

**RED BANK REGIONAL HIGH SCHOOL
101 RIDGE ROAD
LITTLE SILVER, NEW JERSEY
REORGANIZATION MINUTES
APRIL 28, 2010**

OPEN PUBLIC MEETINGS ACT

1.0 NOTICE

The reorganization/regular monthly meeting of the Red Bank Regional High School Board of Education will be held on Wednesday, April 28, 2010, in the board meeting room of the administration building at 101 Ridge Road, Little Silver, New Jersey. The Board will meet for a closed session at 6:15 p.m.

1.1 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 29, 2009. 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, Shrewsbury for posting."

1.2 ROLL CALL OF MEMBERS

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

Mrs. Ann Ciabattoni
Mr. Raymond Costa
Mrs. Emily Doherty
Mr. John Garofalo
Mrs. Lisa Gilmour
Mr. Randy Mendelson
Mr. Frank Neary

Absent: Mr. Ronald S. Horton and Mr. Michael Megill

Also in attendance were:

| | |
|------------------|----------------------------------------|
| Dr. Howard Lucks | Superintendent |
| Christina Galvao | Business Administrator/Board Secretary |
| Risa Clay | Acting Principal |
| Athena Cornell | Attorney |

EXECUTIVE SESSION

Motion by Mrs. Doherty, seconded by Mr. Neary that this Board of Education, Red Bank Regional High School, enter into executive session 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.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

Time being: 6:15 p.m.

1.3 OATH OF OFFICE

Mrs. Galvao, Secretary to the Board of Education, will administer the Oath of Office to the newly elected Board members, who represent the following constituent districts:

- Ann Ciabattoni Red Bank 3 year term
- Ronald S. Horton Red Bank 3 year term - Absent
- Emily A. Doherty Red Bank 3 year term
- Randy Jay Mendelson Shrewsbury 2 year unexpired term

OPEN SESSION

Motion by Mrs. Doherty, seconded by Mr. Garofalo that the Board of Education go to open session.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

Time being: 8:15 p.m.

1.4 Chairman pro tem for election of President-Board Secretary

1.5 Nomination for the Office of President

The Board Secretary calls for nominations for President.

Mr. Frank Neary nominated John Garofalo for President.

Roll Call Vote for President:

Ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

John Garofalo was elected President of the Board of Education.

1.6 Nomination for the Office of Vice President

The President calls for nominations for Vice-President of the Board of Education.

Mr. John Garofalo was nominated Emily Doherty for Vice President.

Roll Call Vote for Vice President:

Ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

Emily A. Doherty was elected Vice-President of the Board of Education.

1.7 Statement of School Election Results

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following:

RESOLVED: That the Red Bank Regional High School Board of Education accept the unofficial results of the 2010 school election, as noted:

| Borough/District | Budget | | Candidate(s) | Ballots Cast | Registered Voters | Voter Turnout |
|----------------------------|------------|------------|--------------|--------------|-------------------|---------------|
| | Yes | No | | | | |
| Little Silver | | | | | | |
| District 1 | 86 | 154 | | | | |
| Districts 2 | 101 | 124 | | | | |
| District 3 | 81 | 111 | | | | |
| District 4 | 106 | 153 | | | | |
| Districts 5 | 92 | 91 | | | | |
| Districts 6 | 81 | 91 | | | | |
| District 7 | 78 | 100 | | | | |
| Absentees | 6 | 0 | | | | |
| Total Little Silver | 625 | 824 | | | | % |

| Borough/District | Budget Yes | Budget No | Candidate(s) | | | Ballots Cast | Registered Voters | Voter Turnout |
|------------------|------------|-----------|----------------|---------------|---------------|--------------|-------------------|---------------|
| Red Bank | 398 | 427 | Ann Ciabattoni | Ronald Horton | Emily Doherty | | | |
| District 1 | 39 | 47 | 52 | 49 | 52 | | | |
| District 2 | 46 | 66 | 68 | 65 | 74 | | | |
| Districts 3 | 39 | 41 | 52 | 49 | 54 | | | |
| District 4 | 57 | 66 | 77 | 73 | 80 | | | |

