

**ORGANIZATION MEETING MINUTES  
OF THE  
KEANSBURG BOARD OF EDUCATION  
THURSDAY, JANUARY 3, 2019  
7:05 P.M.  
JOSEPH R. BOLGER MIDDLE SCHOOL FACULTY LOUNGE**

**1. OPEN MEETING**

**A. CALL TO ORDER**

I HEREBY CALL TO ORDER THE REORGANIZATION MEETING OF THE KEANSBURG BOARD OF EDUCATION. ADEQUATE NOTICE FOR THIS MEETING HAS BEEN MAILED TO THE ASBURY PARK PRESS, FILED WITH THE MUNICIPAL CLERK OF KEANSBURG AND POSTED INSIDE THE OFFICE OF THE KEANSBURG BOARD OF EDUCATION, 100 PALMER PLACE, ON JANUARY 31, 2018.

**B. CERTIFIED ELECTION RESULTS**

The results of the Annual School District Election held on November 6, 2018 as certified by the Monmouth County Board of Elections are as follows:

For Members of the Board of Education – Three Year Term

- |                     |      |
|---------------------|------|
| • Michael Donaldson | 1238 |
| • Patricia Frizell  | 1156 |
| • Matthew Kitchen   | 1227 |

**C. OATH OF OFFICE**

ADMINISTERED BY BOARD ATTORNEY

I hereby certify that at the Annual School District Election held on Tuesday, November 6, 2018, the registered voters of the Borough of Keansburg did elect, Michael Donaldson, Patricia Frizell, and Matthew Kitchen to be members of the Keansburg Board of Education for a period of three years commencing this 3rd day of January 2019.

WILL THE PERSONS NAMED PLEASE STEP FORWARD SO THAT THE OATH OF OFFICE MAY BE ADMINISTERED?

RAISE YOUR RIGHT HAND AND REPEAT AFTER ME.

I, Michael Donaldson, 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, **Michael Donaldson**, 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 WILL FAITHFULLY, IMPARTIALLY AND JUSTLY PERFORM ALL THE DUTIES OF THAT OFFICE ACCORDING TO THE BEST OF MY ABILITY. SO HELP ME GOD.

I, **Patricia Frizell**, 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, **Patricia Frizell**, 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 WILL FAITHFULLY, IMPARTIALLY AND JUSTLY PERFORM ALL THE DUTIES OF THAT OFFICE ACCORDING TO THE BEST OF MY ABILITY. SO HELP ME GOD.

I, **Matthew Kitchen**, 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, **Matthew Kitchen**, 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 WILL FAITHFULLY, IMPARTIALLY AND JUSTLY PERFORM ALL THE DUTIES OF THAT OFFICE ACCORDING TO THE BEST OF MY ABILITY. SO HELP ME GOD.

D. ROLL CALL

	PRESENT	ABSENT
VACANT	_____	_____
BROOKE CLAYTON	_____	_____X_____
MICHAEL DONALDSON	_____X_____	_____
PATRICIA FRIZELL	_____X_____	_____
CHRISTOPHER J. HOFF	_____X_____	_____
KIMBERLY KELAHER MORAN	_____X_____	_____
ROBERT R. KETCH	_____X_____	_____
MATTHEW KITCHEN	_____X_____	_____
MICHAEL MANKOWSKI	_____X_____	_____

## E. PLEDGE OF ALLEGIANCE

### 2. NOMINATIONS AND ELECTION OF PRESIDENT OF THE BOARD OF EDUCATION

*Board Secretary presides over the meeting for the purpose of conducting an election for the Office of Board President.*

#### Nominating Motions

Kimberly Kelaher Moran, nominated by Christopher Hoff

#### Consent of the Nominees

*Board Secretary asks for consent of the nominees:*

"Do you Kimberly Kelaher Moran consent to having your name placed in nomination for the office of Board President?"

#### Closing of the Nominations

*Board Secretary requests a motion to close nominations.*

Motion by Robert Ketch, seconded by Michael Mankowski  
that the nominations for the office of President of the Keansburg Board of Education be closed.

In Favor: 7

Abstain: 0

Opposed: 0

Absent: 1

Moved by Matthew Kitchen, seconded by Patricia Frizell that Kimberly Kelaher Moran be appointed President of the Keansburg Board of Education.

