

**BOARD OF EDUCATION
CITY OF LONG BRANCH
NEW JERSEY**

MINUTES

NOVEMBER 30, 2011

The Workshop Meeting of the Long Branch Board of Education was held at 540 Broadway, Long Branch, New Jersey. The meeting was called to order by Mr. Dangler, Board President, at 6:00 P.M.

A. ROLL CALL

Mr. Dangler - President	Mrs. Perez	Mr. Zambrano
Mrs. Beams - Vice President - absent	Mr. Grant	Mr. Parnell
Mrs. George	Mrs. Critelli	Mr. Menkin

A-1. STATEMENT OF THE MANNER OF NOTIFICATION OF THE MEETING

Peter E. Genovese III, RSBO, QPA, School Business Administrator/Board Secretary stated that adequate notice of the meeting of the Long Branch Board of Education has been provided by a Schedule of Public Meetings published in the Atlanticville and the Asbury Park Press. He further stated that a Schedule of Public Meetings has been posted in the Board of Education Office and the Office of the City Clerk, Long Branch, New Jersey.

Mr. Genovese made the following announcement: Fire exits are 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.

A-2. OBJECTIONS, IF ANY, TO THE VALIDITY OF THE MEETING

Mr. Genovese stated the objecting member must give supporting reasons.

B. FLAG SALUTE AND PLEDGE OF ALLEGIANCE

Bill Dangler, Board President, saluted the flag and led the Pledge of Allegiance.

C-1. STATEMENT TO THE PUBLIC

Mr. Dangler made the following announcement: Often times it may appear to members of our audience that the Board of Education takes action with very little comment and in many cases by unanimous vote. Before a matter is placed on the agenda at a public meeting, the administration has thoroughly reviewed the matter with the Superintendent of Schools. If the Superintendent of Schools is satisfied that the matter is ready to be presented to the Board of Education, it is then referred to the appropriate board committee. The members of the board committee work with the administration and Superintendent to assure that the members fully understand the matter. When the committee is satisfied with the matter, it is presented to the Board of Education for discussion before any final action is taken. Only then is it placed on the agenda for action at a public meeting.

C-1. STATEMENT TO THE PUBLIC (continued)

Time may be allocated for public comment at this meeting. Each speaker may be allotted a limited time when recognized by the presiding officer. Individuals wishing to address the Board shall be recognized by the presiding officer and shall give their names, addresses and the group, if any, that they represent. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not in keeping with the conduct of a proper and efficient meeting. The Board will not, during the public portion of this meeting, discuss matters involving employment, appointment, termination of employment, negotiations, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific or prospective or current employee.

C -2. OPPORTUNITY TO ADDRESS THE BOARD RELATING TO AGENDA ITEMS

No one addressed the Board.

Mr. Salvatore reviewed the Board's self evaluation with the full Board of Education.

The following is a synopsis of each separate evaluation criteria:

1. PLANNING

Discussion centered on community, parent and teacher input.

Mrs. Critelli – I evaluated Item #1 of Planning as a 4 because I feel that the community members have many opportunities for input.

Mrs. Perez – I gave it a 3 because of the terminology used in the description "broad community input". I felt I struggled a little bit with that concept.

Mr. Dangler – The community supports us but there are certain pockets that do not know how to approach us.

Mr. Parnell – I understand why the community may have some reluctance to discuss educational content with the Board. I was very involved with my sons education but did not know much about the curriculum.

Mrs. George – What about the teachers being some type of focal point for generating community input?

Mr. Salvatore – The input I have received from parents is generally quite helpful in initiating changes.

Mrs. Perez – The community is more than parents, it is also senior citizens, other organizations and businesses. It is important to reach out to every group.

Mrs. George – Sometimes people will come up with personal issues that are specific to their individual child. I can see how these types of situations can become easily dismissed when they do not seem to affect the majority.

Mr. Salvatore – Many members of the Board of Education are in contact with some of the groups that we are trying to build relationships with.

Mrs. Perez – We do a poor job in explaining our test scores, specifically when it comes to sub groups that can make or break the district.

Mr. Dangler – We need to explain the real deal when it comes to test scores. The fact that we almost made a certain sub group and only missed it by a few children is not a positive place to be. We are not doing well to begin with if we are struggling to have one or two children help us to pass.