| Borough/District | Budget Yes | Budget No | Candidate(s) | | | Ballots Cast | Registered Voters | Voter Turnout |
|-----------------------|------------|------------|----------------|---------------|---------------|--------------|-------------------|---------------|
| | | | Ann Ciabattoni | Ronald Horton | Emily Doherty | | | |
| District 5 | 31 | 34 | 30 | 31 | 30 | | | |
| District 6 | 42 | 48 | 62 | 66 | 64 | | | |
| Districts 7 | 58 | 75 | 68 | 66 | 76 | | | |
| District 8 | 40 | 26 | 46 | 48 | 41 | | | |
| District 9 | 42 | 23 | 46 | 62 | 56 | | | |
| Absentee Ballots | 4 | 1 | 3 | 3 | 3 | | | |
| Total Red Bank | 398 | 427 | 504 | 512 | 530 | | | |

| Borough/District | Budget Yes | Budget No | Candidate | Ballots Cast | Registered Voters | Voter Turnout |
|-------------------------|------------|------------|---------------------|--------------|-------------------|---------------|
| Shrewsbury | | | Randy Jay Mendelson | | | |
| District 1 | 157 | 104 | 157 | | | |
| District 2 | 74 | 94 | 123 | | | |
| District 3 | 153 | 150 | 153 | | | |
| Absentees | | | | | | |
| Total Shrewsbury | 384 | 348 | | | | |

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.8 Establishment of Annual Meeting Calendar

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following annual meeting calendar in accordance with the Chapter 231, P.L. 1975 (Open Public Meetings Act):

BE IT RESOLVED: That the Regular public meetings of the Red Bank Regional High School Board of Education will commence at 8:00 p.m. on the third Wednesday of each month, and Work/Board Action meetings will commence at 8:00 p.m. on the first Wednesday of each month, with exceptions noted. Closed Session meetings will commence at 7:30 p.m., and these meetings will be held in the Board Meeting Room of the Administration Building at 101 Ridge Road, Little Silver, New Jersey, as listed.

| | |
|--------------------|-------------------------------|
| May 5, 2010 | Workshop |
| May 19, 2010 | Regular |
| June 2, 2010 | Workshop |
| June 23, 2010 | Regular |
| July 21, 2010 | Regular |
| August 18, 2010 | Regular |
| September 15, 2010 | Regular |
| October 20, 2010 | Regular |
| November 17, 2010 | Regular |
| December 15, 2010 | Regular |
| January 19, 2011 | Regular |
| February 16, 2011 | Regular |
| March 2, 2011 | Workshop |
| March 30, 2011 | Regular/Public Budget Hearing |
| April 13, 2011 | Regular |
| May 4, 2011 | Reorganization/Regular |

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.9 Official Newspaper

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following:

WHEREAS; the Red Bank Regional High School Board of Education deems it advisable to designate an official newspaper for the advertisement of all legal notices, effective April 28, 2010 and to serve until the next Reorganization meeting of the Regional Board,

NOW, THEREFORE, BE IT RESOLVED: That the Asbury Park Press be so designated as official newspaper for the advertisement of all legal notices.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.10 Appointments

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following appointments for the 2010-2011 school year:

| | |
|--------------------------------------------|---------------------|
| a. Board Secretary | Christina M. Galvao |
| b. Assistant Board Secretary | Debra J. Pappagallo |
| c. Treasurer of School Monies | Thomas X. Seaman |
| d. Custodian of School Records | Christina M. Galvao |
| e. School Funds Investor | Christina M. Galvao |
| f. School Physician | Debra O'Brien |
| g. Affirmative Action Officer | Cheryl Washington |
| h. Gender Equity Officer | Cheryl Washington |
| i. 504 Officer | Lenore Kingsmore |
| j. Public Agency Compliance Officer | Christina M. Galvao |
| k. AHERA Representative | Christina M. Galvao |
| l. Right-to-Know Contact | Christina M. Galvao |
| m. IPM Coordinator | Manuel Pabon |
| n. Basic Skills Improvement Contact | Sona Polkowski |
| o. Basic Skills Improvement Representative | Sona Polkowski |
| p. Safety & Health Designee | Risa Clay |
| q. Chemical Hygiene Officer | Susan Zielinski |
| r. Indoor Air Quality Designee | Manuel Pabon |
| s. Substance Awareness Coordinator | Lenore Kingsmore |

