

**RED BANK REGIONAL HIGH SCHOOL  
101 RIDGE ROAD  
LITTLE SILVER, NEW JERSEY  
MINUTES  
DECEMBER 19, 2007**

**NOTICE OF MONTHLY MEETING**

The regular monthly meeting of the Red Bank Regional High School Board of Education was held on Wednesday, December 19, 2007 in the board meeting room of the administration building, 101 Ridge Road, Little Silver, New Jersey. Mr. Taylor, 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  
Mr. Ronald S. Horton  
Mr. Michael N. Megill  
Mr. Frank Neary  
Mr. Peter Roskowsinski  
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, Mrs. Honecker, Mr. Horton, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

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

Motion by Mr. Garofalo, seconded by Mr. Neary to adjourn to Open Session 8:10 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**

- Steve Wyckoff, Shrewsbury – Thanked board for signing contract for architect fees for Fitness Center.
- Little Silver, Kevin O'Malley asked about status of Neil Goetze. Mr. Taylor responded resolution will come shortly.
- Mike DiSanto – Fitness Center, also reported on fall sports results, highlights. Winter season sports status. Also, answered questions from the board.

**2.0 SUPERINTENDENT'S REPORT**

Dr. Westervelt reported on the following items:

- CMA – Corporate fundraising company – 30% would go to CMA, 70% to district for signage in field house and on football field.
- GPA Ranking Correction
- CAPA Review Report
- Holiday Concerts
- Donations to ELL Program
- Greetings from Mrs. Doherty
- Chinese language discussion

**2.1 PERSONNEL****2.1A SRA Readers/Native SRA Readers**

Motion by Mr. Horton, seconded by Mr. Garofalo that the Board of Education approve the following staff members as SRA Readers at the rate of \$18.00 per hour.

Emma Betta	Karen Laffey
Jacqueline Carrigg	Kelly Maratta
Bernice Colton	Lisa Olds
Robert Donohoe	Karina Reiff
Mary Howley	Richard Stock
Jennifer Kanuga	

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.

**2.1B Nurse Practitioner**

Motion by Mr. Neary, seconded by Mr. Roskowinski that the Board of Education approve *Catherine Donohue* as a Nurse Practitioner at the rate of \$50.00 per hour for the 2007-2008 school year to conduct sports physicals.

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.

**2.1C Math Tutor**

Motion by Mrs. Honecker, seconded by Mr. Megill that the Board of Education approve *Gayle Horvath* as a Math Tutor for 7 hours/day, 5 days per week, at the rate of \$40.00 per hour. Paid with SLC Grant.

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.

**2.1D Substitute List 2007-2008 School Year (Additions)**

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

Orrigo	Brianna	20 Carriage House Ln. Little Silver, NJ 07739	(732)539-2956	All Subjects, Special Ed
Reardon	Cathleen	18 Laurelwood Dr. Little Silver, NJ 07739	(732)241-0183Cell (732)923-7455	Nurse Substitute

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.

### **2.1E Residency Officer Approval**

Motion by Mr. Neary, seconded by Mr. Horton that the Board of Education approve *Vincent Soviero* as residency officer at the rate of \$40.00 per hour on a case to case basis.

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.

### **2.1F Retirement Approval**

Motion by Mrs. Costa, seconded by Mr. Horton that the Board of Education approve the following retirements:

1. *Sandra Amato*, Business Education Teacher effective June 30, 2008
2. *Patrick McCormack*, World Language Teacher, effective June 30, 2008.
3. *Linda Ward*, Basic Skills Teacher, effective July 1, 2008.

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.

### **2.1G Graduate Course Tuition Reimbursement**

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

- *Christine Eberhard*, Physical Education Teacher, for 6 graduate course credits taken at Kean University.
- *Amanda Galante*, Technology Education Teacher, for 3 graduate course credits taken at University of New Haven.
- *Daniel Pearce*, Technology Education Teacher, for 6 graduate course credits taken at New Jersey City University.

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.

**2.1H Job Description**

Recommended that the Board of Education approve the following job descriptions:

1. # 374 *IB Coordinator* First Reading
2. # 375 *Assistant Athletic Director* First Reading

**Discussion.**

**2.1I IB Coordinator Approval**

Motion by Mr. Horton, seconded by Mr. Roskowinski that the Board of Education approve *Stephen Sarles* as International Baccalaureate Coordinator for the 2007-2008 school year at the rate of \$7,500 prorated effective January 1, 2008.

