

**RED BANK REGIONAL HIGH SCHOOL
101 RIDGE ROAD
LITTLE SILVER, NEW JERSEY**

**REORGANIZATION MINUTES
JANUARY 3, 2024**

NOTICE

The reorganization meeting of the Red Bank Regional High School Board of Education will be held at 6:30 p.m. on Wednesday, January 3, 2024, in the board meeting room of the administration building at 101 Ridge Road, Little Silver, New Jersey.

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

"Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed by resolution adopted January 4, 2023. Notice of this meeting was published in the Asbury Park Press. Copies of the agenda for this meeting were also forwarded to the Borough Halls of Little Silver, Red Bank and Shrewsbury for posting."

PLEDGE OF ALLEGIANCE- Lead by the Board Secretary - 6:33pm

OATH OF OFFICE

The Oath of Office will be administered to the elected Board members, who represent the following constituent districts:

- | | | |
|-----------------|---------------|-------------|
| ● Jennifer Lipp | Shrewsbury | 3 year term |
| ● John Venino | Little Silver | 3 year term |
| ● Nicole Woods | Red Bank | 3 year term |

ROLL CALL OF THE 2024 MEMBERSHIP OF THE BOARD

Memone Crystian	December 2025
Emily Doherty	December 2025 (<i>absent</i>)
John Garofalo	December 2025
Tara Gibb	December 2024
Jennifer Lipp	December 2026
Ursula Henry	December 2024
Patrick Noble	December 2024
John Venino	December 2026
Nicole Woods	December 2026

Also in attendance:

Debra Pappagallo, School Business Administrator
Marci Mackolin, Attorney
Dr. Louis Moore, Superintendent
Jillian Doody, Student Representative (arrived 7:25pm)

1.1 ELECTION OF BOARD PRESIDENT

The Board Secretary calls for nominations for President.

Mr Garofalo nominated Mr. Noble - Seconded by Mrs. Lipp

Mr Noble accepted the nomination.

Motioned by Mrs. Gibb to close nominations and seconded by Mrs. Gibb.

Voice Vote to close nominations: *Ayes:* Mrs. Crystian, Mr. Garofalo, Mrs. Gibb, Mrs. Henry, Mrs Lipp, Mr. Noble, Mr. Venino, Mrs. Woods *Nays:* None *Absent:* Mrs. Doherty

Roll Call Vote for President: *Ayes:* Mrs. Crystian, Mr. Garofalo, Mrs. Gibb, Mrs. Henry, Mrs Lipp, Mr. Noble, Mr. Venino, Mrs. Woods *Nays:* None *Absent:* Mrs. Doherty

Mr. Patrick Noble was elected President of the Board of Education and conducted the remainder of the meeting.

1.2 ELECTION OF VICE PRESIDENT

Mr. Noble called for nominations for Vice-President of the Board of Education.

Mrs. Crystian nominated Mrs. Gibb - Second Mrs. Lipp

Mrs. Gibb accepted the nomination.

Motion by Mrs Lipp to close nominations and seconded by Mrs. Henry.

Voice Vote to close nominations: *Ayes:* Mrs. Crystian, Mr. Garofalo, Mrs. Gibb, Mrs. Henry, Mrs Lipp, Mr. Noble, Mr. Venino, Mrs. Woods *Nays:* None *Absent:* Mrs. Doherty

Roll Call Vote for Vice President: *Ayes:* Mrs. Crystian, Mr. Garofalo, Mrs. Gibb, Mrs. Henry, Mrs Lipp, Mr. Noble, Mr. Venino, Mrs. Woods *Nays:* None *Absent:* Mrs. Doherty:

Mrs. Gibb was elected Vice President of the Board of Education.

PUBLIC COMMENT ON AGENDA ITEMS (*Board Policy #0167 - Public & Executive Sessions*)

Per Board Bylaw #0167, any individual deciding to speak shall state their name and address. All comments will be directed to the presiding officer. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard. In the event it appears the public comment portions of the meeting may exceed thirty minutes, the presiding officer may limit each statement made by a participant to three minutes' duration.

