendor on promised shipping date and in arranging for proper distribution as required.
4. Ability to perform expediting work under a variety of circumstances, to be courteous at all times, and to perform the clerical work involved in this kind of work.
5. Good health and freedom from disabling physical and mental defects which would impair the proper performance of the required duties or which might endanger the health and safety of oneself or others.

Motion was made by Mr. D'Ambola, seconded by Mrs. Riley, that the Board of Education adopt the job description as follows for the title of Storekeeper, Automotive, with a salary range from $9,466. to $13,651.,pending negotiated agreement, subject to all Civil Service rules and regulations. A roll call vote was taken: Mr. Bertrand - yes; Mr. D'Ambola - yes; Mrs. Fox - yes; Mrs. Frake - yes; Mr. Hancock - no; Mrs. Riley - yes; Mr. Schue - yes.

STOREKEEPER, AUTOMOTIVE

DEFINITION: Under direction, has charge of the operation of the automotive storeroom; does related work as required.

EXAMPLES OF WORK: Checks the delivery sheets when shipments are received to see that the specified stores are delivered and that they are in good condition; unpacks, weighs, counts, and measures the contents of the shipments to see that the delivered stores conform with the quantity and quality specified as delivered; records the kind and quantity of the stores received; places the stores in appropriate bins, shelves, and other receptacles and areas to assure orderliness and safety, safeguards the stores against fire, theft, and damage; issues needed equipment, materials, and supplies when given requisitions or other types of proper authorization; makes periodic physical inventories of the kind and quantity of stores on hand; does the work needed to keep the storeroom clean and orderly; orders automotive parts; gives suitable assignments to assigned employees; prepares card indexes for stores received and establishes and maintains other needed storeroom records and files.

REQUIREMENTS:

1. Formal and other education and training showing attainment of the level represented by graduation from high school.
2. One year of supervisory experience in work involving the obtaining, recording, storing, safeguarding, and issuing of varied types of automotive and mechanic equipment, materials and supplies.
3. Wide knowledge of the problems involved in formulating the work schedules for workers assigned to work in the storeroom, of the methods used in dealing with varied types of persons and giving them clear, sound, accurate and informative directions; of the problems, procedures, and methods involved in checking the delivery sheets of incoming shipments to see that the specified goods are delivered and that they are in good condition; in unpacking, weighing, counting, and measuring the contents of the shipments to see that the delivered stores conform with the quantity and quality specified as delivered; in recording the kind and quantity of the received stores; in placing the stock in appropriate binds, shelves, and other receptacles and areas to assure orderliness and safety; in safeguarding stores against fire, theft, damage, in issuing needed stores when given requisitions or other types of proper authorization, in making periodic physical inventories of the kind and quantity of stores on hand, and in keeping the storeroom clean and orderly; and of the methods used in obtaining, storing, safeguarding, distributing, and supervising the proper use of needed equipment, materials, and supplies.
4. Ability to analyze storekeeping problems, organize assigned work, and develop effective work methods; to take a leading part in working out the internal organization and operating procedures of the storeroom; to deal firmly and effectively with varied types of indviduals and give them clear, accurate, and informative directions; to work harmoniously with associates, and other groups and individuals interested in or concerned with storekeeping work; to supervise the checking of the delivery sheets of incoming shipments to see that the specified stores are delivered and that they are in good condition;

to oversee the unpacking, weighing, counting, and measure contents of shipments to see that the delivered stores conform with the quantityand quality specified as delivered; to direct the recording of the kind and quantity of the received stores; to prepare clear, sound, accurate, informtive, and legible reports; and to establish and maintain needed records and files.

5. Good health and freedom from disabling physical and mental defects.

Motion was made by Mr. Hancock, seconded by Mr. D'Ambola, and carried unanimously by roll call vote, that the Board of Education approve,on second reading, the following Policy No. 556 - Uncompensated Leave Not Caused by Disability (less than one year), and Policy No. 557 - Disability Leave.

Approve Policies 556 - 557

Policy Number 556

Personnel

UNCOMPENSATED LEAVE NOT CAUSED BY DISABILITY (Less than one year)

The Board recognizes that in certain instances employees may request an uncompensated leave for less than one full year for reasons not caused by disability.

