RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
JANUARY 2, 2018

MINUTES

Call to Order – By the Board Secretary - 7:00 p.m. – Middle School Media Center

REORGANIZATION

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, 2017. 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 pm

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: Anne Amato
Janet H. Jones
Tom Labetti
1-Year Term: Dominic Kalorin

Roll Call of Membership for the 2018 Board of Education:
PRESENT: Anne Amato, Ben Forest, Janet Jones, Dominic Kalorin, Tom Labetti, Marjorie Lowe, Ann Roseman, Fred Stone, Suzanne Viscomi
ALSO PRESENT: Jared Rumage, Superintendent; Debra Pappagallo, Business Administrator/Board Secretary; Armen McOmber, Esq.

Board Members	Term Expires
Dominic Kalorin	2018
Ann Roseman	2018
Frederick Stone	2018
Ben Forest	2019
Marjorie Lowe	2019
Suzanne Viscomi	2019
Anne Amato	2020
Janet H. Jones	2020
Tom Labetti	2020

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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 8, 2016, in accordance with school law. There were nine polling districts at the following seven locations: 1 - Hook & Ladder Fire House., 2 – Red Bank Middle School., 3 – United Methodist Church, 4 - Trinity Episcopal Church, 5 – Calvary Baptist Church, 6 – Red Bank Senior Center and 7 - Red Bank Housing Authority.

The tally of votes, including absentee ballots, is as follows:
For membership in the Board of Education (three, three-year terms):

Name	Votes
• Tom Labetti	1428
• Janet H. Jones	1420
• Anne Amato	1405

For membership in the Board of Education (1 year unexpired term):

- Dominic Kalorin 70 (write-in)

3. ELECTION OF PRESIDENT

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

Motion by Ms. Roseman to nominate Fred Stone.
No further nominations.

Board Secretary asks for consent of nominee(s): "Do you consent to having your name placed in nomination for the office of Board President?" Nominee Dr. Stone accepted nomination.

Seeing no other nominations, Board Secretary requests motion to close nominations.
Motion by Ms. Jones, seconded by Mr. Forest, to close nomination.

VOICE VOTE:
AYES: Ms. Amato, Mr. Forest, Ms. Jones, Mr. Kalorin, Mr. Labetti, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: None ABSTENTIONS: None

ROLL CALL VOTE TO ELECT PRESIDENT:
AYES: Ms. Amato, Mr. Forest, Ms. Jones, Mr. Kalorin, Mr. Labetti, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: None ABSTENTIONS: None
Dr. Stone was elected as Board President and assumes chair of the meeting.
Dr. Stone thanked the Board for their confidence in him.

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4. ELECTION OF VICE PRESIDENT

Nominations for Vice President received by Dr.Stone:
Motion by Mr. Forest to nominate Ann Roseman.

Board Secretary asks for consent of nominee(s): "Do you consent to having your name placed in nomination for the office of Board Vice President?" Nominee Ms. Roseman accepts nomination.

Seeing no other nominations, Board Secretary requests motion to close nominations.
Motion by Ms. Jones, seconded by Mr. Forest, to close nomination.
VOICE VOTE:
AYES: Ms. Amato, Mr. Forest, Ms. Jones, Mr. Kalorin, Mr. Labetti, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: None ABSTENTIONS: None

ROLL CALL VOTE TO ELECT VICE PRESIDENT:
AYES: Ms. Amato, Mr. Forest, Ms. Jones, Mr. Kalorin, Mr. Labetti, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: None ABSTENTIONS: None

Ms. Roseman was elected as Board Vice President.

5. 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."

- Mr. Michael Ballard, 190 River Street, congratulated new Board Members along with Janet Jones and Tom Labetti for their continued service

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 matter is thoroughly reviewed by the Superintendent of Schools and, when necessary, other school district administrators. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, and if the circumstances permit, it is then referred to the appropriate committee of the Board of Education. The members of the Board committee work with the Administration and the Superintendent to assure its understanding of the matter. When the Board committee and the Superintendent are satisfied that it may be presented to the Board of Education, the matter is placed on the agenda at a public meeting.

All Board Members motioned to approve the following resolution by taking turns reading the Code of Ethics seconded by Ms.Viscomi:

7. 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.

Ms. Roseman motioned the following:

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.

Ms. Amato motioned the following:

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.

Mr. Labetti motioned the following:

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.

Miss Lowe motioned the following:

D. I will carry out my responsibility, not to administer the schools, but, with my fellow board members, see that they are well run.

Mr. Forest motioned the following:

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.

Ms. Viscomi motioned the following:

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.

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Dr. Stone motioned the following:

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.