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; abstain: Mr. Neary (1.10c); absent: Mr. Horton and Mr. Megill

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

1.11 Professional Services

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following professional services contracts for the 2010-2011 School Year:

- a. Board Attorney Anthony Sciarrillo, Lindabury, McCormick & Estabrook
Rate - \$160.00/hour
- b. School Auditor Hutchins, Farrell, Meyer & Allison, P.A. Fee - \$35,600.00
- c. Insurance Agents Boynton & Boynton
LDP Consulting
- d. Bond Counsel McManimon & Scotland, LLC

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.12 **Depository of School Funds (TABLED)**

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education tables the following:

WHEREAS; the Red Bank Regional High School Board of Education deems it advisable to designate a depository of all school funds, effective April 28, 2010 and to serve until the next Reorganization meeting,

NOW, THEREFORE, BE IT RESOLVED: That _____ be so designated, and

BE IT FURTHER RESOLVED: that additional depositories for investment purposes be designated as follows:

Hudson Savings
Bank of America
TD Bank
Investor Savings Bank

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.13 **Authorize Account Signatures**

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following:

RESOLVED: That the Red Bank Regional High School Board of Education hereby authorizes the following signatures on the accounts maintained by the Board of Education:

| | |
|----------------------------------------|------------------------------------------------------------------|
| Athletic Account | Building Principal Athletic Director |
| Cafeteria | School Business Administrator Building Principal |
| General Operating Account | Board President School Business Administrator Treasurer |
| Payroll | School Business Administrator Treasurer |
| Payroll Agency | School Business Administrator Treasurer |
| Petty Cash (Any one of the following:) | 1. School Business Administrator 2. Assistant Board Secretary |
| Scholarship Fund | School Business Administrator |
| Student Activities | Building Principal Assistant Principal Dean of Students |
| Capital Projects Account | Board President School Business Administrator Treasurer |

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.14 Establishment of Petty Cash Fund

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following:

WHEREAS; N.J.S.A. 18A:19-13, Petty Cash Funds provides that "the provision of this chapter shall not prevent the establishment and operation by a board of education of petty cash funds, pursuant to rules of the state board," and

WHEREAS; N.J.A.C. 6:20-2.10, Petty Cash Fund provides that:

- (a) a district board of education may establish on July 1 of each year, or as needed, a petty cash fund or funds for the purpose of making immediate payments of comparatively small amounts, and

- (b) a district board of education establishing a petty cash fund shall:
1. Indicate the amount or amounts authorized for each fund;
 2. set the maximum expenditure which may be made from each fund;
 3. designate an individual who will be responsible for the proper disposition of each fund;
 4. establish the minimum time period in which the designated person shall report to the Board of Education on amounts disbursed from each fund; and
 5. approve a voucher prepared by the Board Secretary to replenish each fund.

All unused petty cash funds are to be returned to the depository at the close of each fiscal year.

NOW, THEREFORE, BE IT RESOLVED: That the Red Bank Regional High School Board Secretary/School Business Administrator is hereby authorized to establish and be responsible for a petty cash fund in the amount of \$1,000.00 for the 2010-2011 School Year.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.15 Appointment of District Purchasing Agent

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following:

WHEREAS; 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS; 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed \$29,000 in the aggregate in a contract year may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and

WHEREAS; 18A:18A-37c provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$4,350) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution.