1. Child Care: Upon approval of the Board of Education, leave shall begin during the school year immediately following termination of disability for pregnancy. The leave shall be granted for the remainder of the school year in which the leave was granted.

2. Other Leave Requests: Any other request for leave considered an emergency by the Board may be granted on an individual case basis.

Policy Number 557

Personnel

DISABILITY LEAVE

The Board of Education recognizes that in certain instances employees may be eligible for compensated disability leave or request disability leave without compensation.

Compensated leave due to personal disability may be taken for the following purposes, provided employees have annual or accumulated sick leave:

1. Illness
2. Injury
3. Exclusion by school medical authorities because of contagious disease or of being quarantined
4. Pregnancy

Uncompensated leave due to personal disability may be taken for the following purposes when employees have used all of their annual and accumulated sick leave:

1. Illness
2. Injury
3. Exclusion by school medical authorities because of contagious disease or of being quarantined.
4. Pregnancy.

Polling Place No. 7
Sarah Doyle, Judge
Jean Capoano, Inspector
Ann Fowler, Clerk
Edna Pope
Dorothy Doyle

Veterans Middle (2, 14 & 22)
456 Rose Avenue
636 Thiele Road
105 Taft Drive
172 Cleveland Court
115 Taft Drive

Polling Place No. 8
Stella Galik, Judge
Louis Korade, Inspector
Jean Boettner
Cora Learn
Dorothy Weber

Midstreams School (12, 15 & 18)
108 Cranbury Road
115 Cranbury Road
519 Midwood Drive
88 Coral Drive
723 Midstreams Road

Polling Place No. 9
Barbara Spradlin, Judge
Carol Irwin, Inspector
Mary E. Kraus, Clerk
Helen Ludovico
Judith Vogel

High School (16 & 20)
112 Birchwood Drive
428 Crestview Terrace
114 Basin Avenue
125 Elmwood Drive
414 Lafayette Drive

rd Bids

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously, that the Board of Education record bids received September 28, 1979, for transportation of three children to Manchester High School in Manchester, N.J. (run #10)

RUN #10 - Manchester High School

	Amt. of Bid
American Taxi Co. P.O. Box 293 Toms River, N.J. 08753	$24.00 per day
Dover Transport 2532 Matso Dr. Toms River, N.J. 08753	$25.00 per day
Briggs Taxi 508 Washington Ave. Pt. Pleasant Boro, N.J.	$32.00 per day

d Bid

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote that the Board of Education award bid received September 28, 1979, for Run #10 to American Taxi Company - three children, $4,440.00

rd Bids

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously, that the Board of Education record bids received September 28, 1979, for transportation of two children to Manchester High School in Manchester, N.J. (run #10A).

RUN #10A - Manchester High School

	Amt. of Bid
American Taxi Co. P.O. Box 293 Toms River, N.J.	$24.00 per day
Dover Transport 2532 Matso Dr. Toms River, N.J. 08753	$25.00 per day

Briggs Taxi — $32.00 per day
508 Washington Ave.
Pt. Pleasant Boro, N.J.

Award Bid

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board of Education award bid received September 28, 1979, for Run #10A to American Taxi Company - two children, $4,440.00.

Record Bids

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously, that the Board of Education record bids received September 28, 1979, for transportation of one child to Walnut St. School in Toms River, N.J. (run #11)

	Amt. of Bid
American Taxi Co. P.O. Box 293 Toms River, N.J. 08753	$24.00 per day
Briggs Taxi 508 Washington Ave. Pt. Pleasant Boro, N.J.	$26.50 per day
Dover Transport 2532 Matso Dr. Toms River, N.J. 08753	$27.50 per day
J.N.E. Transport 136 Windward Dr. Barneget, N.J. 08005	$27.50 per day

Award Bid

Motion was made by Mrs. Riley, seconded by Mrs. Frake, that the Board of Education award bid received September 28, 1979, for Run #11 to American Taxi Co. - one child, $4,440.00. A roll call vote was taken: Mr. Bertrand - yes; Mr. D'Ambola - yes; Mrs. Fox - yes; Mrs. Frake - yes; Mr. Hancock - abstained; Mrs. Riley - yes; Mr. Schue - yes.

