

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 15, 2011

MINUTES

1. CALL TO ORDER – 7:30 pm – Primary School Media Center

2. 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.

3. ROLL CALL

PRESENT: Janet Jones, Marjorie Lowe (arrived 7:40 pm), Carrie Ludwikowski, Peter Noble, Allen Palma, Suzanne Viscomi, Ben Forest, Ann Roseman

ABSENT: Grace Costa

ALSO PRESENT: Laura C. Morana, Superintendent

4. FLAG SALUTE

5. SUPERINTENDENT'S REPORT

A. 2010-2011 Audit Presentation – Robert Allison, CPA

Mr. Allison reviewed the results of the district's fiscal year 2011 Comprehensive Audit Financial Review. He indicated that the Business Office's financial records are in the best shape yet. He did discuss concerns that the year ended without excess surplus, which a district should plan on having in the event of an emergency. When he compares the district's financial funds to his other clients, Red Bank is at the "back of the pack". He urges the Board to maximize resources and to try and reserve surplus for the upcoming year. He thanked the Board for the cooperation of the Business Office during the audit process. Dr. Morana and Ms. Darrow also advised the Board that working with our auditors is not a one-time event that occurs during the audit, but they are used as a resource throughout the year. Mr. Allison asked the Board if they have any questions. There were none and Mr. Allison thanked the Board for their time.

B. 2012-2013 Budget Update

Dr. Morana reviewed the budget process with the Board and indicated that they continue to assess where they are in terms of required budgetary expenses. Some of these requirements are in relation to special education mandates, business operations, maintenance of buildings and grounds, additional classrooms that need to be opened, etc. State aid is still an unknown at this point.

We are in the process of completing the PreK Expansion Grant application and working with the private providers to finalize enrollment.

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C. American Education Week 2011

Dr. Morana indicated that the schools have organized classroom visits. The Primary School had approximately 45 families this morning and visits are scheduled on Thursday at the Middle School. A letter was sent home to families encouraging them to take advantage of school visits and the before- and after-school programs.

6. CORRESPONDENCE

A. Letter of Support – Safe Routes to School Grant

Ms. Roseman explained the request from the Borough. Clarification was requested on what the Borough would do in regard to the access road at the Primary School. Ms. Roseman requested a show of hands, and seven Board members consented to offer a letter of support, with one Board member abstaining.

7. PRESIDENT’S REPORT

A. Committee Reports—Finance, Curriculum & Instruction, Policy, Facilities & Safety (no meeting held this month).

B. New Jersey School Boards Association Delegate Assembly

Ms. Roseman reviewed the proposed resolution for the delegates’ assembly that will take place on November 19. The Board discussed the pros and cons for amending the requirement regarding offenses that may have occurred in the past.

8. 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, Mathematics Teacher and RBBEA President, asked about the Singapore Math Event.

9. 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. 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.

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At this time Dr. Morana asked that her travel on December 9 be removed from the agenda.
Ms. Lowe motioned, seconded by Mr. Noble, to approve the following:

10. ACTION AGENDA

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:

3077. TRAVEL

Name	Date/Time	Location	Fee	Theme	Account #
Samantha Maurer	11/18/11 8:00 a.m. – 4:30 p.m.	Princeton, NJ	\$186.00	New Jersey Annual Afterschool Conference	20-461-200-500-TR4
Ann Roseman	11/19/11 8:00 a.m. – 4:00 p.m.	Plainsboro, NJ	\$0.00	New Jersey School Boards Association – Annual Delegate Assembly	NA
Laura Morana	11/28/11 9:30 a.m. – 2:30 p.m.	Lawrenceville, NJ	\$0.00	Excellent Educators for New Jersey (EE4NJ) Liaison Meeting	NA
Stacy Sherwood	11/28/11 9:30 a.m. – 2:30 p.m.	Lawrenceville, NJ	\$0.00	Excellent Educators for New Jersey (EE4NJ) Liaison Meeting	NA
Melissa Osmun	12/02/11 8:00 a.m. – 4:00 p.m.	Eatontown, NJ	\$149.00	New Jersey Association of Federal Program Administrators Winter Training Institute	20-231-200-500-004
Damian Medina	12/09/11 8:30 a.m. – 10:30 a.m.	Red Bank, NJ	\$0.00	World Language Articulation Meeting with RBR	NA

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Laura Morana	01/12/12 9:30 a.m. – 1:30 a.m.	Weehawken, NJ	\$0.00	Hot Topics in NJ Special Education Administration & Compliance: NO MORE Doing Business as Usual for Special Ed in NJ	NA
Joseph Christiano	01/26/12 & 01/27/12 8:00 a.m. – 5:00 p.m.	Atlantic City, NJ	\$369.00 Registration \$99.00 Accommodations \$99.00 Per diem	Techspo 2012	20-231-200-500-004
Annie Darrow	03/16/12 9:00 a.m. – 12:00 p.m.	Oakhurst, NJ	\$20.00	NJSBAIG Claims Coordinator Training	11-000-251-592-000

3078. APPROVAL OF SECRETARY/TREASURER’S REPORT

Pursuant to 18A:6-59

Approve the October 2011 Report of the Treasurer and the October 2011 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.

