

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
MARCH 18, 2014

MINUTES

Call to Order – 7:30 p.m. – Primary School Cafeteria

SUNSHINE STATEMENT

Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed by resolution adopted January 7, 2014. 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

PRESENT: Jill Burden, Ben Forest, Janet Jones, Marjorie Lowe, Carrie Ludwikowski, Ann Roseman, Fred Stone, Suzanne Viscomi

ABSENT: Peter Noble

ALSO PRESENT: Harold Reid, Interim Superintendent; Debra Pappagallo, Business Administrator/Board Secretary; Peter Sokol, Esq.

FLAG SALUTE

Mr. Forest led the Salute to the Flag.

I. SUPERINTENDENT'S REPORT

- A. Chief School Administrator's Evaluation - Kathy Winecoff addressed the Board on timelines and process.
- B. Board of Education Self Evaluation - Kathy Winecoff addressed the Board on timelines and process
- C. Revised School Calendar 2013-2014 - Mr. Reid reported on the revised school calendar revisions due to emergency closure days.
- D. Preliminary Budget Presentation 2014-2015-Mrs. Pappagallo presented the Preliminary Budget which was accompanied by questions and answers by the Board and Mrs. Pappagallo.

II. PRESIDENT'S REPORT

- A. Recently Passed Board Member – Grace T. Costa – Mr. Forest reported that he attended the services for Mrs. Costa.
- B. Mr. Forest reported that Mr. Noble was still in the Hospital.
- C. Superintendent's Search Update- Mr. Forest reported that the Board continues to make progress.

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C. Committee Reports

- Ms. Ludwikowski gave an overview on Curriculum
- Dr. Stone reported on Policy
- Ms. Roseman gave an update on Community Relations
- Ms. Jones reported on Facilities
- Ms. Viscomi reported on Finance

III. 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 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.

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:

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

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3406. TRAVEL

Name	Date/Time	Location	Fee	Theme	Account #
Kim Rosas	04/07/2014 8:00 a.m. – 3:00 p.m.	Atlantic Highlands, NJ	\$0.00	PARCC Pilot	NA
Kim Rosas	04/24/2014 9:30 a.m. – 11:30 a.m.	Trenton, NJ	\$0.00	Partnership to Improve Student Achievement in Physical Science: Integrating STEM (PISA2)	NA
Tom Berger	04/14/14 & 04/15/14 8:00 a.m. – 9:00 p.m.	Atlantic City, NJ	\$100.00 Reg. \$99.00 Total Per Diem	NJ School Building & Grounds Association (NJSBGA) 18 th Annual Conference/ Expo	11-000-261-800-005
Debra Pappagallo	06/03/14 8:00 a.m. – 9:00 p.m.	Atlantic City, NJ	\$150.00 Reg.	NJ Association of School Business Officials (NJASBO)	11-000-251-890-000

3407. APPROVAL OF BOARD MINUTES

To approve the minutes from the January 7, January 27, January 28, February 5, February 10, February 11, February 18, 2014 Board meetings.

3408. USE OF FACILITIES

To approve the one-time and recurring building use requests as reviewed and approved by the Superintendent, Facilities Committee Chairperson and Committee.

All organizations have been advised of the Board’s policy regarding security and fees where necessary and appropriate. All organizations requesting service have valid certificates of insurance on file.

3409. BILLS PAYMENT

To approve payment of final bills for February 2014 and for bills as of March 2014.

3410. BUDGET TRANSFERS

To ratify any budget transfers effective January 2014 per the transfer report.

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3411. APPROVAL OF SECRETARY/TREASURER’S REPORT

Pursuant to 18A:6-59

Approve the January 2014 Report of the Treasurer and the January 2014 Report of the Secretary as being in balance for the month.

AND BE IT FURTHER RESOLVED that the above reports be accepted as submitted and that no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district financial obligations for the remainder of the fiscal year.

3412. SETTLEMENT AGREEMENT

RESOLVED by the Red Bank Board of Education (hereinafter referred to as the “Board”) that the terms, stipulations and conditions as established in the Settlement Agreement between the Board and R.S. on behalf of M.S., which is annexed to this Resolution, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the Settlement Agreement, and any other documents necessary to effectuate the settlement.

3413. BUDGET ADJUSTMENT 2014-2015 – ENROLLMENT

RESOLVED that the Red Bank Board of Education includes in the proposed budget, the adjustment for enrollment in the amount of \$590,349.00. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

3414. BUDGET ADJUSTMENT 2014-2015 – HEALTH BENEFITS

RESOLVED that the Red Bank Board of Education includes in the proposed budget, the adjustment for increases costs of health benefits in the amount of \$82,456.00. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

3415. BUDGET ADJUSTMENT 2014-2015 – BANKED CAP

RESOLVED that the Red Bank Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.3(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$366,661.00 for the purposes of PARCC Implementation Requirements & Contractual Obligations.. The district intends to complete said purposes by June 2015.

