

RED BANK BOROUGH BOARD OF EDUCATION  
76 BRANCH AVENUE, RED BANK, NJ 07701  
Agenda – January 2, 2020  
Primary School – 222 River Street, Red Bank, NJ

Public Meeting 7:00 p.m.

CALL TO ORDER – By the Board Secretary– 7:00 p.m. – Primary School Cafeteria

**SUNSHINE STATEMENT**

Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed by resolution adopted January 3, 2019. Notice of this meeting was published in the *Asbury Park Press* newspaper per code and sent to the Municipal Clerk, Red Bank Borough, within 7 days per code.

Fire exits located in the direction indicated. In case of fire, you will be signaled by bell and/or public address system. If so alerted to fire, please move in a calm and orderly fashion to the nearest smoke-free exit.

**CALL TO ORDER**

**FLAG SALUTE**

Led by Board Secretary

**I. REORGANIZATION OF THE BOARD OF EDUCATION**

**1. OATH OF OFFICE**

Board Secretary administers Oath of Office to newly-elected Board members.  
3-Year Terms and 1-year Term:

Ben Forest (2022)  
Erik Perry (2022)  
Suzanne Viscomi (2022)  
Jennifer Garcia (2020)

**2. Roll Call of Membership for the 2020 Board of Education**

<u>Board Members</u>	<u>Term Expires</u>
Anne Amato	2020
Janet H. Jones	2020
Ann Roseman	2021
Dominic Kalorin	2021
Frederick Stone	2021

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**3. Report of the Secretary on the results of the Annual School District Election**

The Annual School Election of the Red Bank Borough Board of Education was held on Tuesday, November 5, 2019, in accordance with school law. There were nine polling districts at the following seven locations: Hook & Ladder Fire House, Red Bank Middle School, United Methodist Church, Red Bank Library, Calvary Baptist Church, Red Bank Borough Hall and Red Bank Housing Authority.

The tally of votes, including absentee ballots, is as follows:

For membership in the Board of Education  
(three, three-year terms and one, one-year term):

<u>Name</u>	<u>Votes</u>
• Erik Perry	1,316
• Ben Forest	1,363
• Suzanne Viscomi	1,353
• Jennifer Garcia	1,428

**4. ELECTION OF PRESIDENT**

Nominations for President received by Board Secretary (seconds not necessary):

Motion\_\_\_\_\_ Nominee\_\_\_\_\_

Motion\_\_\_\_\_ Nominee\_\_\_\_\_

Board Secretary asks for consent of nominee(s): “Do you consent to having your name placed in nomination for the office of Board President?”

Board Secretary requests motion to close nominations

\_\_\_\_\_ First \_\_\_\_\_ Second

Roll Call Vote

\_\_\_\_\_ elected as Board President and assumes chair of the meeting.

**5. ELECTION OF VICE PRESIDENT**

Nominations for Vice President received by newly-elected President:

Motion\_\_\_\_\_ Nominee\_\_\_\_\_

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Motion \_\_\_\_\_ Nominee \_\_\_\_\_

Board Secretary asks for consent of nominee(s): “Do you consent to having your name placed in nomination for the office of Board Vice President?”

Motion to close nomination \_\_\_\_\_ First \_\_\_\_\_ Second

Roll call vote:

\_\_\_\_\_ elected as Board Vice President

**6. HEARING OF PUBLIC**

Bylaw #0167 reads . . . “Any individual deciding to speak shall state their name and address. All comments will be directed to the Chair. Speakers shall be limited to one (1) turn of five (5) minutes with a total public participation not exceeding 60 minutes.”

**7. STATEMENT TO THE PUBLIC**

Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases a unanimous vote. Almost without exception, before a matter is placed on the agenda at a public meeting, the matter is thoroughly reviewed by the Superintendent of Schools and, when necessary, other school district administrators. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, and if the circumstances permit, it is then referred to the appropriate committee of the Board of Education. The members of the Board committee work with the Administration and the Superintendent to assure its understanding of the matter. When the Board committee and the Superintendent are satisfied that it may be presented to the Board of Education, the matter is placed on the agenda at a public meeting.

**8. ADOPTION OF THE NEW JERSEY SCHOOL BOARD MEMBER CODE OF ETHICS**

It is recommended that each year boards of education review and endorse the New Jersey School Boards Association's Code of Ethics, thereby affording individual members the opportunity to declare themselves willing to abide by these principles. The following action will renew this commitment.