NOW, THEREFORE BE IT RESOLVED, that the Red Bank Regional Board of Education, pursuant to the statutes cited above hereby appoints Christina M. Galvao, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Red Bank Regional Board of Education, and

BE IT FURTHER RESOLVED that Christina M. Galvao is hereby authorized to award contracts on behalf of the Red Bank Regional Board of Education that are in the aggregate less than 15% of the bid threshold (currently \$4,350) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED Christina M. Galvao is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Red Bank Regional Board of Education when contracts in the aggregate exceed 15% of the bid threshold (currently \$4,350) but are less than the bid threshold of \$29,000.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.16 Authorize of Chart of Accounts

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education authorize the use of the Uniform Minimum Chart of Accounts for New Jersey Public Schools for the 2010-2011 School Year.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.17 Approve Delegate Representatives – (TABLED)

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education tables the following:

RECOMMEND: That the Red Bank Regional High School Board of Education approve the following Board member(s) as Delegate Representative from the Board of Education:

| <u>Association</u> | <u>Board Member</u> |
|----------------------------------------------------|---------------------|
| Monmouth County School Boards Association Delegate | |
| New Jersey School Boards Association Delegate | |

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.18 Adoption of School Policies

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following:

BE IT RESOLVED: That the Red Bank Regional High School Board of Education approve the Board Policies and now re-adopted as written.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.19 Employee Assistance Program (EAP)

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following:

RECOMMEND: That the Red Bank Regional High School Board of Education approve the renewal of the contract with the CPC Behavioral Healthcare, 270 Highway 35, Red Bank, NJ and the consortium of school districts, for participation in the Employee Assistance Program for the period July 1, 2010 through June 30, 2011 for a cost of \$3,450.00.

Services Include:

- ☛ Reprint of employee brochures, if needed
- ☛ Supervisor/Administrator training session, if desired
- ☛ Employee orientation sessions
- ☛ Evaluation and short-term counseling up to six sessions for Red Bank Regional School employees and their immediate family members
- ☛ Referral to appropriate treatment services, when necessary
- ☛ Follow up on referrals
- ☛ Quarterly statistical reports on employee usage
- ☛ Periodic newsletters

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.20 Adoption of Tax Shelter Annuity Providers – 403b

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education adopt the following list of Tax Shelter Annuity (403b) providers:

AXA Equitable
Siracusa Benefits
Metlife
Vanguard

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.21 Adoption of Curriculum Schedule

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education adopt the curriculum schedule (attachment):

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.22 Adoption of Textbook Schedule

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education adopt the following textbook schedule (attachment):

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.23 Adoption of Multi-Year Plans

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education adopt the following multi-year plans:

| | |
|----------------------------------------------|-----------|
| Long Range Facility Plan (LRFP) | 2008-2012 |
| Comprehensive Maintenance Plan | 2009-2011 |
| Technology Plan | 2007-2010 |
| Comprehensive Equity Plan | 2007-2010 |
| Professional Development/Teacher Mentor Plan | 2008-2011 |

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.24 Appointment of Extraordinary Unspeciable Services (EUS)

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following services/programs:

| | |
|-----------------|-----------------------------|
| ACES | Electricity and Natural Gas |
| ACT | Telecommunications |
| ED DATA | Supplies, Trades Services |
| NJSBAIG/MOCSSIF | Insurance |
| On-Tech | E-Rate |

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.25 State Contract Purchasing Authorization

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property utilizing various vendors that have State Contracts.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.26 2010-2011 Travel and Related Expense Reimbursement

Motion by Mrs. Doherty, seconded by Mr. Neary that the Board of Education approve the following:

WHEREAS, the Red Bank Regional 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 \$1,000 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

BE IT FURTHER RESOLVED, that the Red Bank Regional Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1-2(b), to a maximum expenditure of \$91,000 for all staff and board members.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

1.27 Reaffirmation of New Jersey School Board Code of Ethics

RESOLVED: that the New Jersey School Boards Association "Code of Ethics" shall be considered the official Code of Ethics of the Red Bank Regional Board of Education:

CODE OF ETHICS

- *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.*
- *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.*
- *I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.*
- *I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.*
- *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.*
- *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.*
- *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.*
- *I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.*
- *I will support and protect school personnel in proper performance of their duties.*
- *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.*

ACKNOWLEDGEMENT OF RECEIPT OF CODE OF ETHICS FOR SCHOOL BOARD MEMBERS. *(The Business Administrator will distribute at the meeting for signatures.)*

This concludes the Reorganization meeting. The Board will proceed with the regular monthly meeting.

