

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
APRIL 26, 2016**

**MINUTES**

**Call to Order – 7:30 PM – 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 5, 2016. 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**

**PRESENT:** Michael Ballard, Marj Lowe, Carrie Ludwikowski, Peter Noble, Ann Roseman, Fred Stone, Suzanne Viscomi      **ABSENT:** Ben Forest, Janet Jones (arrived 7:37 pm)

**ALSO PRESENT:** Jared Ramage, Superintendent; Debra Pappagallo, Business Administrator/ Board Secretary; Peter Sokol, Esq.

**FLAG SALUTE**

Ms. Ludwikowski led the Salute to the Flag.

**I. SUPERINTENDENT’S REPORT**

- A. HIB – Dr. Ramage reported on one founded HIB incident.
  
- B. United Way – Dr. Ramage announced United Way will fund a summer program which will double from 18 to 36 students and additional staff. He recognized Luigi Laugelli and Dena Russo for working with the United Way and leading the programs.
  
- C. Donations & Partnerships – Dr. Ramage thanked the Red Bank Borough Education Foundation (RBBEF) for their continued support with the STEAM program. He also recognized the River Center. Approximately 80 staff members will be working at their event that will benefit the school. Thank you to Mr. Laugelli and Mrs. Wyman who led this from the start and recruited volunteers.

**II. PRESIDENT’S REPORT**

- A. Committee Reports
  - Ms. Roseman reported on Curriculum & Instruction.
  - Mr. Noble reported on Facilities.
  - Dr. Stone reported on Policy.
  - Ms. Viscomi reported on Finance.
  - There was no report for Community Relations.

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**III. 2016-2017 BUDGET HEARING**

Dr. Ramage presented the 2016-2017 Budget.

Ms. Viscomi, Dr. Stone commented; Ms. Roseman and Ms. Ludwikowski commented.

- Tom Libetti, Red Bank Resident from 45 Elm Place, asked questions and commented on the budget presentation and thanked the staff who supported the Sunday event.

Dr. Stone motioned, seconded by Ms. Roseman, to close the Budget Hearing.

**VOICE VOTE:**

AYES: Mr. Ballard, Ms. Jones, Miss Lowe, Ms. Ludwikowski, Mr. Noble, Ms. Roseman, Dr. Stone, Ms. Viscomi. NAYS: None ABSTENTIONS: None ABSENT: Mr. Forest

**IV. HEARING OF PUBLIC - None**

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.”

**V. 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. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

**VI. ACTION AGENDA**

Dr. Stone motioned, seconded by Ms. Roseman, to approve the following:

**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:

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**3030. BILLS PAYMENT**

To approve payment of final bills for March 2016 and for bills as of April 2016.

**3031. APPROVAL OF SECRETARY/TREASURER’S REPORT**

*Pursuant to 18A:6-59*

Approve the January 2016 Report of the Treasurer and the January 2016 Report of the Secretary as being in balance for the month.

**3032. APPROVAL OF SECRETARY/TREASURER’S REPORT**

*Pursuant to 18A:6-59*

Approve the February 2016 Report of the Treasurer and the February 2016 Report of the Secretary as being in balance for the month.

**3033. BUDGET TRANSFERS**

To ratify any budget transfers effective January 2016 per the transfer report.

**3034. BUDGET TRANSFERS**

To ratify any budget transfers effective February 2016 per the transfer report.

**3035. APPROVAL OF MINUTES**

To approve the minutes from the March 8 and 15, 2016 Board of Education Meetings.

**3036. TRAVEL**

Name	Date/Time	Location	Cost	Theme	Account #
Jenny Hurd	05/24/16 8:00 a.m. – 3:30 p.m.	Piscataway, NJ	\$259.46	Practical Co-Teaching Strategies for Helping Students with Special Needs Meet or Exceed State Standards	11-000-219-592-003
Stacy Sherwood	06/01/16 – 06/03/16 7:30 a.m. -5:30 p.m.	New Brunswick, NJ	\$449.26	NJTESOL/NJBE, Inc. 2016 Spring Conference	11-000-221-500-0004
Maria Tollaku	06/01/16 – 06/02/16 7:30 a.m. -5:30 p.m.	New Brunswick, NJ	\$382.19	NJTESOL/NJBE, Inc. 2016 Spring Conference	11-000-221-500-0004
Lara Wengiel	06/01/16 – 06/02/16 7:30 a.m. -5:30 p.m.	New Brunswick, NJ	\$382.56	NJTESOL/NJBE, Inc. 2016 Spring Conference	11-000-221-500-0004