BE IT RESOLVED that the Red Bank Borough Board of Education adopts the following New Jersey School Board Member 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.

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- 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 policymaking, planning and appraisal, and will help 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, with my fellow board members, 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 the 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.
- K. I will behave toward my fellow board members with the respect due their office – demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.
- L. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow Board members or others on a personal, social, racial, or religious basis.

**ACKNOWLEDGEMENT OF RECEIPT OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS** (The Board Secretary will distribute during the meeting for signatures.)

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**9. COMMITTEE APPOINTMENTS**

BE IT RESOLVED by the Red Bank Borough Board of Education approve the Board President to make committee appointments as appropriate through the January 2021 Reorganization Meeting:

- Community Relations
- Finance
- Facilities & Safety
- Personnel – committee as a whole
- Policy
- Curriculum
- Negotiations
- Residency

**10. SCHOOL BOARDS DELEGATE APPOINTMENT**

To approve the New Jersey and Monmouth County School Board Delegate, and the New Jersey and Monmouth School Board Alternate Delegate representatives through the next reorganization meeting, January 2021.

\_\_\_\_\_ Delegate  
\_\_\_\_\_ Alternate Delegate

**11. ESTABLISHMENT OF ANNUAL MEETING CALENDAR 2020**

BE IT RESOLVED by the Red Bank Borough Board of Education to approve the following:

**OPEN PUBLIC MEETINGS ACT**

WHEREAS the Red Bank Borough Board of Education, pursuant to Chapter 231, PAL. (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education as set forth below unless indicated otherwise:

BE IT FURTHER RESOLVED that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's attention by the Board Members, Board Attorney, Superintendent and Business Administrator/Board Secretary

BE IT FURTHER RESOLVED that the Board of Education does hereby designate *The Asbury Park Press* as official newspaper to receive notices of meetings; and

BE IT FURTHER RESOLVED that notices of meetings of the Board of Education will be posted in the Red Bank Borough Board of Education Administration Office and posted on the District website.

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BE IT FURTHER RESOLVED that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution stating the general nature of the subject to be discussed, and, as precisely as possible, the time and circumstances under which disclosure to the public will be made; and

BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

Second Tuesday of each month in the Primary School Cafeteria, 222 River Street, Red Bank, New Jersey, except as noted by an asterisk (\*). Executive Session begins at 7:00 p.m. and the Public Session will begin as soon as the Board returns from Executive Session, but not later than 7:30 p.m. Formal action will be taken at these meetings.

January 14, 2020	
February 11, 2020	
March 10, 2020	
April 7, 2020*	
April 28, 2020*	<i>Public Budget Hearing</i>
May 12, 2020	
June 9, 2020	
June 23, 2020*	
July 14, 2020	<i>Board Retreat</i>
August 11, 2020	
August 25, 2020*	
September 8, 2020	
October 13, 2020	
November 10, 2020	
December 8, 2020	
January 5, 2021*	<i>Reorganization</i>

A Board Retreat will be held prior to the regular meeting on Tuesday, July 14, 2020 at 5:00 pm. The agenda to the extent known consists of a discussion of Board of Education roles and responsibilities. Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

## 12. ADOPTION OF SCHOOL POLICIES

That the Board reviews and re-adopts the Board Policies.

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**13. ADOPTION OF ROBERT’S RULES OF ORDER**

That the board adopts Robert’s Rules of Order as the official parliamentary procedure manual to be used to conduct meetings through the next reorganization meeting January 2021.

**14. BE IT RESOLVED** by the RED BANK BOROUGH BOARD OF EDUCATION to approve the following appointments through the next reorganization meeting, January 2021:

**A. APPOINTMENT OF THE BOARD SECRETARY**

That the Board approves the appointment of Eileen Gorga as the Board Secretary.

**B. APPOINTMENT OF THE ASSISTANT BOARD SECRETARY**

That the Board approves the appointment of Martine Porcello as the Assistant Board Secretary.

**C. APPOINTMENT OF THE Public Agency Compliance Officer (PACO)**

That the Board approves the appointment of Eileen Gorga as the Public Agency Compliance Officer.