Time: 8:30 pm

RED BANK REGIONAL HIGH SCHOOL

**101 RIDGE ROAD
LITTLE SILVER, NEW JERSEY
MINUTES
APRIL 28, 2010**

NOTICE OF MONTHLY MEETING

There will be a monthly meeting of the Red Bank Regional High School Board of Education at 8:00 p.m. on Wednesday, April 28, 2010, in the board meeting room of the administration building, 101 Ridge Road, Little Silver, New Jersey. The Board will meet for a closed session at 7:30 p.m.

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 29, 2009. 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.”

OPEN SESSION

Motion by Mrs. Doherty, seconded by Mr. Garofalo that the Board of Education enter into open session.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

Time being: 8:30 p.m.

1.0 PUBLIC COMMENT

The following students spoke on behalf of teaching staff:

- David Grobber, RBR Student
- Amanda Solloway, RBR Student
- Lauren Good, RBR Student
- Brianna Cooper, RBR Student

PRESENTATIONS/COMMENDATIONS

Dr. Lucks reported on the following awards/activities:

- a) **Red Bank Regional High School 9-12 ESL Program** has been designated as a model program resource center for the 2010-2012 award period. Both you and your staff are to be commended for what has been so well accomplished with the support received from your district. Model program centers are expected to assume the following roles and responsibilities:
Acting as a host for districts in their region requesting site visitations;

Preparing a handout and/or video for visitors with a program overview and information about

district practices in Bilingual/ESL education that may be placed on the NJDOE website; and Preparing a workshop about the Bilingual/ESL program to present for organizations such as NJTESOL/NJBE.

Our program will be recognized at an award ceremony at the New Jersey Roundtable World Languages Supervisors Statewide Meeting on May 7, 2010 (see the attached agenda). Your district is invited to bring two designees to receive your award.

- b) Kathryn Hawley has been named this year's recipient of the prestigious **New Jersey Technology Educators Association Image Award**. This award honors individuals within the membership of NJTEA that make a special effort that results in positive reflection of Technology Education outside of the profession. Kathryn Hawley's service on the STEM Advisory Committee, have had a positive impact on the image of the Technology Education profession in New Jersey by helping to spread the word about the benefits of technological literacy for all students. The award will be presented on May 14th at the opening general session of the NJTEA conference.
- c) On your way in and out of the front driveway, please notice the beautiful tulips in the center island which are blooming in honor of **Alcohol Awareness Month**. The tulips were planted by Scott Ferris's **Heroes and Cool Kids** with help from Lenore Kingsmore, Officer Gibson and the Shrewsbury Drug Alliance.
- d) Joe Russo has been chosen by the Art Education Awards Committee of the Monmouth County Arts Council for the **Leader in Arts Education as an Arts Educator**. The award will be given at their annual ceremony on Monday May 17th from 6-8PM at the Two River Theatre, Bridge Street, Red Bank.
- e) The **John Lennon Educational Tour bus** will be visiting Red Bank Regional High School from 7AM until 5PM on April 29th 2010. A core group of 6-8 pre-selected music technology students, performers, and video production students will spend a day on the bus, writing an original piece, performing and recording this piece and creating a video. They will come away with a complete video project. Other student participants will be "working" the tents which will have equipment and instruments on display.

