

RED BANK BOROUGH BOARD OF EDUCATION  
RED BANK, NEW JERSEY  
BOARD OF EDUCATION  
PUBLIC MEETING  
NOVEMBER 8, 2011

MINUTES

1. CALL TO ORDER — 7:06 pm - 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 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: Ben Forest, Janet Jones, Allen Palma, Suzanne Viscomi, Ann Roseman

ABSENT: Grace Costa, Marjorie Lowe, Carrie Ludwikowski, Peter Noble

ALSO PRESENT: Laura C. Morana, Superintendent; Peter Sokol, Esq.

3. FLAG SALUTE

Ms. Roseman led the Salute to the Flag.

4. RESOLUTION FOR EXECUTIVE SESSION

Ms. Jones motioned, seconded by Ms. Viscomi, to convene to Executive Session.

- A. Administrative Unit Negotiations
- B. RBBEA Contract Negotiations Update
- C. Workers' Compensation Cases
- D. Litigation Cases
- E. Student Residency Case

5. CALL TO ORDER – 8:00 p.m.

SUNSHINE STATEMENT

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6. ROLL CALL

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

ABSENT: Grace Costa, Carrie Ludwikowski

ALSO PRESENT: Laura C. Morana, Superintendent; Peter Sokol, Esq.

7. SUPERINTENDENT'S REPORT

A. Budget 2011-2012

Dr. Morana advised the Board that we are watching current year budget funds very carefully. As in the past, all accounts will be frozen as of December 1. All requests, except for upcoming events, such as parent events, graduation, etc., will require submitting an information brief that would explain the need for the use of funds. Administrators have been advised that instructional supplies that were budgeted for the school year should have been in place prior to December 1.

Dr. Morana explained that the district is dealing with unanticipated expenses for special education services to support a three year old who will be coming to the district from an early intervention program. The student has medical needs and will require a one-on-one personal assistant. Although the child is three years old, Dr. Morana's recommendation is to place her in the multiple disabled classroom that is currently servicing three five-year-old students, as this classroom environment would best serve the child. In order to place the child in the class, Dr. Morana will request a waiver due to age from the Monmouth County Superintendent's Office. Dr. Morana also reminded the Board that there are expenses for the due process case for a special education child who was unilaterally placed at an out-of-district private school in Princeton.

Ms. Darrow also explained to the Board that as part of the audit exit conference, it was strongly recommended that the district develop surplus funds at least up to the required two percent. Our auditor, Robert Allison, expressed concerns that the district has budgeted so conservatively and should have at least the minimum surplus. Dr. Morana stated that Mr. Allison will be discussing this further next week during the audit presentation.

B. Budget 2012-2013

Dr. Morana indicated that she and Ms. Darrow have met with the administrators and master teacher/coaches to provide recommendations and guidelines on creating the upcoming budget that will be guided by the increase in enrollments. She is exploring the possibility of moving two preschool classrooms from the Primary School to the space at Red Bank Regional High School (RBRHS) that we will be leasing for the 2012-2013 school year. It is expected that additional classrooms will be needed to accommodate the increased enrollment and options are being explored.

The PreK Expansion Grant enables us to meet the needs of all three and four-year-olds for 2012-2013, unless there are unanticipated enrollment increases. Hopefully the YMCA will be successful in locating space to increase their enrollment by four classes. She advised that December 1 is the

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due date for the projected enrollment. The completed application is due on December 15, which means that a motion will be on the December 13 Board agenda.

State aid is still unknown. Dr. Morana referred the Board to an article in their packet from the Education Law Center. Senator Beck has consistently advocated for a fair school funding model and the district appreciates her ongoing support and recognition of our success.

**COMMENTS/QUESTIONS:**

- Board member had asked whether an increase in the number of four-year-olds could cause the district to have a lottery for limited three-year-old spaces. Dr. Morana indicated that if there were a choice, all four-year-olds would be admitted first.
  
- C. Excellent Educators for New Jersey (EE4NJ) Pilot Program Grant Update  
 Dr. Morana provided an update on progress for the evaluation and observation framework. Particular tools are being explored by the State Department of Education (NJDOE) that will allow for assessment of student progress in music, art, and technology. She indicated that it is the intent of the governor to have the evaluations and observations system rolled out state-wide in September 2012. They have requested that the governor consider 2012-2013 a “planning year” so districts have the opportunity to budget for the resources needed.

