

RED BANK BOROUGH BOARD OF EDUCATION
76 BRANCH AVENUE, RED BANK, NJ 07701
Agenda – January 7, 2014 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 3, 2013. Notice of this meeting was published in the *Asbury Park Press* and the *Two River Times* newspapers 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:

- Ben Forest
- Marjorie Lowe
- Suzanne Viscomi

And to newly-elected Board member for a 1-Year Unexpired Term:

- Jill Burden

2. Roll Call of Membership for the 2014 Board of Education

<u>Board Members</u>	<u>Term Expires</u>
Janet Jones	2014
Peter Noble	2014
Jill Burden	2014
Carrie Ludwikowski	2015
Ann Roseman	2015
Frederick Stone	2015
Ben Forest	2016
Marjorie Lowe	2016
Suzanne Viscomi	2016

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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 6, 2012, in accordance with school law. There were eight polling places: 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 2:00 p.m. to 9:00 p.m.

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>
Ben Forest	1,009
Marjorie Lowe	972
Suzanne Viscomi	974

For membership in the Board of Education (one, unexpired one-year term):

<u>Name</u>	<u>Votes</u>
Jill Burden	38

4. 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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5. 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

6. 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.”

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 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.

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

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COMMITTEE APPOINTMENTS

The Board President will make committee appointments as appropriate.
Committees through the January 2015 Reorganization Meeting:

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

9. SCHOOL BOARDS DELEGATE APPOINTMENT

To approve the New Jersey School Board Delegate, and the New Jersey School Board Alternate Delegate representatives for through the next reorganization meeting, January 2015.

_____ Delegate
_____ Alternate Delegate

10. 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.

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

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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 8:00 p.m. Formal action may be taken at these meetings.

February 11, 2014
March 11, 2014
April 8, 2014
May 13, 2014
June 10, 2014
August 12, 2014
September 9, 2014
October 14, 2014
November 11, 2014
December 9, 2014
January 6th, 2015 (Reorganization Meeting)

REGULAR MEETINGS

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 21, 2014 (Executive Session @ 7 pm; Public Session @ 8 pm)
February 18, 2014
March 25, 2014* (Public Budget Hearing)
April 22, 2014 *
May 20, 2014
June 17, 2014
July 15, 2014 (Board Retreat @ 5 pm; Executive Session @ 7 pm; Public Session @ 7:30 pm)
August 19, 2014
September 16, 2014
October 21, 2014
November 18, 2014
December 16, 2014

*Spring Recess April 14 – 21, 2014

A Board Retreat will be held prior to the regular meeting on Tuesday, July 15, 2014 at 5:30 p.m. 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.

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

11. 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.

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- 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.

12. ADOPTION OF SCHOOL POLICIES

That the Board re-adopt the Board Policies

13. ORGANIZATION CHART

Recommend the Board approve the Organization Chart for the District.
(Attachment)

14. 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 reorganizations meeting January 2015.

15. OPERATION OF DISTRICT

That authorization is granted for continuation of the operation of the Red Bank Borough School District for the 2014-2015 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 2014-2015 budget pursuant with local and state policies and regulations.

Curriculum Guides
Textbook Adoptions
School Health Services Plan 2013-2014
Mentoring Plan 2013-2014

16. FACILITY BUILDING USE FEE SCHEDULES

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Approve the following hourly facility building use fee schedules to cover rental of facilities and custodial coverage for not-for-profit and for profit organizations for the remainder of the 2013-2014 school year:

	<u>Not-for-Profit</u>	<u>For Profit</u>
Classroom:	\$53	\$ 75
Auditorium:	\$53	\$150
Cafeteria:	\$53	\$100

Use of the kitchen requires additional costs and personnel must be scheduled separately through the Food Service Manager. All events will include an additional 2 hours for opening, cleaning, and closing facilities.

17. BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION to approve the following appointments through June 30, 2014:

A. 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

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

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

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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, 2014 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

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. 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.

D. DISTRICT HOMELESS LIAISON

To approve Debra Pappagallo, School Business Administrator, to serve as

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the district's homeless liaison through June 30, 2014.

18. PROFESSIONAL CONSULTANTS

- A. 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 remainder of the 2013-2014 school year. By statute these do not require bids but do require Political Contribution Disclosures.
- B. To approve the appointment of the following Brokers of Record for provision of employee contributions of 403(b) tax shelter annuities for the remainder of the 2013-2014 school year: AXA Equitable, MetLife, Valic

19. BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION to approve the following:

- A. **STANDARD OPERATING PROCEDURE MANUAL**
To approve the district's Standard Operating Procedure Manual through June 30, 2014.

B. **MULTI-YEAR PLANS**

To approve the following district's following previously approved multi-year plans:

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

20. 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 2015, 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 (2)

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General Account	President or Vice President, Board Secretary and Treasurer (3)
Petty Cash Account	Superintendent or Board President and Board Secretary (2)
Payroll Account	Treasurer and Board Secretary (2)
Payroll Agency Account	Treasurer and Board Secretary (2)
School Activity Accounts	Respective Principal and Board Secretary (2)

B. DESIGNATION OF OFFICIAL NEWSPAPERS/WEB SITE

That the *Asbury Park Press* is designated as the official newspaper of the district through January , 2015, 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 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 through the next reorganization meeting, January, 2015.

D. That the Board authorize Debra Pappagallo, School Business Administrator, to 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 through the next reorganization meeting, January, 2015.

E. BE IT RESOLVED 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 through the next reorganization meeting, January, 2015.

F. That the Board authorize the use of the Uniform Minimum Chart of Accounts for New Jersey Public Schools through the next reorganization meeting, January 2015.

21. HEARING OF THE PUBLIC

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22. OLD BUSINESS

23. NEW BUSINESS

24. EXECUTIVE SESSION

- A. Attorney/Client Privilege
- B. Pupil Personnel
- C. Personnel

25. ADJOURNMENT