2.0 **SUPERINTENDENT'S REPORT**

Motion by Mrs. Doherty, seconded by Mrs. Ciabattone that the Board of Education approve the following items 2.1 through 2.15 (Roll Call Vote)

2.1 **Personnel**

2.1 **Re-employment of Tenured Staff 2010-2011**

That the Board of Education approve the reemployment for the school year 2010-2011 the Tenured Personnel as shown on list "A" attached.

2.2 **Re-employment of Tenurable Personnel 2010-2011**

That the Board of Education approve for reemployment for the school year 2010-2011 the Tenurable Personnel as shown on list "B" attached.

2.3 Re-employment of Non-Tenured Personnel 2010-2011

That the Board of Education approve for reemployment for the school year 2010-2011 the Non-Tenured Personnel as shown on list "C" attached.

2.4 Re-employment of Non-Tenurable Personnel 2010-2011

That the Board of Education approve for reemployment for the school year 2010-2011 the Non-Tenurable Personnel as shown on list "D" attached.

2.5 Re-employment of Non-Aligned Personnel 2010-2011

That the Board of Education approve for reemployment for the school year 2010-2011 the Non-Aligned Personnel as shown on list "E" attached.

2.6 Joel Kahn Withhold Increment for 2010-2011

That the Board of Education approve the following:

WHEREAS; the Superintendent of Schools has recommended to this Board that the prior increments of Joel Kahn, a mathematics teacher, continue to be withheld for the 2010-1011 school year; and

WHEREAS; the increment of Joel Kahn, a mathematics teacher, was withheld for the 2003-2004 school year; and

WHEREAS; the amount of that increment, \$1,300, was withheld from his subsequent salary in the 2004-2005, 2005-2006, 2006-2007, 2007-2008 and 2008-2009 school years, and

WHEREAS; the increment of Joel Kahn, a mathematics teacher, was withheld for the 1993-1994 school year; and

WHEREAS; the amount of that increment, \$2,477, with withheld from his subsequent salaries in the 1994-1995, 1995-1996, 1996-1997, 1997-1998, 1998-1999, 1999-2000, 2000-2001, 2001-2002, 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008 school years, 2008-2009; 2009-2010 and 2010-2011

WHEREAS; the Board continues to withhold that amount,

NOW, THEREFORE, BE IT RESOLVED: by this Board of Education that the said Joel Kahn be retained at the BA30-15 column of the 2010-2011 teachers salary guide and that his salary be fixed at \$78,078 (which includes the withhold of the 1993-1994 increment of \$2,477 and the 2003-2004 increment of \$1,300) plus longevity of \$500.

2.7 Non-Renewal of Staff

That the Board of Education the non-renewal of the following staff for the 2010-2011 school year:

- *Ryan Foster*, Social Studies Teacher
- *Diane Velardo*, English Teacher
- *Risa Clay*, Acting Principal
- *Alan Choback*, Acting Assistant Principal
- *Robert Donohoe*, Acting Supervisor of Emerging Programs
- *Geneva Davis*, Media Aide
- *Patricia Joiner*, Social Worker/Community School Coordinator
- *Margaret Leonard*, Clerk Typist (Group 1- 4 hrs. per day, 10 mo.)
- *Ann Hansen*, Secretary (Group 3, 6 hrs. per day - 10 mo.)
- *Claudia Schwinn*, Secretary (Group 3 FT 10 mo.)
- *Lori Scisco*, Secretary-Guidance, (Group 4, FT 12 mo.)
- *Linda Schiafone*, Secretary, SBYS (5 hrs. per day, 10 mo.)

2.8 Retirement Approval

That the Board of Education accept the retirement of *Therese Whelan*, Music Teacher, effective June 30, 2010.

