

RED BANK BOROUGH BOARD OF EDUCATION
76 BRANCH AVENUE, RED BANK, NJ 07701
Agenda – April 28, 2009 Reorganization Meeting
Primary School – 222 River St., Red Bank, NJ - 6:30 p.m.

Executive Session 6:30 p.m.
Public Meeting 7:30 p.m.
Primary School

Call to Order – by Board Secretary

SUNSHINE STATEMENT

Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed by resolution adopted April 22, 2008. Notice of this meeting was published in the *Asbury Park Press*, *The Hub*, 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.

RESOLUTION FOR EXECUTIVE SESSION

- A. Negotiations Update – Teachers/Administrators
- B. Discussion of CSA Evaluation

1. Call to Order – by Board Secretary

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OATH OF OFFICE

2. Board Secretary administers Oath of Office to newly-elected Board members.
3-Year Terms: Grace Costa Carrie Ludwikowski Ann Roseman
1-Year Term: Rickey Tharrington

3. Roll Call of Membership

4. Notice of Meeting

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of, and to attend, the meetings of public bodies at which any business affecting their interests is discussed or agreed upon. In accordance with the provisions of this Act, the Red Bank Borough Board of Education, at its Annual Organization Meeting, adopted a schedule of the year's regular meetings and said schedule was posted publicly, per code, and sent to the Borough Clerk within seven days following the April 22, 2008, Organization

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Meeting. Legal notice of this meeting was transmitted to the Municipal Clerk and posted in the *Asbury Park Press*, *The Hub*, and the *Two River Times* per code.

5. Pledge to the Flag
6. Report of the Secretary on the results of the Annual School District Election

The Annual School Election of the Red Bank Borough Board of Education was held on Tuesday, April 21, 2009, in accordance with school law. There were nine polling places: 1 - Hook & Ladder Fire Co., 2 - Independent Fire Co., 3 - First Aid Squad Building, 4 - United Methodist Church, 5 - Trinity Episcopal Church, 6 – Calvary Baptist Church, 7 – First Aid Squad, 8 – Senior Center and 9 - Red Bank Housing Authority. Polls were open from 2:00 p.m. to 9:00 p.m.

The tally of votes, including absentee ballots, is as follows:

For membership in the Board of Education (three three-year terms):

1.	Name	Votes
	Ann Roseman	248
	Carrie Ludwikowski	246
	Grace Costa	234

For membership in the Board of Education (one one-year term):

2.	Name	Write-in votes
	Rickey Tharrington	not provided

General Fund Tax Levy of \$11,604,290 For: **285** Against: **149**

ELECTION OF PRESIDENT

7. Nominations for President received by Board Secretary (seconds not necessary):
Motion_____Nominee_____
Motion_____Nominee_____

Board Secretary asks for consent of nominees: “Do you consent to having your name placed in nomination for the office of Board President?”

Board Secretary requests motion to close nominations
_____Second_____

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Roll Call:

Board President assumes chair of meeting.

ELECTION OF VICE PRESIDENT

8. Nominations for Vice President received by newly-elected President; nominations closed; roll call, vote. Motion_____Nominee_____

Motion_____Nominee_____

Board Secretary asks for consent of nominees: “Do you consent to having your name placed in nomination for the office of Board Vice President?”

Motion to close nomination_____Second_____

Roll call vote:

BE IT RESOLVED by the Red Bank Borough Board of Education to approve the following:

OPEN PUBLIC MEETINGS ACT

9. 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 SESSIONS

Second Tuesday of each month in the Middle School Media Center, 101 Harding Road, Red Bank, New Jersey. 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.

May 12, 2009

June 9, 2009

August 11, 2009

September 8, 2009

October 13, 2009

November 10, 2009

December 8, 2009

January 12, 2010

February 9, 2010

March 9, 2010

April 13, 2010

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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 19, 2009

June 16, 2009

July 21, 2009 * begins @ 5:30 PM in the Middle School Media Center

August 18, 2009* will be held in the Middle School Media Center

September 15, 2009

October 20, 2009

November 17, 2009

December 15, 2009

January 19, 2010

February 16, 2010 (Preliminary Budget approval – date may be adjusted based upon NJDOE budget calendar)

March 16, 2010 (Budget Hearing/Regular Meeting – date may be adjusted based upon NJDOE budget calendar)

April 20, 2010 (Reorganization Meeting)

*A Board Retreat will be held prior to the regular meeting on Tuesday, July 21, at 5:30 p.m. in the Middle School Media Center. 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.