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Theresa Davidson	07/13/16 – 07/14/16 7:30 a.m. – 4:00 p.m.	Marlboro, NJ	\$269.00	Annual EdTech Team NJ Summit-Google for Education	11-000-221- 500-004
Tiffany Fetter	07/13/16 – 07/14/16 7:30 a.m. – 4:00 p.m.	Marlboro, NJ	\$283.75	Annual EdTech Team NJ Summit-Google for Education	11-000-221- 500-004
Patricia George	07/13/16 – 07/14/16 7:30 a.m. – 4:00 p.m.	Marlboro, NJ	\$283.75	Annual EdTech Team NJ Summit-Google for Education	11-000-221- 500-004
Megan Proper	07/13/16 – 07/14/16 7:30 a.m. – 4:00 p.m.	Marlboro, NJ	\$274.45	Annual EdTech Team NJ Summit-Google for Education	11-000-221- 500-004
Kim Sherman	07/13/16 – 07/14/16 7:30 a.m. – 4:00 p.m.	Marlboro, NJ	\$285.12	Annual EdTech Team NJ Summit-Google for Education	11-000-221- 500-004
Stacy Sherwood	07/13/16 – 07/14/16 7:30 a.m. – 4:00 p.m.	Marlboro, NJ	\$284.12	Annual EdTech Team NJ Summit-Google for Education	11-000-221- 500-004
Christina Vlahos	07/13/16 – 07/14/16 7:30 a.m. – 4:00 p.m.	Marlboro, NJ	\$285.12	Annual EdTech Team NJ Summit-Google for Education	11-000-221- 500-004
Stacy Ward	07/13/16 – 07/14/16 7:30 a.m. – 4:00 p.m.	Marlboro, NJ	\$282.76	Annual EdTech Team NJ Summit-Google for Education	11-000-221- 500-004

**3037. ADOPTION OF THE 2016-2017 SCHOOL YEAR BUDGET AND TAX LEVY**

WHEREAS, the Red Bank Board of Education adopted a tentative budget on March 15, 2016 to be submitted to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on March 22, 2016 and

WHEREAS, the tentative budget was advertised in the legal section of the Asbury Park Press on April 14, 2016; and

WHEREAS, the tentative budget was presented to the public during a public hearing on April 26, 2016; and

Budget Adjustment – Enrollment:

RESOLVED that the Red Bank Borough Board of Education includes in the proposed budget the adjustment for enrollment in the amount of \$44,056. The district intends to utilize this adjustment for supplies and materials necessary for the additional students; and

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Budget Adjustment – Banked CAP:

RESOLVED that the Red Bank Borough Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$190,919 for the purposes of instructional and contractual obligations. The district intends to complete said purposes by June 2017, and

Travel and Related Expense Reimbursement:

WHEREAS, the Red Bank Borough Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.2 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel as defined in NJAC 6A:23A-1.2, which includes attendance at regularly scheduled in-State county meetings, Department or Association sponsored events or in-State professional development activities for which the registration fee does not exceed \$150.00 per employee or board member, where prior Board approval shall not be required unless the annual threshold for a staff member exceeds \$1,500 in a given school year (July 1 through June 30); and

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3, to a maximum expenditure of \$75,000 for all staff and board members for the 2016-2017 school year; and

NOW THEREFORE BE IT RESOLVED that the budget be adopted for the 2016-2017 School Year using the 2016-2017 state aid figures and the Secretary to the Board of Education be authorized to submit the following adopted budget to the Executive County Superintendent of Schools in accordance with the statutory deadline:

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	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2016-17 Total Expenditures	\$19,727,062	\$5,745,934	\$502,125	\$25,975,121
Less: Anticipated Revenues	<u>\$3,684,170</u>	<u>\$5,745,934</u>	<u>\$0</u>	<u>\$9,430,104</u>
Taxes to be Raised	<u>\$16,042,892</u>	<u>\$0</u>	<u>\$502,125</u>	<u>\$16,545,017</u>

Comments:

- Mr. Ballard commented on the Budget as far as taxpayers picking up the shortfall of the State Funding. The BOE should look to flatten the budget as much as possible to lessen the burden on taxpayers. The kids’ future outweighs the unfair burden put on us from the State.
- Ms. Roseman couldn’t agree more with Mr. Ballard. She called attention not included in the budget. Flattening the budget as much as possible—that’s what is being done by not including these items.
- Ms. Visocomi commented that in a perfect world she would agree, but can’t have a flat budget because everything goes up like salaries, benefits, unfunded mandates, un-knowns. She feels a thorough and efficient budget was presented and is proud of it. Trenton is taking notice of us now because of all of the recent attention.