2.9 Tutor Approval (Addition)(SLC Grant)

That the Board of Education an addition to the Tutor List for the 2009-2010 as follows:

- *Karina Reiff* (After-School Tutor) at the hourly rate of \$25.00
- *Renee Koblan*, (Tutor) at the hourly rate of \$25.00

2.10 Graduate Tuition Reimbursement

That the Board of Education approve tuition reimbursement for the following staff member, under the provisions of the RBREA contract:

- *Danielle Escayg*, Special Education Teacher, for 3 credits taken at NJ City University
- *Jacqueline Carrigg*, Math Teacher, for 3 credits taken at University of Scranton

2.11 Substitute Teacher List 2009-2010 (Addition)

That the Board of Education approve an addition to the Substitute Teacher List 2009-2010.

| Last | First | Subject |
|-------------|--------------|--------------------|
| Koblan | Renee | Math, All subjects |

COMPLIANCE

2.12 OSAC Review Report

That the Board of Education approve the QSAC Review Report (see attached).

2.13 Fire Drill

That the Board of Education approve the Fire Drill Report

OPERATIONAL

2.14 Out-of-State Field Trip

That the Board of Education approve a field trip request of the Future Business Leaders of America, July 14-18 to Nashville, Tennessee (see attached).

SPECIAL EDUCATION

2.15 Out-of-District Placements 2009-2010 School Year

Recommended that the Board of Education approve the following out-of-district placements upon the recommendation of the Child Study Team/Guidance Dept:

| <u>Student ID#</u> | <u>DOB</u> | <u>Class.</u> | <u>Placement</u> | <u>Annual Tuition</u> | <u>Date</u> |
|--------------------|------------|---------------|-----------------------------------------|-----------------------|-------------|
| | 12/20/09 | CI-Mod | Children’s Center Of Monmouth County | \$54,980 | 4/13/10 |

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

3.0 COMMUNICATIONS

3.1 Letter from Bret Schundler, Commissioner of Education

3.2 Letter from Governor Christie

4.0 MINUTES/COMMITTEE REPORTS:

4.1 Minutes of April 14, 2010 Board of Education Meeting

Motion by Mrs. Ciabattoni, seconded by Mrs. Doherty that the Board of Education approve the minutes of the meeting held on April 14, 2010.

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

5.0 FINANCE

Motion by Mrs. Doherty, seconded by Mrs. Ciabattoni that the Board of Education approve items 5.1 thru 5.10:

5.1 Line Item Transfers (Revenue and Expenditure)

Motion Mrs. Doherty, seconded that the Board of Education approve 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 revenue and expenditure line item transfers for the period ended **March 31, 2010** revised per audit be approved as attached, and

BE IT FURTHER RESOLVED; that the line item transfers reflected on the State of New Jersey Monthly Transfer Report is hereby acknowledged as received and approved, as attached.

5.2 Financial Report of the Treasurer of School Funds

Recommended that the Board of Education approve the following:

RESOLVED: That the Red Bank Regional High School Board of Education accepts the Financial Report of the Treasurer of School Funds for the period ended **March 31, 2010**.

5.3 Financial Report of the Board Secretary

Recommended that the Board of Education approve the following:

BE IT RESOLVED: That the Red Bank Regional High School Board of Education accepts the Financial Report of the Board Secretary for the period ended **March 31, 2010**, as attached, and

BE IT FURTHER RESOLVED: That pursuant to N.J.A.C. 6:20-2A.10, the Board Secretary’s financial report (appropriations section) did not reflect an over-expenditure in any of the major accounts or funds, and based on the appropriation balances reflected in this report, and the advice of the School Business Administrator, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

5.4 Payment of Bills

Recommended that the Board of Education approve 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, April 28, 2010, in the

following appropriation accounts:

| Fund | Description | Amount |
|-------------|---------------------------|------------------------|
| 11 | General Current Expense | \$ 1,221,169.92 |
| 12 | Capital Outlay | \$ 3,576.54 |
| 13 | Special Schools | \$ 598.00 |
| 20 | Special Revenue | \$ 63,534.69 |
| 30 | Capital Projects | \$ 961.80 |
| | Total Expenditures | \$ 1,289,840.95 |

5.5 Educational Data Services, Inc. Maintenance Agreement 10-11

Recommended that the Board of Education approve the following:

RECOMMEND: That the Red Bank Regional High School Board of Education authorizes the Board Secretary to enter into a maintenance agreement with Educational Data Services, Inc. as the district’s administrative agent for the Educational Cooperative Pricing System as follows:

Classroom Supplies, Art Supplies, Custodial Supplies, Audio-Visual Supplies, Physical Education Supplies, Computer/Office Supplies, Home Economics Supplies, Science Supplies, Technology Supplies, Athletic Supplies along with other categories mutually agreed upon by the district and Educational Data Services, Inc.