3416. TRAVEL AND RELATED EXPENSE REIMBURSEMENT 2014-2015

WHEREAS, the Red Bank Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

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WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150.00 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$150,000.00 for all staff and board members.

3417. ADOPTION OF TENTATIVE BUDGET 2014-2015

BE IT RESOLVED that the tentative budget be approved for the 2014-2015 School Year using the 2014-2015 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2014-2015 Total Expenditures	\$17,979,018	\$5,520,870	\$485,875	\$23,985,763
Less: Anticipated Revenues	\$3,489,561	\$5,520,870	\$685	\$9,011,116
Taxes to be Raised	\$14,489,457	\$0	\$485,190	\$14,974,647

And to advertise said tentative budget in the Asbury Park Press in accordance with the form suggested by the State Department of Education and according to law; and

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BE IT FURTHER RESOLVED, that a public hearing be held at the Red Bank Primary School, 222 River Street, Red Bank, New Jersey on April 29, 2014 at 7:30 PM for the purpose of conducting a public hearing on the budget for the 2014-2015 School Year.

3418. HVAC REPLACEMENT GRANT

That the Board of Education is authorizing execution and delivery of the Grant Agreement for State Project # 4360-075-14-1001-G04, for the HVAC replacement at the Red Bank Primary School located at 222 River Street, Red Bank, NJ as part of the Red Bank Borough School District in Monmouth County.

3419. HVAC REPLACEMENT GRANT

That the Board of Education authorizes Delegation of Authority to the School Business Administrator for supervision of the School Facilities Project, State Project # 4360-075-14-1001-G04, for the HVAC replacement at the Red Bank Primary School located at 222 River Street, Red Bank, NJ as part of the Red Bank Borough School District in Monmouth County.

3420. HVAC REPLACEMENT GRANT

That the Board of Education authorize the use of unanticipated insurance proceeds in the amount of \$728,716.00 to fund the local share of State Project # 4360-075-14-1001-G04, for the HVAC replacement at the Red Bank Primary School located at 222 River Street, Red Bank, NJ as part of the Red Bank Borough School District in Monmouth County.

3421. HVAC REPLACEMENT GRANT

That the Board Authorize the Business Administrator to Advertise for Bids for the HVAC replacement at the Red Bank Primary School located at 222 River Street, Red Bank, NJ for State Project # 4360-075-14-1001-G04

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:

4982. That the Board approves the appointment of *Claudia Mosquera* as District Social Worker (replacing Maura Connor), at an MA Step 2 prorated annual salary of \$50,140.00, effective April 21, 2014 through June 30, 2014.

4983. That the Board approves an unpaid family leave of absence (FMLA) for *Adam Merklinger*, February 27, 2014 through March 7, 2014.

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- 4984.** That the Board approves the following professional development tuition reimbursements as per contract.

<i>Shary Ashe</i>	Rider University English as a Second Language Literacy and Bilingual/Bicultural Child Course #READ508 3 credits @ \$566.66 Spring 2013	\$1,699.98
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<i>Rachel Lella</i>	Rutgers University Dissertation Study Course #15:255:700 6 credits @ \$648.00 Fall 2013	\$3,888.00
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- 4985.** That the Board approves an unpaid maternity leave for *Kim Stiles* for the 2014-2015 school year.

- 4986.** That the Board approves nine (9) additional days for Pam Brett, Mathematics Consultant, to support teachers in preparation for the 2014 NJ ASK at the negotiated rate of \$40.00 per hour. Account # 20-233-200-300-004 Title I

- 4987.** That the Board accepts the resignation of *Rosario Ippolito*, for the purpose of retirement, effective October 1, 2014.

- 4988.** That the Board approves the reappointment of *Mary Pat Buckley* as a Primary School Instructional Assistant (replaced Dena Russo), at the prorated Step 2 annual salary of \$25,405.00, plus a prorated \$2,000.00 stipend for holding a degree, and a prorated \$400.00 stipend for holding a teaching certificate, effective March 21, 2014 through June 30, 2014.

- 4989.** That the Board extends the appointment of *Katie Muller* (replacing Jody Tyson) as Kindergarten teacher to April 7, 2014, originally approved through April 2, 2014.

- 4990.** That the Board approves the reappointment of *Katie Muller* as a Primary School Instructional Assistant (replaced Jody Tyson), at the prorated Step 5 annual salary of \$25,780.00, plus a prorated \$2,000.00 stipend for holding a degree, and a prorated

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\$400.00 stipend for holding a teaching certificate, effective April 8, 2014 through June 30, 2014.

