

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

**CALL TO ORDER** – 5:42 PM – Board Retreat, 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* 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: Ben Forest, Janet Jones, Marjorie Lowe, Peter Noble, Ann Roseman, Fred Stone

ABSENT: Jill Burden (arrived 5:55 pm), Carrie Ludwikowski (arrived 5:45 pm),  
Suzanne Viscomi (arrived 5:56 pm)

ALSO PRESENT: Laura C. Morana, Superintendent; Debra Pappagallo, Business Administrator/Board Secretary; Kathy Winecoff, NJSBA Field Representative

**FLAG SALUTE**

Mr. Forest led the Salute to the Flag.

**BOARD RETREAT**

- Ms. Winecoff distributed the Retreat Package and led the Retreat and discussion and the review of the Board Self Evaluation.
- The Board also discussed goals for the incoming Interim Superintendent.
- At the end of the Retreat, Ms. Winecoff presented a proposal for services for New Jersey School Boards to facilitate a superintendent search.

Mr. Forest exited the meeting 6:50pm and returned at 6:55pm. Ms. Jones left the meeting at 6:50pm.

Following the Board Retreat, a recess was taken; and then the Board returned and the meeting was called to order at 7:10 pm.

**ROLL CALL**

PRESENT: Ben Forest , Marjorie Lowe, Peter Noble, Ann Roseman, Fred Stone, Suzanne Viscomi

ABSENT: Jill Burden (arrived 7:11pm,) Janet Jones, Carrie Ludwikowski (arrived 7:11 pm)

ALSO PRESENT: Laura C. Morana, Superintendent; Debra Pappagallo, Business Administrator/Board Secretary; Peter Sokol, Esq.; Eric Harrison, Esq.

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

**I. EXECUTIVE SESSION**

Dr. Stone motioned, seconded by Ms. Roseman, to convene in Executive Session

- A. Special Education Cases
- B. Personnel

**VOICE VOTE:**

AYES: Mr. Forest, Miss Lowe, Mr. Noble, Ms. Roseman, Dr. Stone, Ms. Viscomi

NAYS: None                    ABSTENTIONS: None

ABSENT: Mrs. Burden (arrived 7:11pm.), Ms. Jones, Ms. Ludwikowski (arrived 7:11pm)

**RETURN TO PUBLIC SESSION**

Following Executive Session, at 7:47 pm the Board took a recess before convening in Public Session.

**CALL TO ORDER** – 8:00 p.m.

**SUNSHINE STATEMENT**

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**ROLL CALL**

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

ABSENT: Ms. Jones, Mr. Noble (left 7:58)

ALSO PRESENT: Laura C. Morana, Superintendent; Peter Sokol, Esq., Debra Pappagallo, Business Administrator/Board Secretary

**II. PRESIDENT'S REPORT**

- A. Moment of Silence in Remembrance of September 11, 2001.

**III. SUPERINTENDENT'S REPORT**

- A. Opening of School Report - Dr. Morana reported that the Technology and Maintenance/Custodial staff dedicated their time over the weekend to ensure a smooth school opening. Both schools were extremely organized and students were welcomed and ready for their first day.

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

- B. Enrollment – Dr. Morana reported that Kindergarten has the highest enrollment per class and the other grades are experiencing class sizes of 18-22. The Middle School blocks fluctuate. In total we are right in-line with our projections and have a total enrollment of 1393.
- C. Partnership with Rutgers University -The official announcement was made with the agencies and districts listed.
- D. Quality Single Accountability Continuum (QSAC) - Dr. Morana reported that every district gets monitored through QSAC every three years. There will be a QSAC committee that will meet throughout September all the way through January. We are scheduled for the QSAC on-site visit in January. Certain deadlines must be met as far as submission of Statement of Assurances and District Performance Reviews. Board Members were asked to volunteer for the Committee. Dr. Stone and Miss Lowe volunteered for the Committee.

At this time Mr. Forest extended his thanks and appreciation to Dr. Morana as she will be retiring on September 30<sup>th</sup>.

