

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 16, 2010

MINUTES

1. CALL TO ORDER – 7:30 PM – Primary School Cafeteria

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 3, 2010. 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: Grace Costa, Janet Jones, Rosemarie Kopka, Marjorie Lowe, Carrie Ludwikowski, Peter Noble, Ben Forest, Ann Roseman

Also Present: Laura C. Morana, Superintendent

4. FLAG SALUTE

Ms. Roseman led the Salute to the Flag.

5. SUPERINTENDENT'S REPORT

A. Audit 2009-2010 Presentation – Robert Allison, Auditor

This agenda item was taken later in the meeting as Mr. Allison was coming from another district.

Mr. Allison presented the Fiscal Year 2010 fiscal audit that was completed on September 20, 2010. The one comment that was identified was regarding the identification of LEP students. Mr. Allison confirmed that this comment was a repeat from the prior year; but because it was identified in the FY 2009 audit, after the ASSA was submitted, it was also reflected in the FY 2010 identification. He has been assured that the corrective action has already been taken. Mr. Allison advised the Board that \$274,000 of surplus will be allotted for the 2011-2012 school year. The undesignated surplus of \$341,000 was also calculated.

Mr. Allison indicated that his firm received the complete cooperation of the district business office and he is rendering an unqualified opinion on the financial state of the district. He also noted that the firm is used as a resource throughout the year for questions or concerns that arise, and that Ms. Darrow does take advantage of this option. Mr. Allison further stated that the district is not billed for this resource. Ms. Darrow commented that the firm has been responsive, especially regarding the reduction in state aid and the accounting that is required to accurately reflect the change. Dr. Morana stated that the auditors who were on site during this time were very professional and cooperative.

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 16, 2010

MINUTES

COMMENTS:

- Question was asked about whether the auditor was confident that the district is secure and well run. Mr. Allison indicated that yes, it was.
- Dr. Morana thanked Mr. Allison and his firm.

B. Preschool Expansion Application – Update

Dr. Morana advised the Board that the Preschool application is due December 15. She is currently reviewing facilities options and will work with the Curriculum and Finance committees to finalize the application. Additionally, she would like to provide preschool for an additional two or three classes if we can find the space.

COMMENT:

Was anyone turned away this year?

Dr. Morana indicated we were able to serve all four-year-olds but at least eight three-year-olds were not offered a spot.

C. Legislative Update – No updates at this time.

6. CORRESPONDENCE

A. Letter of Resignation from Rosemarie Kopka, Board Member

Ms. Roseman read Ms. Kopka's letter of resignation.

COMMENTS:

- Ms. Kopka was the first female Board member and this encouraged other females to also serve on the Board.
- Board member shared a newsletter that was published at the time the Primary School opened. Ms. Kopka was noted as being part of that project.
- Board member thanked Ms. Kopka for her service and indicated that it was an honor to work with her and that she would be missed.

7. PRESIDENT'S REPORT

A. Board Candidates Interviews

(As the Board was expecting two other candidates to attend the meeting, the suggestion was made to postpone the interview until after the committee reports.)

B. Committee Reports – Finance Committee

A. Board Candidate Interview

Ms. Roseman introduced Mr. Ernest Anemone who provided the Board with his background. Mr. Anemone was interviewed.

Ms. Roseman thanked Mr. Anemone and explained that the Board would deliberate for a short time in Executive Session and return soon.

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 16, 2010

MINUTES

8. RESOLUTION FOR EXECUTIVE SESSION

At 7:55 pm Ms. Costa motioned, seconded by Ms. Jones, to move to Executive Session.

- A. Deliberation of Board Candidates
- B. Administrators' Contract Negotiations – Update

9. RETURN TO PUBLIC SESSION – 8:00 pm

ROLL CALL:

Present: Grace Costa, Janet Jones, Rosemarie Kopka, Marjorie Lowe, Carrie Ludwikowski,
Peter Noble, Ben Forest, Ann Roseman

Also Present: Laura C. Morana, Superintendent

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 with a total public participation not exceeding 60 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.

12. ACTION AGENDA

Ms. Roseman asked that Motion 1002 be taken first and separated.

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 16, 2010

MINUTES

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:

Ms. Lowe motioned, seconded by Ms. Ludwikowski, to accept the following:

1002. RESIGNATION OF BOARD MEMBER

That the Board accepts with regret the resignation of Rosemarie Kopka as a member of the Board of Education, effective December 15, 2010.

COMMENTS:

- We will miss Ms. Kopka terribly
- Several Board members shared their experience with Ms. Kopka as a running mate and also her encouragement of other board members to run for a seat on the Board, as well as being a wonderful mentor.
- Dr. Morana stated that she had a great deal of admiration for Ms. Kopka's commitment and dedication to the district and the students.

