

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
MARCH 19, 2013

MINUTES

**CALL TO ORDER** – 7:03 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 7, 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, Carrie Ludwikowski, Peter Noble, Ann Roseman, Fred Stone, Suzanne Viscomi

ABSENT: None; One Board Seat Vacancy

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

**FLAG SALUTE**

Mr. Forest led the salute to the flag.

**RESOLUTION FOR EXECUTIVE SESSION**

At 7:05 pm Mr. Noble motioned, seconded by Ms. Jones, to convene in Executive Session.

- A. Personnel:
  - Superintendent's Contract
  - Business Administrator/Board Secretary's Contract
  - New Hires: Secretaries 2013-2014
- B. Special Education Cases
- C. HIB Update

**ROLL CALL VOICE VOTE:**

AYES: Forest, Jones, Lowe, Ludwikowski, Noble, Roseman, Stone, Viscomi

NAYS: None ABSTENTIONS: None

ABSENT: None; One Board Seat Vacancy

Following Executive Session, and prior to return to Public Session, the Board recessed briefly.

**CALL TO ORDER** – 8:00 p.m.

**SUNSHINE STATEMENT**

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**ROLL CALL**

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

ABSENT: None; One Board Seat Vacancy

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

**I. SUPERINTENDENT'S REPORT**

A. Primary School Principal Search

Dr. Morana reported that we received 52 Applications for the Primary School Principal position. There were eight selected to be interviewed by a committee of teachers, administrators, a parent representative and a Board Member. Each candidate is being asked to bring with them a copy of their last evaluation, a sample of a classroom observation they completed, two letters of recommendation and reference names.

B. Achieve NJ – Proposed Regulations: Teacher Effectiveness and Principal Evaluation 2013-2014

Dr. Morana reported on the proposed regulations. In April she will present the slides that the State Department of Education made available.

C. 21<sup>st</sup> Century Community Learning Centers Grant Application

Dr. Morana reported the Grant Application for next year is now available and due in May. If awarded, it could amount to approximately \$500,000 for the next school year.

D. Budget Review – County Office

The County Superintendent and Acting County Business Administrator approved the tentative budget. Ms. Roseman asked if the approval for using the Health benefits waiver will have an effect since we are no longer utilizing it. Mrs. Pappagallo answered – no. Mr. Forest asked when did the Charter School put in for PreK funding. Dr. Morana answered, two years ago, but it was not approved. They re-applied and it was approved for next year.

E. PreK Registration Update

Dr. Morana reported that the PreK registration started yesterday. Every family that had expressed an interest had maintained their appointment for registration.

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**II. PRESIDENT'S REPORT**

A. Chief School Administrator's Evaluation – Timeline

Dr. Morana started the process by initializing her piece of the evaluation. Dr. Stone will not have to participate since he is a new Board Member. We will advertise an additional meeting for the Board to discuss the draft of the compiled report on Tuesday, April 23, 2013 at 7:00pm.

Mr. Forest asked Ms. Jones if she would be interested in being the designee to compile the evaluations and create a report.

Ms. Roseman stated that everyone should be on time in completing the evaluation or Kathy Winecoff would be on Mr. Forest's case to make sure all were completed.

B. Financial Disclosure Forms – Mrs. Pappagallo stated that not all the disclosures have been completed and she would be sending out reminders to do so.

C. Information Session for Prospective Board Members – Ms. Pappagallo reported that no one had expressed an interest or applied as of today. The deadline to apply is March 21<sup>st</sup>. If we do not receive an application, we will notify the County Office as they would make an appointment to our Board.

**III. CORRESPONDENCE – None**

**IV. 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.”

**V. 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. In rare instances, matters are presented to the Board of Education for discussion at the same meeting that final action may be taken.

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**VI. ACTION AGENDA**

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

**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:

3257. TRAVEL

Name	Date/Time	Location	Fee	Theme	Account #
Mary Valdivia	03/20/13 & 06/03/13	Trenton, NJ	\$0.00	PreK Supervisors' Meetings	NA
Maria Iozzi	03/22/13 1:00 p.m. – 4:00 p.m.	Neptune, NJ	\$0.00	RAC Workshop: Walkthroughs, Tools, Process and Purpose	NA
Damian Medina	03/22/13 8:30 a.m. – 3:30 p.m.	Tinton Falls, NJ	\$125.00	HIB: The Essentials of Harassment, Intimidation, & Bullying	11-000-221-500-001
Karl Parker	03/22/13 8:30 a.m. – 3:00 p.m.	Tinton Falls, NJ	\$125.00	Essentials of Harassment, Intimidation & Bullying	11-000-221-500-002
Laura Morana	03/25/13 10:00 a.m. – 12:00 p.m.	Rutgers University, Newark, NJ	\$0.00	Panelist on ACNJ and Education Law Center's Forum	NA

3258. ACCEPTANCE OF AUDIT REPORT

To accept the district's annual audit report with no recommendations for the year ended June 30, 2012 as presented by and discussed with Mr. Robert Allison, CPA

3259. ACCEPTANCE OF CORRECTIVE ACTION PLAN 2012 AUDIT REPORT

To accept the district's Corrective Action Plan for the annual audit report for the year ended June 30, 2012 stating no corrective action needed.

Ms. Viscomi noted that it was great that the district had no recommendations and asked when the audit would be presented. Mrs. Pappagallo answered that the audit had already been presented by Mr. Allison in December, the Board just needed to accept it.