**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 with a total public participation not exceeding 60 minutes.”

- Ms. Stacy Sherwood, President of the Red Bank Borough Education Association (RBBEA) on behalf of the RBBEA; Ms. Sherwood thanked Dr. Morana for her exemplary work, commitment, and dedication to the district.

Dr. Morana stated Ms. Sherwood was a great partner and thanked her for her compliment.

**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.

RED BANK BOROUGH BOARD OF EDUCATION  
 RED BANK, NEW JERSEY  
 BOARD OF EDUCATION  
 PUBLIC MEETING  
 SEPTEMBER 11, 2013

MINUTES

**IV. ACTION AGENDA**

*This item was taken separately:*

**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:

Ms. Roseman motioned, seconded by Dr. Stone

4832. That the Board accepts with regret the resignation of Laura C. Morana, Superintendent of Schools, for the purpose of retirement, effective September 30, 2013.

**ROLL CALL VOTE:**

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

NAYS: None      ABSTENTIONS: None      ABSENT: Ms. Jones, Mr. Noble

**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:

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

**3335. TRAVEL**

Name	Date/Time	Location	Fee	Theme	Account #
Laura Morana	09/17/13 & 09/18/13 8:00 a.m. – 5:00 p.m.	Miami, FL	\$0.00	Invitation to the National Forum on Hispanic Early Learners Sponsored by the President’s Education Commission	NA
Debra Pappagallo	09/17/13 10:00 a.m. – 3:00 p.m.	Long Branch, NJ	\$0.00	QSAC Training/Technical Assistance Training	NA
Kimberly Rosas	09/17/13 10:00 a.m. – 3:00 p.m.	Long Branch, NJ	\$0.00	QSAC Training/Technical Assistance Training	NA
Catherine Jasionowski	09/18/13, 01/15/14 & 03/26/14 8:00 a.m. – 3:00 p.m.	Howell, NJ	\$0.00	Tools of the Mind (TOM) PreK Year 2 Training	NA

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

Katie Muller	09/18/13, 01/19/14 & 03/26/14 8:00 a.m. – 3:00 p.m.	Howell, NJ	\$0.00	Tools of the Mind (TOM) PreK Year 2 Training	NA
Morgan Cassella	09/17/13, 10/22/13, 11/19/13, 12/17/13, 01/28/14, 02/25/14, 03/25/14, 04/29/14, & 05/27/14	Trenton, NJ	\$0.00	Preschool Master Teacher Seminars	NA
Colleen DeFilippis	09/18/13, 01/15/14 & 03/26/14 8:00 a.m. – 3:00 p.m.	Howell, NJ	\$0.00	Tools of the Mind (TOM) PreK Year 2 Training	NA
Rebecca Schwartz	09/18/13, 01/15/14 & 03/26/14 8:00 a.m. – 3:00 p.m.	Howell, NJ	\$0.00	Tools of the Mind (TOM) PreK Year 2 Training	NA
Laura Morana	09/19/13 9:00 a.m.	Jackson, NJ	\$0.00	NJ Department of Education Commissioner's Convocation	NA
Laura Morana	09/19/13 2:00 p.m. – 4:00 p.m.	Trenton, NJ	\$0.00	NJ Council for Young Children Steering Committee Meeting	NA
Tom Berger	09/26/13 8:30 a.m. – 12:00 p.m.	Colts Neck, NJ	\$0.00	Global Harmonized System (GHS) HazCom Compliance Workshop	NA
Michael Isley	09/26/13 8:30 a.m. – 12:00 p.m.	Colts Neck, NJ	\$0.00	Global Harmonized System (GHS) HazCom Compliance Workshop	NA
Lucia Oubina	09/27/13, 01/31/14 & 05/02/14 8:30 a.m. – 3:30 p.m.	Trenton, NJ	\$0.00	Tools of the Mind (TOM) PreK Year 2 Training	NA
Krishna Tyler	09/27/13, 01/31/14 & 05/02/14 8:30 a.m. – 3:30 p.m.	Trenton, NJ	\$0.00	Tools of the Mind (TOM) PreK Year 2 Training	NA
Greta Walsh	09/27/13, 01/31/14 & 05/02/14 8:30 a.m. – 3:30 p.m.	Trenton, NJ	\$0.00	Tools of the Mind (TOM) PreK Year 2 Training	NA
April Matera	10/03/13, 01/09/14 & 04/30/14 8:00 a.m. – 3:30 p.m.	Howell, NJ	\$0.00	Tools of the Mind (TOM) PreK Year 1 Training	NA
Kim Terry	10/03/13, 01/09/14 & 04/30/14 8:00 a.m. – 3:30 p.m.	Howell, NJ	\$0.00	Tools of the Mind (TOM) PreK Year 1 Training	NA

