

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

**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.

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

**ROLL CALL:**

**PRESENT:** Michael Ballard, Ben Forest, Marj Lowe, Carrie Ludwikowski, Ann Roseman, Fred Stone, Sue Viscomi      **ABSENT:** Janet Jones (arrived 7:06 pm), Peter Noble

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

**FLAG SALUTE**

Mrs. Pappagallo led the Salute to the Flag.

**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 (absent)	2017
Carrie Ludwikowski	2018
Ann Roseman	2018
Frederick Stone	2018

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

**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:

Motion by Mr. Forest to nominate Ms. Ludwikowski

Board Secretary asks for consent of nominees: “Do you consent to having your name placed in nomination for the office of Board President?” Ms. Ludwikowski replied, “Yes.”

Ms. Jones motioned, seconded by Ms. Viscomi, to close nominations.

**VOICE VOTE:**

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

**ROLL CALL VOTE FOR ELECTION OF PRESIDENT:**

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

**Ms. Carrie Ludwikowski was elected as Board President and assumes chair of the meeting.**

**4. ELECTION OF VICE PRESIDENT**

Nominations for Vice President received by newly-elected President:

Motion by Miss Lowe to nominate Ms. Viscomi.

Motion by Ms. Roseman to nominate Dr. Stone.

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

Board Secretary asks for consent of nominees: "Do you consent to having your name placed in nomination for the office of Board Vice President?" Ms. Viscomi and Dr. Stone replied, "Yes."

Ms. Viscomi and Dr. Stone expressed why they would like to be elected Board of Education Vice President.

Ms. Jones motioned, seconded by Ms. Roseman, to close nominations.

**VOICE VOTE:**

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

**ROLL CALL VOTE FOR ELECTION OF VICE PRESIDENT:**

AYES for Dr. Stone: Mr. Ballard, Mr. Forest, Ms. Jones, Ms. Ludwikowski, Ms. Roseman, Dr. Stone

AYES for Ms. Viscomi: Miss Lowe, Ms. Viscomi

ABSTENTIONS: None ABSENT: Mr. Noble

**Dr. Stone was elected as Board Vice President**

**5. HEARING OF PUBLIC - None**

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.

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

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

**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.

Marj Lowe - Delegate  
Ben Forest - Alternate Delegate

**9. OPEN PUBLIC MEETINGS ACT**

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

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.

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

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 - 7pm Executive Session/7:30pm Public Session*

February 16, 2016

March 15, 2016

April 26, 2016 *\*(Public Budget Hearing)*

May 17, 2016

June 14, 2016 *\*Middle School Media Center-7pm Executive Session/7:30pm Public Session*

July 19, 2016*\*5pm Board Retreat; 7pm Executive Session/7:30pm Public Session Middle School Media Center*

August 16, 2016 *\*Middle School Media Center-7pm Executive Session/7:30 pm Public Session*

September 20, 2016*\*Middle School Media Center-7pm Executive/7:30 pm Public Session*

October 18, 2016

November 15, 2016*\*Middle School Media Center-7pm Executive/7:30pm 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.*

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

**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.

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

- 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.

**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-PAMENT 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.

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

**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.

**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.



**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

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.

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. CHART OF ACCOUNTS**

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.

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

**ROLL CALL VOTE:**

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

**15. HEARING OF THE PUBLIC:**

- Wayne Wooley - Mechanic Street, Red Bank - Thanked the Board for their work in opposition to the Charter School Expansion and addressed hiring a communications consultant.

**16. OLD BUSINESS - None**

**17. NEW BUSINESS:**

- Mr. Forest congratulated the New President and Vice President and stated it was an honor serving as Vice President and President.
- Ms. Roseman read the Code of Ethics.
- Dr. Rumage thanked the Board, Leadership Team, Faculty, Staff and the greater Red Bank Community for their leadership and grace and focus on what is important.

**18. EXECUTIVE SESSION – Attorney/Client Privilege**

At 7:31 pm Ms. Roseman motioned, seconded by Ms. Jones, to convene in Executive Session.

**VOICE VOTE:**

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

**19. PUBLIC SESSION**

At 8:31 pm the Board returned to Public Session.

**ROLL CALL**

PRESENT: Michael Ballard, Ben Forest, Marj Lowe, Carrie Ludwikowski, Ann Roseman, Fred Stone, Sue Viscomi ABSENT: Janet Jones (arrived 7:06 pm), Peter Noble

ALSO PRESENT: Jared Rumage, Superintendent; Debra Pappagallo, Business Administrator/Board Secretary; Richard McOmer, Esq.

At this time an Addendum to the Agenda was presented and read aloud by Board Attorney, Richard McOmer.

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

Ms. Jones 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:

- 3177.** The Board of Education of the Borough of Red Bank, in the County of Monmouth (“Board of Education”) is in need of an individual to communicate the concerns of the Board of Education to governmental officials, news media, representative organizations and the public with respect to the application filed with the Commissioner of Education by the Red Bank Charter School (“Charter School”) to double its enrollment during the next three (3) school years.

**NOW THEREFORE, BE IT RESOLVED** by the Board of Education of the Borough of Red Bank, in the County of Monmouth that:

1. The Recital set forth above is incorporated into and made a part of this Resolution.
2. The Board of Education has not formally included any amount in its 2015-2016 school budget for a communications consultant. Accordingly, in accordance with *N.J.A.C. 6A:23A-5.2*, the Board of Education does hereby resolve to include the amount of \$5,000.00 for communication services as a part of its 2015-2016 school budget.
3. The Board of Education hereby authorizes the Superintendent of Schools to engage a communications consultant to fulfill those duties set forth in Recital A of this Resolution, the cost of whose services shall not exceed the sum of \$5,000.00.

Discussion:

- Mr. Ballard asked if the Board would be apprised of the costs associated as we move forward. Mr. McOmer stated he could do so. Ms. Viscomi asked if they would know before or after the expenses were incurred. Mr. McOmer explained the purpose of the resolution was to move forward immediately because of time constraints in opposing the Charter School Expansion.
- Ms. Viscomi stated that funds for a consultant would be utilized from the community relations budget, and the expense would not be taken away from the schools.
- Mr. Forest stated the Charter Expansion was a significant distraction and the staff needs assistance.

**ROLL CALL VOTE:**

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

**RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
JANUARY 5, 2016**

**MINUTES**

**20. ADJOURNMENT**

At 8:35 pm Mr. Ballard motioned, seconded by Dr. Stone, to adjourn.

**VOICE VOTE:**

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

Respectfully submitted,

Debra Pappagallo  
Business Administrator/Board Secretary