

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
MARCH 27, 2012

MINUTES

1. CALL TO ORDER — 7:30pm – 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 May 10, 2011. 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.

2. ROLL CALL

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

Absent: Grace Costa

Also present: Laura C. Morana, Superintendent

3. FLAG SALUTE

Ms. Roseman led the Salute to the Flag.

4. SUPERINTENDENT'S REPORT

- A. Recognition of Teachers of the Year 2012

Dr. Morana thanked Ms. Theresa Davidson, Middle School Teacher of the Year, and Ms. Brandy Balthazar, Primary School Teacher of the Year, for their dedication to the Red Bank school system. Ms. Roseman and Dr. Morana presented them with certificates of appreciation commemorating their recognition. Maria Iozzi praised Ms. Davidson for being a positive role model and congratulated Ms. Balthazar. Rick Cohen commended Ms. Balthazar on her leadership contributions. Ms. Roseman called a recess for the Board to congratulate the teachers.

- B. PreK Registration Update

Dr. Morana indicated that it is her recommendation that student files will be reviewed in order to verify that families have completed the required information and proper documents to verify residency was provided. A posting for a clerical person to review incoming students, as well as all current PreK students, will be completed.

Dr. Morana also indicated that there will be an orientation for incoming kindergarten students on April 2 and this will also be an opportunity for new kindergarten students to complete registration packets as well as visit the classrooms.

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C. Re-registration District-Wide

Dr. Morana stated that the re-registration process will begin for all district and Charter School students shortly. Families will be given sufficient time to get required documents.

- Question asked if this included PreK and 8<sup>th</sup> grade students.  
Dr. Morana indicated that it would not.
- Question asked if this will impact state funds.  
Dr. Morana stated that state funds are determined by the October 15 count, and this count will be submitted in October 2012.

D. 2012-2013 Public Budget Hearing

Dr. Morana distributed the Public Budget Hearing handout. She reviewed the goals of the Board of Education and explained how Board goals and enrollment guide our budget process and decisions. She highlighted the focus on development of the whole child, importance of the arts, and aligning curriculum to the new state mandates. She discussed the importance of knowledge and workplace readiness that begins in PreK and is supported through a rigorous curriculum. There was a review of the state aid for the district, as well as programs supported through the acquisition of entitlement and competitive grants.

There were questions and comments regarding possible reductions that included district provided promotion robes for 8<sup>th</sup> grade students and whether they were eliminated from the budget. Dr. Morana explained that this was one of the options for the Board to consider; and having no direction to remove this item from the budget they remain.

- Board member commented that he felt that it was terrible to remove the promotion robes from the budget. Dr. Morana reiterated that hearing no direction from the Board they were not removed.
- Board member asked if the district was still under adequacy and what could be done.  
Dr. Morana stated that the Board has the option to increase the tax levy to generate more revenue; but the decision was made to consider the economic climate of the community. Ms. Darrow stated that the state is providing some increase over a five-year period; and although we are not where we should be. We did receive an additional \$191,000 in state aid.

Discussion about taking our situation to Trenton ensued. Dr. Morana will provide contact information for Save Our Schools New Jersey. She also stated that Ms. Darrow and she met with several families and they are interested in bringing our situation to the attention of Senator Beck. Dr. Morana indicated that she shared our budget information with Senator Beck several weeks ago.

Hearing no other questions or comments regarding the 2012-2013 budget the public hearing portion of the Superintendent's Report was closed.

5. PRESIDENT'S REPORT

A. Committee Reports—Community Relations, Policy, Curriculum & Instruction

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- B. Report on Excellent Educators for New Jersey (EE4NJ) – Carrie Ludwikowski  
Ms. Ludwikowski provided an update on the committee’s work. Representatives from NJDOE attended our meetings and the assessment is that we are way ahead of the other districts participating in the grant. Dr. Morana indicated that we will host several districts so they can come and observe how we have implemented the evaluation system.

6. 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.”

- Richard Cohen, Primary School Principal, thanked the Board for the opportunity to work in Red Bank Borough schools.

7. 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.

Ms. Roseman asked to take Motion 3134 separately.