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

Cheryl Cuddihy	10/10/13, 12/16/13 & 04/30/14 8:00 a.m. -3:00 p.m.	Princeton, NJ	\$0.00	Tools of the Mind (TOM) Kindergarten Year 1 Training	NA
Morgan Cassella	10/11/13 9:30 a.m. – 2:30 p.m.	Trenton, NJ	\$0.00	Veteran Preschool Intervention & Referral Team (PIRT)	NA
Danielle Yamello	10/11/13 9:30 a.m. – 2:30 p.m.	Trenton, NJ	\$0.00	Veteran Preschool Intervention & Referral Team (PIRT)	NA
Mary Valdivia	10/24/13, 01/17/14, 04/07/14 & 06/13/14	Trenton, NJ	\$0.00	NJ DOE District Early Childhood Education Supervisors' Meeting	NA
Crystal Hackett	11/14/13 9:00 a.m. – 2:00 p.m.	Monroe Twp., NJ	\$0.00	Teaching Social Skills	NA
Sara Herrlich	11/14/13 9:00 a.m. – 2:00 p.m.	Monroe Twp., NJ	\$0.00	Teaching Social Skills	NA
Debra Pappagallo	11/15/13, 01/14/14, 03/28/14 & 05/30/14	Various locations	\$0.00	Monmouth & Ocean County Shared Services Insurance Fund Meeting	NA

**3336. NON-RESIDENT STAFF CHILDREN**

That the Board approves the district attendance of non-resident staff children in accordance with Red Bank Borough Board of Education Policy 5118, for the 2013-2014 school year:

Student ID #	School
10991	PreK
18043	Kindergarten

**3337. BUDGET TRANSFERS**

To ratify any budget transfers effective June 2013 per the transfer report.

**3338. APPROVAL OF SECRETARY/TREASURER'S REPORT**

*Pursuant to 18A:6-59*

Approve the unaudited June 2013 Report of the Treasurer and the unaudited June 2013 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.

**3339. ACCEPTANCE OF FUNDS**

That the Board accepts the final payment for the Middle School Renovation Project #G5-0142, in the amount of \$436,124.73 from the NJ School Development Authority.

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

**3340. ACCEPTANCE OF FUNDS**

That the Board accepts financial support from the New Jersey Education Association's PRIDE Grant in the amount of \$6,317.00, for the period of September 1, 2013 through November 30, 2013, to the support the following school events:

Middle School Community Barbeque  
Primary School Movie Night  
Primary School Fall Harvest Festival

3341. BE IT 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 and Release between the Board and the parents of student ID#72316, 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 Release, and any other documents necessary to effectuate the settlement.