ADOPTION OF THE NEW JERSEY SCHOOL BOARD MEMBER CODE OF ETHICS

10. It is recommended that each year boards of education review and endorse the New Jersey School Boards Association's Code of Ethics, thereby affording individual members the opportunity to declare themselves willing to abide by these principles. The following action will renew this commitment.

BE IT RESOLVED that the Red Bank Borough Board of Education adopts the following New Jersey School Board Member Code of Ethics.

A. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.

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- B. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools, which meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- C. I will confine my board action to policymaking, planning and appraisal, and will help frame policies and plans only after the board has consulted those who will be affected by them.
- D. I will carry out my responsibility, not to administer the schools, but, with my fellow board members, see that they are well run.
- E. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action, which may compromise the board.
- F. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- G. I will hold confidential all matters pertaining to the schools, which, if disclosed, would needlessly injure individuals, or the schools. But, in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
- H. I will vote to appoint the best-qualified personnel available after consideration of the recommendation of the chief administrative officer.
- I. I will support and protect school personnel in the proper performance of their duties.
- J. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.
- K. I will behave toward my fellow board members with the respect due their office – demonstrating courtesy, decorum and fair play at all public meetings and in all public statements.
- L. I will refrain from inappropriate conduct in public meetings and in making public statements, refraining from any disparagement of my fellow Board members or others on a personal, social, racial, or religious basis.

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BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION to approve the following:

APPOINTMENT OF CUSTODIAN OF RECORDS

11. BE IT RESOLVED that Anne Darrow be named to serve as Custodian of Records for the Red Bank Borough Board of Education from July 1, 2009 to June 30, 2010.
12. BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION to approve the following appointments for the 2009/2010 school year:

TREASURER OF SCHOOL MONIES

- B. To appoint Frank Mason as Treasurer of School Monies at an annual salary of \$3,840 effective July 1, 2009 through June 30, 2010.

QUALIFIED PURCHASING AGENT/SCHOOL FUNDS INVESTOR

- C. To authorize Anne Darrow as Purchasing Agent with a bid threshold of \$21,000 and as School Funds Investor pursuant to 17:12B-241 effective July 1, 2009 through June 30, 2010.

AFFIRMATIVE ACTION OFFICER/PUBLIC AGENCY COMPLIANCE OFFICER

- D. To appoint Anne Darrow as Affirmative Action Officer/Public Agency Compliance Officer effective July 1, 2009 through June 30, 2010, and authorize her to oversee district compliance with NJAC 6A:7 and Title IX of the Education Amendments of 1972, the development of the district's Comprehensive Equity Plan and implementation over a three year period, conduct or coordinate annual required in service equity training for all staff.

13. BE IT RESOLVED by the RED BANK BOROUGH BOARD OF EDUCATION to approve the following professional services appointments for the 2009-2010 school year. By statute these do not require bids but do require Political Contribution Disclosures.

SCHOOL AUDITOR

- A. To appoint the accounting firm of Hutchins, Farrell, Meyer & Allison as School Auditors at an annual fee of \$29,675 effective July 1, 2009 through June 30, 2010.

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SCHOOL ATTORNEY

- B. To appoint the firm of McOmber & McOmber as School Attorney at an annual retainer of \$12,000 per a separate retainer agreement, with a \$140 hourly billing rate for extra services effective July 1, 2009 through June 30, 2010.

MEDICAL INSPECTOR/SCHOOL PHYSICIAN

- C. To appoint Dr. Robert Morgan as Medical Inspector/School Physician at an annual salary of \$5,500 effective July 1, 2009 through June 30, 2010.