Approve Jointure

Motion was made by Mrs. Riley, seconded by Mrs. Frake, and carried unanimously by roll call vote, that the Board of Education approve the following jointure for which we are paid: our bus, St. Peters School - Mantoloking and return: three children, $750.00.

Public Discussion

At 9:40 p.m. motion was made by Mrs. Riley, seconded by Mr. Hancock and carried unanimously that this meeting be opened for public discussion.

Birdsall Report

Mr. Schue announced that the Birdsall report would not be presented tonight. He stated that it would be presented at our November 14th meeting.

School Calendar

Mr. Taubenkimel requested that the board vote tonight on Jewish high holydays to be included in next year's school calendar. A very lengthy discussion followed with audience participation. Mr. Hancock requested a Policy Committee meeting be held and made a motion which was seconded by Mr. Bertrand that the Board of Education go into caucus for the purpose of conducting a Policy Committee Meeting. A roll call vote was taken on this motion with the following results: Mr. Bertrand - yes; Mr. D'Ambola - yes; Mrs. Fox - yes; Mrs. Frake - yes; Mr. Hancock - yes; Mrs. Riley - yes; and Mr. Schue - no.

Resume Meeting

The meeting resumed by motion of Mrs. Riley, second of Mrs. Frake and unanimous agreement at 10:15 p.m. at which time Mr. Hancock advised that the Policy Committee had approved a recommendation that one day, namely Yom Kippur, be include in the school calendar for 1980-81.

10/10/79

Motion was then made by Mr. D'Ambola, seconded by Mrs. Frake that the Board of Education approve addition of one Jewish holyday, namely Yom Kippur, into the school calendar for 1980-81.

Mr. Hancock, at this point, made a motion which was seconded by Mr. D'Ambola that the board approve the addition of two Jewish holydays into the 1980-81 school calendar, Yom Kippur and Rosh Hashanah. A roll call vote was taken with the following results: Mr. Bertrand - no; Mr. D'Ambola - yes; Mrs. Fox - yes; Mrs. Frake - no; Mr. Hancock - yes; Mrs. Riley - no; and Mr. Schue - no.

A roll call vote was then taken on the original motion for addition of one Jewish holyday to the 1980-81 calendar with the following results: Mr. Bertrand - yes; Mr. D'Ambola - yes; Mrs. Fox - yes; Mrs. Frake - yes; Mr. Hancock - yes; Mrs. Riley - yes; and Mr. Schue - no.

School Names

Mr. Alan Cohen presented a petition to the board with approximately 4,000 signatures (not verified at meeting) with regard to names of the two high schools. This subject was discussed at length and it was finally agreed that a motion in this regard be permitted to be recommended for approval.

Mr. D'Ambola made a motion which was seconded by Mr. Hancock that the Board of Education approve renaming the existing High School from Brick Township Heritage High School back to its original name of Brick Township High School, and the high school under construction to be named Brick Township Memorial High School. A roll call vote was taken and this motion was unanimously approved.

New High School

Mr. Williams presented snapshots taken of the new high school presently under construction. Mr. Williams was advised that these pictures would be reviewed with reports from Mr. Birdsall and Mr. Lieberman, and a presentation of findings will be made at the November 14, 1979 Regular Meeting. A roll call vote was taken with regard to motion made to hold all new high school building construction reports until November 14th Meeting with the following results: Mr. Bertrand -no; Mr. D'Ambola - yes; Mrs. Fox - yes; Mrs. Frake - yes; Mr. Hancock - yes; Mrs. Riley - yes; and Mr. Schue - yes.

Adjourn

At 11:35 p.m. motion was made by Mrs. Riley, seconded by Mrs. Frake with unanimous agreement that this meeting be adjourned.

Respectfully submitted,

Josephine Damadio

Josephine Damadio

October 22, 1979
Brick Town, N.J.

The Brick Township Board of Education held a conference meeting on Monday, October 22, 1979 at 7:30 p.m. in the Administration Building for the purpose of discussing items as required by law and Administrative Code with regard to the annual evaluation of the district and schools, and items under Finance and Business.

Present were: Mr. Schue, Mrs. Riley and Mrs. Frake.