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**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:

- 4593. That the Board approves the appointment of Patricia George, Primary School ESL long-term replacement teacher (replacing Maria Kaiafas), at a BA Step 3-4 prorated annual salary of \$46,415.00, effective March 13, 2013 through June 30, 2013. Account #11-240-100-101-001
- 4594. That the Board accepts the resignation of Veronica Fiori, LAL Coach, due to personal reasons, effective April 26, 2013.
- 4595. That the Board accepts the resignation of Michelle Klotzkin, Primary School ESL Teacher, due to extended family leave, effective February 27, 2013.
- 4596. That the Board approves a 1-day unpaid leave of absence for Jackie Vascimini on March 4, 2013.
- 4597. That the Board approves a 2-day unpaid leave of absence for Caroline Dwyer on March 27 and March 28, 2013.
- 4598. That the Board approves the following as Guest Teachers, effective March 20, 2013 through June 30, 2013.

Sherry Ehrlich

Tiffany Harris

Laura Pesce

- 4599. That the Board approves the appointment of Michelle Case as Middle School Secretary to the Principal (replacing Linda Forbes), at an annual salary of \$56,736.00, plus a stipend of \$400.00 for lead secretary, effective July 1, 2013 through June 30, 2014. Account #11-000-240-105-002
- 4600. That the Board approves the appointment of Elizabeth Ford as a substitute lunch aide, at the hourly rate of \$12.00, effective February 28, 2013 through June 30, 2013. Account #60-000-200-100-P13

**EXTRA WORK/EXTRA PAY**

- 4601. That the Board approves the following staff to facilitate the 21<sup>st</sup> Century Community Service Learning Grant clubs, effective January 22, 2013 through June 30, 2013. Account #20-460-100-100-013

Staff Member	Club	Hours per Week	Hourly Rate
Adam Merklinger	Study Skills	Not to exceed 5	\$32.00
Isaac Nathanson	Study Skills	Not to exceed 5	\$19.00
Nancy Pape	Sea Quest Program	Not to exceed 3	\$32.00
Jill Williams	Study Skills	Not to exceed 2	\$32.00

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4602. That the Board approves Margaret Nerney as Instructional Assistant to provide support for Middle School students as part of the 21<sup>st</sup> Century Grant Program/Supplemental Funding, effective March 30, 2013 through June 30, 2013, not to exceed 10 hours per week, at the stipulated negotiated contractual rate of \$19.00 per hour. Account #20-258-100-106-013
4603. That the Board approves the participation of Tiffany Fetter as a Primary School member of the English Language Arts Framework Redesign Committee, not to exceed 15 hours total, at the stipulated negotiated contractual rate of \$32.00 per hour, effective February 1, 2013 through June 30, 2013. Account #20-272-200-100-004.

**PUPIL PERSONNEL SERVICES- 5000**

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

5038. That the Board approves MOESC to provide home instruction for Student ID# 42057, not to exceed 5 hours per week, effective March 11, 2013 through June 30, 2013 at the rate of \$75.00 per hour. Account #11-150-100-320-000
5039. That the Board approves home instruction for Student ID #17423, not to exceed 10 hours per week, effective March 18, 2013 through June 30, 2013. Account #11-150-100-101-000

**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:

6258. 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)
American Littoral Society	Jenkinson’s Aquarium, Point Pleasant, NJ (Students participating in 21 <sup>st</sup> CCLC Sea Quest After School Program)	03/26/13
American Littoral Society	Highlands Popomora Point (Students participating in 21 <sup>st</sup> CCLC Sea Quest After School Program)	04/16/13
American Littoral Society	Sandy Hook (Students participating in 21 <sup>st</sup> CCLC Sea Quest After School Program)	04/30/13, 05/14/13, & 05/28/13

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6259. That the Board approves the partnership between the American Littoral Society's Sea Quest Program and the Red Bank Middle School's 21<sup>st</sup> Century Grant Program, effective March 19, 2013 through June 30, 2013.

6260. That the Red Bank Borough Board of Education accepts the Collaborative Agreements between Headstart/ACELERO Learning of Monmouth/Middlesex Counties, Inc. and the Red Bank Borough School District in regards to "Transition to Kindergarten" and "Services for Families and Children with Disabilities".

6261. That the Board approves the 2013-2014 school calendar.

**ROLL CALL VOTE:**

AYES: Forest, Jones, Lowe, Ludwikowski, Noble, Roseman, Stone, Viscomi

NAYS: None ABSTENTIONS: Lowe on #6258

ABSENT: None; One Board Seat Vacancy

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

**VIII. OLD BUSINESS**

Ms. Viscomi asked if we had heard from the Council on the access road. Dr. Morana stated we did not.

**IX. NEW BUSINESS**

Ms. Viscomi stated that we were on the Town Council's agenda to present the Budget on March 27<sup>th</sup>.

Ms. Ludwikowski reported that the Primary School Orchestra will represent the district at the Kids in Concert event at Long Branch High School at 6:30pm; admission is free.

Mr. Forest reported the he and Ms. Ludwikowski went through an informal training by NJ School Board Association.

**X. ADJOURNMENT**

At 8:37 pm Ms. Viscomi motioned, seconded by Dr. Stone, to adjourn.

**ROLL CALL VOTE:**

AYES: Forest, Jones, Lowe, Ludwikowski, Noble, Roseman, Stone, Viscomi

NAYS: None ABSTENTIONS: None

ABSENT: None; One Board Seat Vacancy

Respectfully submitted,

Debra Pappagallo  
Business Administrator/Board Secretary