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

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

**2.1J Family Leave Revision**

Motion by Mr. Neary, seconded by Mr. Garofalo that the Board of Education approve a revision in family leave request for *Michele Spencer* for family leave from December 3, 2007 through February 25, 2008 and child care leave from February 26 through June 30, 2008.

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.

**2.1K Extra-Work/Extra-Pay Stipend**

Motion by Mr. Garofalo, seconded by Mr. Neary that the Board of Education approve *Carl Grillo* for technical assistance with winter dance program for a \$500 stipend.

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.

**2.1L Professional Consultants (Addition)**

Motion by Mr. Neary, seconded by Mr. Garofalo that the Board of Education approve the addition to the Professional Consultants List for the 2007-2008

school year:

- Red Wood Toxicology Laboratory: 3659 Westwind Blvd., Santa Rosa, CA 95403 at the price per specimen:  
 \$5.00 Five Drug Lab Panel  
 \$6.00 Eight Drug Lab Panel  
 \$7.00 Ten Drug Lab Panel
- *Carmen Ghira* (Student Developmental Specialist) Travel Training with out-of-district student \$15.00 per hour (8 – 10 hours weekly) with \$20.00 travel expenses.

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.

**2.1M Extra-Work/Extra-Pay Coaches List 2007-2008 (Additions)**

Motion by Mr. Neary, seconded by Mr. Horton that the Board of Education approve the following additions to the Coaches List 2007-2008 (see attached list).

Moschberger	John	140 Lincoln Ave. Fair Haven, NJ 07704	(732)842-4451	Coach
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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.

- Discussion of need for 4<sup>th</sup> baseball coach.

**2.1N Student Assistance Counselor Leave Replacement Approval**

Motion by Mr. Horton, seconded by Mr. Neary that the Board of Education approve *Eva Carella* as a Student Assistance Counselor (for Lori Todd) at the salary of \$42,000 prorated (BA-1) on or about January 3, 2008 through June 30, 2008.

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.

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

Motion by Mr. Horton, seconded by Mr. Roskowinski to approve out of district placements upon the recommendation of the Special Education department:

ID #28062                      Best Academy

Classification: OHI      Tinton Falls, NJ  
 DOB: 8/10/89              Effective: 11/29/07  
 Tuition: \$36,750

ID #20002                      Coastal Learning Center  
 Classification: ED              Tinton Falls, NJ  
 DOB: 9/26/91                  Effective: 12/05/07  
 Tuition: \$38,701.80

ID #20372                      Collier High School  
 Classification: SLD              Wickatunk, NJ  
 DOB: 7/10/90                  Effective: 12/05/07  
 Tuition: \$43,454

ID #25323                      Children's Center of Monmouth  
 Classification: MD              Neptune, NJ  
 DOB:                              Effective: 12/11/07  
 Tuition: \$43,454

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.

### 2.3 **POLICIES**

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

*Policy # 5118              Nonresidents              Second Reading*

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.

### 3.0 **COMMUNICATIONS**

- RBR student Victoria Kelsey, Long Branch, expressed her thanks for waiving tuition for her to complete her senior year.

### 4.0 **COMMITTEE REPORTS/ MINUTES**

- **Foundation Committee**  
Mrs. Honecker reported.
- **Finance Committee**  
The Finance Committee met on 12/19/07 at 6:30. Mr. Garofalo reported the next meeting is schedule for January 16, 2008 at 6:00.p.m.
- **Negotiations Committee**

The Negotiations Committee met on December 4, 2007. Mr. Taylor reported the next meeting is scheduled for January 9, 2008, 7:00 p.m.

- **Fitness Center Fundraising Committee**

Mr. Neary reported the Fitness Center Fundraising Committee met on December 11, 2007.

**4.1 Minutes of November 28, 2007**

Motion by Mr. Neary, seconded by Mr. Horton that the Board of Education approve the minutes of the meeting held on November 28, 2007.

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.

**4.2 Board Meeting**

Motion by Mrs. Honecker, seconded by Mr. Neary that the Board of Education approve canceling the January 2, 2008 meeting.

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.

**5.0 FINANCE AND SUPPORT SERVICES**

**5.1 Financial Reports**

Motion by Mr. Neary, seconded by Mrs. Honecker 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 period ending October 2007, as attached.

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.

