

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
MAY 12, 2015

AGENDA

Executive Session	7:00 p.m.
Public Session	7:30 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

- I. RESOLUTION FOR EXECUTIVE SESSION
  - A. Personnel
  - B. Negotiations

CALL TO ORDER – 7:30 p.m.

SUNSHINE STATEMENT

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ROLL CALL

FLAG SALUTE

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- II. SUPERINTENDENT’S REPORT
  - A. Moment of Silence in the Memory of Rosemarie Kopka
  - B. Bus Evacuation Drills

Date of Drill	Time of Drill	Name of School	Location of Drill	Route # Included in Drill	Principal/ Supervisor/ Designee
04/24/15	8:35 a.m.	Monmouth Day Care Center	Area in front of building	PKX-1	Mrs. Heidi Zaentz, Director
04/24/15	8:40 a.m.	St. Thomas CYMCA	Area in front of Building	PKX-2	Ms. Eileen McFadden, PreK Teacher
04/28/15	8:30 a.m. - 8:47 a.m.	Primary School	Area in front of school	PS-1, PS-2, PS-3, PS-4, PS-5, PS-6, PS-7, & PS-8	Mr. Luigi Laugelli, Principal

III. 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.”

IV. 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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V. ACTION AGENDA

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:

REORGANIZATION

3058. OPERATIONS:

A. ADOPTION OF POLICIES

That the Board approves the adoption of all existing Board Policies and Regulations for the 2015-2016 School Year.

B. ORGANIZATIONAL CHART

That the Board approves the Organizational Chart for the District for the 2015-2016 School Year.

C. STANDARD OPERATING PROCEEDURE MANUAL

That the Board approves the District's Standard Operating Procedure Manual for the 2015-2016 School Year.

D. MULTI-YEAR PLANS

That the Board approves the following district's following previously approved multi-year plans for the 2015-2016 School Year:

Long Range Facilities Plan  
Three-Year Comprehensive Maintenance Plan  
Technology Plan  
Comprehensive Equity Plan (as developed in 2010)  
Emergency Management Plans  
New Teacher Induction /Mentor Plan

E. CORE CURRICULUM OPERATIONS

That authorization is granted for continuation of the operation of the Red Bank Borough School District for the 2015-2016 school year under the administrative rules and regulations, by-laws, board policies, curricula (NJCCCS) and guides, school health nursing services plan, textbooks, library books, courses of study and multi-year contracts previously adopted. Further, the Superintendent and Business Administrator are authorized to implement the 2015-2016 budget pursuant with local and state policies and regulations.

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Curriculum Guides  
Textbook Adoptions  
School Health Services Plan  
Mentoring Plan  
Intervention & Referral Services Guidelines (I&RS)

F. INTERDISTRICT PUBLIC SCHOOL CHOICE PROGRAM ACT OF 2010  
18A:36B

WHEREAS the Inter-district School Choice Program (N.J.S.A. 18A:36B-14-24) was signed into law by Governor Christie on September 10, 2010 and for the 2013-2014 school year, and

WHEREAS the program is designed to increase educational opportunities for students and their families by providing students with the option of attending a public school outside their district of residence without cost to their parents, and

WHEREAS students will be able to choose to go to a school outside their district of residence if the selected school is participating in the choice program, and

WHEREAS the district of residence shall not prevent or discourage its students from participating in the Inter-district School Choice Program,

WHEREAS pursuant to N.J.S.A. 18A:36B-8a(1) and subject to approval of the Commissioner of Education, the board of education of the district of residence may limit the number of its district students allowed to participate in the choice program by adopting a resolution, to do the following:

1. Restrict enrollment of its students in a choice district to a maximum of 10 percent of the number of students per grade level per year in the sending district and
2. Restrict enrollment of its students in a choice district to a maximum of 15 percent of the total number of students enrolled in the sending district. (N.J.S.A. 8a(2) and,

WHEREAS the calculation of enrollment of the district of residence must be based on the October ASSA and the method to be used in calculating enrollment is described in N.J.S.A. 18A:36B-8b (3), and

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WHEREAS in the event a district adopts any resolution restricting the enrollment of its students in choice districts and student requests for participation exceed the limits set by the district of residence, the district must conduct a lottery.