ROLL CALL VOTE:

AYES: Costa, Jones, Kopka, Lowe, Ludwikowski, Roseman

NAYS: Forest, Noble ABSTENTIONS: None

Mr. Forest motioned, seconded by Ms. Jones, to accept the following:

1003. APPOINTMENT OF BOARD MEMBER

That the Board approves the appointment of Ernest Anemone as a member of the Red Bank Borough Board of Education, filling a vacancy created by the resignation of Layli Whyte, effective November 16, 2010 through April 2011.

1004. OATH OF OFFICE

Board Secretary administers Oath of Office to newly-elected Board member Ernest Anemone.

ROLL CALL VOTE:

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

NAYS: None ABSTENTIONS: None

Ms. Ludwikowski motioned, seconded by Ms. Kopka, to accept the following:

1001. MEMORANDUM OF AGREEMENT

To approve the Uniform State Memorandum of Agreement Between the Red Bank Borough Schools and Law Enforcement Officials.

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 16, 2010

MINUTES

Motions 1005 & 1006 pulled from agenda. No candidate at this time.

1005. APPOINTMENT OF BOARD MEMBER

That the Board approves the appointment of _____ as a member of the Red Bank Borough Board of Education, filling a vacancy created by the resignation of Rosemarie Kopka, effective December 15, 2010 through April 2011.

1006. OATH OF OFFICE

Board Secretary administers Oath of Office to newly-elected Board member _____, term to begin December 15, 2010.

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:

3096. TRAVEL

Name	Date/Time	Location	Fee	Theme	Account #
John Bombardier	11/29/10 8:30 a.m. – 12:00 p.m.	Long Branch, NJ	\$0.00	Writing you 2010-2011 Profession Development Plans	NA
Mayra Velasquez	11/29/10 & 11/30/10 8:30 a.m. – 3:00 p.m.	Trenton, NJ	\$0.00	Using Data to Improve & Inspire Student Achievement	NA
Christina Vlahos	11/30/10 & 12/20/10 9:30 a.m. – 3:00 p.m.	Trenton, NJ	\$0.00	Functional Behavior Assessments & Design of BIPs	NA
Annie Darrow	12/01/10 9:00 a.m. – 1:00 p.m.	Robbinsville, NJ	\$0.00	NJASBO Does Sharing a Business Administrator Work	NA
Annie Darrow	12/3/10 9:30 a.m. – 11:00 a.m.	Neptune, NJ	\$0.00	Homeless State Law & Code	NA
Wendy Turnock	12/08/10 8:00 a.m. – 4:00 p.m.	New Brunswick, NJ	\$0.00	Learn to Earn	NA
Richard Cohen	01/03/11 8:30 a.m. – 3:30 p.m.	Trenton, NJ	\$0.00	Intervention & Referral Services	NA
Annie Darrow	01/07/11 9:30 a.m. – 2:00 p.m.	Neptune, NJ	\$0.00	Homeless DOE Compliance & Requirements	NA
Maria Iozzi	01/10/11	Bordentown, NJ	\$0.00	NJ School Integrated	NA

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 16, 2010

MINUTES

	8:15 a.m. – 12:15 p.m.			Pest Management Training	
Lisa Miskanich	01/10/11 & 01/11/11 8:00 a.m. – 4:00 p.m.	New Brunswick, NJ	\$395.00	Pyramid PECS Basic Training	20-465-200-500-003
Christina Vlahos	01/10/11 & 01/11/11 8:00 a.m. – 4:00 p.m.	New Brunswick, NJ	\$395.00	Pyramid PECS Basic Training	20-465-200-500-003
Samantha Maurer	01/26/11 & 04/12/11 8:30 a.m. – 3:00 p.m.	Mercerville, NJ	\$0.00	21 st CCLC Project Directors' Meetings	NA

3097. BUDGET TRANSFERS

To ratify any budget transfers effective September and October 2010 per the transfer report previously distributed in writing to the Board.

3098. BILLS PAYMENT

To approve payment of final bills for October 2010 and for bills as of November 2010 previously distributed in writing to the Board.

3099. APPROVE MINUTES

To approve minutes of the Board meeting of October 12 and 19, 2010, as previously distributed in writing to the Board.

3100. APPROVAL OF SECRETARY/TREASURER'S REPORT

Pursuant to 18A:6-59

Approve the September 2010 Report of the Treasurer and the September 2010 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.

3101. APPROVAL OF SECRETARY/TREASURER'S REPORT

Pursuant to 18A:6-59

Approve the October 2010 Report of the Treasurer and the October 2010 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
NOVEMBER 16, 2010

MINUTES

3102. ACCEPTANCE OF AUDIT REPORT

To accept the district's annual audit report for the year ended June 30, 2010, as presented by, and discussed with, Mr. Robert Allison, CPA.