**D. CLAIMS AUDITOR/PRE-PAYMENT AUTHORITY**

That the School Business Administrator/Board Secretary be designated as the Board of Education’s Claims Auditor with authority, as provided by 18A:19-2 amended, to direct pre-payment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

**E. TRANSFER AUTHORITY**

That the Board authorize Eileen Gorga, School Business Administrator; Diane Barone, Confidential Payroll Coordinator; and Ivelis Menter, Assistant to the Business Administrator, to effect wire transfers between financial institutions as necessary in the course of Board of Education business.

**F. REQUESTOR OF FEDERAL FUNDS**

That the Superintendent of Schools and the School Business Administrator/Board Secretary for the Red Bank Borough Board of Education or their designees, be designated as the Board’s agents to request State and Federal funds under the existing State and Federal Laws.

**G. QUALIFIED PURCHASING AGENT/SCHOOL FUNDS INVESTOR**

WHEREAS, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a

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person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (*Currently \$40,000*), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

WHEREAS 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (*Currently \$6,000*) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE BE IT RESOLVED, that the Board of Education of the Borough of Red Bank, pursuant to the statutes cited above hereby appoints Eileen Gorga through the next reorganization meeting, January 2021, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Board of Education of the Borough of Red Bank, and

BE IT FURTHER RESOLVED that Eileen Gorga is hereby authorized to award contracts on behalf of the Board of Education of the Borough of Red Bank that are in the aggregate less than 15% of the bid threshold (*Currently \$6,000*) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED that Eileen Gorga is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Board of Education of the Borough of Red Bank when contracts in the aggregate exceed 15% of the bid threshold (*Currently \$6,000*) but are less than the bid threshold of \$40,000.

**15. BE IT RESOLVED** by the Red Bank Borough Board of Education to approve the following:

**A. DESIGNATION OF DEPOSITORY/SIGNATORIES**

That PNC is approved as the official depository for the Board of Education funds through the next reorganization meeting, January 2021, with the following additional depositories authorized: Bank of America, Bank of New York, Commerce Bank, JP Morgan Chase, State of New Jersey Cash Management Fund. Authorization is granted for the execution of all necessary signature cards for bank accounts maintained by the Red Bank Borough Board of Education.

Cafeteria Account

Superintendent or Board President and  
Board Secretary (*Requires two signatures*)



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General Account	President or Vice President, Board Secretary and Treasurer <i>(Requires three signatures)</i>
Petty Cash Account	Superintendent or Board President and Board Secretary <i>(Requires two signatures)</i>
Payroll Account	Treasurer and Board Secretary <i>(Requires two signatures)</i>
Payroll Agency Account	Treasurer and Board Secretary <i>(Requires two signatures)</i>
School Activity Accounts	Respective Principal or Vice Principal and Board Secretary <i>(Requires two signatures)</i>

**B. DESIGNATION OF OFFICIAL NEWSPAPERS/WEB SITE**

That the *Asbury Park Press* is designated as the official newspaper of the District through January 2021, and that the Red Bank Borough Board of Education's public school website is designated the official website for the District.

**C. That the Board authorize the use of the Uniform Minimum Chart of Accounts for New Jersey Public Schools through the next reorganization meeting, January 2021.**

**D. THIRD PARTY ADMINISTRATOR TAX SHELTER ANNUITIES**

To approve PenServ for the 2019-2020 school year as third party administrator for the Tax Shelter Annuities Plans at no cost to the school district.

**BUSINESS – 3000**

BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION that upon the recommendation of the Superintendent the following FINANCE resolution(s) are approved as indicated:

**3000. LEGAL SERVICES**

That the Board appoint The Busch Law Group, LLC as School Board Attorney at the hourly billing rate of \$150 for services for January 2, 2020 through June 30, 2020. The contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A(a)(l), because it is for services performed by persons authorized by law to practice a recognized profession.

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**PERSONNEL – 4000**

BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION that upon the recommendation of the Superintendent, the following PERSONNEL resolution(s) are approved as indicated:

4094. That the Board approves a revision of a previously approved paid leave of absence for Lauren Ricca utilizing sick days, effective January 13, 2020 through February 28, 2020 and an unpaid NJ Family Medical Leave of Absence (NJFMLA) effective March 2, 2020 through May 29, 2020.

**II. HEARING OF PUBLIC**

Bylaw #0167 reads . . . “Any individual deciding to speak shall state their name and address. All comments will be directed to the Chair. Speakers shall be limited to one (1) turn of five (5) minutes with a total public participation not exceeding 60 minutes.”

**III. ADJOURNMENT**