NOW THEREFORE BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, Board of Education of the Borough of Red Bank in the County of Monmouth, New Jersey adopts a 10% percent cap by grade and a 15% percent cap by sending district in the number of students that may opt to attend a district of choice,

BE IT FURTHER RESOLVED that the Superintendent is authorized and directed to establish and conduct a lottery if the number of interested students exceeds this ten percent limit in any grade and fifteen percent limit by sending district.

G. STATE CONTRACT PURCHASING

WHEREAS, Title 18A:18A-10 provides that "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Board of Education has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, Board of Education desires to authorize its purchasing agent for the 2015-2016 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts. The Purchasing Agent shall make known to the Board the Commodity/Service, Vendor and State Contract Number utilized.

H. ED DATA CO-OP

That the Board approves continuation of a cooperative purchasing services contract for the 2015-2016 school year with Educational Data Services, Inc., 236 Midland Avenue, Saddle Brook, NJ, New Jersey Cooperative Bidding Program for a licensing and maintenance fee is \$2,647.50.

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I. MRESC CO-OP

To approve continuation of a cooperative pricing system for the purchase of goods and services with Middlesex Regional Educational Services Commission for the 2015-2016 school year

J. PETTY CASH

That petty cash funds for the 2015-2016 school year are authorized not to exceed \$2,000.00 per Board Policy.

3059. APPOINTMENTS

A. BOARD SECRETARY

That the Board approves the appointment of Debra Pappagallo as the Board Secretary for the 2015-2016 School Year

B. 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 \$36,000*), 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 \$5,400*) 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 June 30, 2016 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 \$5,400*) without soliciting competitive quotations, and

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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 \$5,400) but are less than the bid threshold of \$36,000.

C. CLAIMS AUDITOR/PRE-PAMENT AUTHORITY

RESOLVED 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 for the 2015-2016 School Year.

D. CUSTODIAN OF RECORDS

BE IT RESOLVED that Debra Pappagallo be named to serve as Custodian of Records for the Red Bank Borough Board of Education for the 2015-2016 School Year.

WHEREAS, P.L. 2001, c.404 (C.47:1A-7), known as the Public Access Law, amends and supplements P.L. 1963, c 73.P.L. 1995, c.23 and P.L. 1998, c.17 regarding public access to government records, and

WHEREAS, the law designates that a person be designated as the custodian of a government record, and

WHEREAS, copies of permitted government records must be provided to persons upon written request and upon prepayment of fees prescribed by law or regulation, and

WHEREAS, except as otherwise provided by law or regulation, the fee assessed for the copying of a government record shall be \$.75 per page pages 1-10, \$.50 per page pages 11-20, and \$.26 per page pages over 20.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education appoints the Business Administrator/Board Secretary as the custodian of government records, and

BE IT FURTHER RESOLVED, that the Red Bank Borough Schools District approves the attached form for the use of any person, who requests access to a government record, and

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BE IT FURTHER RESOLVED, that the fees should be reviewed and approved annually by the Board of Education.

E. AFFIRMATIVE ACTION OFFICER/PUBLIC AGENCY COMPLIANCE OFFICER

To appoint Debra Pappagallo as Affirmative Action Officer/Public Agency Compliance Officer, and authorize her to oversee district compliance with NJAC 6A:7 and Title IX of the Education Amendments of 1972, the Development of the district's Comprehensive Equity Plan and implementation over a three year period, conduct or coordinate annual required in service equity training for all staff through June 30, 2016.

F. DISTRICT HOMELESS LIAISON

To approve Debra Pappagallo, School Business Administrator, to serve as the district's Homeless Liaison through June 30, 2016.

G. INTEGRATED PEST MANAGEMENT

To appoint Michael Isley as Integrated Pest Management Coordinator to oversee all activities related to integrated pest management and pesticide use in the district from July 1, 2015 through June 30, 2016.

H. RIGHT TO KNOW MANAGEMENT

To appoint Thomas Berger as Right To Know Contact Person to oversee all related activities in the district from July 1, 2015 through June 30, 2016.

I. TREASURER OF SCHOOL MONIES

To appoint Frank Mason as Treasurer of School Monies at an annual salary of \$4,450.00 from July 1, 2015 through June 30, 2016.

3060. PROFESSIONAL SERVICE APPOINTMENTS

BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION to approve the following professional services appointments effective July 1, 2015 through June 30, 2016. The contracts are awarded without competitive bidding as a "Professional Services" in accordance with the Public School Contracts Law, N.J.S.A. 18A:18(A)(a)(1), because it is for services performed by persons authorized by law to practice a recognized profession.