Motioned by Mr. Garofalo, Seconded by Mrs. Henry that the Board of Education approve the following items 1.3 through 1.14

1.3 ADOPTION OF THE NEW JERSEY SCHOOL BOARD MEMBER CODE OF ETHICS

RESOLVED: that the New Jersey School Boards Association “Code of Ethics” shall be considered the official Code of Ethics of the Red Bank Regional High School Board of Education:

CODE OF ETHICS

- 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.
- 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.
- I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- 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.
- 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.
- 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.
- I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I will support and protect school personnel in proper performance of their duties.
- 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.

ACKNOWLEDGEMENT OF RECEIPT OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS. (The Business Administrator will distribute at the meeting for signatures.)

1.4 COMMITTEE APPOINTMENTS

BE IT RESOLVED by the Red Bank Regional High School Board of Education to approve the Board President to make committee appointments as appropriate through the January 2025 Reorganization Meeting for the following Committees:

Buildings and Grounds
Curriculum and Assessment
Finance and Planning
Negotiations
Policy

1.5 SCHOOL BOARDS DELEGATE APPOINTMENT

Recommended that the Board 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 2025.

Memone Crystian

Delegate

Tara Gibb

Alternate Delegate

1.6 ADOPTION OF SCHOOL POLICIES

Recommended that the Board discuss and re-adopt all Board Policies.

1.7 ADOPTION OF ROBERT'S RULES OF ORDER

Recommended that the board adopt Robert's Rules of Order as the official parliamentary procedure manual to be used to conduct meetings through the next reorganization meeting January 2025.

1.8 ESTABLISHMENT OF ANNUAL MEETING CALENDAR - 2024

Recommended that the Board of Education approve the following annual meeting calendar in accordance with the Open Public Meetings Act, NJSA 10:4-18:OPEN PUBLIC MEETINGS ACT

WHEREAS the Red Bank Regional High School 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 Regional High School 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

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

That the public meetings of the Red Bank Regional High School Board of Education will commence at 7:30 p.m. on the first and third Wednesday of each month, with exceptions noted. Closed Session meetings will commence at 6:30 p.m., and these meetings will be held in the Board Meeting Room of the Administration Building, unless otherwise noted, at 101 Ridge Road, Little Silver, New Jersey, as listed. Formal action may be taken at all meetings.

January 17, 2024
February 21, 2024
March 6, 2024
March 19, 2024 - *Tuesday
April 10, 2024
*April 24, 2024 Public Budget Hearing
May 15, 2024
June 12, 2024
July 24, 2024
*August 7, 2024 Board Retreat (6:00pm)
August 21, 2024
September 18, 2024
October 1, 2024 *Tuesday
October 16, 2024
November 13, 2024
December 11, 2024
January 2, 2025 * Thursday Reorganization (6:30pm Public)

A Board Retreat will be held on Wednesday, August 7, 2024 at 6:00 pm. The agenda to the extent known consists of a discussion of the Board of Education roles and responsibilities. Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

1.9 OFFICIAL NEWSPAPER

Recommended that the Board of Education approve the following:

WHEREAS; the Red Bank Regional High School Board of Education is required to designate an official newspaper for the advertisement of all legal notices,

NOW, THEREFORE, BE IT RESOLVED: That the Asbury Park Press be designated as the official newspaper for the advertisement of all legal notices effective January 3, 2024 and to serve until the next Reorganization meeting in January, 2025.

1.10 TRANSFER AUTHORITY

Recommended that the Board authorize Debra Pappagallo, School Business Administrator/Board Secretary and Kimberly Kelly, Asst. Business Administrator/Assistant Board Secretary to effect wire transfers between financial institutions as necessary in the course of Board of Education business.