3079. ACCEPTANCE OF AUDIT REPORT

To accept the district’s annual audit report for the year ended June 30, 2011, as presented and discussed with Mr. Robert Allison, CPA.

3080. BILLS PAYMENT

To approve payment of final bills for October 2011 and for bills as of November 2011 previously distributed in writing to the Board.

3081. BUDGET TRANSFERS

To ratify any budget transfers effective October 2011 per the transfer report.

3082. APPROVE MINUTES

To approve the minutes of the Board meetings of October 11, and 18, 2011 as previously distributed to the Board.

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3083. CANCELLED CHECKS

Approve the cancellation and reissue of the following outdated, outstanding checks from the Petty Cash Account in the amount of \$52.82:

Check number	Amount	Check Date
6914	\$5.00	3-23-2011
6915	\$47.82	3-30-2011

3084. DONATION

To accept with gratitude the generous donation of \$1,700 from the Red Bank Education Foundation to support the Primary School greenhouse.

As part of the Science, Technology, Engineering, and Mathematics (STEM) curriculum, students will be afforded learning opportunities that extend beyond the classroom walls.

3085. DONATION

To accept with gratitude the generous donation of \$400.00 from the Red Bank Education Foundation to support the installation of a sundial on the Primary School grounds. As part of the Science, Technology, Engineering, and Mathematics (STEM) curriculum, students will decorate the sundial markers, work with the longitude and latitude location-specific plans to lay out the markers to create a working sundial.

COMMENT ON 3084 & 3085:

- Ms. Roseman highlighted the generous donations made by the Red Bank Borough Education Foundation (RBBEF) to support the outdoor classroom learning environment. She indicated that the donations were made possible through the fundraising of the RBBEF.

3086. ENROLLMENT PROJECTION STUDY

To approve Ross Haber Associates, Inc. to complete an enrollment projection study for the Red Bank Public Schools at an amount of \$1,000.00.

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:

4176. That the Board approves the following professional development tuition reimbursement as per contract.

James T. Pierson	Fairleigh Dickinson University Field Based Internship 1 Course #EDUC 6722 3 credits @ \$611.00 Summer 2011	\$1,833.00
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4177. That the Board approves the following as district translators, at the stipulated negotiated contractual rate of \$20.00 per hour, effective November 16, 2011 through June 30, 2012.

Martha Carvajal

Magda Timmes

4178. That the Board approves the following as Guest Teachers for the 2011-2012 school year.

Janice Havay

Griselda Nunez

4179. That the Board approves the termination of Jose Hidalgo, Middle School Night Custodian, effective November 23, 2011.

4180. That the Board approves the appointment of Alonzo Meacham as substitute custodian, effective November 21, 2011 through June 30, 2012.

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:

6056. That the Board approves the revised Local Professional Development Plan for the 2011-2012 school year to comply with Excellent Educators for New Jersey (EE4NJ) requirements.

6057. That the Board approves the Middle School's participation in the Stars Challenge Program.

6058. That the Board accept funds in the amount of \$200 from New Jersey Parent Information Resource Center to assist with carrying out any actions resulting from a "Family Friendly Walkthrough" to be conducted prior to December 22nd.

COMMENT:

- Dr. Morana explained that the funds are an expansion of a grant through the NJPRIC that was originally awarded for \$350.00. The grant was submitted by our Family Worker, Shary Ashe, who is scheduling a family event in December.

6059. That the Board approves the agreement with Teachscape Software and Licensing and Professional Services to support the data management system as required under Excellent Educators for New Jersey (EE4NJ) Pilot Program, throughout the 2011-2012 school year, not to exceed \$33,300.00.

6060. That the Board approves the agreement with the Danielson Group to provide professional services throughout the 2011-2012 school year in support of the implementation of the Framework For Teaching job embedded coaching under Excellent Educators for New Jersey (EE4NJ) Pilot Program, not to exceed \$20,700.00.

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COMMENT on 6059 & 6066:

- Dr. Morana advised the Board that these services support the components required for the EE4NJ Pilot Program Grant.

6061. That the Board approves the submission of a letter of support to establish a partnership between the Central Jersey Family Health Consortium and the Red Bank Middle School to expand the Teen Outreach Program (TOP) for the 2012-2013 school year as an after school club for students in 6th – 8th Grade in conjunction with 21st Century Community Learning Centers Program.

COMMENT:

- Dr. Morana explained that this allows our Middle School students to be part of a leadership program in partnership with RBRHS.

11. HEARING OF THE PUBLIC - None

12. OLD BUSINESS

- Discussion on the access road at the Primary School.

13. NEW BUSINESS

14. ADJOURNMENT

At 8:40 pm Ms. Jones motioned, seconded by Ms. Ludwikowski, to adjourn.

Respectfully submitted,

Anne E. Darrow
Business Administrator/Board Secretary