Mr. Salvatore – We need to raise the awareness with parents which will help them to do their part as well in the overall success of their children. It is important to bring them out and hear what they have to say. We also need to speak to parents in non-educational terms such as AYP, so they can truly understand what is at the heart of the matter.

Mr. Parnell – I agree. Teachers need to play a role in this also because they know who is involved in their children's education and who is not.

Mr. Salvatore – We will start with the input from teachers and parents and then target those areas as a Board. There are certain groups of community members which I need your help in reaching.

Mr. Zambrano – One night a month residents can meet with one or two City Council members to discuss issues or concerns that they may have. Perhaps we can do the same thing as a Board and set up one night when people can come talk to us about problems that they see.

Mr. Salvatore – This would be a good idea. You can then pass the information on to the full Board.

Mr. Dangler – I feel that the Board is not involved enough in many of the action plans.

Mr. Grant – We have been spoon fed in the past and we act as a non functioning Board when it comes to action plans.

Mr. Salvatore – It sounds to me that you need more information to have an understanding of what's involved within the action plan.

SUMMATION

Mr. Salvatore – We will concentrate on developing community input starting with the survey of parents and teachers. Then, with the help of the Board of Education and their affiliation with many of the community groups, we will meet with them to discuss our mission and direction as well as address any concerns the groups may have. The concept of having one night a month for members of the community to meet with one or two Board members to discuss concerns is something we will look to implement from January to April.

2. POLICY

Discussion centered around the Board of Education and its' policy making process.

Mr. Menkin - When we make a change in policy, is it possible to get some type of feedback?

Mr. Salvatore – The administration consistently assesses the impact of policy changes on staff and children and I will share this with the full Board.

SUMMATION

Mr. Salvatore – As part of the reflective process, when it comes to the implementation of new policies, the Board would receive an update after 30 days and then again after 90 days.

3. STUDENT ACHIEVEMENT

Discussion centered around the need to improve student achievement and the lack of specificity regarding the results.

Mrs. George – I always feel as if student achievement is glossed over and that we don't spend enough time at Board meetings in that area. We generally just hear the numbers from the State and we don't get into discussions regarding which elementary school is doing better than the other including how our students are doing after graduation. I feel we really don't have a handle on the test scores.

Mr. Salvatore – I feel that the Board needs to truly be immersed in this area.

Mr. Menkin – I feel that we should know which classes are passing the State tests and which are not.

Mr. Salvatore – Showing the New Jersey Smart data base should be able to help us in that area. If the State is going to have a pilot, we would like to participate so that we can determine students' progress from the start of the school year to its end. This concept is going to be part of the re-authorization of the NCLB.

Mr. Grant – We don't want to be over burdened with data but we really need to know what is going on. Perhaps we should do this at a workshop meeting.

SUMMATION

Mr. Salvatore – The Board will receive quarterly reports aligned with benchmark assessments. In the future, these reports will be issued to the Board in October, December and February.

4. FINANCE

The Board felt confident overall in the area of the Board Finances, however they felt the area of budget details was lacking.

Mr. Dangler – We do not have enough details regarding our budget. I know we have enough money for different programs, but I would like more details as to where the money comes from especially if an item wasn't previously budgeted for.

Mr. Grant – Pete does a great job with the budget and we always seem to have money for all of our different projects. I would like to get more details as to where the money comes from as well.

Mr. Salvatore – So you would like more disclosure with regards to transfers and breakage. For instance, you would like to know how we are receiving 3,500 tablets that were not in the original budget.

Mrs. Perez – In this case I understand that since we didn't spend \$350,000 for lap tops for all 5th grade students we can ear mark these fees for this project, but this is the type of information that we should have for all other items as well.

Mr. Salvatore – Each month the Finance Committee goes into all of the expenses of the district.

Mrs. Critelli – Every item is listed and if we have a question all we have to do is ask the administration.

Mr. Parnell – We had a very good audit opinion so obviously the finances are in good shape but I would like more information on the breakage.

Mr. Grant requested more information on grants and what they are used for.

SUMMATION

Mr. Salvatore – The Board will receive more detailed information regarding any breakage in budgetary accounts as well as details regarding all of our grants and what they will be used for.

5. BOARD OPERATIONS

In general the Board felt very positive about how they operate, although there was some concern regarding the timeliness of information.

Mrs. Perez – I feel that in the past certain items of information were not available to the Board, however we are on the right track now.

Mrs. George – I am concerned that often times the administration may receive information but not have enough time to act on it appropriately.