**3038. IMPLEMENTATION OF THE 2016-2017 SCHOOL YEAR BUDGET:**

That the Board authorizes the Superintendent and the Business Administrator/Board Secretary to implement the 2016-2017 budget pursuant to local and state policies.

**3039. TAX LEVY CERTIFICATION FORM A AND B**

RESOLVED, that the amount required for school purposes in the school district of Red Bank Borough, County of Monmouth for the 2016-2017 school year is \$16,545,017 and is required to be levied for local school district purposes.

**3040. ADOPTION OF TAX LEVY SCHEDULE**

Recommend the Board of Education Adopt the tax levy schedule for the 2016-2017 and authorize the Business Administrator to submit the schedule to the Municipal Clerk for the collection of the local school district taxes for school district purposes.

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**General Fund:**

July 2016	\$ 1,336,907.67	January 2017	\$ 1,336,907.67
August 2016	\$ 1,336,907.67	February 2017	\$ 1,336,907.67
September 2016	\$ 1,336,907.67	March 2017	\$ 1,336,907.67
October 2016	\$ 1,336,907.67	April 2017	\$ 1,336,907.67
November 2016	\$ 1,336,907.67	May 2017	\$ 1,336,907.67
December 2016	\$ 1,336,907.67	June 2017	\$ 1,336,907.63

**Total \$ 16,042,892.00**

**Debt Service:**

July 1, 2016	\$ 251,062.50
December 1, 2016	\$ 251,062.50
<b>Total</b>	<b>\$ 502,125.00</b>

**3041. DONATIONS**

That the Board accepts with gratitude the generous donations totaling \$6,190.00 listed below for Red Bank Primary School from the Red Bank Borough Education Foundation.

Alexander Calder Force and Motion Circus Project - \$950  
STEAM BEEs Pollinator Project - \$1,000  
Mobile STEAM Museum and Sky Dome Planetarium - \$1,990  
Primary STEM Day(s) - \$2,250

**3042. DONATION**

That the Board accepts with gratitude the generous donation of a tree to be planted for Earth Day, provided by the Raspanti-Maddalena Family and the Okeson Family.

**3043. TRANSPORTATION BID**

To authorize the Business Administrator to advertise for bids for Student Transportation Services for the 2016-2017 school year.

**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:

**4056.** That the Board approves a paid leave of absence for *Nicole Dalton* utilizing 40 sick days effective September 1, 2016 through October 31, 2016, a Family Medical Leave of Absence (FMLA)

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effective November 1, 2016 through January 30, 2017, a New Jersey Family Leave of Absence (NJFLA), effective January 31, 2017 through May 1, 2017 and an unpaid contractual leave effective May 2, 2017 through June 30, 2017.

- 4057.** That the Board approves the appointment of *Patrick Hanson* as Middle School Health teacher, at a BA Step 1 prorated annual salary of \$49,100.00, effective April 27, 2016 through June 30, 2016. Account #s 50% 11-120-100-101-002 and 50% 11-130-100-101-002
- 4058.** That the Board approves the appointment of *Matthew Di Marco* as Primary School special education instructional assistant (replacing Patrick Hanson), at a prorated Step 1 annual salary of \$26,065.00, effective April 27, 2016 through June 30, 2016. Account #11-212-100-106-003

**EXTRA WORK/EXTRA PAY**

- 4059.** That the Board approves the participation and compensation for *James Pierson* as chaperone for the Music in the Parks Festival Trip on May 20, 2016, at the stipulated negotiated contractual rate of \$33.00 per hour, not to exceed 6 hours. Account #20-020-100-100-016

**CURRICULUM AND PROGRAM – 6000**

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

- 6040.** That the Red Bank Board of Education deems student participation in curriculum related field trips to be educationally beneficial. Pursuant to regulation 6A:23A-5.(c)(1), the Board hereby approves the resolution.

