

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 20, 2012

MINUTES

CALL TO ORDER – 7:04 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: Ben Forest, Janet Jones, Marjorie Lowe, Carrie Ludwikowski, Allen Palma, Ann Roseman, Suzanne Viscomi

ABSENT: Grace Costa, Peter Noble

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

FLAG SALUTE

Ms. Roseman led the Salute to the Flag.

RESOLUTION FOR EXECUTIVE SESSION

At 7:05 pm Ms. Jones motioned, seconded by Mr. Palma to move to Executive Session.

In a voice vote, Board members present agreed to convene.

- A. Personnel
- B. Special Education
- C. Attorney/Client Privilege
- D. HIB Referrals

VOICE VOTE:

AYES: Forest, Jones, Lowe, Ludwikowski, Palma, Roseman, Viscomi

CALL TO ORDER – 8:00 p.m.

SUNSHINE STATEMENT

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ROLL CALL

PRESENT: Ben Forest, Janet Jones, Marjorie Lowe, Carrie Ludwikowski, Allen Palma, Ann Roseman, Suzanne Viscomi

ABSENT: Grace Costa, Peter Noble

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

I. SUPERINTENDENT'S REPORT

H. eInstruction Video Contest

Dr. Morana presented the video that was submitted and noted that we are finalists in the contest.

A. Primary School Building Status

Dr. Morana reported on the Primary School status and the planning that was done to create the split schedule. Cooperation of all staff, students, parents, and the administrative team was instrumental in the success of the schedule. The district was also supported by the Mayor's office, the Borough, the YMCA, and the Boys' & Girls' Club.

Mrs. Pappagallo gave a report on the status of the building (phase I). The building was cleaned and sanitized; and a certified hygienist continuously took air samples since the time of the storm, and all tests have been clear. A final testing was done in which we have verbal clearance and are awaiting a final written report.

A flooring company was hired to complete the Phase I flooring replacement of 16 classrooms.

- Ms. Roseman thanked us for our timely response to the storm damage.
- Mr. Forest asked what the cost was and if we knew. Mrs. Pappagallo answered that we are still in process of compiling information and waiting for the insurance company adjuster reports.
- Ms. Jones reported that she did receive a question from a community member, her relative.
- Ms. Ludwikowski has been receiving question and asked if the administration was going to communicate to the parents the safety of the building. Dr. Morana stated that if there are questions or concerns, it needs to be communicated to her immediately, which would help her in her decision process.
- Ms. Roseman was concerned that there may be a lot of people wondering about the status of the building but just not asking the questions. While parents had received pertinent information with mail and at the meeting with parents, Dr. Morana will compose a letter tonight which will be sent home with all students, parents, Board tomorrow.
- Miss Lowe commented that because of the split schedule she has had more contact with parents and students in the community and they have been very complimentary.

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- B. Revised School Calendar 2012-2013
Dr. Morana presented the revised calendar which reflects the made-up days from the missed days of the storm.
- C. Revised Marking Period Calendar 2012-2013
Dr. Morana reported that the marking period would be revised and the School Improvement Team (SIT) would be sending recommendation about parent/teacher conferences.
- D. Excellent Educators for New Jersey (EE4NJ)
There will be a meeting on Tuesday to discuss, decide, and recommend a revision on evaluating the schedule.
- E. Preschool Expansion Program Application 2013-2014
On November 15 the plan was submitted for the 2013-2014 Preschool enrollment. We are planning on 22 classes instead of 23.

On December 15 we will be submitting a five-year plan which will reflect evidence of what we have done the past five years.
- F. Audit Status
We anticipate a presentation in December or January to the Board.
- G. HIB Policy Implementation Status
In October there was one case filed by the student, and it was handled per policy.

II. PRESIDENT'S REPORT

- A. Recognition of Elected Board Members
Dr. Frederick Stone (present at meeting), Carrie Ludwikowski, Ann Roseman.

The reorganization will happen on January 3, and all elected members will be sworn in.
- B. Committee Reports
Curriculum & Instruction, Policy, Facilities & Safety, Finance (was rescheduled), Community Relations (meeting November 26)
- C. Presentation by Lunchbreak
Ms. Roseman introduced Gwen Love, Executive Director of Lunch Break, who presented a request to use the Middle School for a "common stock" event as they did last year. This year the event would occur on Saturday, May 18 from 7 am to 6 pm. They would like to make this an annual event.