**5.2 Monthly Certification of Financial Reports**

Motion by Mr. Horton, seconded Mrs. Honecker that the Board of Education approve 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 month of October 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:23.11(c)4, certify that for the months of October, 2007, after review of the Secretary's monthly financial report, Treasurer of School Monies monthly report 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, Mrs. Honecker, Mr. Horton, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; absent: Mrs. Doherty

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

**5.3 Payment of Bills**

Motion by Mr. Neary, seconded by Mrs. Costa 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, December 19, 2007 in the following appropriation accounts:

Fund	Description	Amount
11	General Current Expense	\$1,278,428.60
12	Capital Outlay	00.00
13	Special Schools	\$1,602.00
20	Special Revenue Funds	\$90,265.09
30	Capital Projects Fund	\$0.00
40	Debt Service Fund	\$0.00
	Total Expenditures	\$1,370,295.69

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.

**5.4 Travel – Employee**

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

<b>Employee</b>	<b>Travel</b>	<b>Date</b>	<b>Amount</b>
Annie Murray	IB Math HL Training Toronto, Canada	3/31/08	\$1,970
Steve DePolo	Teaching Pre-Calculus Using Technology Rutgers University	2/8/08	\$210.00
Steve DePolo	Be the Best You are Coaches Clinic Cherry Hill, NJ	1/18/08	\$127.00
Steve Fitzgerald (coach)	Be the Best You are Coaches Clinic Cherry Hill, NJ	1/18/08	\$100.00
Sheri Borchers	M.S. Life Science Rutgers University	1/8/08	\$210.60
Jennamarie DeVito	Bio Assessment Performance Sewell, NJ	1/4/08	\$58.10
Kristy Finck	Bio Assessment Performance Sewell, NJ	1/4/08	\$58.10

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, Mrs. Honecker, Mr. Horton, Mr. Megill, Mr. Neary, Mr. Roskowinski and Mr. Taylor; abstain: Mrs. Costa; (IB Math HL Training) absent: Mrs. Doherty

Results: ayes: 7; abstain: 1 (IB Math HL Training); absent: 1; unanimously carried.

**5.5 Planned Schedule for Roof**

- Resolution presented to board for approval to advertise project – 12/19/07
- Advertise bid – 12/27/07
- Bid Opening – 1/25/08 at 2:00 p.m.
- Resolution to award contract – 2/6/08

**5.6 Gymnasium Roof Alteration Project**

Motion by Mr. Neary, seconded by Mr. Roskowinski to approve the following:

*WHEREAS*, the Red Bank Regional Board of Education has determined that there exists a need to repair the Field House roof; and

*WHEREAS*, The Gibson Tarquini Group has prepared specifications and bids for advertisement;

*NOW THEREFORE, BE IT RESOLVED*, that the Red Bank Regional Board of Education advertise bids for the Gymnasium Roof Alteration Project.

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.

#### **5.7 Travel Additions– Employee**

Motion by Mr. Horton, seconded by Mrs. Costa that the Board of Education approves the following employee travel requests:

<b>Employee</b>	<b>Travel</b>	<b>Date</b>	<b>Amount</b>
Edward Westervelt	Monmouth County Superintendent's Retreat Long Branch	3/14/08	\$250.00
Edward Westervelt	NJASA Techspo 08 Atlantic City	1/31- 2/1/08	\$460.00
Tracey Klatt	Rutgers Workshop for H.S. Chem Teachers Rutgers	1/8/08	\$205.00
Roxanne Judice	Tennis Clinic TCNJ	1/11/08	83.00

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, Mrs. Honecker, Mr. Horton, 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. Neary, 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, December 19, 2007 in the following appropriation accounts:

Fund	Description	Amount
11	General Current Expense	\$62,793.73
20	Special Revenue Funds	\$740.64
	Total Expenditures	\$63,534.37

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.

### 5.9 Use of Facilities

Motion by Mr. Roskowinski, seconded by Mr. Megill that the Board of Education approve the following use of facilities application:

- Shore Track Coaches                      Fieldhouse, Sunday, 10:00 a.m. – 4:00 pm  
2/3/08

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.

### 6.0 OLD BUSINESS

None

### 7.0 NEW BUSINESS

- Mr. Garofalo inquired about band uniforms.

### 8.0 PUBLIC COMMENT

- Mary Karlo – Recommended job description be created for strength training coach to include fingerprinting and some college credit.

### 9.0 ADJOURNMENT

There being no other business to come before the Board, the motion to adjourn the

meeting of December 19, 2007 was moved by Mr. Garofalo, seconded by Mr. Neary, and upon voice vote results were:

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

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

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

Respectfully submitted,

Christina M. Galvao  
School Business Administrator/  
Board Secretary