**COMMENTS/QUESTIONS:**

- Board member stated that the New York Times had an article on how Tennessee implemented an evaluation system for the subject areas and it was a disaster. Dr. Morana stated that New Jersey has learned a great deal from the work in Tennessee.
  
- D. Preschool Expansion Program Application 2012-2013—discussed in Item B
  
- E. School Bus Emergency Evacuation Drill Report

Date of drill	Time drill conducted	School name	Location of drill	Route number(s) included in drill	Name of school Principal or person(s) assigned to supervise the drill
10/17/11	Afternoon before dismissal	Monmouth Day Care Center	Area in front of school	PKX-1	Heidi Zaentz, Director of MDCC

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8. CORRESPONDENCE

A. Letter of Support – Safe Routes to School Grant

Ms. Roseman stated that the Borough has requested a letter of support for the Safe Routes to School Grant. Copy of the letter was provided to each Board member. Ms. Roseman indicated that the Board should review the letter and be prepared to discuss at the next meeting and she would take a consensus.

9. PRESIDENT’S REPORT

A. Board Members’ Feedback from New Jersey School Boards Association Convention – A.

Roseman, B. Forest, J. Jones, A. Palma, S. Viscomi, and M. Lowe

Board members reported on their professional development.

10. 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.”

11. 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.

**NOTE:**

(Prior to the Action Agenda Ms. Lowe left the meeting room and did not return until after the Board meeting adjourned.)

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

12. ACTION AGENDA

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:

3071. TRAVEL

Name	Date/Time	Location	Fee	Theme	Account #
Brooks Morris	11/16/11 10:00 a.m. – 12:00 p.m.	Newark, NJ	\$0.00	ISCALS Monthly Coordinators Meeting	NA
Lingwei Chiou	11/21/11 – 11/27/11 8:00 a.m. – 5:00 p.m. Originally approved on 10/18/11 without any fee	Beijing, China	\$160.00 Visa Application \$200.00 Books	2011 Hanban Teacher Training in Beijing	20-231- 200-500- S12
Laura Morana	11/22/11 5:00 p.m. – 7:00 p.m.	New York, NY	\$0.00	NYU Met Center Workshop: INVISIBLE No More: Understanding the Disenfranchisement of Latino Men and Boys	NA
Mary Wyman	11/29/11 & 11/30/11 8:30 a.m. – 3:30 p.m.	South Brunswick, NJ	\$0.00	DINI – Using Data to Improve & Inspire Student Achievement	NA
Andrea Fontenez	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
Annie Darrow	01/20/12 9:00 a.m. – 12:00 p.m.	Lawrence, NJ	\$20.00	NJSBAIG Affirmative Action Officer Training	11-000- 251-592-00

3072. SUPPLEMENTAL EDUCATION SERVICES (SES) PROVIDER

That the Board authorizes the Superintendent to enter into a contract with Preferred Tutoring Services, a state-authorized Supplemental Education Services provider, for the period of November 1, 2011 through June 30, 2012, at an amount not to exceed \$1,084.00 per student, to be funded by NCLB Title I (Account #20-231-100-300-014).

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3073. SUPPLEMENTAL EDUCATION SERVICES (SES) PROVIDER

That the Board authorizes the Superintendent to enter into a contract with ATS Project Success, a state-authorized Supplemental Education Services provider, for the period of November 1, 2011 through June 30, 2012, at an amount not to exceed \$1,084.00 per student, to be funded by NCLB Title I (Account #20-231-100-300-014).

3074. SUPPLEMENTAL EDUCATION SERVICES (SES) PROVIDER

That the Board authorizes the Superintendent to enter into a contract with Sylvan Learning Center, Middletown, a state-authorized Supplemental Education Services provider, for the period of November 1, 2011 through June 30, 2012, at an amount not to exceed \$1,084.00 per student, to be funded by NCLB Title I (Account #20-231-100-300-014).

3075. SUPPLEMENTAL EDUCATION SERVICES (SES) PROVIDER

That the Board authorizes the Superintendent to enter into a contract with American Tutor, Inc., a state-authorized Supplemental Education Services provider, for the period of November 1, 2011 through June 30, 2012, at an amount not to exceed \$1,084.00 per student, to be funded by NCLB Title I (Account #20-231-100-300-014).

