

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
DECEMBER 18, 2012

MINUTES

CALL TO ORDER – 7:37 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 March 27, 2012. Notice of this meeting was published in the *Asbury Park Press* and the *Two River Times* newspapers 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: Grace Costa, Ben Forest, Janet Jones (arrived 7:37 pm), Marjorie Lowe, Carrie Ludwikowski (arrived 7:37 pm), Peter Noble, Ann Roseman, Suzanne Viscomi

ABSENT: Allen Palma

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

FLAG SALUTE

Ms. Roseman led the Salute to the Flag.

SUPERINTENDENT'S REPORT

A. Audit Report Presentation – Robert Allison

Robert Allison, from Hutchins, Farrell, Meyer & Allison, presented the Board with the audit of the 2011-2012 school year with no comments or recommendations and a clean opinion. He noted that surplus was in good shape. Mr. Allison had an exit conference with the Superintendent and Business Administrator. The district increased its maintenance reserve and should look to the future to rebuild our reserves.

Only one item of concern is that the State has yet to release the final funding/check from the Middle School renovation under the ROD Grant.

Ms. Viscomi asked if the Charter School increase in funding impacts us. Dr. Morana stated that the State determines the funding, we have no control over the decision; however, a funding adjustment could be possible in June. Ms. Viscomi asked if the Charter School was going to open a PreK Program. Dr. Morana stated we do not know what they are doing; and if they did, it should not affect our funding.

Mrs. Costa asked again if there were any recommendations. Mr. Allison replied “No.”

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
DECEMBER 18, 2012

MINUTES

Mr. Forest asked if it was unusual for a new Business Administrator to get no recommendations on the audit. Mr. Allison replied "Not necessarily; however, it was Annie Darrow's audit. Debra is not necessarily new as she has been working with audits for years at Red Bank Regional."

**COMMENT:**

Mr. Noble stated he was disappointed that we did not recognize the tragedy that just happened first, before an auditor gave an audit presentation. Ms. Roseman stated that this is what they were about to do.

EXECUTIVE SESSION

At 7:49 pm Ms. Jones motioned, seconded by Mrs. Costa, to move to Executive Session to discuss Safety and Security Plans. In a voice vote, all present agreed.

ROLL CALL VOTE:

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

NAYS: None ABSTENTIONS: None

ABSENT: Palma

RETURN TO PUBLIC SESSION – 8:10 PM

ROLL CALL

PRESENT: Grace Costa, Ben Forest, Janet Jones (arrived 7:37 pm), Marjorie Lowe, Carrie Ludwikowski (arrived 7:37 pm), Peter Noble, Ann Roseman, Suzanne Viscomi

ABSENT: Allen Palma

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

SUPERINTENDENT'S REPORT - continued

- B. Sandy Hook Elementary School Tragedy  
Dr. Morana led the Board in a moment of silence for the Sandy Hook Elementary School tragedy.

I. PRESIDENT'S REPORT

A. Board Member Recognition

Ms. Roseman presented a plaque of recognition to Grace Costa in acknowledgement of her service to the Board of Education. Mrs. Costa was very thankful.

B. Committee Reports

- Ms. Ludwikowski reported on Community Relations.
- Ms. Viscomi reported on Finance.

**COMMENT:**

Mrs. Costa noted that she recognizes the difficulty in the positions of Superintendent and administrators and that we were all doing a great job.

RED BANK BOROUGH BOARD OF EDUCATION  
 RED BANK, NEW JERSEY  
 BOARD OF EDUCATION  
 PUBLIC MEETING  
 DECEMBER 18, 2012

MINUTES

II. CORRESPONDENCE

A. None

III. 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.”

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

Mr. Forest motioned, seconded by Mr. Noble, 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:

3240. Travel

Name	Date/Time	Location	Fee	Theme	Account #
Debra Pappagallo	01/09/13 10:00 a.m. – 12:30 p.m.	Freehold, NJ	\$0.00	NJ Department of Agriculture: Contracting with Food Service management Companies	NA
Damian Medina	01/15/13 & 01/16/13 9:00 a.m. – 3:00 p.m.	Edison, NJ	\$0.00	English Language Learners (ELLS) Training Workshop	NA
Kelly Brinton	01/28/13 9:30 a.m. – 2:30 p.m.	Monroe, NJ	\$0.00	Kindergarten Entry Assessment (KEA) Pilot Workshop	NA

