

From: Chrissy.Skurbe@monroe.k12.nj.us
Sent time: 04/23/2024 03:42:34 PM
To: Gazala.Bohra@monroe.k12.nj.us; Peter.Tufano@monroe.k12.nj.us; Michelle.Scott@monroe.k12.nj.us; Carmen.Alvarez@monroe.k12.nj.us; Gail.DiPane@monroe.k12.nj.us; Kate.Rattner@monroe.k12.nj.us; Katie.Fabiano@monroe.k12.nj.us
Cc: Chari.Chanley@Monroe.K12.NJ.US; Laura.Allen@Monroe.K12.NJ.US
Subject: Protocols

To those remaining board members after April 30th -

It was suggested last month in the Policy Committee meeting that the Board should have a written list of protocols so before my term ends, I thought I'd share what the protocols have been for the last 3 years.

1. All emails from Board members to the Superintendent have a copy to the Board President.
2. Contact with the board attorney is initiated by the Superintendent, Board Secretary or Board President per policy. No board member is authorized by the policy to contact the board attorney on their own. Mr. Gagliardi can confirm it was like this under Ms Arminio as Board President as well. Mr. Gagliardi has never had a conversation with a board member without the Board President. That was told to me when I assumed the role from Ms Arminio and I continued the same.
3. The Superintendent is the contact for the Board. Board members should not be contacting employees directly. All communication and questions should be directed to the Superintendent. Under Ms Arminio, she wanted the communication with the Superintendent to go through her. As Board President, I encouraged Board members to contact the Superintendent directly. The next Board President will need to decide how it works best for them and communicate that to the Board.
4. Committee Chairs should write their agendas and minutes and send to the board secretary so they can be posted.
5. Committees should have 4 members to ensure quorum is never reached, unless the Jamesburg rep is the 5th member.
6. The board agenda should be split into 9 and 10 member vote to ensure the public understands what the Jamesburg representative is voting on.
7. No Board member should ever conduct their own background check on a personnel hire. Ms Alvarez has done this with the athletic director we hired and it's a huge ethics violation. The employee reported to the superintendent that Ms Alvarez contacted someone close to him and they gave a very favorable recommendation. The employee was confused by Ms Alvarez's action when she voted No to him. The Superintendent made me aware of this as Board President and although the board didn't file on her, it's still wrong and should never be done.
8. No Board member should ever contact or ask any employee for anything personally as that is a violation of the ethics code. Ms. Rattner is awaiting a hearing for her actions toward Mr. Morolda as the ethics commission found probable cause that she violated the ethics code when she asked him to change the agenda for her husbands benefit. Additionally, Ms DiPane asked an employee for his personal phone number so she could set up a musical performance for her community. She was told this could be a violation of the ethics code and asked to not do that going forward.
9. Board members should disclose all conflicts to the Board President. Any family members working in the district is a conflict. I recently found out that Ms DiPane has a relative working in the district and she never disclosed that to me or the Board Secretary. Her voting on items pertaining to her relative is a violation of the nepotism policy as well as the state board of education ethics laws. A relative as defined by NJ state statute is defined as follows: "'relative" means an individual's spouse or the individual's or spouse's parent, child, brother, sister, aunt, uncle, niece, nephew, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half brother or half sister, whether the relative is related to the individual or the individual's spouse by blood, marriage or adoption.
10. The board of education put a check and balance system in after it was discovered the former BA unlawfully paid bills before Board meetings. The Finance Committee along with the Superintendent and BA came up with protocols for early bill payments. The most important thing that we changed was the use of an electronic signature. One of the most important roles of the Board President is to be part of the check and balance of the finances. The tax payers depend on the Board President to ensure the money is accounted for properly. Giving away your signature is giving away your check and balance ability. It's not about trusting employees, it's about doing your fiduciary responsibility that the taxpayers expect of a board president. Printing and having checks pre-signed with an electronic signature lends itself to errors and takes away check and balance of the system put in place by the state statute requiring 2 signatures on the account.
11. Board members can not take action against any board member. It was done in the past by other boards and Mr Gagliardi said

it's unlawful to do so.

12. A board member who can't make a committee meeting should find another board member to fill in for them. If they can't, the Board President should try and find a fill in for that meeting.

I think that pretty much covers it. If I think of anything else before April 30th , I will send it along.

Chrissy

From: Laura.Allen@Monroe.K12.NJ.US
Sent time: 04/12/2024 04:08:13 PM
To: Chrissy.Skurbe@monroe.k12.nj.us; Gazala.Bohra@monroe.k12.nj.us
Cc: Chari.Chanley@Monroe.K12.NJ.US
Subject: Excess Surplus
Attachments: Excess Surplus.xlsx

Good afternoon,

Please see attached chart detailing Excess Surplus Balance, as discussed.

Kindly,
Laura

Laura Allen, CPA
Business Administrator/Board Secretary
Monroe Township Board of Education
423 Buckelew Avenue
Monroe Township, NJ 08831

732-521-1500