PROFESSIONAL CONSULTANTS

- D. To approve the appointment of Boynton and Boynton Insurance Group, New Jersey School Boards Insurance Group, New Jersey State Health Benefits Plan and LDP Benefits Consulting, to provide insurance services which may be awarded by resolution without public advertising for bids per NJSA 18A:18A-5, effective July 1, 2009 through June 30, 2010. By statute these do not require bids but do require Political Contribution Disclosures.

- E. To approve the appointment of the following Brokers of Record for provision of employee contributions of 403(b) tax shelter annuities effective July 1, 2009 through June 30, 2010:

AXA Equitable
MetLife
Valic

14. BE IT RESOLVED by the Red Bank Borough Board of Education to approve the following for 2009/2010:

DESIGNATION OF DEPOSITORIES/SIGNATORIES

- A. That PNC Bank, NA, is approved as the official depository for the Board of Education funds for the period July 1, 2009 through June 30, 2010, with the following additional depositories authorized: Bank of America, Bank of New York, Commerce Bank, JP Morgan Chase, State of New Jersey Cash Management Fund. Authorization is granted for the execution of all necessary signature cards for bank accounts maintained by the Red Bank

General Fund checking	President or Vice President, Board Secretary and Treasurer (3)
Petty Cash checking	Superintendent or Board President and Board Secretary (2)
Payroll	Treasurer and Board Secretary (2)

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Payroll Agency
School Accounts

Treasurer and Board Secretary (2)
Respective Principal and Board Secretary (2)

DESIGNATION OF OFFICIAL NEWSPAPERS/WEB SITE

- B. That the *Hub*, the *Asbury Park Press*, and the *Two River Times* are designated as official newspapers of the district for the ensuing school year July 1, 2009 through June 30, 2010, and that the Red Bank Borough Board of Education's public school website is designated the official website for the district.

OPERATION OF DISTRICT

- C. That authorization is granted for continuation of the operation of the Red Bank Borough School District for the 2009/2010 school year under the administrative rules and regulations, by-laws, board policies, curricula (NJCCCS) and guides, school health nursing services plan, textbooks, library books, courses of study and multi-year contracts previously adopted. Further, the Superintendent and Business Administrator are authorized to implement the 2009/2010 budget pursuant with local and state policies and regulations.

Curriculum Guides – Please see Attachment A.

Nursing Plan – 2009-2010

PETTY CASH

- D. That petty cash funds for 2009/2010 are authorized not to exceed \$2,000 in total per Board Policy 614 effective July 1, 2009 through June 30, 2010.
- E. To authorize Anne Darrow, School Business Administrator; Diane Dublirer, Confidential Payroll Coordinator; and Ivelis Gomez, Assistant to the Business Administrator, to effect wire transfers between financial institutions as necessary in the course of Board of Education business effective July 1, 2009 through June 30, 2010.

REQUISITION OF TAXES

15. F. That the Borough of Red Bank is requested to provide local tax levy funds for the 2009/2010 school year per the following schedule:

General Fund:	July 2009-May 2010	\$ 967,024.17 per month
	June 2010	\$ 967,024.13 per month'
	Total:	\$11,604,290.00

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General Fund payments are due no later than the 15th of each month.

Debt Service:	July 1, 2009	\$270,867.00
	December 1, 2009	\$270,867.00
	Total:	\$541,734.00

16. BE IT RESOLVED by the Red Bank Borough Board of Education to approve the following:

COMMITTEE APPOINTMENTS

The Board President will make committee appointments as appropriate.

Committees for 2009/2010 are:

- Community Relations
- Finance
- Facilities
- Personnel – committee as a whole
- Policy
- Curriculum
- Negotiations

TRAVEL AND EXPENSE REIMBURSEMENT – 2009-2010

17. 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 \$1000.00 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 total expenditure of \$100,000 for all staff and board members.

I. SUPERINTENDENT’S REPORT

- A. Summer Program Planning – Update
- B. Stimulus Package Funding – Status
- C. Preschool Program Expansion – Status
- D. Budget Implementation 2009-2010 – Status
- E. Consolidation of Districts - Update

II. CORRESPONDENCE

None

III. PRESIDENT’S REPORT

- A. Committee Structure

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 with a total public participation not exceeding 60 minutes.”