8. ACTION AGENDA

BUSINESS – 3000

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

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:

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3134. ADOPTION OF THE 2012-2013 BUDGET

BE IT RESOLVED that the budget be approved for the 2012-2013 School Year using the 2012-2013 state aid figures and the Secretary to the Board of Education be authorized to submit the following budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2012-13 Total Expenditures	15,117,239	5,345,240	546,695	21,009,174
Less: Anticipated Revenues	2,465,051	5,345,240	0	7,810,291
Taxes to be Raised	<u>12,652,188</u>	<u>0</u>	<u>546,695</u>	<u>13,198,883</u>

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

**COMMENTS:**

- Although Board member originally said he would be voting “no” as a protest to the governor’s allocation of state aid, he does not want the “no” vote to reflect the work of the administration and will vote “yes”.  
 He stated that the district does have an expanded PreK program and those funds come from the state. However, he is ready to go to Trenton. He stated that he did not think that the union president’s comments at the last meeting to raise taxes was fair, considering the struggles many families have making their monthly bills.
- Board member stated he agreed with the previous comments. He feels that the Board and administrators’ hearts are in the district and should be commended.
- Board member stated that she has voted on many budgets through her years as a Board member and wanted to thank Dr. Morana and Ms. Darrow for always presenting budgets with integrity.
- Board member stated that considering the limited resources the district has to work with, she is glad that we are keeping important things such as the music program. She stated that you can see at the Red Bank Regional HS Strings concerts that there are Red Bank children represented on stage and this was not so four years ago.
- Board member stated that the economy stinks and the state is not helping. The PreK funding helps but other grades are not getting enough funding. What can we do?  
 Dr. Morana stated that when she and Ms. Darrow met with families they expressed an interest in reaching out to locations such as Save Our Schools New Jersey, as well as contacting Senator Beck.

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Dr. Morana will follow up by providing the contact information to Ms. Roseman for the Board's information.

ROLL CALL VOTE:

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

NAYS: Palma, Viscomi                      ABSTENTIONS: None

Ms. Viscomi motioned, seconded by Mr. Noble, to approve the following:

3128. TRAVEL

Name	Date/Time	Location	Fee	Theme	Account #
Laura Morana	03/30/12 8:30 a.m. – 12:30 p.m.	Trenton, NJ	\$0.00	Assessment Steering Committee – K Entry	NA
JoAnn Hamm	04/17/12 9:30 a.m. – 11:30 a.m.	Cherry Hill, NJ	\$0.00	Spring Semi Regional Meeting	NA
Christina Vlahos	04/17/12 9:30 a.m. – 11:30 a.m.	Cherry Hill, NJ	\$0.00	Spring Semi Regional Meeting	NA
Aida Pereira	04/19/12 8:00 a.m. – 5:00 p.m.	Long Branch, NJ	\$175.00	NJ Speech/Hearing Association Convention	20-250-200-580-003
Alina Ryberg	04/19/12 8:00 a.m. – 5:00 p.m.	Long Branch, NJ	\$175.00	NJ Speech/Hearing Association Convention	20-250-200-580-003
Julius Clark	04/20/12 8:00 a.m. – 4:00 p.m.	Clark, NJ	\$0.00	Principal's Exam	NA
Kara Malandrakis	04/20/12 8:00 a.m. – 4:00 p.m.	Eatontown, NJ	\$189.00	Visual Processing Therapy: Helping Individuals with Sensory Processing Disorders	20-250-200-580-003
Brooks Morris	04/25/12 10:00 a.m. – 12:00 p.m.	Piscataway, NJ	\$0.00	ISCALS Monthly Coordinators' Meeting	NA
Joanne Fiore	04/02/12 10:00 a.m. – 11:30 a.m.	Manalapan, NJ	\$0.00	Training in a New Evidence-Based Suicide Assessment Tool for Youth	NA
Maura Lehmann	04/02/12 10:00 a.m. – 11:30 a.m.	Manalapan, NJ	\$0.00	Training in a New Evidence-Based Suicide Assessment Tool for Youth	NA
John	04/25/12 – 04/28/12	Washington,	RESCIND	2012 Kennedy Center	NA