**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:

4809. That the Board approves the revision to the effective date of the appointment of *Cheryl Cuddihy*, Primary School Vice-Principal/Supervisor of ESL/Bilingual/World Languages Program, from September 1, 2013 to August 21, 2013 through June 30, 2014.
4810. That the Board approves the appointment of *Courtney Matthaei* as part-time Coordinator of Special Education, at the per diem rate of \$400.00, not to exceed \$16,000.00, effective September 11, 2013 through June 30, 2014. Account #11-000-221-102-004
4811. That the Board approves the appointment of *Kelly Rears* as Middle School Grade 4 long-term replacement teacher (replacing Samantha Arauz), at a BA+30 Step 4-5 annual salary of \$50,145.00, effective September 1, 2013 through December 20, 2013. Account #11-120-100-101-002
4812. That the Board approves the appointment of *Rosalyn Giallanza* as Primary School Spanish teacher, at a BA+30 Step 1 annual salary of \$49,140.00, effective September 1, 2013 through June 30, 2014. Account # 50% 11-110-100-101-WL1 and 50% 11-120-100-101-WL2
4813. That the Board approves the appointment of *Alexandra Balsamo* as Middle School Grade 4 teacher, at an MA Step 12 annual salary of \$56,600.00, effective September 1, 2013 through June 30, 2014. Account #11-120-100-101-002

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

4814. That the Board approves the appointment of *Kim Terry* as PreK Instructional Assistant (replacing Diana Archila), at a Step 1 annual salary of \$25,255.00, effective September 1, 2013 through June 30, 2014. Account #20-218-100-106-P14
4815. That the Board approves the appointment of *Elizabeth Ford* as PreK lunch aide (replacing Anisha John), Middletown, at the rate of \$12.30 per hour, not to exceed 4 hours per day, 5 days per week, effective September 1, 2013 through June 30, 2014. Account #20-218-200-110-014
4816. That the Board approves the transfer of *Anisha John*, PreK lunch aide (replacing Kim Terry), from Middletown to Red Bank Regional High School, no change in hourly rate, effective September 1, 2013 through June 30, 2014.
4817. That the Board accepts the resignation of *Melissa Osmun*, Grade 8 English teacher, effective August 31, 2013.
4818. That the Board accepts the resignation of *Adam Schoenfeld*, Band Director, effective October 26, 2013, or sooner if a replacement is found.
4819. That the Board approves the following adjustment to the annual salary for *Sharyn Lynch*, Primary School Grade 2 Teacher, to reflect master's degree, for the 2013-2014 school year, as follows:
- FROM: BA Step 1 \$47,140.00  
TO: MA Step 1 \$50,140.00
4820. That the Board approves the movement on grade and salary for the following staff members, effective September 1, 2013 through June 30, 2014.
- Jackie Rivera*  
FROM: MA Step 10 \$53,050.00  
TO: MA+15 Step 10 \$54,050.00
- Danielle Yamello*  
FROM: MA Step 10 \$53,050.00  
TO: MA+15 Step 10 \$54,050.00
4821. That the Board approves a one day unpaid leave of absence for *Tina Hartman* on September 13, 2013.
4822. That the Board approves the following as Guest Teachers for the 2013-2014 school year.

*Julisa Frazier*  
*Christina Katruk*

*Daniel Lotito*  
*Andrew Sharkey*



RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

4823. That the Board approves the following professional development tuition reimbursements as per contract.

*Lucia Oubina*                      Rider University                      \$1,878.00  
ESL Certification  
Introduction to Linguistics and Psycholinguistics  
Course #EDUC521  
3 credits @ \$626.00  
Summer 2013

*Sharyn Lynch*                      Rider University                      \$700.00  
ESL Certification  
Introduction to Linguistics and Psycholinguistics  
Course #EDUC521  
3 credits  
Summer 2013

4824. That the Board approves the revision to the effective date of the appointment of *Nicole Freitas*, Middle School Grade 8 Language Arts Literacy teacher, from September 1, 2013 to September 16, 2013 through June 30, 2014.

**EXTRA WORK/EXTRA PAY**

4825. That the Board approves the following staff members' participation in a community event sponsored by Pilgrim Baptist Church, Tools 4 Schools Program, Saturday, August 24, 2013, not to exceed 5 hours each, at the stipulated negotiated contractual rate of \$32.00 per hour. Account #Title I 20-233-200-100-PI1

*Jana Diamond*                      *Jody Tyson*

4826. That the Board approves *Kim Sherman* (replacing Gail Mendelsohn) for 10 hours of technology curriculum writing, summer 2013, at the stipulated negotiated contractual rate of \$32.00 per hour. Account #RTTT 20-480-200-100-013