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
DECEMBER 18, 2012

MINUTES

Jana Diamond	01/28/13 9:30 a.m. – 2:30 p.m.	Monroe, NJ	\$0.00	Kindergarten Entry Assessment (KEA) Pilot Workshop	NA
Erika Goldstein	01/28/13 9:30 a.m. – 2:30 p.m.	Monroe, NJ	\$0.00	Kindergarten Entry Assessment (KEA) Pilot Workshop	NA
Kathy Maurer	01/28/13 9:30 a.m. – 2:30 p.m.	Monroe, NJ	\$0.00	Kindergarten Entry Assessment (KEA) Pilot Workshop	NA
Alyssa May	01/28/13 9:30 a.m. – 2:30 p.m.	Monroe, NJ	\$0.00	Kindergarten Entry Assessment (KEA) Pilot Workshop	NA
Lucia Oubina	01/28/13 9:30 a.m. – 2:30 p.m.	Monroe, NJ	\$0.00	Kindergarten Entry Assessment (KEA) Pilot Workshop	NA
Jackie Rivera	01/28/13 9:30 a.m. – 2:30 p.m.	Monroe, NJ	\$0.00	Kindergarten Entry Assessment (KEA) Pilot Workshop	NA
Holcombe Hurd	01/28/13 8:30 a.m. – 4:00 p.m.	Edison, NJ	\$430.00	AVID Center Path Training	11-190-100-340-004
Melissa Osmun	01/28/13 8:30 a.m. – 4:00 p.m.	Edison, NJ	\$430.00	AVID Center Path Training	11-190-100-340-004
Kim Rosas	01/28/13 8:30 a.m. – 4:00 p.m.	Edison, NJ	\$430.00	AVID Center Path Training	11-190-100-340-004
Veronica Fiori	01/31/13, 02/01/13, & 03/01/13	Edison, NJ	\$0.00	Sheltered English Instruction (SEI) Training of Trainers Workshop	NA
Damian Medina	01/31/13, 02/01/13, & 03/01/13	Edison, NJ	\$0.00	Sheltered English Instruction (SEI) Training of Trainers Workshop	NA

3241. BUDGET TRANSFERS

To ratify any budget transfers effective October 2012 per the transfer report.

3242. BILLS PAYMENT

To approve payment of final bills for November 2012 and for bills as of December 2012.

3243. APPROVAL OF SECRETARY/TREASURER’S REPORT

*Pursuant to 18A:6-59*

Approve the October 2012 Report of the Treasurer and the October 2012 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.

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
DECEMBER 18, 2012

MINUTES

3244. DONATION

That the Board accepts with gratitude the generous cash donation of \$100.00 and miscellaneous school supplies from New Providence Middle School in support of the Primary School affected by Hurricane Sandy.

3245. DONATION

That the Board accepts with gratitude the generous donation of tickets for the Little Mermaid to the PreK Program from Red Bank Regional High School, worth \$100.00.

3246. DONATION

That the Board accepts with gratitude the generous donation from Scholastic Books of 5,000 books in support of the Primary School affected by Hurricane Sandy, worth approximately \$20,000.00 - \$25,000.00

3247. DONATION

That the Board accepts with gratitude the generous donation from Phyllis Dubman of books, school supplies, and teaching supplies worth approximately \$200.00, in support of the Primary School affected by Hurricane Sandy.

3248. DONATION

That the Board accepts with gratitude the generous donation from Stevenson and Churchill Schools and members of the NJ Association of School Librarians (NJASL) of books worth approximately \$500.00, in support of the Primary School affected by Hurricane Sandy.

3249. DONATION

That the Board accepts with gratitude the generous donation from the Willard Elementary School in Ridgewood, New Jersey of books worth approximately \$300.00, in support of the Primary School affected by Hurricane Sandy.