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Bombardier	8:00 a.m. – 4:00 p.m.	DC		Partner in Education Institute	
Laura Morana	04/25/12 – 04/28/12 8:00 a.m. – 4:00 p.m. (Alternate)	Washington, DC	RESCIND	2012 Kennedy Center Partner in Education Institute	NA
Samantha Maurer	04/25/12 – 04/28/12 8:00 a.m. – 4:00 p.m.	Washington, DC	\$250.00 Registration \$865.68 Lodging	2012 Kennedy Center Partner in Education Institute	20-461-200-500-004
Laura Morana	04/26/12 10:00 a.m. – 2:00 p.m. (originally approved for 04/27/12; rescheduled)	Trenton, NJ	\$0.00	NJ Council for Young Children Steering Committee Meeting	NA
Laura Morana	05/11/12 10:00 a.m. – 12:30 p.m.	Kean University, Union, NJ	\$0.00	Professional Impact New Jersey (PINJ) Policy Advisory Board (Presenter)	NA
Shary Ashe	05/16/12 8:30 a.m. – 3:30 p.m.	Montclair, NJ	\$40.00	Children’s Foundation Annual Conference	20-218-200-580-P12
John Bombardier	05/16/12 9:00 a.m. – 11:00 a.m.	Rumson, NJ	\$0.00	Peninsula Supervisors’ Meeting	NA
Susan Berrios	05/16/12 8:30 a.m. – 12:00 p.m.	Red Bank, NJ	\$0.00	ESL Articulation Meeting	NA
Damian Medina	05/16/12 8:30 a.m. – 12:00 p.m.	Red Bank, NJ	\$0.00	ESL Articulation Meeting	NA
Luz Nieves	05/16/12 8:30 a.m. – 12:00 p.m.	Red Bank, NJ	\$0.00	ESL Articulation Meeting	NA
Annie Darrow	06/18/12 9:30 a.m. – 1:00 p.m.	Eatontown, NJ	\$0.00	Systems 3000 Fund Account Year End Training	NA
Ivelis Menter	06/18/12 9:30 a.m. – 1:00 p.m.	Eatontown, NJ	\$0.00	Systems 3000 Fund Account Year End Training	NA

3129. DONATION

That the Board accepts with gratitude the generous donation of books for our PreK and Kindergarten students from the Bridge of Books Foundation worth an estimated value of \$300.00.

3130. APPROVAL OF SECRETARY/TREASURER’S REPORT

*Pursuant to 18A:6-59*

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

3131. **BILLS PAYMENT**

To approve payment of final bills for February and for bills as of March previously distributed in writing to the Board.

3132. **BUDGET TRANSFERS**

To ratify any budget transfers effective February per the transfer report.

3133. **APPROVE MINUTES**

To approve the minutes of the Board meetings of February 7, 21, and 28, 2012 as previously distributed to the Board.

3135. **AUTOMATIC WAIVER ADJUSTMENT FOR ENROLLMENT**

BE IT RESOLVED that the Red Bank Borough Board of Education includes in the budget the automatic waiver adjustment for enrollment in the amount of \$138,624. The district intends to utilize this adjustment for needs associated with an increased enrollment in Kindergarten, Grades 1 and 3, and in the Middle School that resulted in the need to open 4 additional classrooms.

3136. **TRAVEL AND RELATED EXPENSE REIMBURSEMENT FOR 2012-2013**

WHEREAS, the Red Bank Borough 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

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 \$700 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

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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 for all staff and board members.

3137. WHEREAS the Open Public Meetings Act requires public bodies to announce at least once each year a schedule of regular meetings to be held by it during the succeeding year, NOW, THEREFORE, BE IT RESOLVED by the Red Bank Borough Board of Education that the following meeting schedule be adopted:

OPEN AGENDA PREPARATION WORK SESSION MEETINGS

Second Tuesday of each month in the Middle School Media Center, 101 Harding Road, Red Bank, New Jersey, except as noted by an asterisk (\*). Executive Session begins at 7:00 p.m. and the Public Session begins at 8:00 p.m. Formal action may be taken at these meetings.