3103. ACCEPTANCE OF CORRECTIVE ACTION PLAN 2010 AUDIT REPORT

To accept the district's Corrective Action Plan for the annual audit report for the year ending June 30, 2010, as previously shared with the Board.

3104. PRIVATE PROVIDER

To approve the contract with Sylvan Learning Center, Eatontown, NJ, a state-authorized Supplemental Educational Services provider, for the period of November 17, 2010 through June 30, 2011, at an amount not to exceed \$1,166 per student. Account #20-231-100-300-014

3105. PRIVATE PROVIDER

To approve the contract with Essex Regional Educational Services Commission, Fairfield, NJ, a state-authorized Supplemental Educational Services provider, for the period of November 17, 2010 through June 30, 2011, at an amount not to exceed \$1,166 per student. Account #20-231-100-300-014

3106. PRIVATE PROVIDER

To approve the contract with Preferred Tutoring Services, North Bergen, NJ, a state-authorized Supplemental Educational Services provider, for the period of November 17, 2010 through June 30, 2011, at an amount not to exceed \$1,166 per student. Account #20-231-100-300-014

3107. DONATION

To accept with gratitude the generous donation of \$15,000 from an anonymous donor towards the implementation of the 3rd Grade Saturday Academy Program, Rhythm and Movement Program at St. Anthony's, and the cost of Intradistrict Strings Festival transportation and refreshments for the students.

3108. CANCELLED CHECKS

To approve the cancellation of the following list of outdated, outstanding checks:

Payroll Account	\$92.11
Check # 25065	\$46.06 12/23/2009
Check #25278	\$46.05 01/15/2010

ROLL CALL VOTE:

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

NAYS: Mr. Noble on Motion 3104

ABSTENTIONS: Anemone; Costa, Jones, Roseman on their own travel Motion 3098; Jones on Motion 3099 October 12 Minutes.

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 16, 2010

MINUTES

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

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:

4110. That the Board approves the adjustment to the appointment of Alyssa O’Keefe May as a Long-Term Substitute, at an MA Step 1-2 prorated annual salary of \$46,760.00, effective December 1, 2010 through March 23, 2011 (covering maternity leave for Michelle Klotzkin).
4111. That the Board approves a paid medical leave with benefits for Kristine Guzman, effective November 29, 2010 through December 23, 2010. (Kristine is currently on an unpaid family leave with benefits through November 26, 2010).
4112. That the Board approves the extension of the appointment for Robyn Mantila as Long-Term Substitute Teacher (covering for Kristine Guzman), at a BA Step 1-2 prorated salary of \$43,760, effective December 1, 2010 through December 23, 2010.
4113. That the Board approves Michael Isley as a substitute custodian, on an as-needed basis, for the 2010-2011 school year at the rate of \$12 per hour.
4114. That the Board approves Susan Huhn as Primary School Night Custodian (replacing Matthew Domanich who resigned), at a prorated annual salary of \$29,103.00 which includes base salary of \$27,253.00, night differential of \$1,600.00 and a \$250.00 stipend for holding a Black Seal license, effective November 22, 2010 (pending approval of the Emergent Hiring Application from the County Office) through June 30, 2011. Account #s 11-000-262-100-005 and 20-218-200-110-P11. This position will have the required 1.5% deduction for health benefits.
4115. That the Board approves the movement on the guide for Kelly Brinton from a BA Step 3-4 annual salary of \$44,260.00 to a BA+15 Step 3-4 annual salary of \$45,260.00, effective September 1, 2010 through June 30, 2011.
4116. That the Board approves the movement on the guide for Miranda Van Utrecht from a BA Step 12 annual salary of \$55,835.00 to a BA+15 Step 12 annual salary of \$56,835.00, effective September 1, 2010 through June 30, 2011.
4117. That the Board approves the movement on the guide for Danielle Yamello from an BA+15 Step 7 annual salary of \$46,265.00 to an BA+30 Step 7 annual salary of \$47,265.00, effective September 1, 2010 through June 30, 2011.

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 16, 2010

MINUTES

4118. That the Board approves the following as Guest Teachers, effective November 18, 2010 through June 30, 2011.

Ethel Fairley
Karen Feldkamp
Lauren Minue

Maureen O'Malley
Ameera Wilders

4119. That the Board approves Stephanie Soldo as Guest Teacher, effective November 1, 2010 through June 30, 2011.

4120. That the Board approves the appointment of Michael Cozzi as Long-Term Substitute Mathematics Teacher, at a BA Step 1-2 prorated annual salary of \$43,760.00, effective December 1, 2010 through December 23, 2010. Account #11-130-100-101-002