Also present: Mr. Stutts, Mr. Mayer, Mr. Murphy, Mr. Anton, and Mr. Sendzik.

Open Public Meetings Law

President Schue announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted as follows: Board Office Bulletin Board, Asbury Park Press, Ocean County Times-Observer, and Municipal Clerk on October 4, 1979. Please note that this notice was posted early in accordance with ten-day legal requirement.

Annual Report

Mr. Joseph Mayer, Assistant Superintendent, Secondary Division, opened this meeting notifying the board that the Administrative Code requires that the Superintendent of Schools submit to the board educational plans of the district.

He presented the board members with copies of a letter from Mr. William F. White, Ocean County Superintendent of Schools, which provided the annual evaluation of this district and schools as required by N.J.A.C. 6:8-6.1(a) and (b) for the school year 1978-79, and a completed A-3 Annual Report, July 1, 1979, Compliance Activities which explained how the Superintendent Mr. William White's recommendations were handled.

Mr. Mayer read each recommendation listed in letter of May 31, 1979 and then explained from the "Compliance" report how these items had been taken care of.

Ice Time

This discussion was interrupted at this point to discuss visit by board members and administration to vendors who had bid on "Ice Time". Mr. Stutts submitted proposed revised specifications to conform with the objections made at the October 10, 1979 with regard to size of skating ice, viewing capability, etc. Mr. Anton offered his opinion on areas of proposed changes. Mr. Stutts was directed to call the Hockey League for further clarification of some questions on proposed revised specifications.

Mr. Stutts was given permission to pay two contractors, Binsky & Snyder, and Yetka, whose payments had been held pending verification that same were in order at this time.

nnual eport

Mr. Mayer returned to his discussion of the evaluation of this district. He noted that we are in the fourth year of T & E, and commended the task force for their progress in developing goals.

Mr. Mayer distributed a summary report on the 1979 State MBS test results. This report was discussed at length with Mr. Murphy apprising the board of many areas of the comparison study shown.

At 9:35 p.m. Mr. Mayor and Mr. Murphy concluded their presentation.

licy oks

Mr. Stutts was instructed to advise Mr. Hancock that policy books could not be given to any employee group until after the Board of Education has completed its review of same.

Mr. Schue discussed a letter received from Councilman Ronald Jones with regard to the construction of the new High School.

Vandalism at Emma Havens Young School on three consecutive weekends and at Drum Point Road School was discussed and protection of buildings last weekend was touched upon.

Mr. Stutts was instructed to get appraisal information with regard to the possibility that Laurelton School might be closed at some point in time.

The need for the employment of a bonding attorney in connection with the proposed new building program was briefly discussed, and the name of Kraft and Hughes, Inc. was mentioned in this regard.

The impact of some of our policies,in surrounding areas, with regard to athletic eligibility, and our drug policy was noted.

It had been expected that Administrative negotiations would be discussed this evening, but it could not be due to lack of a quorum.

Mr. Stutts brought the board up to day on the progress that the roofing staff is making, and the need for storage space for their supplies. He would like to have our staff add to the maintenance building for this needed storage space, and he estimated that it could run approximately $4,000.

Mr. Stutts referred to a memorandum he had written this date to Dr. Aragona with regard to the many, many items needed to be bid and awarded for furnishing and equiping the new High School (Memorial). Mr. Schue, with agreement by attending board members, instructed Mr. Stutts that there are so many, many areas that must be dealt with in this regard that he should go ahead and do what he feels is best, and then advise the board by memorandum of his actions. This is instead of going to the board for each item, things that must be accomplished for the completion of Memorial High. He reiterated that Mr. Stutts should just keep the board up to date with these accomplishments.

The letter of apology from Mr. Williamswas referred to.

Mr. Robert Powers' reply to our letter with regard to his proposal for the sanitary sewer laterals was referred to and note was made that he again be contacted to list the specific items that would be covered by the amount of money stated in his letter.

Planning Board

Efforts to change the date of the meeting of the Board of Education and the Brick Township Planning Board on Thursday, October 25, 1979 were explained. It was noted that the Planning Board could not have the necessary members present to meet on November 1, 1979, the alternate date sought. After mulling what other date might be convenient, it was decided that Mr. Stutts call the Planning Board and cancel the meeting for October 25th, advising that we will contact them later for a convenient date.