Ms. Jones motioned the following:

H. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.

Mr. Kalorin motioned the following:

I. I will support and protect school personnel in the proper performance of their duties.

Ms. Roseman motioned the following:

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.

Ms. Amato motioned the following:

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.

Mr. Labetti motioned the following:

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.

VOICE VOTE:
AYES: Ms. Amato, Mr. Forest, Ms. Jones, Mr. Kalorin, Mr. Labetti, Miss Lowe,
Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: None ABSTENTIONS: None

ACKNOWLEDGEMENT OF RECEIPT OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS (The Board Secretary will distribute during the meeting for signatures.)

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

8. 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 2019 Reorganization Meeting:

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

9. SCHOOL BOARDS DELEGATE APPOINTMENT – *No one was named at this time.*
To approve the New Jersey and Monmouth County School Board Delegate, and the New Jersey and Monmouth School Board Alternate Delegate representatives through the next reorganization meeting, January 2019.

_____ Delegate
_____ Alternate Delegate

10. ESTABLISHMENT OF ANNUAL MEETING CALENDAR 2018
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 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

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BE IT FURTHER RESOLVED that the Board of Education will meet on the following dates:

Third Tuesday of each month in the Primary School Cafeteria, 222 River Street, 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 will be taken at these meetings.

January 16, 2018
February 20, 2018
March 13, 2018*
April 24, 2018* *Public Budget Hearing*
May 15, 2018
June 12, 2018
July 17, 2018* *Red Bank Middle School Media Center 101 Harding Road*
August 7, 2018* *Red Bank Middle School Media Center 101 Harding Road*
August 21, 2018* *5pm Board Retreat @ Red Bank Middle School Media Center 101 Harding Road*
September 25, 2018*
October 16, 2018
November 20, 2018
December 18, 2018
January 3, 2019* (*Reorganization Meeting – Thursday*) Open Session @ 7pm*

A Board Retreat will be held prior to the regular meeting on Wednesday, August 21, 2018 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.

11. ADOPTION OF SCHOOL POLICIES
That the Board re-adopt the Board Policies
ADOPTION OF ROBERT'S RULES OF ORDER
That the board adopts Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings through the next reorganization meeting January 2019.

13. BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION to approve the following appointments through the next reorganization meeting, January 2019:

A. APPOINTMENT OF THE BOARD SECRETARY
That the Board approves the appointment of Debra Pappagallo as the Board Secretary.

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B. APPOINTMENT OF THE ASSISTANT BOARD SECRETARY
That the Board approves the appointment of Martine Porcello as the Assistant Board Secretary.

C. APPOINTMENT OF THE Public Agency Compliance Officer (PACO)
That the Board approves the appointment of Debra Pappagallo as the Public Agency Compliance Officer.

D. 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.

E. 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.

F. 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.

G. 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 2018, 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 2019, with the following additional depositories authorized: Bank of America, Bank of NewYork, 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 (*Requires two signatures)*
General Account	President or Vice President, Board Secretary and Treasurer *(Requires three signatures)*
Petty Cash Account	Superintendent or Board President and Board Secretary *(Requires two signatures)*
Payroll Account	Treasurer and Board Secretary *(Requires two signatures)*
Payroll Agency Account	Treasurer and Board Secretary *(Requires two signatures)*
School Activity Accounts	Respective Principal or Vice Principal and Board Secretary (*Requires two signatures)*

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B. DESIGNATION OF OFFICIAL NEWSPAPERS/WEB SITE
That the *Asbury Park Press* is designated as the official newspaper of the District through January, 2019, 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 2019.

ROLL CALL VOTE:
AYES: Ms. Amato, Mr. Forest, Ms. Jones, Mr. Kalorin, Mr. Labetti, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: Ms. Viscomi on #10. ABSTENTIONS: None

I. 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."

II. SUPERINTENDENT REPORT
- Dr. Rumage welcomed Anne Amato and Dominic Kalorin, and congratulated Tom Labetti and Janet Jones.

A. Website Presentation – Dr. Rumage introduced Joseph Christiano, Director of Technology; and introduced Amanda Robles who gave an overview of the new District website.

III. ADJOURNMENT
At 7:33 pm Mr. Forest motioned, seconded by Ms. Jones, to adjourn.

VOICE VOTE:
AYES: Ms. Amato, Mr. Forest, Ms. Jones, Mr. Kalorin, Mr. Labetti, Miss Lowe, Ms. Roseman, Dr. Stone, Ms. Viscomi
NAYS: None ABSTENTIONS: None

Respectfully submitted,

Debra Pappagallo
Business Administrator/
Board Secretary