June 12, 2012

August 14, 2012\*\*

September 11, 2012

October 9, 2012

November 13, 2012

December 11, 2012

January 3, 2013\* (Thursday - Reorganization Meeting)

REGULAR MEETINGS

Third Tuesday of each month at 7:30 p.m. in the Primary School Cafeteria, 222 River Street, Red Bank, New Jersey, except as noted by an asterisk (\*). Formal action will be taken at these meetings.

May 15, 2012

June 19, 2012

July 10, 2012

August 21, 2012

September 18, 2012

October 16, 2012

November 20, 2012

December 18, 2012

\*\*A Board Retreat will be held prior to the regular meeting on Tuesday, August 14 at 5:30 p.m. The agenda to the extent known consists of a discussion of Board of Education roles and responsibilities led by a field representative from New Jersey School Boards Association.



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**COMMENT:** Ms. Roseman reminded the Board members that due to moving the annual school election to November this motion will extend the Board meetings through our January 3 Reorganization Meeting. She reminded Board members that they should include these dates on their calendar.

3138. NJSBA 2012 SAFETY GRANT PROGRAM

To approve the submission of the 2012 Safety Grant Program through the New Jersey School Boards Association Insurance Group's MOCSSIF Sub-fund in the amount of \$7,537.40 for the period July 1, 2012 through June 30, 2013.

3139. APPROVE USE OF FACILITIES

To approve the one-time and recurring building use requests for the 2011-2012 school year as approved by the Superintendent.

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:

4245. That the Board approves the appointment of Lauren Gregory as Grade 1 Long-Term Replacement Teacher (replacing Karim Vitolo on maternity leave with pay and benefits), at a BA Step 1 prorated annual salary of \$44,160, effective March 16, 2012 through June 30, 2012. Account #11-240-100-101-001

4246. That the Board approves the following staff member's prorated annual salary movements on guide as follows, effective January 1, 2012 through June 30, 2012:

Julius Clark	FROM: BA+15 Step 6-7 Salary of \$46,621.00
	TO: MA Step 6-7 Salary of \$48,621.00

Rachel Lella	FROM: MA Step 4-5 Salary of \$48,121.00
	TO: MA+15 Step 4-5 Salary of \$49,121.00

James T. Pierson	FROM: MA+15 Step 4-5 Salary of \$49,121.00
	TO: MA+30 Step 4-5 Salary of \$50,121.00

4247. That the Board approves a two-day unpaid leave of absence for Amy Rieder on April 18 and April 19, 2012.

4248. That the Board approves a three-day unpaid leave of absence for Judy Schindler on April 18, April 19, and April 20, 2012.

4249. That the Board approves the following as Guest Teachers, effective March 28, 2012 through June 30, 2012.

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Kate Carpenter

Jill Williams

4250. That the Board approves the revised PreK-Grade 3 Primary School Principal Job Description.
4251. That the Board approves the extension of the appointment of Sara Good (replacing Hope Nechamkin) as Primary School special education long-term replacement teacher, at the prorated annual salary of \$44,116.00, effective March 30, 2012 through April 30, 2012. Account #11-212-100-101-003
4252. That the Board approves the extension of the appointment of Nicole Seruya as a Primary School Long-Term substitute 1:1 Instructional Assistant (replacing Sara Good), at Step 1-2 prorated annual salary of \$23,920.00, plus a prorated \$2,000.00 stipend for possessing a Bachelor's Degree, and a prorated \$400.00 stipend for possessing a New Jersey Teaching certificate, effective March 30, 2012 through April 30, 2012, without benefits. Account #11-216-100-106-003
4253. That the Board approves the following professional development tuition reimbursement as per contract.