Mr. Bertrand is to be called to remind him of the meeting at 7:00 p.m. on Tuesday, October 23rd in Mr. Anton's office. This is in regard to the contract with Mr. Gatarz, Architect for the new building program.

H.S.Grad.

Mrs. Frake brought up the subject of High School graduation, and it was agreed that this topic should be held until a full board was present.

A letter from Mr. Gamba with regard to his environmental study with students was referred to, and Mr. Stutts noted that he had already set an appointment with Mr. Gamba for one day early next week to go over whatever Mr. Gamba needs to further his efforts in this project.

At 11:15 p.m. motion was made by Mr. Schue, seconded by Mrs. Riley and agreed to that this meeting be adjourned.

Respectfully submitted,

Josephine Damadio

Josephine Damadio

October 30, 1979
Brick, N.J. 08723

Conference

The Brick Township Board of Education held a public conference meeting on Tuesday, October 30, 1979 at 7:30 p.m. in the Administration Building.

Present were: Mr. Schue, Mrs. Riley, Mr. Bertrand, Mrs. Fox, and Mrs. Frake.

Also present: Dr. Aragona, Mr. Wolf, Mr. Stutts, Mr. Anton, Mr. Sendzik, Mr. Brooks and Mr. LaGratta.

President Schue announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted as follows: Board Office Bulletin Board, Asbury Park Press, Ocean County Times-Observer, and Municipal Clerk on October 25, 1979.

'lorida Trip
y Band

Mr. Brooks, High School Principal and Mr. LaGratta, Band Director were present to discuss a proposed trip to Florida by the High School Band in May, 1980. Although plans for this trip have been underway for some time, the board members received the details of same this evening. They were informed of the many fund-raising activities conducted by students and parent organization in order to make this trip possible. The board was informed that the band and its caravan will raise all the money needed for this trip for the students and chaperones.

This trip has been scheduled for May 18 through May 21, 1980. Mr. Schue expressed his concern with regard to the fact that students will miss three days of classes. Mr. LaGratta explained that there will be daily exhibitions in Florida, however, the band will not enter any competitions. The cost for this trip is estimated at approximately $57,000. They will give exhibitions at Sea World, Disney World, and Circus World, and after same be free to enjoy these places. Mr. LaGratta advised that the fund raising has consisted of cany sales, holiday candle sales, citrus fruit sales, etc., and expect to have cookie sales at Christmas, Easter candy, in addition to other parent planned fund raising activities. The cost per student will approximate $270. and 209 will attend. Mr. Schue reminded Mr. Brooks and Mr. LaGratta that no member of the band can be denied the privilege of going on this trip if they cannot financially provide their share.

;-1154

Mr. Brooks discussed bill S-1154 which is awaiting Governor Byrne's signature. This bill would mandate curriculum requirements and Mr. Brooks questioned if the board were aware of said bill and the implications of same with regard to mandated requirements. Dr. Aragona and members of the board replied that they were in favor of the curriculum changes which would be required by S-1154, but they opposed the mandate. A copy is to be requested from our Senator's office for further study by board members.

raft &
ughes

The employment of Kraft and Hughes, Bonding Attornies, was discussed in relation to our proposed referendum for a new elementary school. Mr. Stutts was instructed to contact their office, set up an appointment to discuss preparation of a resolution for presentation for approval at our November 14th Regular Meeting. Mr. Stutts was asked if he knew, approximately, what Kraft and Hughes will charge for this service. He believes it will be about $6,500. to $7,000., but a flat fee of $500. if the referendum fails. Mr. Bertrand questioned the amount of this charge for this service. Mr. Stutts is to check to see, percentage wise and inflation wise, if this amount is in line with the figure charged by Kraft and Hughes for the last referendum they handled for us.

Kraft & Hughes

The resolution for the proposed new elementary school must be submitted for approval on the Action Agenda on November 14, 1979.

Upgradeing of titles for two secretaries were discussed and Mr. Stutts was directed to include this item on the pre-agenda for November 5, 1979.

