

RED BANK REGIONAL HIGH SCHOOL
101 RIDGE ROAD
LITTLE SILVER, NEW JERSEY
MINUTES
NOVEMBER 28, 2007

NOTICE OF MONTHLY MEETING

These minutes have not been formally approved and are subject to change or modification at the next meeting.

The regular monthly meeting of the Red Bank Regional High School Board of Education was held on Wednesday, November 28, 2007 in the board meeting room of the administration building, 101 Ridge Road, Little Silver, New Jersey. Board President called the meeting to order at 7:30 pm.

OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT

“Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised as directed by resolution adopted April 25, 2007. Notice of this meeting was published in the Asbury Park Press. Copies of the agenda for this meeting were also forwarded to the Borough Halls of Little Silver, Red Bank and Shrewsbury for posting.”

ROLL CALL OF MEMBERS

Roll call was taken and the following Board members were present:

Mrs. Grace Costa
Mr. John Garofalo
Mrs. Kim Honecker (arrived 7:36 p.m.)
Mr. Ronald S. Horton
Mr. Michael N. Megill
Mr. Frank Neary
Mr. Peter Roskowinski
Mr. Leslie Taylor

Absent: Mrs. Emily A. Doherty

Also in attendance were:

Dr. Edward D. Westervelt
Christina Galvao
Jim Stefankiewicz

Superintendent
Business Administrator/Board Secretary
Principal

EXECUTIVE SESSION

Motion by Mr. Garofalo, second by Mr. Neary that the Board of Education approves the following:

RESOLVED: That this Board of Education, Red Bank Regional High School, enter into executive session at 7:31 pm for discussion of personnel, student issues, as well as other matters which require attorney/client privilege. The outcome of such discussions will be made public at the appropriate time.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty and Mrs. Honecker

Results: ayes: 7; absent: 2; unanimously carried.

Mrs. Honecker arrived at 7:36 p.m.

Motion by Mr. Garofalo, seconded by Mr. Neary to adjourn to Open Session 8:05 p.m.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mrs. Honecker, Mr. Horton, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1; unanimously carried.

OPEN SESSION

1.0 PUBLIC COMMENT

- Student Recognition Awards – Mr. Stefankiewicz presented awards to students.
- Fitness Center Committee – Mr. Steve Wyckoff requested approval of contract with Kaplan, Gaunt, DeSantis Architects for architectural services.
- Lisa Gilmore, Little Silver asked about architectural services contract.

2.0 SUPERINTENDENT'S REPORT

- Dr. Westervelt – We are waiting for Governor to announce school funding.
- Dr. Westervelt – Presented CMA proposal for corporate sponsorship. Additional information was requested.
- The Source has received a \$10,000 grant.
- Junior class requested half day after HSPA.

2.1 PERSONNEL

2.1A HSPA Tutors

Motion by Mr. Neary, seconded by Mrs. Costa that the Board of Education approves the following staff members as HSPA Tutors at the rate of \$25.00 per hour:

Emma Betta	Christin Outwin
Jackie Carrigg	Rose Powers
Maureen Kovach	Lynn Thompson
Odilia Lligui	Justin Biggs

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

2.1B Homework Assistance Tutors

Motion by Mr. Megill, seconded by Mr. Horton that the Board of Education approves the following staff members as Homework Tutors at the rate of \$25.00 per hour:

Denise Barrett	Ryan Foster
Justin Biggs	Maryann Martin
Jessica Dennsteadt	Jessica Roselli
Cassandra Dorn	Terra Sarnacki
Kristin Finck	Lynn Thompson
Dawn Kaszuba	

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

2.1C Math Lab Tutor

Motion by Mr. Garofalo, seconded by Mr. Neary that the Board of Education approves Harry Chebookjian Sr. as a Math Tutor for 3 hours/day, 5 days per week, at the rate of \$25.00 per hour.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

2.1.D Graduate Course Tuition Reimbursement

Motion by Mr. Neary, seconded by Mr. Garofalo that the Board of Education approves graduate course tuition reimbursement for the following staff members, under the provisions of the teachers' contract:

Justin Biggs	City University of NJ	3 Credits	\$900
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Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

2.1E Substitute List 2007-2008 School Year (Additions)

Motion Mr. Neary, seconded by Mr. Garofalo that the Board of Education approves additions to the Substitute List for the 2007-2008 school year (see attached).