A. AUDITING SERVICES

To appoint the accounting firm of Holman Frenia Allison, P.C. as School Auditors for the audit year ending June 30, 2016, at an annual fee of \$32,945.00. The Contract is awarded without competitive bidding as a "Professional Service" in accordance with the Public School Contracts



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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.

**B. LEGAL SERVICES**

To continue the appointment of the firm of McOmber & McOmber as School Attorney at \$1,200.00 monthly per a separate retainer agreement, with the \$145.00 hourly billing rate for extra services for July 1, 2015 through June 30, 2016. 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.

**C. SPECIAL LEGAL SERVICES**

To continue the appointment of the firm of Methfessel & Werbel, Esqs. as the District's Attorney for Special Education matters for \$145.00 hourly billing rate for these services for July 1, 2015 through June 30, 2016. 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

**D. MEDICAL INSPECTOR/SCHOOL PHYSICIAN**

To appoint Professional Services and Management, LLC, Dr. Robert Morgan as Medical Inspector/School Physician at an annual fee of \$2,500.00 for the 2015-2016 school year.

**E. INSURANCE CONSULTANTS**

To approve the appointment of Boynton and Boynton Insurance Group, New Jersey School Boards Insurance Group, Monmouth-Ocean Counties Shared Services Insurance Fund (MOCSSIF), and Brown and Brown Benefits Advisors, to provide insurance services which may be awarded by resolution without public advertising for bids per NJSA 18A:18A-5 for the 2015-2016 school year. By statute these do not require bids but do require Political Contribution Disclosures.

**F. TAX SHELTER ANNUITY COMPANIES**

To approve the appointment of the following Brokers of Record for provision of employee contributions of 403(b) tax shelter annuities for the 2015-2016 school year: AXA Equitable, MetLife, Valic.

**G. THIRD PARTY ADMINISTRATOR-FSA**

To approve the agreement between Horizon Blue Cross Blue Shield of New Jersey and the district for the 2015-2016 school year as third party administrator for the Flexible Spending Account Plan.

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H. POLICY SERVICES

To continue the appointment of Strauss Esmay as the district's policy review services firm.

3061. TRAVEL

Name	Date/Time	Location	Cost	Theme	Account #
Joseph Christiano	06/28/15, 06/29/15, 06/30/15, & 07/01/15 8:00 a.m. – 5:00 p.m.	Philadelphia, PA	\$519.00	International Society for Technology in Education (ISTE) Annual Conference	20-275-200-500-015
Jenny Hurd	08/10/15, 08/11/15, & 08/12/15 9:00 a.m. – 5:00 p.m.	Philadelphia, PA	\$1,493.00	Handle With Care, Instructor & Recertification Program Behavior Management System	11-000-219-592-003

3062. DONATION

That the Board accepts with gratitude the generous donation of a Viola from Ms. Elizabeth Dennis, worth an approximate value of \$725.00.

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:

- 4081. That the Board approves the reappointment of tenured and non-tenured administrators and their salaries for the 2015-2016 school year, per Attachment A.
- 4082. That the Board approves the reappointment of tenured and non-tenured teachers and their salaries, pending completion of RBBEA contract negotiations, for the 2015-2016 school year, per Attachment B.
- 4083. That the Board approves the reappointment of instructional assistants and their salaries, pending completion of RBBEA contract negotiations, for the 2015-2016 school year, per Attachment C.
- 4084. That the Board approves the reappointment of secretaries and their salaries, pending completion of RBBEA contract negotiations, for the 2015-2016 school year, per Attachment D.
- 4085. That the Board approves the completion of the Superintendent's Merit Quantitative Goal #1.

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4086. That the Board approves an unpaid maternity leave of absence for Sara Herrlich, effective November 21, 2015 through June 30, 2016.

PUPIL PERSONNEL SERVICES- 5000

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

5004. That the Board approves home instruction for Student ID#72311, not exceed 5 hours per week, effective May 4, 2015 until further notice. Account #11-150-100-320-000

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:

6026. 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)
NA	Red Bank Senior Center, Red Bank, NJ (Grade 8 TOP students)	05/28/2015
Account # Title I	Red Bank Regional HS, Little Silver, NJ (AVID Grade 8 students)	05/28/2015
PTO/Student Activities Fund/ Donations	Turtle Back Zoo, West Orange, NJ (All Grade 2 classes)	06/18/2015

6027. That the Board approves the submission of the application to the Monmouth County Office of the NJ Department of Education to eliminate pull out resource program for grades 4 and 5 in the Red Bank Middle School, effective September 8, 2015.