The contract for Mr. Gatarz, Architect for the new elementary school was discussed at length. Mr. Anton explained word changes which had been made and agreed to. Mr. Bertrand commended Mr. Anton for preparing a contract that was to the board's benefit. He objected to the percentages specifying payments to the Architect however. Mr. Anton was directed to mail the contract as revised and agreed to to Mr. Gatarz for signature.

Mr. Stutts was given permission to dispose of unusable books as he sees fit. He had explained that many of the editions were obsolete and were not used in many years.

Mrs. Fox also questioned attendance of Freshman students at the Honors Banquet next year. This would create a very large crowd which it would be doubtful if any local place would accommodate. They agreed there is time, but they would explore breaking this function into two nights, etc.

The new absentee policy was referred to and it was noted that although it was a lot more work it was working.

Bleacher reduction at the new high school was explained in detail by Mr. Stutts. This change would eliminate 1,000 seats from the plans for the gym at the new high school cutting the capacity to 2,000. The money saved there will be used to put 1,500 seats on the athletic fields of the new school. By eliminating seeding of those fields, the board hopes to have enough money with the seating economy to sod the athletic fields. Mr. Stutts will get figures showing money amounts of credit for this change and discuss same with the board next Monday night.

A discussion of Mr. Birdsall's report on the construction of the new high school was at great length. The scheduling of a meeting to discuss this report with other construction personnel present was explored with many possible dates mentioned. Mr. Schue did note to the Board members that Mr. Birdsall's report will be reviewed at the public meeting on November 14th, that said report would be the only item to be discussed publicly, in accordance with promises made to make same public.

Early Dismissals

Dr. Aragona advised the board members of the need for early dismissal in several schools on November 19, 20, and 21 to conduct parent-teacher conferences.

Mr. Stutts explained that a payment to Carney in the amount of $459,000. was due with regard to the construction of the new high school. He has had the areas for which this payment is being made, and the amount is due them. The board members agreed that he could release said check. (See note below.)

At 10:45 p.m. Mr. Schue excused Mr. Stutts and Mr. Wolf from this meeting to discuss salary negotiations for the Administrators.

At 11:55 p.m. motion was made by Mrs. Riley, seconded by Mrs. Frake and agreed to by all to adjourn this meeting.

Respectfully submitted,

Josephine Damadio

Josephine Damadio

Note: At our conference meeting on November 5, 1979, Mr. Bertrand requested that it be noted in the October 30, 1979 minutes that his disapproval of disbursing a check to the general contractor on the new high school was not recorded.

November 5, 1979
Brick Town, New Jersey

The Brick Township Board of Education held a conference (public) meeting on Monday, November 5, 1979 at 7:30 p.m. in the Administration Building to discuss items presented to them in the form of a pre-agenda for the regular meeting to be held on Wednesday, November 14, 1979.

Open Public Conference

Present were: Mr. Bertrand, Mrs. Fox (7:45 p.m.), Mrs. Frake, Mr. Hancock, and Mrs. Riley.

Dr. Aragona, Mr. Stutts, Mr. Anton, and Mr. Sendzik.

Sunshine Law

Vice-President Isabel Riley announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted as follows: Board Office Bulletin Board,Asbury Park Press, Ocean County Times-Observer, and Municipal Clerk on October 31, 1979.

Dr. Aragona advised the board members that additional items had been prepared for this pre-agenda meeting in the areas of Curriculum and Instruction, and Finance and Business.

Mr. Bertrand asked that it be noted that the October 30, 1979 minutes did not reflect his disapproval of disbursing a check to the contractor, Thomas Carney, with regard to services of general construction on the new high school.

He also asked Mr. Stutts for the comparison figures for the employment of Kraft and Hughes, Bonding Attorney. This is in regard to his employment for the December 4, 1976 referendum.

A discussion followed with regard to the new (Memorial) high school dirt and Mr. Bertrand's visit there at which time he witnessed removal of top soil. Mr. Stutts advised that this removal by our general contractor was within the confines of his contract, and that if any soil had to be replaced at a future time, it would be the general contractor's responsibilty to supply same.