SUMMATION

Mr. Salvatore – In June the Board will participate in an all day retreat to set goals for the Superintendent and the Board of Education. At that retreat the Board will be reviewing its self evaluation and then twice a year in December and February the Superintendent will hand out an activity log representing his contributions at that point in time for the Board to review and to insure that the administration is on track with the specified goals that came out of this June retreat.

6. BOARD PERFORMANCE

Discussion centered around the Boards performance, both in its interaction between members as well as its interaction with the administration.

Mrs. George – Often times I do not feel that there is enough trust among the nine (9) Board members and although things are getting better, we still need more time as a Board to get to know each other better, to talk more and begin to trust each other more.

Mr. Grant – In the past I felt very similar however I feel things are getting better now.

Mr. Menkin – Transparency is truly the key to avoiding any appearances of impropriety or conflict.

Mrs. Perez – Regarding the idea of integrity, it goes hand in hand with the nepotism policy. All of us need to insure that we are doing the right thing regardless of personal conflicts that may exist on the Board.

SUMMATION

Mr. Salvatore – Transparency and disclosures are critical in insuring trust among its members. Hopefully in the future we will be able to have some outside events to bring different members together to help build confidence and trust in each other.

7. BOARD/SUPERINTENDENT RELATIONSHIPS

The Board feels very confident in this area with regards to the relationship with the Superintendent of Schools and staying in compliance with NJQSAC.

Mr. Salvatore – Although we are functioning very well as a Board with the Superintendents office, trust and confidence will take time and with time I think our relationship will improve.

Mr. Dangler – In my evaluation I placed a lower number in certain areas because I do from time to time reflect on past experiences.

SUMMATION

Mr. Salvatore – I will continue to work very openly and transparently to develop a stronger and trusting relationship with the Board.

8. BOARD/STAFF RELATIONSHIPS

The Board ranked this area extremely high in its overall evaluation and feels it does a good job in recognizing staff for the many contributions that they make.

Mr. Parnell – We do a good job but we need to take the next step. At this point we recognize one quality teacher as teacher of the month. Perhaps we can broaden the category and honor more than one staff member a month.

Mr. Salvatore – I am working on increasing the amount of potential nominees per month, not only instructional but non-instructional to include volunteers of the month to recognize the great work the PTO and PTA members do. The May meeting becomes extremely long because we recognize the staff members all at one time. I would like to do this more frequently at other meetings to give out pins and recognitions for those that warrant the same. We could raise money by having staff members participate in jean day and use this money to honor all volunteers in the district, as well as host a Board of Education dinner to recognize our PTO and PTA volunteers.

Mr. Grant – I heard that the Teacher of the Year selection was a very political process.

Mr. Parnell – How is the Teacher of the Year selected?

Mr. Salvatore – Once a Teacher of the Year has been selected for each school, the teachers are reviewed by a panel of administrators. They are responsible for giving a presentation to the panel, at which point the panel decides who the Teacher of the Year will be for the district.

Mrs. Critelli – The process should allow for the best teacher, and not necessarily the one who gives the best presentation.

Mr. Salvatore – I agree, it should be someone who does a great job, not just someone who happens to present well. The selection should be more about performance. We participate in the State's program for selection of Teacher of the Year but it truly should be based more on certain criteria.

Mr. Zambrano – I remember years ago at 6 West End Court the teachers would present in front of the full Board of Education.

Mrs. George concurred.

Mr. Salvatore – I am looking to create specific criteria regarding instruction and programs as an evaluation tool to select the Teacher of the Year.

Mr. Parnell – I would recommend that.

Mr. Salvatore – Last year we had a 5 minute video which was better than presenting to the full Board because sometimes teachers get nervous having to present to the Board members.

Mr. Parnell – There should be more input from their administrator in the selection process.

Mr. Salvatore – We could take that information and bring it to a committee and then the committee would be responsible for the selection of the Teacher of the Year for the district.

SUMMATION

Mr. Salvatore – I will look into once again hosting PTO/A dinners with the Board of Education and recognize parents and staff on a larger scale. At each meeting we would honor a district employee of the month as well as PTO representatives, volunteer parents and staff members from that school for that month. I will also work on setting criteria for the district Teacher of the Year.

9. BOARD AND COMMUNITY

Overall the Board felt confident that we are moving more into connecting with the community and they are looking forward to better relationships in the near future.