4827. That the Board approves 10 additional hours of math curriculum writing for *Julius Clark*, summer 2013, at the stipulated negotiated contractual rate of \$32.00 per hour. Account # RTTT 20-480-200-100-013

4828. That the Board approves the following staff members to participate in a Kindergarten Orientation Session, September 3, 2013, not to exceed 1 hour each, at the stipulated negotiated contractual rate of \$32.00 per hour for certified staff and \$19.00 per hour for instructional assistants. Account #Title I 20-233-200-100-0R1

*Caroline Dwyer*                      *Tina Hartman*                      *Donna Sickels*  
*Dawn Fowler*                      *Laura Lin*                      *Krishna Tyler*  
*Sue Frieri*                      *Carol Patterson*                      *Greta Walsh*  
*Barbara Gallagher*                      *Cathleen Reardon*                      *Mark Wright*

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

4829. That the Board approves the following stipends for the 2013-2014 school year.

<i>Stacy Sherwood</i>	Instructional Coach	\$2,000.00
<i>Shayne Winn</i>	Special Education/ Master Teacher/Coach	\$2,000.00
<i>Danielle Yamello</i>	PreK Education Program/ Master Teacher/Coach	\$2,000.00

4830. That the Board approves *Amy Campbell's* participation in the New Teacher Orientation Program, August 21, 2013, not to exceed 2 hours (originally approved for 1.5 hours), at the stipulated negotiated contractual rate of \$32.00 per hour. Account #20-272-200-101-MS2

4831. That the Board approves the compensation for the following staff members for providing in-class support during an instructional period, effective September 1, 2013 through June 30, 2014. Account #

<i>Stacy Curcio</i>	50 minutes per day, 5 days per week	\$5,127.36
<i>Nicole Freitas</i>	50 minutes per day, 5 days per week	\$4,001.76

**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:

6276. That the Board approves the Local Professional Development Plan for the 2013-2014 school year, as required by New Jersey State Department of Education.

6277. That the Board approves the partnership with Big Brothers/Big Sisters of Monmouth & Middlesex Counties, Red Bank Middle School, and Red Bank Regional High School for the 2013-2014 school year.

6278. That the Board approves the partnership with Central Jersey Family Health Consortium and the Middle School for the 2013-2014 school year.

6279. That the Board approves the partnership with Rutgers University through the Partnership Formative Assessment Grant for the 2013-2014 and 2014-2015 school years.

6280. That the Board approves the submission of the Sandy Can't Sink Second Grade – Part 2 project to Donors Choose, for the opportunity to receive books on CDs for use in the listening center in a second grade classroom.

6281. That the Board approves the district participation in the New Jersey Child Assault Prevention (NJCAP) Program for the 2013-2014 school year, with a financial contribution of \$412.00.

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
SEPTEMBER 11, 2013

MINUTES

6282. That the Board approves the establishment of a Quality Single Accountability Continuum (QSAC) Committee for the 2013-2014 school year as stipulated by the New Jersey Department of Education regulations.

**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:

9005. That the Board approves the following policies for first reading:

Community Complaints and Inquiries	#1312
Nonrenewal	#4117.41

A discussion was had by the Board as to the exact wording of #1312. A revision will be made for the second reading.

**ROLL CALL VOTE:**

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

NAYS: None      ABSTENTIONS: None      ABSENT: Ms. Jones, Mr. Noble

**V. HEARING OF THE PUBLIC** - None

**VI. OLD BUSINESS** - None

**VII. NEW BUSINESS**

- Ms. Roseman inquired as to the process that needs to be taken for replacing the Superintendent. A discussion ensued as to the Members' concerns and preferences as to timelines and Interim coverage.

**VIII. ADJOURNMENT**

At 9:02 pm Ms. Ludwikowski motioned, seconded by Ms. Roseman, to adjourn.

VOICE VOTE:

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

NAYS: None      ABSTENTIONS: None      ABSENT: Ms. Jones, Mr. Noble

Respectfully submitted,

Debra Pappagallo  
Business Administrator/Board Secretary