With regard to Mr. Birdsall's report, it was agreed, after discussion to have Mr. Birdsall and Mr. Lieberman present on Monday, November 12, 1979 at 8:00 p.m. in the Administration Building to go over said report. Mr. Birdsall is to be contacted by Mr. Stutts to be present Monday, and also for the public meeting on Wednesday, November 14th.

The pre-agenda items were continued to be discussed. Under Finance and Business, Mr. Stutts explained that Mr. Huss will be present at 7:30 p.m. on November 14th to answer any board questions with regard to his synopis of audit.

Mr. Stutts also advised the board that additional bids will be received for other furniture between now and the regular meeting and he will prepare same for approval on November 14th.

Military leaves were discussed and need for a definite policy in this regard.

Request to supply sandwiches and coffee for the election workers on December 8th was approved by consensus of opinion.

Mr. Hancock referred to a proposed letter from him to the B.T.E.A. with regard to distribution of a policy book. It was stated that it was preferred that the board's review of this policy book be complete before any copy might possibly be approved for distribution.

Adjourn

Motion was made by Mrs. Fox, seconded by Mrs. Frake and agreed to unanimously at 9:45 p.m. to adjourn this meeting.

Respectfully submitted,

Josephine Damadio

Josephine Damadio

Brick Town, New Jersey
November 14, 1979

The Brick Township Board of Education held a conference meeting on Wednesday, November 14, 1979 at 7:30 p.m. in the Administrative Building, before the Regular Meeting, for the purpose of discussing additional items presented to them to be included on the Action Agenda for the public business meeting to follow. Conference

Present were: Mr. Bertrand, Mrs. Frake, Mr. Hancock, Mrs. Riley, and Mr. Schue.

Also present: Mr. Wolf, Mr. Stutts, Mr. Anton, Mr. Sendzik, and Mr. Huss.

President Schue announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. Sunshine Law

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted as follows: Asbury Park Press, Bulletin Board, Ocean County Times-Observer and Municipal Clerk on November 7, 1979.

Mr. Wolf presented a request from Toms River North to postpone the scheduled Thanksgiving Football game to Saturday, November 24, 1979, for the reason there is a game this weekend by both teams and the coaches do not feel it would be advantageous for the students to play two games so close together.

The payment of vouchers was referred to and Mr. Bertrand stated he would not vote for payment of monies due the contractor for the new high school. He stated that the other vouchers were all right for presentation for approval.

Mr. Schue referred to policy with regard to the position of Board President and the conduct of board meetings.

The report by Mr. Birdsall and his attendance at our public meeting this evening was referred to.

Mr. Anton advised that the bid award for Ice Time should be held for the present time, and deleted from the Action Agenca.

At 7:55 p.m. motion was made by Mrs. Riley, seconded by Mrs. Frake and agreed to unanimously to adjourn this meeting to open the public meeting. It was noted that an executive session would be requested at the opening of the public meeting in order to return to this conference for discussion of additional resolutions to be included on the Action Agenca.

At 8:05 p.m. this conference meeting was reconvened. Mr. Schue read a resolution which explained their satisfaction and complete confidence in the general contractor of Brick Township Memorial High School. Mr. Bertrand voiced his objection to this resolution at this time.

Another resolution was read by Mr. Schue which purpose was to state the board's disassociation with actions and statements made by Mr. Bertrand with regard to the construction of the new high school.

A letter received from Thomas P. Carney, Inc. with regard to their insurance coverage was referred to our attorney Mr. Anton for reply.

Mr. Schue briefly directed the board members which areas of the agenda each would read.

At 8:20 p.m. motion was made by Mrs. Riley, seconded by Mrs. Frake and agreed to unanimously to adjourn this meeting to return to the Regular Public Meeting already begun.

Respectfully submitted,

Josephine Damadio

Josephine Damadio

Brick Town, New Jersey
November 14, 1979

The Brick Township Board of Education held their Regular Public Meeting on Wednesday, November 14, 1979 at 7:58 p.m. in the Administration Building.

Regular Public Meeting

Present were: Mr. Bertrand, Mrs. Frake, Mr. Hancock, Mrs. Riley, and Mr. Schue.

Also present: Mr. Wolf, Mr. Stutts, Mr. Anton, Mr. Sendzik, Mr. Huss, and Mr. Birdsall.