V. 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:

3001. TRAVEL

Name	Date/Time	Location	Fee	Theme	Account #
Cruz Roolaart	04/29/09 10:00 a.m. – 12:00 p.m.	Sea Girt, NJ	\$0.00	Latino Outreach	NA

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Name	Date/Time	Location	Fee	Theme	Account #
Christina Vlahos	04/30/09 8:00 a.m. – 3:30 p.m.	Rutgers Univ., Newark, NJ	\$0.00	Reducing Behavior Problems in the Elementary School	NA
Denise Borns	05/05/09 8:30 a.m. – 10:30 a.m.	Red Bank, NJ	\$0.00	RBRHS Math Articulation Meeting	NA
Maria Campanella	05/05/09 8:30 a.m. – 10:30 a.m.	Red Bank, NJ	\$0.00	RBRHS Math Articulation Meeting	NA
Laura Morana	05/08/09 8:00 a.m. – 3:15 p.m.	Princeton, NJ	\$0.00	NJDOE One Step Beyond Conference – Celebrate Equity & Diversity	NA
Karl Parker	05/08/09 8:00 a.m. – 3:15 p.m.	Princeton, NJ	\$0.00	NJDOE One Step Beyond Conference – Celebrate Equity & Diversity	NA
Wendy Turnock	05/08/09 8:00 a.m. – 3:15 p.m.	Princeton, NJ	\$0.00	NJDOE One Step Beyond Conference – Celebrate Equity & Diversity	NA
Diane Dublirer	05/13/09 10:00 a.m. – 2:00 p.m.	Eatontown, NJ	\$0.00	Systems 3000 Training	NA
Kara Malandrakis	05/13/09 9:00 a.m. – 3:00 p.m.	Trenton, NJ	\$0.00	PIRT Training	NA
Alina Ryberg	05/13/09 9:00 a.m. – 3:00 p.m.	Trenton, NJ	\$0.00	PIRT Training	NA

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Name	Date/Time	Location	Fee	Theme	Account #
Andrea Fontenez	05/20/09 8:00 a.m. – 4:00 p.m. (Previously approved for 05/19/09)	Somerset, NJ	\$0.00	NJTESOL/NJBE Spring 2009 Conference	NA
Damian Medina	05/20/09 8:00 a.m. – 4:00 p.m. (Previously approved for 05/19/09)	Somerset, NJ	\$0.00	NJTESOL/NJBE Spring 2009 Conference	NA
Maria Zuffanti	05/20/09 8:00 a.m. – 4:00 p.m. (Previously approved for 05/19/09)	Somerset, NJ	\$0.00	NJTESOL/NJBE Spring 2009 Conference	NA
Richard Cohen	06/04/09 9:00 a.m. – 3:00 p.m.	Rutgers Univ., Piscataway, NJ	\$0.00	DSACS – A Showcase of SECD Implementation Ideas	
John Bombardier	06/22/09- 06/26/09 8:00 a.m. – 5:00 p.m.	Dallas, TX	Hotel \$712.00 Previously approved 4/7/2009 for \$306.00	AVID Summer Institute	20-231-200-500-002

3002. **BILLS PAYMENT**

To approve payment of final bills for March 2009 and for bills as of April 2009 per attached bills list.

3003. **APPROVE MINUTES**

To approve minutes of the Board meeting of March 17 and 31, 2009 as previously distributed to the Board.

3004. **BUDGET TRANSFERS**

To ratify the April 2009 budget transfers approved by the Superintendent as previously distributed to the Board.

3005. **DONATION**

To accept with gratitude the PTO's generous donation of Primary School playground equipment.

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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:

4001. That the Board approves the adjustment to the annual salary and step on the guide for Mary Lohan, LDTC for the 2008-2009 school year at an MA+15 Step 13 annual salary of \$65,875.00.

4002. That the Board approves the following as Guest Teacher effective April 29, 2009 through June 30, 2009.

Kellene Coffey (non-degreed)
Rachael Rennert (degreed)
Stacie Windeknecht (degreed)

EXTRA WORK/EXTRA PAY

4003. That the Board approves the following Middle School teachers' participation and their compensation as chaperones for the Class of 2009 trip to Pocono Valley Adventure Resort, PA, Thursday, May 14 through Friday, May 15, 2009, one night each at the stipulated negotiated contractual rate of \$103.00 per night or one comp day as indicated.

