

RED BANK BOROUGH BOARD OF EDUCATION
76 BRANCH AVENUE, RED BANK, NJ 07701
Agenda – January 5, 2016 Reorganization Meeting
Middle School – 101 Harding Road, Red Bank, NJ

Public Meeting 7:00 p.m.

CALL TO ORDER – 7:00 p.m. – Middle School Media Center

SUNSHINE STATEMENT

Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed by resolution adopted January 9, 2015. 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.

ROLL CALL

FLAG SALUTE

CALL TO ORDER – 7:00 p.m. by Board Secretary

1. OATH OF OFFICE

Board Secretary administers Oath of Office to newly-elected Board members.

3-Year Terms:

Carrie Ludwikowski
Ann Roseman
Frederick Stone

Roll Call of Membership for the 2016 Board of Education

<u>Board Members</u>	<u>Term Expires</u>
Ben Forest	2016
Marjorie Lowe	2016
Suzanne Viscomi	2016
Michael K. Ballard	2017
Janet H. Jones	2017
Peter Noble	2017
Carrie Ludwikowski	2018
Ann Roseman	2018
Frederick Stone	2018

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2. 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 3, 2015, in accordance with school law. There were nine polling districts at the following seven locations: 1 - Hook & Ladder Fire House., 2 - Independent Fire House., 3 – United Methodist Church, 4 - Trinity Episcopal Church, 5 – Calvary Baptist Church, 6 – Red Bank Senior Center and 7 - Red Bank Housing Authority. Polls were open from 6:00 am to 8:00 pm.

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

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

<u>Name</u>	<u>Votes</u>
• Carrie Ludwikowski	875
• Ann Roseman	798
• Fred Stone	634

3. ELECTION OF PRESIDENT

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

Motion_____Nominee_____

Motion_____Nominee_____

Board Secretary asks for consent of nominees: “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

_____ was elected as Board President and assumes chair of the meeting.

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4. ELECTION OF VICE PRESIDENT

Nominations for Vice President received by newly-elected President; nominations closed; roll call, vote.

Motion_____Nominee_____

Motion_____Nominee_____

Board Secretary asks for consent of nominees: “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:

_____ was elected as Board Vice President

5. HEARING OF PUBLIC

Bylaw #060 reads . . . “Any individual deciding to speak shall sign the speaker’s sheet before the business of the meeting has begun. Please include your name, address and group or organization you represent. All comments will be directed to the Chair. Speakers shall be limited to one (1) turn of five (5) minutes.”

6. 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 administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate committee. The members of the board committee work with Administration and the Superintendent to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting.

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7. 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 2017 Reorganization Meeting:

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

8. 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 for through the next reorganization meeting, January 2017.

_____ Delegate
_____ Alternate Delegate

9. 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:

OPEN AGENDA PREPARATION WORK SESSION MEETINGS

Second Tuesday of each month in the Middle School Media Center, 101 Harding Road, Red Bank, New Jersey, except as noted by an asterisk (*). Executive Session begins at 7:00 p.m. and the Public Session begins at 7:30 p.m. Formal action may be taken at these meetings.

February 9, 2016
March 8, 2016
April 12, 2016
May 10, 2016
October 11, 2016
January 3, 2017 (*Reorganization Meeting*)

REGULAR MEETING

Third Tuesday of each month at 7:30 p.m. in the Primary School Cafeteria, 222 River Street, Red Bank, New Jersey, except as noted by an asterisk (*). Formal action will be taken at these meetings.

January 19, 2016 **@Middle School Auditorium - 7 pm Executive Session/7:30 pm Public Session*
February 16, 2016
March 15, 2016
April 26, 2016 * (*Public Budget Hearing*)
May 17, 2016
June 14, 2016 **@Middle School Media Center - 7 pm Executive Session/7:30 pm Public Session*

July 19, 2016 **Board Retreat @ *5 pm; Executive Session @ 7 pm; Public Session @ 7:30 pm*
Location: Middle School Media Center
August 16, 2016 **@Middle School Media Center - 7 pm Executive Session/7:30 pm Public Session*
September 20, 2016 *@ Middle School Media Center - 7 pm Executive Session/7:30 pm Public Session*
October 18, 2016
November 15, 2016 **@ Middle School Media Center – 7 pm Executive Session/7:30 pm Public Session*
December 13, 2016 **@ Middle School Media Center – 7 pm Executive Session/7:30 pm Public Session*

A Board Retreat will be held prior to the regular meeting on Tuesday, July 19, 2016 at 5:00 pm. The agenda to the extent known consists of a discussion of Board of Education roles and responsibilities led by a field representative from New Jersey School Boards Association.

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

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10. 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.
- 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.

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- 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.

11. ADOPTION OF SCHOOL POLICIES

That the Board re-adopt the Board Policies

12. ADOPTION OF ROBERTS RULES OF ORDER

That the board adopts Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings through the next reorganization meeting January 2017.

13. BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION to approve the following appointments through the next reorganization meeting, January 2017:

A. APPOINTMENT OF THE BOARD SECRETARY

That the Board approves the appointment of Debra Pappagallo as the Board Secretary.

B. CLAIMS AUDITOR/PRE-PAYMENT AUTHORITY

That the 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.

C. TRANSFER AUTHORITY

That the Board authorize Debra Pappagallo, 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.

D. REQUESTOR OF FEDERAL FUNDS

That the Superintendent of Schools and the 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.

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E. 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 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 Debra Pappagallo through the next reorganization meeting, January 2017, 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 Debra Pappagallo 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 Debra Pappagallo 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.

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

A. DESIGNATION OF DEPOSITORIES/SIGNATORIES

That PNC is approved as the official depository for the Board of Education funds through the next reorganization meeting, January 2017, 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.

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Cafeteria Account	Superintendent or Board President and Board Secretary (<i>Requires two signatures</i>)
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, 2017, 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 2017.

15. HEARING OF THE PUBLIC

16. OLD BUSINESS

17. NEW BUSINESS

18. EXECUTIVE SESSION – Attorney/Client Privilege

19. ADJOURNMENT