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- D. Board Members' Feedback from New Jersey School Boards Association Convention – A. Roseman, B. Forest, G. Costa, J. Jones, C. Ludwikowski, M. Lowe, A. Palma, and S. Viscomi. Ms. Roseman, Mr. Forest, Ms. Jones, Mr. Palma, Ms. Viscomi, Ms. Ludwikowski, and Miss Lowe presented.

III. CORRESPONDENCE

- A. None

IV. 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.”

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.

- Mr. Gene Horowitz, 118 Branch Avenue, commended the process and response to the storm and also had question on the calendar.
- Ms. Carol Boehm, Primary School Music Teacher, invited Board members to the Harvest Celebration tomorrow at 9:30 am in the Middle School Auditorium.

VI. ACTION AGENDA

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

COMMUNITY RELATIONS – 1000

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

1001. That the Board approves the Uniform State Memorandum of Agreement Between the Red Bank Borough Schools and Law Enforcement Officials.

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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:

3218. Travel

Name	Date/Time	Location	Fee	Theme	Account #
Diane Barone	11/26/12 10:00 a.m. – 2:00 p.m.	Eatontown, NJ	\$0.00	Systems 3000 Payroll Training	NA
Debra Pappagallo	11/30/12 9:00 a.m. – 1:00 p.m.	Neptune, NJ	\$0.00	Emergency Meeting for District Homeless Liaisons	NA
Elizabeth Willoughby	11/30/12 8:00 a.m. – 4:00 p.m.	Long Branch, NJ	\$85.00	New Jersey Association of School Librarians (NJASL) Annual Conference	11-000-221-800-004
Maura Connor	11/29/12 9:30 a.m. – 1:00 p.m.	Trenton, NJ	\$0.00	Turning Three: Transition from Early Intervention Services to Preschool	NA
Shayne Winn	11/29/12 9:30 a.m. – 1:00 p.m.	Trenton, NJ	\$0.00	Turning Three: Transition from Early Intervention Services to Preschool	NA
Samantha Arauz	12/04/12 8:30 a.m. – 3:00 p.m.	Hamilton, NJ	\$0.00	21 st CCLC Grant Quarterly Directors' Meeting	NA
Kara Malandrakis	12/05/12 9:30 a.m. – 3:00 p.m.	Trenton, NJ	\$11.00	Learning through Doing: Focusing on Motor Skills Development	11-000-219-592-003
Shayne Winn	12/05/12 9:30 a.m. – 3:00 p.m.	Trenton, NJ	\$11.00	Learning through Doing: Focusing on Motor Skills Development	11-000-219-592-003
Kimberly Rosas	12/06/12 8:30 a.m. – 10:30 a.m.	Red Bank, NJ	\$0.00	Language Arts Articulation Meeting with Red Bank Regional High School	NA
Kimberly Rosas	12/06/12 12:30 p.m. – 2:30 p.m.	Red Bank, NJ	\$0.00	Social Studies Articulation Meeting with Red Bank Regional High School	NA
Maria Iozzi	12/10/12 8:30 a.m. – 4:00 p.m.	Neptune, NJ	\$0.00	Monmouth County Reflecting on Assessment Data (ROAD) Workshop	NA
Kimberly Rosas	12/10/12 8:30 a.m. – 4:00 p.m.	Neptune, NJ	\$0.00	Monmouth County Reflecting on Assessment Data (ROAD) Workshop	NA

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Mary Wyman	12/10/12 8:30 a.m. – 4:00 p.m.	Neptune, NJ	\$0.00	Monmouth County Reflecting on Assessment Data (ROAD) Workshop	NA
Maria Zuffanti	12/10/12 9:00 a.m. – 3:00 p.m.	Edison, NJ	\$0.00	Response to Intervention for Struggling English Language Learners (ELLs)	NA
Mary Valdivia	12/12/12 9:00 a.m. – 2:30 p.m. (originally scheduled and approved for 11/12/12)	Trenton, NJ	\$0.00	PreK Supervisors Meeting, Division of Early Childhood Education	NA

3219. **BILLS PAYMENT**

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

3220. **APPROVAL OF MINUTES**

To approve the minutes from the October 9 and October 16, 2012 Board meetings.