3250. DONATION

That the Board accepts with gratitude the generous donation from the Center for Vocational Rehabilitation in Eatontown, NJ of school supplies and toys worth approximately \$100.00, in support of the Primary School affected by Hurricane Sandy.

3251. DONATION

That the Board accepts with gratitude a generous monetary donation from Nancy Edwards in the amount \$300.00, in support of the Primary School affected by Hurricane Sandy.

3252. DONATION

That the Board accepts with gratitude the generous donation from the teachers at the Thomas Jefferson Middle School, Edison, NJ of gift cards worth approximately \$175.00, in support of the Primary School affected by Hurricane Sandy.

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
DECEMBER 18, 2012

MINUTES

3253. DONATION

That the Board accepts with gratitude a generous donation from Mark Wright of a gift card worth approximately \$50.00, in support of the Primary School affected by Hurricane Sandy.

3254. DONATION

That the Board accepts with gratitude the generous donation from the Morganville United Methodist Church, Morganville, NJ of backpacks and coats worth approximately \$100.00, in support of the Primary School affected by Hurricane Sandy.

3255. DONATION

That the Board accepts with gratitude the generous donation from Margaret Dudonis of classroom and art supplies worth approximately \$50.00, in support of the Primary School affected by Hurricane Sandy.

3256. REVISED DONATION

That the Board accepts with gratitude the generous cash donation of \$2,182.48 originally accepted as \$1,000.00, from Pine Knob Elementary School PTA, Clarkston, Michigan, to be used in support of the Primary School affected by Hurricane Sandy.

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:

4523. That the Board accepts with regret the resignation of Nancy Glass, Primary School Instructional Assistant, for the purpose of retirement, effective February 1, 2013.

4524. That the Board accepts with regret the resignation of Maylene Rosheuvell, Primary School Instructional Assistant, for the purpose of retirement, effective February 1, 2013.

4525. That the Board approves the unpaid leave of absence (maternity) for Carla Chicas, effective January 1, 2013 through June 30, 2014.

4526. That the Board approves the appointment of William Gardell as a Middle School 1:1 Instructional Assistant, at a prorated Step 1 annual salary of \$24,735.00, plus a \$2,000.00 stipend for holding a bachelor's degree, and a \$400.00 stipend for holding a NJ teaching certificate, effective January 2, 2013 through June 30, 2013. Account #11-213-100-106-003

4527. That the Board approves the appointment of Kate Carpenter (replacing Joan Todaro) as Primary School LAL Instructional Assistant, at a prorated Step 1 annual salary of \$24,735.00, plus a \$2,000.00 stipend for holding a bachelor's degree, and a \$400.00 stipend for holding a NJ teaching certificate effective January 2, 2013 through January 17, 2013. Account #20-230-100-106-PS1

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
DECEMBER 18, 2012

MINUTES

4528. That the Board approves the appointment of Kate Carpenter (replacing Trish Campbell) as Primary School Special Education Instructional Assistant, at a prorated Step 1 annual salary of \$24,735.00, plus a \$2,000.00 stipend for holding a bachelor's degree, and a \$400.00 stipend for holding a NJ teaching certificate, effective January 18, 2013 through May 10, 2013. Account #20-250-100-106-003
4529. That the Board approves an unpaid family leave of absence (FMLA) for Christina Katruk, PreK teacher, from February 18, 2013 through May 7, 2013.
4530. That the Board approves an unpaid maternity family leave of absence (FMLA) for Carol Boehm, Primary School Music teacher, effective February 27, 2013 through May 17, 2013.
4531. That the Board approves the movement on guide for Michelle Batista, from BA+30 Step 5-6 annual salary of \$48,915.00 to an MA Step 5-6 annual salary of \$49,915.00 for the 2012-2013 school year.
4532. That the Board approves the movement on guide for Roxana Bello, from BA+15 Step 7-8 annual salary of \$48,415.00 to an MA+15 Step 7-8 annual salary of \$51,415.00 for the 2012-2013 school year.
4533. That the Board approves the movement on guide for Kelly Brinton, from BA+15 Step 5-6 annual salary of \$47,915.00 to an MA Step 5-6 annual salary of \$49,915.00 for the 2012-2013 school year.
4534. That the Board approves the movement on guide for Erika Goldstein, from BA+30 Step 5-6 annual salary of \$48,915.00 to an MA Step 5-6 annual salary of \$49,915.00 for the 2012-2013 school year.
4535. That the Board approves Enrique Noguera as substitute teacher for certification purposes, effective December 19, 2012.