2010-2011 Fee \$4,300

5.6 Travel/Professional Development – Employee

Recommended that the Board of Education approve the following employee travel requests:

| Employee | Travel | Date | Amount |
|-----------------|------------------------------------------|------------------|---------------|
| Roxanne Judice | Social Studies – AP Geography | 7/14- 7/18/10 | \$720.00 |
| Stephen Sarles | IB Regional Conference Miami, Florida | 7/15- 7/18/10 | \$1,850 |

| | | | |
|------------------|-----------------------------------------------------------------|--------------|----------|
| Christina Emrich | NATA Annual Meeting & Symposia Philadelphia, PA | 6/22-6/24/10 | \$310.00 |
| Rose Powers | Global Education Lab University of Penn. Philadelphia, PA | 5/8/10 | \$230.00 |
| Kathryn Hawley | NJTEA Conference Galloway, NJ | 5/14/10 | \$310. |

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.

5.7 Facilities Use Fee Schedule

Recommended that the Board of Education approve the following fees schedules for facilities use:

1. Revised Fee Schedule for Facilities Use
2. New Fee Schedule for RBR Coaches

5.8 Facilities Use Requests

Recommend that the Board of Education approve the following use of facilities application:

Summer Camps (see attached brochures)

1. The Bucket Shop – Boys’ Basketball (RBR Coaches Fee Schedule)
2. Maroon & White Basketball Camp – Girls’ Basketball (RBR Coaches Fee Schedule)

5.9 Grants

- Perkins Fiscal Year 2010-2011 Application - \$20,576
- NCLB Fiscal Year 2009-2010 Amendment – Additional funds for Title I SIA - \$12,719

5.10 Field Trips

That the Board of Education approve *additional* field trips for the 2009-2010 school year.

| | | |
|---------|--------------------------------------|---------------------------------------------------------------------------------------|
| 4/22/10 | Shadowing Naval Air Lakehurst, NJ | AOIT & AOE academies |
| 4/30/10 | Princeton University | International & Cultural Studies academy attending a conference to promote diversity. |
| 5/6/10 | Shadowing U-Reach Holmdel | AOIT academy |

| | | |
|--------------|-------------------------------------------|-------------------------------------------------------------------------------------------------|
| 5/28/10 | Kean University | The State's Practical Theatre Assessment Test. Part of the requirements for Perkins Eligibility |
| 7/14-7/18/10 | FBLA National Conference Nashville, TN | FBLA Competition Winners |
| 5/27/10 | Montclair University | Senior Dance Majors for State Assessment Dance Test |
| 4-29-10 | Oyster Point Red Bank | Career Day Luncheon for Students |

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

6.0 OLD BUSINESS – NONE

7.0 NEW BUSINESS

- Mr. Garofalo thanked Meg Gerth and BAC committee for efforts to support budget.
- Source fundraiser

8.0 PUBLIC COMMENT- NONE

9.0 EXECUTIVE SESSION – NONE

10.0 ADJOURNMENT

There being no other business to come before the Board motion to adjourn the meeting was moved by Mr. Megill, seconded by Mrs. Doherty and upon voice vote results were:

Roll Call Vote: ayes: Mrs. Ciabattoni, Mr. Costa, Mrs. Doherty, Mr. Garofalo, Mrs. Gilmour, Mr. Mendelson and Mr. Neary; absent: Mr. Horton and Mr. Megill

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

Adjourned: 9:07 p.m.

Respectfully submitted,

Christina M. Galvao
School Business Administrator/Board Secretary