3221. **BUDGET TRANSFERS**

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

3222. **APPROVAL OF SECRETARY/TREASURER’S REPORT**

Pursuant to 18A:6-59

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

3223. **SUBMISSION OF COMPREHENSIVE MAINTENANCE PLAN**

Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public school facilities, and

Whereas, the required maintenance activities for the various school facilities of the Red Bank Borough Board of Education are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

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Now Therefore Be It Resolved, that the Red Bank Borough Board of Education hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Red Bank Borough Board of Education in compliance with Department of Education requirements.

3224. DONATION

That the Board graciously accepts with gratitude the generous donation from the Edison Township School District of 5 overhead projectors worth approximately \$1,750.00 and 5 DVD players worth approximately \$495.00, to be used at the Primary School.

3225. DONATION

That the Board graciously accepts with gratitude the generous donation from the John P. Adams Middle School in Edison, NJ, of instructional materials in support of the relocation of Primary School students to the Middle School due to Hurricane Sandy, worth approximately \$500.00.

3226. DONATION

That the Board graciously accepts with gratitude the generous donation from the Howell Township School District of instructional materials in support of the relocation of Primary School students to the Middle School due to Hurricane Sandy.

3227. DONATION

That the Board graciously accepts with gratitude the generous donation from the Eatontown School District of instructional materials in support of the relocation of Primary School students to the Middle School due to Hurricane Sandy, worth approximately \$250.00.

3228. DONATION

That the Board graciously accepts with gratitude the generous donation from Bridge of Books Foundation of 1,700 children's books in support of the Primary School affected by Hurricane Sandy, worth approximately \$1,700.00.

3229. DONATION

That the Board graciously accepts with gratitude the generous donation from Bridge of Books Foundation of 300 books to be used for 6th grade Middle School Language Arts students, worth approximately \$300.00.

3230. DONATION

That the Board graciously accepts with gratitude the generous donation from a community in Michigan of 575 pencil boxes containing crayons, pencils, sharpeners and erasers, and assorted classroom supplies worth approximately \$1,200.00, and a cash donation of \$1,000.00, to be used in support of the Primary School affected by Hurricane Sandy.

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3231. DONATION

That the Board graciously accepts with gratitude the generous donations from Kaplan Learning Center of toy construction vehicles, puzzles, and reference materials for staff, in support of the Primary School affected by Hurricane Sandy, worth approximately \$975.00.

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:

4505. That the Board approves the adjusted dates for an unpaid Family Medical Leave (FMLA) for Luz Nieves, Middle School Language Arts Literacy teacher, as follows:

FROM: November 5, 2012 through December 3, 2012

TO: November 20, 2012 through January 1, 2013

4506. That the Board approves the extension of Janet Borner's appointment as a Middle School Language Arts Literacy long-term replacement teacher (replacing Luz Nieves), from December 1, 2012 through December 23, 2012.

4507. That the Board approves the appointment of Joan Todaro (currently serving as LAL Instructional Assistant) as Grade 3 long-term replacement teacher (replacing Andrea Fontenez on maternity leave), at a prorated BA Step 1-2 annual salary of \$45,915.00, effective November 19, 2012 through February 3, 2013.

4508. That the Board approves an extended unpaid maternity leave of absence for Karim Vitolo, Grade 1 teacher, effective December 1, 2012 through June 30, 2014.

4509. That the Board approves the adjustment to the prorated annual salary for Samantha Dimsey, Primary School Instructional Assistant, to include a \$400.00 stipend for holding a New Jersey teaching certificate, effective October 29, 2012.

4510. That the Board approves the adjustment to the effective date for Orinzo Martinez, District Custodian/Maintenance Technician, from October 23, 2012 to November 19, 2012 through June 30, 2013.