1.11 REQUESTOR OF FEDERAL FUNDS

Recommended that the Superintendent of Schools and the School Business Administrator/Board Secretary for the Red Bank Regional High School 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.

1.12 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 \$44,000*), 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 \$6,600*) 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 Red Bank Regional High School, pursuant to the statutes cited above hereby appoints Debra Pappagallo through the next reorganization meeting, January 2025 as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Board of Education, and

BE IT FURTHER RESOLVED that Debra Pappagallo is hereby authorized to award contracts on behalf of the Board of Education that are in the aggregate less than 15% of the bid threshold (*Currently \$6,600*) 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 when contracts in the aggregate exceed 15% of the bid threshold (*Currently \$6,600*) but are less than the bid threshold of *\$44,000*.

1.13 DEPOSITORY OF SCHOOL FUNDS

Recommended that the Board of Education approve the following:

WHEREAS; the Red Bank Regional High School Board of Education deems it advisable to designate a depository of all school funds.

NOW, THEREFORE, BE IT RESOLVED: That TD Bank be so designated effective January 3, 2024 until the next Reorganization meeting, and

BE IT FURTHER RESOLVED: That additional depository for investment purposes be designated as *Citizens Savings Bank (formally Investors)*, effective January 3, 2024 until the next Reorganization meeting.

1.14 AUTHORIZE ACCOUNT SIGNATURES

Recommended that the Board of Education approve the following:

RESOLVED that the Red Bank Regional High School Board of Education hereby authorizes the following signatures on the accounts maintained by the Board of Education:

Athletic Account	School Business Administrator (required) Assistant Principal or Athletic Director <i>(Requires two signatures)</i>
Cafeteria Account	School Business Administrator Superintendent <i>(Requires one signature)</i>
Capital Projects Account	Board President or Vice President School Business Administrator Superintendent <i>(Requires three signatures)</i>
General Operating Account	Board President or Vice President School Business Administrator Superintendent <i>(Requires three signatures)</i>
Payroll Account	School Business Administrator Superintendent <i>(Requires one signature)</i>
Payroll Agency Account	School Business Administrator Superintendent <i>(Requires two signatures)</i>
Petty Cash Account	School Business Administrator Superintendent <i>(Requires two signatures)</i>
Scholarship Fund/Account	School Business Administrator Superintendent <i>(Requires two signatures)</i>
Student Activities Account	Principal Assistant Principal Athletic Director <i>(Requires two signatures)</i>

Roll Call Vote: *Ayes:* Mrs. Crystian, Mr. Garofalo, Mrs. Gibb, Mrs. Henry, Mrs Lipp, Mr. Noble, Mr. Venino, Mrs. Woods *Nays:* None *Absent:* Mrs. Doherty

PUBLIC COMMENT (*Board Policy #0167 - Public & Executive Sessions*)

Per Board Bylaw #0167, any individual deciding to speak shall state their name and address. All comments will be directed to the presiding officer. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard. In the event it appears the public comment portions of the meeting may exceed thirty minutes, the presiding officer may limit each statement made by a participant to three minutes' duration.

- Kevin Acky, *Little Silver* - Congratulations to the new Board of Education Members, thanked the board for everything they do and wished good luck in the new year.

ETHICS TRAINING and STRATEGIC PLANNING

- NJ School Boards Association

ADJOURNMENT - 9:02pm

There being no other business to come before the board, a motion to adjourn the meeting was moved by Mrs. Crystian and seconded by Mrs. Gibb .

Voice Vote: *Ayes:* Mrs. Crystian, Mr. Garofalo, Mrs. Gibb, Mrs. Henry, Mrs Lipp, Mr. Noble, Mr. Venino, Mrs. Woods *Nays:* None *Absent:* Mrs. Doherty

Respectfully submitted,

Debra Pappagallo
School Business Administrator/Board Secretary

NEXT PUBLIC BOARD MEETING IS SCHEDULED FOR: January 17, 2024