3076. SUPPLEMENTAL EDUCATION SERVICES (SES) PROVIDER

That the Board authorizes the Superintendent to enter into a contract with Smarties Tutoring Services, a state-authorized Supplemental Education Services provider, for the period of November 1, 2011 through June 30, 2012, at an amount not to exceed \$1,084.00 per student, to be funded by NCLB Title I (Account #20-231-100-300-014).

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:

4165. That the Board approves the transfer of Joan Todaro from Primary School Grade 2 teacher to Primary School Instructional Assistant, effective October 17, 2011.

4166. That the Board approves the unpaid maternity leave of absence with benefits for Kristine Guzman, effective November 1, 2011 through February 27, 2012, an unpaid leave of absence with benefits under the Family Medical Leave Act (FMLA) from February 28, 2012 through May 31, 2012.

4167. That the Board accepts the resignation of Melina Jaramillo, Spanish teacher, due to personal reasons, effective December 19, 2011.

4168. That the Board approves the appointment of Colleen Hanrahan, Primary School Instructional Assistant (replacing Earl Agee), at a prorated Step 1 annual salary of \$23,920.00, plus a \$2,000.00 stipend for possessing a Bachelor's Degree, and a \$400.00 stipend for possessing a teaching certificate, effective October 31, 2011 through June 30, 2012. Account #11-204-100-106-003

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4169. That the Board accepts with regret the resignation of Kimberly Repko, first grade teacher, due to personal reasons, effective January 1, 2012.

**COMMENTS:**

- Board members expressed that Ms. Repko's resignation will be a loss to the district.
- Dr. Morana stated that she had met with Ms. Repko yesterday and did express to her that her leaving was a great loss to the district.

4170. That the Board approves Eddy Velastegui as Middle School long term replacement Math teacher (replacing Richard Aldaz), at a BA Step 1 prorated annual salary of \$44,116.00, effective November 14, 2011 through June 30, 2012. Account #

EXTRA WORK/EXTRA PAY

4171. That the Board approves the appointment of Tracey Johnson Ashe as Girls' Assistant Basketball Coach, at the stipulated negotiated contractual stipend of \$1,598.00, effective November 7, 2011 through February 10, 2012. Account #11-402-100-101-002

4172. That the Board approves Stephanie Chandler, Preschool Lunch Aide, St. Anthony's Parish Center location as a substitute building monitor, up to 4 hours per day as needed, at the hourly rate of \$12.00, effective November 9, 2011 through June 30, 2012. Account #11-000-262-100-005

4173. That the Board approves Holcombe Hurd for participation in the Red Bank Town Lighting event on November 25, 2011, not to exceed 4 hours at the stipulated negotiated contractual rate of \$32.00 per hour. Account # 20-461-100-100-E04

**COMMENTS:**

- Is Mr. Hurd working with students?  
Dr. Morana stated that Yes, he will be working with the students as they once again perform with the Holiday Express.

4174. That the Board approves Damian Medina for Supplemental Educational Services (SES) Saturday Academy planning, for 20 hours during September 2011, at the stipulated negotiated contractual rate of \$32.00 per hour. Account #20-231-200-103-104

4175. That the Board approves Michelle Case for Supplemental Educational Services (SES) Saturday Academy planning, for 15 hours during September 2011, at the stipulated negotiated contractual rate of \$20.00 per hour. Account #20-231-200-103-104

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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:

6055. That the Board accept grant funds in the amount of \$350.00 from New Jersey Parent Information Resource Center for a family involvement activity for Pre-K to grade eight to be scheduled prior to December 22, 2011.

ROLL CALL VOTE:

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

NAYS: None ABSTENTIONS: None

NOTE: Ms. Lowe was present at the meeting but not during the vote.

13. HEARING OF THE PUBLIC - NONE

NOTE: At this time Mr. Forest left the meeting.

14. OLD BUSINESS - NONE

15. NEW BUSINESS

- Ms. Roseman presented the Board members with a token from her company in the spirit of the NJSBA vendor tokens.

16. ADJOURNMENT

At 9:03 pm Ms. Jones motioned, seconded by Mr. Palma, to adjourn.

Respectfully submitted,

Anne E. Darrow  
Business Administrator/Board Secretary