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

2.1F Summer School Staff (Additions)

Motion by Mr. Garofalo, seconded by Mr. Horton that the Board of Education approves Summer School staff additions to staff:

Gail Canning	\$125.00	VPA Summer Program 1 day services
MaryLou Jennings	\$125.00	VPA Summer Program 1 day services
Audrey Kramer	\$142.94	CST ½ day at hourly per diem rate

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

2.1G Retirement Approval

Motion by Mr. Neary, seconded by Mr. Horton that the Board of Education approves the retirement with regret of *Anthony Migliaccio*, Supervisor Visual Performing Arts Program, effective June 30, 2008.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

2.2 SPECIAL EDUCATION/**Out of District Placements (Additions) 2007-2008**

Motion by Mr. Neary, seconded to Mrs. Costa that the Board of Education approves out of district placements upon the recommendation of the guidance department:

ID #28207	MOESC Alternative Placement Program
Classification:	Colts Neck, NJ
DOB: 12/3/89	Effective: 10/30/07
Tuition: \$140 per diem	

ID #28201	MOESC (Choices)
Classification:	Colts Neck, NJ
DOB: 12/23/89	Effective: 10/30/07
Tuition: \$17,400/annual prorated	

ID #25124	ARC
Classification: CI	Tinton Falls, NJ

DOB: 12/14/86 Effective: 11/13/07
Tuition: \$55.00 per hour

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

2.3 **POLICIES**

Motion by Mr. Horton, seconded by Mr. Neary that the Board of Education approves the following policy revision:

Policy # 5118 Nonresidents First Reading 11/28/07

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

3.0 **PUBLIC COMMENT**

- Mary Karlo – Mr. Sargeant passed away – Former President of the Board.
- Has students that will attend homework program – Lucy Gilmore, Little Silver, praised homework program.

4.0 **MINUTES/COMMITTEE REPORTS**

4.1 **Minutes**

4.1A **Minutes of October 17, 2007**

Motion by Mr. Garofalo, seconded by Mr. Neary that the Board of Education approve the minutes of the meeting held on October 17, 2007.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mr. Megill, Mr. Neary, and Mr. Taylor; absent: Mrs. Doherty; abstain: Mrs. Honecker and Mr. Roskowinski

Results: ayes: 6; absent: 1; abstain: 2; motion carried.

4.1B **Minutes of November 14, 2007**

Motion by Mr. Neary, seconded by Mr. Roskowinski that the Board of Education approve the minutes of the meeting held on November 14, 2007.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.0 REPORTS

5.1 2006-2007 Audit Report

Mr. Robert Allison of Hutchins, Farrell, Meyer & Allison Associates, district auditors, presented the 2006-07 School Year Audit. Mr. Allison offered a “clean” audit opinion with no major recommendations.

5.1A Acceptance of 2006-07 School Year Audit

Motion by Mrs. Costa, seconded by Mr. Garofalo that the Board of Education approve the receipt and acceptance of the 2006-07 School Year Fiscal Audit prepared by the district auditor; Hutchins, Farrell, Meyer and Allison, PA with the following recommendations:

1. The district appropriated under-budgeted revenue but did not request County approval.
2. Due to Grantor balances in excess of one year old exist.
3. A final grant report was not filed timely.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.1B 2006-07 Audit Corrective Action Plan

Motion by Mrs. Costa, seconded by Mr. Neary that the Board of Education approves the corrective action plan for the 2006-07 School Year Audit, as attached.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.2 Line Item Transfers

Motion by Mr. Neary, seconded by Mr. Garofalo that the Board of Education approves the following:

WHEREAS; N.J.A.C. 6:20-2A.10 “Over expenditure of Funds” states “A district board of education shall not incur any obligation or approve any payment in excess of the amount appropriated by the district board of education in the applicable line item pursuant to N.J.S.A. 18A:22-8.1 and 18A:22-8.2;”

NOW, THEREFORE, BE IT RESOLVED: That the following line item transfers for the period August 2007 through September 30, 2007 be approved as attached, and

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.3 Financial Reports

Motion by Mr. Neary, seconded by Mr. Garofalo that the Board of Education approves the following:

RECOMMENDED: That the Red Bank Regional High School Board of Education accept the Financial Reports of the Treasurer of School Funds and Board Secretary for the periods ending July 2007, August 2007 and September 2007, as attached.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.4 Monthly Certification of Financial Reports

Motion by Mr. Neary, seconded by Mr. Horton that the Board of Education approves the following:

Board Secretary Certification:

Pursuant to N.J.A.C. 6A:23-2.11(c)3, I, Christina Galvao, Board Secretary, certify that for the months of July, August and September, 2007 no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

Board Certification:

Through the adoption of this resolution, we, the Red Bank Regional Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4, certify that for the months of July, August and September, 2007, after review of the Secretary's monthly financial reports, Treasurer of School Monies monthly reports and upon consultation with the Business Administrator and other appropriate district officials, that no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b)4 I-VI and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.5 Payment of Bills

Motion by Mr. Horton, seconded by Mr. Neary that the Board of Education approves the following:

RESOLVED: That the Red Bank Regional High School Board of Education approves the attached list of bills for payment for the period ending Wednesday, November 28, 2007 in the following appropriation accounts:

Fund	Description	Amount
10	General Fund	
11	General Current Expense	\$2,159,195.77
12	Capital Outlay	\$57,523.50
13	Special Schools	\$1,313.90
20	Special Revenue Funds	\$146,495.60
30	Capital Projects Fund	\$0.00
40	Debt Service Fund	\$0.00
	Total Expenditures	\$2,364,528.77