2. Appointment of President			
	Yes	No	Abstain
VACANT			
Clayton			
Donaldson	X		
Frizell	X		
Hoff	X		
Kelaher Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		
Motion by:	Frizell		
Second by:	Donaldson		
Roll Call Vote	7 in favor 0 opposed 1 absent (Clayton) 0 abstain Motion carried		

***The Board Secretary presents the gavel to the new Board President.***

### **3. ELECTION OF VICE PRESIDENT OF THE BOARD OF EDUCATION**

*Board President presides over the remainder of the meeting.*

#### **Nominating Motions**

Michael Donaldson, nominated by Christopher Hoff

#### **Consent of the Nominees**

*Board President asks for consent of the nominees.*

"Do you Michael Donaldson consent to having your name placed in nomination for the office of Board Vice President?"

#### **Closing of the Nominations**

*Board President requests a motion to close nominations.*

Motion by Robert Ketch, seconded by Matthew Kitchen  
that the nomination for the office of Vice President of the Keansburg Board of Education be closed.

In Favor: 7

Abstain: 0

Opposed: 0

Absent: 1

Moved by Matthew Kitchen, seconded by Michael Mankowski  
that Michael Donaldson be appointed Vice President of the Keansburg Board of Education.

<b>2. Appointment of Vice-President</b>			
	Yes	No	Abstain
VACANT			
Clayton			
Donaldson	X		
Frizell	X		
Hoff	X		
Kelagher Moran	X		
Ketch	X		
Kitchen	X		
Mankowski	X		
Motion by:	Kitchen		
Second by:	Mankowski		
	7 in favor 0 opposed 1 absent (Clayton) 0 abstain		
Roll Call Vote	Motion carried		

#### 4. OPEN TO PUBLIC - NONE

#### 5. APPOINTMENT OF LEGISLATIVE DELEGATE - HELD

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_,  
that \_\_\_\_\_ be appointed Legislative Delegate for the  
Keansburg Board of Education and shall serve until the next organization meeting. The  
Legislative Delegate will receive no reimbursement for serving in this position.

In Favor:

Abstain:

Opposed:

Absent:

#### 6. DESIGNATION OF MEETING SCHEDULE

Moved by Michael Donaldson, seconded by Robert Ketch, that the following resolution  
be adopted by the Keansburg Board of Education:

WHEREAS, Chapter 213, P.L. 1975, commonly known as the Open Public Meetings  
Act or the "Sunshine Law" was signed into law on October 21, 1975; and

WHEREAS, the Open Public Meetings Act mandates annual notice of Public Meetings  
to be posted in at least one public place, communicated to one newspaper, and filed  
with the Municipal Clerk; and

WHEREAS, the Open Public Meetings Act mandates that annual notice be  
disseminated within seven (7) days of the organization meeting;

NOW, THEREFORE, BE IT RESOLVED that the following schedule of public meetings  
be posted in appropriate places, transmitted to one (1) newspaper, filed with the  
Municipal Clerk and mailed to any person who has requested it within seven (7) days of  
this meeting.



## 7. APPOINTMENT OF COMMITTEES - HELD

Moved by \_\_\_\_\_, seconded by \_\_\_\_\_, that the Board of Education approve the continuation of the following committees with the Board President appointing members and chairpersons at a subsequent board meeting. Additionally, authorize the Board President to appoint representatives and alternates to NJSBA Delegate Assembly, Urban School Board Committee and Monmouth County School Boards Association.

ATHLETICS & RECREATION

BUILDINGS & GROUNDS

CURRICULUM, EDUCATION & SPECIAL EDUCATION

FINANCE

PERSONNEL & NEGOTIATIONS

POLICY & BY-LAWS

BOOSTER CLUB REPRESENTATIVE

BOROUGH COUNCIL LIAISON

NJSBA/MCSBA DELEGATE

LEGISLATIVE DELEGATE

PTA LIAISON

URBAN BOARD DELEGATE

In Favor:

Abstain:

Opposed:

Absent:

## 8. ADOPTION OF CODE OF ETHICS

Moved by Michael Donaldson, seconded by Matthew Kitchen, that the following resolution be adopted by the Keansburg Board of Education:

RESOLVED that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Keansburg Board of Education:

**CODE OF ETHICS**

- a. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should 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 which may compromise the Board.
- 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. But 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 such complaints at public meetings only after failure of an administrative solution.

In Favor: 7

Abstain: 0

Opposed: 0

Absent: 1

**ADJOURNMENT OF MEETING**

Motion by Robert Ketch, seconded by Patricia Frizell

In Favor: 7

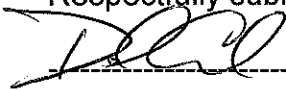
Abstain: 0

Opposed: 0

Absent: 1

Ms. Kim Kelaher Moran closed the meeting at 7:20 p.m.

Respectfully submitted,



Dan Castles  
Board Secretary

DC/bmw

C: John Niesz  
Administrators  
Board Members