EXTRA WORK/EXTRA PAY

4536. That the Board approves Enrique Noguera as an AVID site team member (replacing J.T. Pierson), not to exceed 2 hours per month, effective November 1, 2012 through June 30, 2013, at the stipulated negotiated contractual rate of \$32.00 per hour. Account #20-230-200-100-AVD
4537. That the Board approves the appointment of Carol Boehm as Primary School Chorus Advisor, effective October 18, 2012 through February 22, 2013, at the prorated stipulated negotiated contractual stipend of \$1,067.00. Account #11-401-100-100-001
4538. That the Board approves John Adranovitz as substitute for the 21<sup>st</sup> CCLC Grant Program on an as-needed basis, effective December 19, 2012 through June 30, 2013, at the stipulated negotiated contractual rate of \$32.00 per hour for teachers. Account #20-460-100-100-013
4539. That the Board approves the following staff members and hourly rates to facilitate the Primary School Saturday Academy for Grades 1 – 3, from January 5, 2013 through May 11, 2013, not to exceed four hours per day each. Account #20-230-100-101-SAT

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
DECEMBER 18, 2012

MINUTES

Erin Mulligan-Pierre, Program Coordinator	\$40.00/hour
Megan Proper, Teacher	\$32.00/hour
Maria Kaiafas, Teacher	\$32.00/hour
Kate McLaughlin, Teacher	\$32.00/hour
Erika Goldstein, Substitute Teacher	\$32.00/hour
Michelle Case, Secretary	\$20.00/hour

4540. That the Board approves Isaac Nathanson as basketball record keeper, effective December 3, 2012 through March, 1, 2013, at the stipulated negotiated contractual rate of \$32.00 per hour. Account #11-402-100-101-AMO

4541. That the Board approves the following staff members to support the development of the School Improvement Plan for the 2012-2013 school year, not to exceed 8 hours each, at the stipulated negotiated contractual rate of \$32.00 per hour. Account #20-272-200-101-MS2

James Clark	Stacy Sherwood
James Pierson	Mayra Velasquez

4542. That the Board approves Isaac Nathanson as Instructional Assistant for the 21<sup>st</sup> Century Grant AM Enrichment Program, not to exceed 5 hours per week, at the stipulated negotiated contractual rate of \$19 per hour, effective December 19, 2012. Account #20-460-100-100-013

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:

6232. That the Board approves the Great Start Program to be facilitated at the Primary School, one hour per month, effective September 1, 2012 through June 30, 2013.

6233. That the Board approves the submission of the Sandy Survivors project to Donors Choose for the opportunity to receive a donation of a listening center including headphones, CD player, and a book holder for use in a first grade class.

6234. That the Board approves the submission of the Hurricane Sandy Soaked our Bookshelf project to Donors Choose for the opportunity to receive a book shelf for the literacy center for use in a third grade class.

6235. That the Board approves the submission of the Sandy Struck project to Donors Choose for the opportunity to receive a literacy rug, read along listening center, classroom classics and fairy tales read along book and CD sets for use in a first grade class.

6236. That the Board approves the submission of the Sandy Soaked our Carpets project to Donors Choose for the opportunity to receive a donation of a classroom carpet for use in a kindergarten classroom.