Sunshine Law

President Schue announced that the New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon.

In accordance with the provisions of this Act, the Brick Township Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted as follows: Asbury Park Press, Bulletin Board, Ocean County Times-Observer and Municipal Clerk on November 7, 1979.

Executive Session

At 8:03 p.m. Mr. Schue announced that it was necessary to go into executive session and read the following resolution in this regard:

WHEREAS, C. 231 P.L. 1975 also known as the Sunshine Law authorizes a public body to meet in executive or private session under certain limited circumstances; and

WHEREAS, said law requires the Board to adopt a resolution at a public meeting before it can meet in such an executive or private session:

NOW THEREFORE BE IT RESOLVED BY THE BRICK TOWNSHIP BOARD OF EDUCATION:

1. That it does hereby determine that it is necessary to meet in executive session this date to discuss matter involving personnel, and a legal matter.

2. That the matter discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public Meeting.

Motion was made by Mrs. Riley, seconded by Mrs. Frake and carried unanimously to approve resolution for executive session read by Mr. Schue.

At 8:22 p.m. Mr. Schue reopened this public meeting.

Minutes

Motion was made by Mrs. Riley, seconded by Mrs. Frake and carried unanimously that the Board of Education approve minutes submitted for Pre-Agenda Meeting, October 2, 1979; Conference - October 10, 1979; Regular Meeting - October 10, 1979; and Conference - October 30, 1979.

Agreement With Don Gatarz

Motion was made by Mrs. Riley, seconded by Mrs. Frake, that the Board of Education approve Agreement with the Architect, Don Gatarz, AIA, Architecture/Planning Associates, Suite G-5, 303 George Street, New Brunswick, New Jersey, for services to be rendered for the proposed new elementary school. A roll call vote was taken as follows: Mr. Bertrand - no; Mrs. Frake - yes; Mr. Hancock - yes; Mrs. Riley - yes; Mr. Schue - yes.

R E S O L U T I O N

WHEREAS, the Board of Education of the Township of Brick, a Quasi Municipal Corporation of the State of New Jersey, having its principal offices at 101 Hendrickson Avenue, Brick Town, New Jersey is proposing a project referred to as the "Proposed New Elementary School" to house an approximate functional capacity of 1,050 students; and

WHEREAS, the aforesaid Board of Education requires architectual services for this proposed project; and

WHEREAS, the aforesaid Board of Education has conducted interviews to review the qualifications of interested applicants for this retainer; and

WHEREAS, the aforesaid Board of Education as a result of said interviews has entered into contract negotiations with Architect, Don Gatarz, AIA, Architecture/Planning Associates, Suite G-5, 303 George Street, New Brunswick, New Jersey; and

WHEREAS, it is the considered opinion of the Board of Education that this Architect will best serve the interests of this proposed project and hence the public interest, as it appears that he is highly experienced in school construction and eminently well qualified for this retainer.

NOW THEREFORE BE IT RESOLVED by the aforesaid Board of Education of the Township of Brick that it enter into a certain Agreement attached hereto and made a part hereof, between itself and the aforesaid Architect, subject to a variation of said Agreement on page 12, paragraph 10 which requires approval of the State Department of Education on specifications and schematic subdivision by mid October 1979 which has not and could not be submitted until November and the Board shall not consider this as a breach of the agreement by the aforesaid Architect, Don Gatarz, and authorizes its President, Norman E. Schue, to execute said contract for and on behalf of the Board of Education of the Township of Brick and further authorizes its Secretary or Acting Secretary, as the case may be, to attest to the signature of President Schue and to affix the seal of this body and to deliver a fully executed copy of said Agreement for Architectual services unto the aforesaid Don Gatarz.

C E R T I F I C A T I O N

I, Robert K. Stutts, do hereby certify that the foregoing is a true and compared copy of an original Resolution now on file and of record in my office which was duly adopted at a Public Meeting held on the 14th day of November, 1979.

I do further certify that the said Board of Education of the Township of Brick, County of Ocean, State of New Jersey is composed of 7 members, and that 5 members were present and 4 members voted affirmatively for the adoption of the Resolution and, 1 member voted against the adoption of the Resolution.