Maria Campanella	\$103.00	Damian Medina	\$103.00
Amy Campbell	Comp Day	Jonelle Melton	\$103.00
Julius Clark	\$103.00	Melissa Osmun	NA (5/15 only)
Joe DeFilippis	\$103.00	Mayra Velasquez	\$103.00
Chris Ippolito	\$103.00	Mary Wyman	Comp Day

4004. That the Board approves Mina Rodriguez as a District Babysitter, on an as-needed basis, at the hourly rate of \$12.00, effective March 17, 2009 – June 30, 2009, not to exceed 3.5 hours per week.

4005. That the Board approves Toni Graham as Home Instructor, at the stipulated negotiated contractual rate of \$30.00 per hour, effective April 27, 2009 through June 30, 2009.

4006. That the Board approves the following staff member's participation and compensation as a Club Advisor in the After School Programs (21st Century Community Learning Center), for the 2008-2009 school year, funded by the 21st Century Grant.

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Teacher's Name	Name of Club	Days of Week					Hours per Week
		M	T	W	TH	F	
Earle Agee	PM Study Skills (3:10 p.m. – 4:10 p.m.)	X	X	X	X	X	5 X \$17.00
Earle Agee	Recreational Activities (4:10 p.m. – 5:10 p.m.)	X	X	X	X	X	5 x \$17.00

4007. That the Board approves all 21st Century Grant After School Program Advisors to act as trip chaperones on an as-needed basis for 21st Century Grant sponsored trips at the stipulated negotiated contractual rate of \$30.00 per hour for teachers and \$17.00 per hour for Instructional Assistants.

PUPIL PERSONNEL SERVICES – 5000

BE IT RESOLVED by the RED BANK BOARD OF EDUCATION that upon the recommendation of the Superintendent the following PUPIL PERSONNEL SERVICES resolution(s) be approved as indicated:

5001. That the Board approves Laura Gray, MOESC Speech/Language Therapist, to provide speech services for a homebound student and a preschooler at CYMCA, at the rate of \$80.00 per hour, not to exceed 2 hours per week, effective April 29, 2009 through June 30, 2009.

5002. That the Board recognizes May 10-16, 2009 as Special Education Week 2009. The theme for Special Education Week 2009 is “Opening the Door to Success.”

5003. That the Board approves payment to Education, Inc. for providing bedside instruction for Student ID# 13143, from April 7, 2009 through April 9, 2009, while hospitalized, not to exceed 10 hours per week, at the rate of \$47.00 per hour.

5004. That the Board approves Education, Inc. to provide bedside instruction for Student ID# 52038 effective April 23, 2009, not to exceed 10 hours per week, at the rate of \$47.00 per hour.

5005. That the Board approves homebound instruction for Student ID# 13143 effective April 27, 2009, not to exceed 10 hours per week.

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:

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6001. That the Red Bank Board of Education deems student participation in curriculum related field trips to be educationally beneficial. Pursuant to regulation 6A:23A-5.8(c)(1), the Board hereby approves the resolution.

Location	Date
Monmouth Beach School (Grade 5 Technology Field Trip)	May 29, 2009 Rain Date June 2, 2009

6002. That the Board authorizes the Superintendent to partner with the Visiting Nurse Association of Central Jersey (NVACJ) and apply to the State of New Jersey Department of Human Services' Division of Medical Assistance and Health Services for the **100% Insured for Sure!** NJ Family Care Enrollment Campaign Grant, as offered through the Governor's Office in the amount of \$45,000.00, Grant period, July 1, 2009 through June 30, 2010.

6003. That the Board authorizes the Superintendent to submit the application for the 21st Century Community Learning Center Continuation Grant, 2009-2010, in the amount of \$495,000.00.

- I. HEARING OF THE PUBLIC
- II. OLD BUSINESS
- III. NEW BUSINESS
- IV. ADJOURNMENT