6028. That the Board approves the submission of the application to the Monmouth County Office of the NJ Department of Education to establish an in-class resource replacement program for Grades 4 and 5 in the Red Bank Middle School, effective September 8, 2015.

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6029. That the Board approves the submission of the application to the Monmouth County Office of the NJ Department of Education to establish an additional Language Learning Disabilities class for students in Grades 4 through 6 in the Red Bank Middle School, effective September 8, 2015.
6030. That the Board approves the submission of the application to the Monmouth County Office of the NJ Department of Education for the Extended School Year Program for eligible special education students from July 6, 2015 through August 7, 2015.
- VI. HEARING OF THE PUBLIC
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
- A. CSA Evaluation Calendar
  - B. BOE Self-Evaluation Calendar
- IX. EXECUTIVE SESSION #2
- A. Negotiations
- X. ADJOURNMENT

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Board of Education Meetings – 2015  
January 5, 2016 at 7 p.m. Middle School Media Center - Reorganization Meeting)

Board of Education Meetings–2015

Workshop Meetings- 7:00 p.m. – Middle School Media Center

January 6, 2015 (Reorganization Meeting)	
February 10, 2015*	August 11, 2015
March 10, 2015	September 8, 2015
April 14, 2015	October 13, 2015
May 12, 2015	
June 9, 2015	

Regular Public Meetings - 7:30 p.m. - Primary School Cafeteria

January 20, 2015**	July 14, 2015****
February 17, 2015	August 18, 2015
March 17, 2015	September 15, 2015
April 28, 2015***	October 20, 2015
May 19, 2015	November 18, 2015
	December 16, 2015

\*Board of Education Conference Room

\*\*Middle School Media Center

\*\*\*Public Budget Hearing

\*\*\*\*Board Retreat @ 5 pm; Executive Session @ 7 pm; Public Session @ 8:00 pm  
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Committee Meetings – January to December 2015

	Community Relations	Curriculum & Instruction	Facilities & Safety Committee	Finance	Policy
Chairperson:	Carrie Ludwikowski	Ann Roseman	Peter Noble	Suzanne Viscomi	Fred Stone
Time:	7:00 PM	6:30 PM	9:00 AM	6:00 PM	7:00 PM
	Meets 3 <sup>rd</sup> Monday	Meets 2 <sup>nd</sup> Monday	Meets 3 <sup>rd</sup> Tuesday	Meets prior to Workshop Meeting	Meets prior to Regular BOE Meetings
Location:	Board Office	Board Office	Board Office	MS Media Center	PS Teachers' Lounge
Date of Meetings:	02/2015 TBA	02/09/2015	02/17/2015	02/10/2015	02/17/2015
	03/16/2015	03/09/2015	03/17/2015	03/10/2015	03/17/2015
	04/20/2015	04/13/2015	04/28/2015	04/14/2015	04/28/2015
	05/18/2015	05/11/2015	05/19/2015	05/12/2015 CANCELLED	05/19/2015
	06/15/2015	06/08/2015	06/16/2015	06/09/2015	06/2015 TBA
	07/2015 No meeting	07/2015 No meeting	07/2015 No meeting	07/2015 No meeting	07/2015 No meeting
	08/17/2015	08/10/2015	08/18/2015	08/11/2015	08/18/2015
	09/21/2015	09/2015 TBA	09/15/2015	09/08/2015	09/15/2015
	10/19/2015	10/12/2015	10/20/2015	10/13/2015	10/20/2015
	11/16/2015	11/09/2015	11/17/2015	11/17/2015	11/2015 TBA
	12/21/2015	12/14/2015	12/15/2015	12/15/2015	12/2015 TBA

Community Relations: Michael Ballard, Marj Lowe, Fred Stone  
 Curriculum & Instruction: Ben Forest, Carrie Ludwikowski  
 Facilities & Safety Committee: Janet Jones, Marj Lowe, Fred Stone  
 Finance: Janet Jones, Ann Roseman, Fred Stone  
 Policy: Michael Ballard, Ben Forest, Suzanne Viscomi  
 Negotiations: Janet Jones, Chairperson, Ann Roseman Suzanne Viscomi  
 Meets as needed  
 Residency: Janet Jones, Chairperson, Peter Noble, Fred Stone, Suzanne Viscomi  
 Meets as needed