Amy Campbell

Fairleigh Dickinson University      \$3,666.00  
Final Project School Based Research  
Course #EDUC 6723  
Curriculum Development & Program  
Course #EDUC 6704  
6 credits @ \$611.00  
Fall 2011

Mary Wyman

Fairleigh Dickinson University      \$3,666.00  
Final Project School Based Research  
Course #EDUC 6723  
Curriculum Development & Program  
Course #EDUC 6704  
6 credits @ \$611.00  
Fall 2011

EXTRA WORK/EXTRA PAY

4254. That the Board approves Nicole Mancini (replacing Karim Vitolo) to participate in School Improvement Team Meetings for April, May, and June, 2012, at the stipulated negotiated contractual rate of \$32.00, not to exceed 3 hours. Account #20-231-200-100-PD1
4255. That the Board approves Beth Ann Moran as Grade Level Team Data Analysis leader for Mathematics (replacing Karim Vitolo), and the transfer of 14 hours previously approved for Ms. Vitolo, at the stipulated negotiated contractual extra work/extra pay rate of \$32.00 per hour, for the 2011-2012 school year. Account #20-231-200-100-PD1

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4256. That the Board approves the appointment of Gina Reid as Girls' Track Coach, effective March 22, 2012 through June 15, 2012, at the stipulated negotiated contractual stipend of \$1,769.00. Account #11-402-100-100-002

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:

6079. 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	AMC Loew's Theatre, Eatontown, NJ (Mrs. Vitolo's 1 <sup>st</sup> grade classes)	03/21/12
Local funds	AMC Loew's, Theatre, Eatontown, NJ (AVID Grade 8)	04/03/12
Local funds	Culinary Education Center, Asbury Park, NJ (AVID Grades 7&8)	04/05/12
Local funds	Red Bank Regional HS, Red Bank, NJ (AVID Grade 8)	05/04/12
PTO	Sandy Hook, NJ (2 <sup>nd</sup> grade classes)	05/14/12
Local funds	Monmouth University, W. Long Branch, NJ (AVID Grades 7&8)	05/22/12
American Littoral Society	Sandy Hook, NJ (Students participating in 21 <sup>st</sup> CCLC Sea Quest after school program)	05/31/12 Originally approved for 05/24/12
Local funds	HISPA Youth Conference, Princeton, NJ (AVID Grade 8)	06/08/12

6080. That the Board authorizes the Superintendent to submit the 21st Century Community Service Learning Center Continuation Grant for the 2012 – 2013 school year, for an amount not to exceed \$495,000.

6081. That the Board approves the district's participation in the Kean University Math-Science Partnership (MSP) Grant for the 2012-2013 school year.

6082. That the Board approves the 2012-2013 school calendar as submitted.

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6083. That the Board approves the revision to the 2011-2012 school calendar to add May 29, 2012 as an extension to the Memorial Day weekend and to add May 30, 2012 as a professional day for staff and closed for students in lieu of two out of three unused snow days.

ROLL CALL VOTE:

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

NAYS: None ABSTENTIONS: None

9. HEARING OF THE PUBLIC - None

10. OLD BUSINESS

- Ms. Darrow advised the Board that one of the projects on the Facilities and Finance long-term goals is an air conditioner unit for the Middle School server room that has now become a priority. Several years ago the district quoted for the unit and it was \$28,000. In order to fix the issue temporarily, window units were placed in the server room to maintain the optimal temperature. Those units have frozen three separate times in the last three weeks and a permanent solution must be addressed. The district received a quote through our Middlesex Education Commission which was approximately \$16,000. Ms. Darrow will provide additional information to the Finance Committee, but this has to be ordered as soon as possible. Transfer of funds will be done through various accounts including unused energy funds.

11. NEW BUSINESS

- The Primary School Chorus will be part of the Kids In Concert performance at Long Branch HS on March 30 at 6:30 pm.
- Board member thanked Richard Cohen for his time in the district.

At 9:01 pm Ms. Jones motioned, seconded by Ms. Viscomi, to move to Executive Session.

12. EXCUTIVE SESSION

- A. Preschool Expansion Space Options
- B. Chief School Administrator (CSA) Evaluation – Kathy Winecoff, NJSBA Representative

13. ADJOURNMENT

At 10:03 pm Mr. Noble motioned, seconded by Mr. Palma, to adjourn.

Respectfully submitted,

Anne E. Darrow  
Business Administrator/Board Secretary