Mrs. Critelli – I really wasn't sure what we do to promote community use of our school facilities and that is why I ranked it with a 2.

Mr. Salvatore – We don't necessarily solicit people to use our facilities but certainly if it benefits our children we make every effort to accommodate those requests.

Mr. Grant – I recognize that liability insurance is necessary to protect the Board, however this sometimes can be very costly for outside agencies and may be prohibitive for them to use our facilities.

Mr. Menkin – Is there any way we can open up the track in the morning to allow people to walk around it?

Mr. Parnell – People would like the opportunity to walk the track.

Mrs. Perez – In other words, right now people cannot walk the track?

Mr. Salvatore – At this point in time no.

Mr. Parnell – I am not suggesting we open the track up 24/7, but loosen it up a little bit so people can use the track during the day.

Mr. Salvatore – When I go to Neptune to use their facilities I have to show an ID which they hold onto until I leave. We may be able to do something before school opens in the morning, and after schools close in the afternoon. We also may be able to have site supervisors available.

Mr. Zambrano – That would be a good idea, however you also have to make sure that people don't bring their dogs on the track.

Mr. Dangler – Under item #7, I don't feel that we have an effective community relations program.

Mr. Salvatore – We have an intern student from Monmouth University who graduated from Long Branch who is working on that. We have a little more to do in our public relations area. We are looking to get things out on a monthly basis to show district accomplishments. Currently I have received a lot of feedback on the district calendar.

Mr. Zambrano – Do the newspapers get information on what we are doing?

Mr. Salvatore – Yes, I include all press releases in the Friday package that you receive.

SUMMATION

Mr. Salvatore – A community relations program will be introduced to highlight specific school programs throughout the year through our website, local newspapers and other media outlets.

DISCUSSION

1. Bilingual After School Tutorial Teachers – Appendix A
2. Athletic coaching appointments – Appendix B
3. Field trip request – Appendix C

Mr. Salvatore reviewed with the Board the stipends for the bilingual after school tutorial program (Appendix A), athletic coaching appointments (Appendix B) and field trip requests (Appendix C). Many of these will be ratified at the next Board meeting.

Motion was made by Mrs. George, seconded by Mr. Menkin and carried by roll call vote that the Board approve the following item (1).

Ayes (8), Nays (0), Absent (1) Mrs. Beams

1. **RESOLUTION FOR CLOSED EXECUTIVE SESSION – 8:24 P.M.**

RESOLUTION

WHEREAS, the Open Public Meetings Act (Chapter 231, P.L. 1975) allows for the exclusion from discussion at the public portion of a meeting of certain matters which might endanger the public interest or risk the deprivation of individual rights, and

WHEREAS, the Long Branch Board of Education wishes to discuss matters falling within the **attorney/client privilege concerning litigation against the Board of Education** and others with the resulting action being made public when a proper conclusion has been reached and there is no longer a need for confidentiality;

NOW, THEREFORE, BE IT RESOLVED, the Long Branch Board of Education will hold a closed executive session immediately in the Board Conference Room, 540 Broadway, Long Branch, New Jersey.

It is expected that the closed executive session will last not more than twenty minutes. At the conclusion of the closed executive session, the Long Branch Board of Education may return to the public portion of the meeting and may take action.

Peter E. Genovese III, RSBO, QPA
School Business Administrator/Board Secretary

Ayes: 8
Nays: 0
Absent: 1 (Mrs. Beams)
Date: November 30, 2011

The Board returned to the open session meeting at 8:30 P.M.

A. **ROLL CALL**

Mr. Dangler - President	Mrs. Perez	Mr. Zambrano
Mrs. Beams - Vice President - absent	Mr. Grant	Mr. Parnell
Mrs. George	Mrs. Critelli	Mr. Menkin

Mr. Salvatore – I am aware of the restrictions that some Board members have regarding my evaluation but I feel it is important to brief the Board as a whole on our accomplishments which you can review and discuss. This will take place in December and February. This will help insure that the administration has clear guidelines as to the Boards expectations.

2. **ADJOURNMENT – 8:32 P.M.**

There being no further discussion, motion was made by Mrs. Perez, seconded by Mr. Menkin and carried by roll call vote that the Board adjourn the meeting at 8:32 P.M. Ayes (8), Nays (0), Absent (1) Mrs. Beams

Peter E. Genovese III, RSBO, QPA
School Business Administrator/Board Secretary