EXTRA WORK/EXTRA PAY

4991. That the Board approves the following staff members as Primary School ELL Parent Advisory Night facilitators to present at the Assessment Strategy Fair on Tuesday, March 18, 2014, for up to 3 hours each, at the stipulated negotiated contractual rate of \$32.00 per hour. Account # 20-233-200-100-PI1 (Title 1)

Kelly Brinton Erika Goldman Nicole Matarazzo Lucia Oubina

4992. That the Board approves the following staff members as Primary School ELL Parent Advisory facilitators to present at the Storytelling with Dr. Marie Barbosa on Wednesday, April 9, 2014, for up to 2 hours each, at the stipulated negotiated contractual rate of \$32.00 per hour. Account # 20-233-200-100-PI1 (Title 1)

Patricia George Anne Szczurek Beth Moran Kelly Brinton

4993. That the Board approves the following staff members as Primary School ELL Parent Advisory Facilitators to present at the Parent University Night on Tuesday, May 27, 2014, for up to 3 hours each, at the stipulated negotiated contractual rate of \$32.00 per hour. Account # 20-233-200-100-PI1 (Title 1)

*Patricia George Nicole Matarazzo Lucia Oubina Dena Russo
 Erika Goldman Beth Moran Jacqueline Rivera Ann Szczurek*

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:

6342. 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)
PTO	Count Basie Theatre, Red Bank, NJ (All Grade 2 and Grade 3 classes)	04/11/2014

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PTO	Good Sports, Wall, NJ (All Kindergarten and Grade 1 Classes)	05/30/2014
PTO	Good Sports, Wall, NJ (All – Grade 2 and Grade 3 classes)	06/06/2014

- 6343.** That the Board approves the revision to the 2013-2014 school calendar allowing two additional days for staff and students on Monday, June 23 and Tuesday, June 24, 2014 to make up for snow days not built into the school calendar.
- 6344.** That the Board authorizes the Superintendent to submit the 2014 NJ School Health Curriculum Grant in order to integrate and enhance the evidence-based and innovative character and relationship curricula beginning with the 2014 – 2015 school year.

BYLAWS OF THE BOARD – 9000

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

9002. That the Board approves the following policy for second reading and adoption:

BYLAWS and POLICIES

RESOLVED, that the bylaws and policies printed and codified in the comprehensive document entitled “Bylaws and Policies of the Red Bank Borough Board of Education” are hereby adopted and that all bylaws and policies heretofore adopted by the Red Bank Borough Board of Education and inconsistent with the bylaws and policies hereby adopted are hereby rescinded, and be it further

RESOLVED, that in the event any policy, part of a policy or section of the bylaws is judged to be inconsistent with law or inoperative by a court of competent jurisdiction or is invalidated by a policy or contract duly adopted by this Board, the remaining bylaws, policies, and parts of policies shall remain in full effect.

ROLL CALL VOTE:

AYES: Mrs. Burden, Mr. Forest, Ms. Jones, Miss Lowe, Ms. Luwickowski, Ms. Roseman, Dr. Stone, Ms. Viscomi

NAYS: None ABSTENTIONS: None ABSENT: Mr. Noble

VI. HEARING OF THE PUBLIC - None

VII. OLD BUSINESS - None

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VIII. NEW BUSINESS

- Mr. Forest stated that he prefers doing the CSA evaluation as a narrative rather than an on-line evaluation. Most members agreed.

IX. EXECUTIVE SESSION

At 9:32 pm Ms. Ludwikowski motioned, seconded by Ms. Roseman, to convene in Executive Session.

A. Superintendent Search Update

VOICE VOTE:

AYES: Mrs. Burden, Mr. Forest, Ms. Jones, Miss Lowe, Ms. Ludwikowski, Ms. Roseman, Dr. Stone, Ms. Viscomi

NAYS: None ABSTENTIONS: None ABSENT: Mr. Noble

X. RETURN TO PUBLIC SESSION 9:32pm

ROLL CALL

PRESENT: Jill Burden, Ben Forest, Janet Jones, Marjorie Lowe, Carrie Ludwikowski, Ann Roseman, Fred Stone, Suzanne Viscomi

ABSENT: Peter Noble

ALSO PRESENT: Harold Reid, Interim Superintendent; Debra Pappagallo, Business Administrator/Board Secretary; Peter Sokol, Esq.

XI. ADJOURNMENT

At 9:32 pm Ms. Viscomi motioned, seconded by Ms. Jones, to adjourn.

VOICE VOTE:

AYES: Mrs. Burden, 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