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EXTRA WORK/EXTRA PAY

4511. That the Board approves the following to facilitate the 21st Century Community Learning Grant programs for the 2012-2013 school year. Account #20-460-100-100-103

Advisor	Activity/Club	(Not to Exceed) Hours Per Week	Hourly Rate Per Contract
Pauline Bradshaw	Strings Program	3	\$32.00
Ralph Cardillo	Study Skills	10	\$32.00
Ralph Cardillo	Recreation	3	\$32.00
Susan DeRosa	AM Energizer	3.75	\$19.00
Isaac Nathanson	AM Enrichment	3.75	\$19.00

4512. That the Board approves the appointment of Enrique Noguera, Climate and Culture Specialist, as a Middle School School Improvement Team member for the 2012-2013 school year, not to exceed 2 hours per month, at the stipulated negotiated contractual rate of \$32.00 per hour. Account #20-272-200-100-MS2

4513. That the Board approves the following coaching appointments and their stipends for the 2012-2013 school year. Account #11-402-100-100-002

Tracie Ashe	Girls' Basketball Coach – October - March	\$2,454.00
Adam Merklinger	Girls' Softball Coach – February – June	\$1,769.00
Isaac Nathanson	Boys' Baseball Coach – February – June	\$1,769.00

4514. That the Board approves the following staff members as substitute coaches and activity monitors for the 2012-2013 school year, at the stipulated negotiated contractual rate of \$32.00 per hour. Account #11-402-100-101-AMO

Amy Campbell	Isaac Nathanson
Julius Clark	Adam Merklinger

4515. That the Board approves Ralph Cardillo to provide home instruction on an as-need basis, effective November 21, 2012 through June 30, 2013, at the stipulated negotiated contractual rate of \$32.00 per hour. Account #11-150-100-101-000.

4516. That the Board approves the following staff members' and students' compensation for organizing packets of information on the split sessions as a contingency plan to be shared with families and staff due to Hurricane Sandy on Sunday, November 4, 2012, not to exceed 6 hours each, at their stipulated negotiated contractual hourly rate.

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JePiera Boykin	\$13.50	Amanda Robles	\$20.00
Paula Collins	\$19.00	Jean Sharp	\$19.00
Tiffany Harris	\$19.00		
High School Students:			
Scott Reeves	\$7.25	Ronald Smith	\$7.25

4517. That the Board approves the following as Guest Teachers, effective November 21, 2012.

Kathleen McLaughlin	Allison Russell	Samantha Windrem
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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:

5034. That the Board approves home instruction for Student ID#42057, not to exceed 5 hours per week, effective November 26, 2012 until further directed.

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:

6225. That the Board approves the revised 2012 – 2013 school calendar.

6226. That the Board approves the submission of the Learning Through Play project to Donors Choose for the opportunity to receive a donation of literacy and dramatic play materials for dramatization in the literacy center for use in a Kindergarten classroom. Teachers are taking advantage of this opportunity.

6227. That the Board approves the submission of the School Sandy with Scholastic and Sandy Saturated our Reading Rug projects to Donors Choose for the opportunity to receive a donation of chapter books, pencils and a carpet for use in a third grade classroom.

6228. That the Board approves teachers to submit a video entry to participate in the 6th Annual eInstruction Classroom Makeover Video Contest, now known as Flip Your Classroom.

ROLL CALL VOTE:

AYES: Forest, Jones, Lowe, Ludwikowski, Palma, Roseman, Viscomi

NAYS: None ABSTENTIONS: Viscomi on Motion 4517

VI. HEARING OF THE PUBLIC - None

VII. OLD BUSINESS - None

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VIII. NEW BUSINESS

- Mr. Forest, as a Board member and parent, thanked the staff for their efforts in storm recovery and mentioned that communication worked well despite the circumstances; and he was pleased with the split schedule.
- Ms. Viscomi stated she was impressed on Sunday with all the volunteers that showed up for the mailing to parents, staff and students.
- Ms. Roseman was impressed with the mailing that occurred on November 4.

IX. ADJOURNMENT

At 9:20 pm Ms. Jones motioned, seconded by Ms. Viscomi, to adjourn.

In a voice vote all present agreed.

AYES: Forest, Jones, Lowe, Ludwikowski, Palma, Roseman, Viscomi

Respectfully submitted,

Debra Pappagallo
Business Administrator/Board Secretary