RED BANK BOROUGH BOARD OF EDUCATION  
 RED BANK, NEW JERSEY  
 BOARD OF EDUCATION  
 PUBLIC MEETING  
 DECEMBER 18, 2012

MINUTES

6237. That the Board approves the submission of the Home From the Hurricane project to Donors Choose for the opportunity to receive a donation of a classroom carpet, a listening center kit, a CD cassette player, and a set of listening center CD's for use in a first grade classroom.
6238. That the Board approves the submission of the Restoring Our School After Sandy project to Donors Choose for the opportunity to receive a new carpet and wireless headphones for a listening center for use in a first grade class.
6239. That the Board authorizes the superintendent to apply for \$34,482.00 of IDEA funds for the 21<sup>st</sup> Century Community Learning Centers Grant Supplemental Award.
6240. 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)
Red Bank Middle Schools Athletics Foundation	Monmouth University (Women's basketball)	12/22/12
Red Bank Middle Schools Athletics Foundation	Monmouth University (Women's basketball)	12/28/12
Red Bank Middle Schools Athletics Foundation	Brookdale Community College (Women's basketball)	01/08/13
Red Bank Middle Schools Athletics Foundation	Monmouth University (Women's basketball)	01/12/13
Red Bank Middle Schools Athletics Foundation	Brookdale Community College (Women's basketball)	01/19/13
Red Bank Middle Schools Athletics Foundation	Brookdale Community College (Men's basketball)	01/19/13
Red Bank Middle Schools Athletics Foundation	Monmouth University (Men's basketball)	01/24/13
Red Bank Middle Schools Athletics Foundation	Brookdale Community College (Men's basketball)	01/29/13
Red Bank Middle Schools Athletics Foundation	Monmouth University (Men's basketball)	02/02/13
Red Bank Middle Schools Athletics Foundation	Monmouth University (Men's basketball)	02/16/13

6241. That the Board authorizes the superintendent to apply for IDEA (Individual Disability Education Act) funds for the FY13 school year as follows:

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
DECEMBER 18, 2012

MINUTES

Public PreK IDEA	\$ 12,367
Non-Public PreK IDEA	\$ 618
Public K-8 IDEA	\$244,381
Non-Public K-8 IDEA	<u>\$100,526</u>
Total	\$357,892

ROLL CALL VOTE:

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

NAYS: None ABSTENTIONS: None

ABSENT: Palma

VI. HEARING OF THE PUBLIC - None

VII. OLD BUSINESS - None

VIII. NEW BUSINESS

- Mr. Noble stated that he would like to publicly apologize to Dr. Morana and the Board. He did not realize that Sandy Hook Elementary School was on the agenda.
- Ms. Roseman wanted to know if the Facilities & Safety Committee could talk about how to protect the Primary School in the future from storm damage. It was also discussed at the Red Bank Education Foundation meeting, that if they had followed through with outdoor classrooms, they would have all been destroyed in the storm.

Mr. Noble stated that he had already been on the phone with John Garofalo tossing ideas around. He has lived in Red Bank for 62 years and has never seen the river rise the way it did.

Dr. Morana stated as part of the process with the insurance company, FEMA, and Senator Beck's office, we will be looking for mitigation grant opportunities.

Mrs. Pappagallo addressed Ms. Roseman's question about planning for future storms. We have already begun doing this on a small scale. For example; to not install or replace rugs, but replace with vinyl tile. Our replacement planning will focus around purchasing items that are more storm friendly, such as rolling cabinets and things on wheels or raised from the floor.

Ms. Viscomi noted that the sink/cabinet space could be used better and smarter.

Mrs. Costa stated she taught at the Primary School and never considered water would have had that type of effect from a storm. She also stated that per her recollection, the original referendum to build the school at its current site was passed by one vote.

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
DECEMBER 18, 2012

MINUTES

- Mrs. Costa wanted to thank everyone for the plaque.
- Mrs. Pappagallo stated that the next meeting would be January 3 at 7:00 pm at the Middle School for Reorganization items only.

IX. ADJOURNMENT

Mrs. Costa motioned, seconded by Ms. Ludwikowski, to adjourn.

At 8:38 pm in a voice vote all present agreed to adjourn.

ROLL CALL VOTE:

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

NAYS: None      ABSTENTIONS: None

ABSENT: Palma

Respectfully submitted

Debra Pappagallo  
Business Administrator/Board Secretary