Funding Source	Location	Date(s)
PreK Grant	Paper Moon Theatre, Atlantic Highlands, NJ (All First Baptist Church Prek classes)	04/28/2016
PreK Grant	Paper Moon Theatre, Atlantic Highlands, NJ (All Middletown Prek classes)	05/03/2016
PreK Grant	Red Bank Public Library, Red Bank, NJ (All First Baptist Church PreK classes)	05/11/2016
Student Activity Account	Pinot & Palette, Mr. Pizza Slice, Red Bank, NJ (Grade 4/5 LLD class)	05/20/2016 (rain date 05/26/2016)
Anonymous Donation	Six Flags Great Adventure, Jackson, NJ (Music in the Parks Festival, Strings Grades 3-8)	05/20/2016



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- 6041.** That the Board authorizes the Superintendent to accept the United Way Summer Literacy Grant in the amount of \$32,000.00 for summer 2016.
- 6042.** That the Board approves the following student teacher and cooperating teachers:

Student Teacher	Cooperating Teacher	School	Effective Dates	College/ University
Lynette Silvestri	Wendy Strumph	Primary	Aug. 29, 2016- Dec. 9, 2016	Monmouth University
Lynette Silvestri	Brandy Balthazar	Primary	Aug. 29, 2016- Dec. 9, 2016	Monmouth University
Catherine Moran	Samantha Arauz	Middle	Sep. 6, 2016-Dec. 23, 2016	Rutgers University
Joyce Chin	Evangelia Dounis	Middle	Sep. 6, 2016-Dec. 23, 2016	Rutgers University

**BYLAWS OF THE BOARD – 9000**

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

- 9005.** That the Board approves the following policies and regulations for second reading and adoption:

<u>Policy #</u>	<u>Title of Policy</u>
P&R 1240	Evaluation of Superintendent
P&R 3221	Evaluation of Teachers
P&R 3222	Evaluation of Teaching Staff members, Excluding Teachers and Administrators
P&R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
P&R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
P 3431.1	Family Leave
P 4431.1	Family Leave
P 5337	Service Animals
P 5516	Use of Electronic Communication and Recording Devices (ECRD)

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**ROLL CALL VOTE:**

AYES: Mr. Ballard, Ms. Jones, Miss Lowe, Ms. Ludwikowski, Mr. Noble, Ms. Roseman, Dr. Stone,  
Ms. Viscomi            NAYS: None            ABSTENTIONS: Ms. Jones on 3035 (March 8 minutes).  
ABSENT: Mr. Forest

**VII.    HEARING OF THE PUBLIC – None**

**VIII.   OLD BUSINESS**

- Mr. Noble followed up on a comment made about an out of district Charter School placement for special education: If we have to pay for it, why can't we govern it?

**IX.    NEW BUSINESS – None**

**X.     EXECUTIVE SESSION**

At 8:41 pm Ms. Roseman motioned, seconded by Ms. Viscomi, to convene in Executive Session.

**VOICE VOTE:**

AYES: Mr. Ballard, Ms. Jones, Miss Lowe, Ms. Ludwikowski, Mr. Noble, Ms. Roseman,  
Dr. Stone, Ms. Viscomi    NAYS: None    ABSTENTIONS: None    ABSENT: Mr. Forest

**XI.    RETURN TO PUBLIC SESSION**

At 9:41 pm the Board returned to Public Session.

**ROLL CALL:**

PRESENT: Mr. Ballard, Ms. Jones, Miss Lowe, Ms. Ludwikowski, Mr. Noble, Ms. Roseman,  
Dr. Stone, Ms. Viscomi

ABSENT: Mr. Forest

ALSO PRESENT: Jared Ramage, Superintendent; Debra Pappagallo, Business  
Administrator/Board Secretary; Peter Sokol, Esq.

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**XII. ACTION AGENDA**

Ms. Roseman motioned, seconded by Ms. Viscomi, to approve the following:

**CURRICULUM AND PROGRAM – 6000**

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

**6043.** That the Board approves the Harassment, Intimidation and Bullying (HIB) report as submitted by the Superintendent.

**VOICE VOTE:**

AYES: Mr. Ballard, Ms. Jones, Miss Lowe, Mr. Noble, Ms. Roseman, Dr. Stone, Ms. Viscomi

NAYS: None            ABSTENTIONS: Ms. Ludwikowski            ABSENT: Mr. Forest

**XIII. ADJOURNMENT**

At 9:42 pm Mr. Ballard motioned, seconded by Ms. Viscomi, to adjourn.

**VOICE VOTE:**

AYES: Mr. Ballard, Ms. Jones, Miss Lowe, Ms. Ludwikowski , Mr. Noble, Ms. Roseman, Dr.

Stone, Ms. Viscomi    NAYS: None            ABSTENTIONS:            ABSENT: Mr. Forest

Respectfully submitted,

Debra Pappagallo  
Business Administrator/Board Secretary