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.6 Travel – Employee

Motion by Mr. Neary, seconded by Mr. Garofalo that the Board of Education approves the following employee travel requests:

Employee	Travel	Date	Amount
Christina Galvao	NJASBO OPRA Seminar Mt. Laurel	1/24/08	\$140.00
Susan Zielinski	Algebra II End-of-Course Assessment Monroe Township, NJ	12/14/07	\$158.00
Susan Zielinski	NJ New Biology Assessment Rutgers Piscataway	1/15/08	\$195.00
Brian Bedell	NJCEE Workshop Stockton State College	11/30/07	\$48.00
Jim Stefankiewicz	IB Admin Training New York City, NY	2/21-24/08	\$1,716.90
Will Smith	IB Admin Training New York City, NY	2/21-24/08	\$1,014.90
Jim Stefankiewicz	SLC Program's Director Meeting Washington DC	12/5- 12/7/07	Revised \$944.00

Attendance at stated function/purpose was previously approved by the Chief School Administrator as work related and within the scope of the work responsibilities of the attendee and attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent.

The Board finds the travel and related expenses particular to attendance at this previously approved function are necessary and that the travel is justified and therefore reimbursable.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.7 **Travel Additions– Employee**

Motion by Mr. Neary, seconded by Mr. Garofalo that the Board of Education approves the following employee travel requests:

Employee	Travel	Date	Amount
Lori Todd	Use of Art w/Children of Substance Abusers Toms River	12/11/07	\$75.00
Stanley Sculthorpe	Teaching Pre Calc Using Technology Rutgers University	2/8/08	\$219.00
Stanley Sculthorpe	Teaching with the New Technology Rutgers University	2/13/08	\$219.00
Manny Pabon	2008 NJSB & G Expo 08 NJSB & G Atlantic City	April 08	\$100.00

Attendance at stated function/purpose was previously approved by the chief school administrator as work related and within the scope of the work responsibilities of the attendee and attendance at the function was approved as promoting delivery of instruction or furthering efficient operation of the school district; and fiscally prudent.

The board finds the travel and related expenses particular to attendance at this previously approved function are necessary and that the travel is justified and therefore reimbursable.

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.8 Payment of Bills- Additions

Motion by Mr. Garofalo, seconded by Mr. Horton that the Board of Education approves the following:

RESOLVED: That the Red Bank Regional High School Board of Education approves the attached list of bills for payment for the period ending Wednesday, November 28, 2007 in the following appropriation accounts:

Fund	Description	Amount
11	General Current Expense	\$11,193.62
	Total Expenditures	\$11,193.62

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1, unanimously carried.

5.9 Contract Approval

Motion by Mr. Megill, seconded by Mr. Neary that the Board of Education approves a contract with Kaplan Gaunt DeSantis Architects to develop a building plan for the fitness center project with condition that the initial \$16,000.00 of fundraising efforts be returned to the board.

Voice vote: ayes: Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; nays: Mrs. Costa; abstain: Mr. Horton, absent: Mrs. Doherty;

Results: ayes: 6; nays: 1; abstain: 1; absent: 1; motion passed.

6.0 COMMUNICATIONS**Committees Report**

- The Finance Committee met on November 20th. Mr. Garofalo reported that the committee discussed the 2006-07 audit, the field house roof project and the budget preparation schedule.

7.0 OLD BUSINESS – Mrs. Galvao gave an update of the roof project.

8.0 NEW BUSINESS

- Mrs. Costa commented on student exchange from Germany.
- Dr. Westervelt commended Mr. Stefankiewicz and staff on school newsletter.
- Mr. Neary reviewed Mr. DiSanto's list of student athletes.
- Mr. Neary asked about need for policy for recording of meetings.
- Mr. Neary expressed concern about use of breathalyzer at dances.
- Discussion for use of breathalyzer to test for alcohol use.
- Mr. Roskowinski requested previous year's report of student athletes.
- Mr. Garofalo complimented agreement with Fair Haven to provide shelter in the event of an emergency.
- Mr. Roskowinski suggested using portable lights for practice.
- Discussion of the Fitness Committee's request to approve architectural services contract.

9.0 PUBLIC COMMENT

- Lisa Gilmore asked about surplus.

10.0 ADJOURNMENT

There being no other business to come before the Board, the motion to adjourn the meeting of November 28, 2007 was moved by Mr. Roskowinski, seconded by Mr. Neary, and upon voice vote results were:

Voice vote: ayes: Mrs. Costa, Mr. Garofalo, Mr. Horton, Mrs. Honecker, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

Results: ayes: 8; absent: 1; unanimously carried.

Adjourned: 10:05 p.m. – all Board members present except Mrs. Doherty

Respectfully submitted,

Christina M. Galvao
School Business Administrator/
Board Secretary