EXTRA WORK/EXTRA PAY

4121. That the Board approves the appointment of Melissa Osmun as Middle School AVID Online Mentoring Advisor for the 21st CCLC Program, not to exceed 2 hours per week, effective October 25, 2010 through June 30, 2011, at the stipulated negotiated contractual rate of \$31.00 per hour. Account #20-461-100-100-E04

4122. That the Board approves an additional 30 minutes per day for Thomas Schroll to perform food service related duties, effective November 8, 2010 through June 30, 2011, at the stipulated negotiated contractual rate of \$18.00 per hour. Account #60-000-200-100-P11

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:

5013. That the Board approves the adjustment to the original contract with Above and Beyond Learning Group, LLC, to provided training and consultation for students on an as-needed basis not to exceed 6 hours every 2 weeks, at the hourly rate of \$110.00, effective October 1, 2010 through June 17, 2011 at a total cost not to exceed \$10,560.00 . Account #20-465-100-300-003

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:

6047. 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.

RED BANK BOROUGH BOARD OF EDUCATION
 RED BANK, NEW JERSEY
 BOARD OF EDUCATION
 PUBLIC MEETING
 NOVEMBER 16, 2010

MINUTES

Funding Source	Location	Date(s)
Private Donor – transportation only	Monmouth Mall, Eatontown, NJ Primary School Strings Performance	12/01/10
Two River Theatre – transportation and tickets	Two River Theatre, Red Bank NJ, Grade 1	12/08/10
Count Basie Theatre tickets only; PS Student Activity Fund transportation	Count Basie Theatre, Red Bank, NJ Grade 2	12/09/10
Count Basie Theatre tickets only; PS Student Activity Fund transportation	Count Basie Theatre, Red Bank, NJ, Grade 3	12/10/10
Private donor – transportation only	Monmouth University, W. Long Branch, NJ AVID Grades 7 & 8	01/07/11
Two River Theatre – transportation and tickets	Two River Theatre, Red Bank, NJ AVID Grades 7 & 8	02/08/11
Private donor – transportation and snack	Red Bank Regional High School, Red Bank, NJ 3 rd Annual Intradistrict Strings Festival	02/11/11

COMMENT: Dr. Morana advised the Board that the trips that were in bold were recently added and being funded through grants or private donor. She highlighted that our schools strings students will be playing on December 1st at the Monmouth Mall.

6048. That the Board approves the following curricula as indicated. A review was conducted by the Curriculum Committee on November 8, 2010.

Language Arts Literacy (Writing) – Grades 1 – 5
 Spanish Curriculum – Grades PreK – 8

ROLL CALL VOTE:

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

NAYS: None **ABSTENTIONS:** Anemone

Ms. Jones motioned, seconded by Mr. Forest, to amend Motion 9006 by removing Social Networking Sites:
BYLAWS OF THE BOARD – 9000

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

9006. That the Board approves the following policies for first reading:

Care of Students with Diabetes
 Money in School Buildings
 Board Committees

RED BANK BOROUGH BOARD OF EDUCATION
RED BANK, NEW JERSEY
BOARD OF EDUCATION
PUBLIC MEETING
NOVEMBER 16, 2010

MINUTES

School Activity Funds
~~Social Networking Sites~~

COMMENT:

- There was a request for the Superintendent to explain the rationale for the networking policy. Dr. Morana indicated that this is a result of the district's desire to respond, in the most professional manner, and to alert teachers to the consequences of posting information that may not be meant for students to view. The policy emphasizes the professional role that the teachers play in the students' lives and is meant to avoid a minefield. Dr. Morana welcomes any information and feedback.
- Board member commented that while attending the NJSBA Workshop she attended in a session on this very subject. NJSBA and other districts are working on similar policies to put districts in the position of being proactive. In fact, much of the content of this policy is from NJSBA.
- Dr. Morana also indicated that she will be soliciting information from the RBBEA.
- Board member asked whether we contacted NJSBA to get their input as they provide this service.

ROLL CALL VOTE:

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

NAYS: Costa ABSTENTIONS: Anemone

Mr. Forest left the meeting before this vote.

13. HEARING OF THE PUBLIC

- On behalf of the RBBEA and the Music Program, Carol Boehm expressed her appreciation to Rosemarie Kopka for her years of service.

14. OLD BUSINESS - NONE

- Ms. Darrow requested the Board return their folders to her for re-use.
- On Friday there were two successful Education Foundation events—one to commemorate the Thompson Family for their donation of art pieces that benefit the Education Foundation; and the Star Party.

15. NEW BUSINESS

- Board member commented about a program in Boston schools that was positive. Dr. Morana indicated we are doing the very same things in AVID and Project Lead The Way. She encouraged the Board to come and observe the programs.

16. ADJOURNMENT

At 9:15 pm Mr. Noble motioned, seconded by Mr. Anemone, to adjourn.

Respectfully submitted,

Anne E. Darrow
Board Secretary/Business Administrator