

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

MINUTES

JULY 2, 2012

The Annual Retreat 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 9:00 A.M.

A. ROLL CALL

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

Administrator's Present

Mr. Salvatore	Mr. Genovese
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Also Present

Kathy Winecoff, New Jersey School Board Association representative

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

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

The objecting member must give supporting reasons.

B. FLAG SALUTE AND PLEDGE OF ALLEGIANCE

Bill Dangler, Board of Education 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

1. 2012 BOARD OF EDUCATION RETREAT

Kathy Winecoff, a field service representative of the New Jersey School Boards Association gave a presentation to the Board regarding Board self-evaluation, development of district and Board of Education goals for the 2012-2013 school year and Board governance. She provided the Board with a District Goal Action Plan which will be used to complete action plans for Board of Education goals. A Professional Development Improvement Plan was also discussed. A communications document was discussed to provide regular communication between the Board of Education and the Superintendent. An Evaluation Process calendar was provided for the Superintendent and the Board of Education Self Evaluation Process outlining time lines for the completion of each step necessary to ensure compliance. A NJQSAC Board Planning Calendar was also discussed. Ms. Winecoff provided the Board with a complete list of Field Service Programs available to them through New Jersey School Boards, as well as a Professional Improvement Plan synopsis outlining the Board self evaluation process, professional improvement opportunities and the 2012-2013 Board of Education goals that have been identified.

Mr. Salvatore reviewed the Agenda with the Board of Education.

1. **PERSONNEL**

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

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

a) **APPROVAL TO CREATE POSITION**

That the Board approve the creation of the following position:

- Supervisor of Special Education

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

Ayes (7), Nays (0), Abstain (1) Mr. Zambrano, Absent (1) Mrs. Critelli

b) **APPROVAL TO CHANGE OF TITLES AND JOB DESCRIPTIONS**

That the Board change the following titles and job descriptions for the following:

- Athletic Facilitator to Officer of Student Affairs
- District Administrator for Assessment and Accountability to Acting Curriculum and Assessment Manager

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

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

c) **APPOINTMENT OF ASSISTANT TO THE PRINCIPAL**

That the Board approve the appointment of **JAMES BROWN** as Assistant to the Principal at the High School effective July 2, 2012 and a \$888.90 per week stipend for July and August and a \$5,000 stipend prorated for 2012-2013 school year. (Acct. #15-000-240-103-000-01-00) (UPC #0045-01-ASTTO-PRINCPL).

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

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

d) **APPOINTMENT OF PRINCIPAL/ACADEMY ADMINISTRATOR**

That the Board approve the appointment of **BRIDGETTE BURTT** as the Principal at the Gregory School at a salary of \$80,000.00 effective July 3, 2012. (Acct. #15-000-240-130-000-07-00)(UPC #0023-07-ELMPPR-PRINCP)

Motion was made by Mr. Parnell, seconded by Mr. Dangler and carried by roll call vote that the Board approve the following item (1d-1).

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

- d-1) That the Board approve the appointment of **EVELYN CRUZ** as the Principal/Academy Administrator at the Middle School at a salary of \$90,000 effective July 5, 2012. (Acct. #15-000-240-130-000-02-00)(UPC #0016-02-MSACP-ACADPR)

1. **PERSONNEL**

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

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

e) **APPOINTMENT OF 10 MONTH VICE PRINCIPAL**

That the Board approve the appointment of **ERICA GREEN** as the 10 month Vice Principal at the Gregory School at a salary of \$68,000.00 effective September 1, 2012. (Acct. #15-000-240-130-000-07-00) (UPC#1079-07-ELMPR-10MOVVP).

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

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

f) **APPOINTMENT OF BEHAVIOR SPECIALIST**

That the Board approve the appointment of the following individual as a Behavior Specialist:

SHERYL ZANNI effective September 1, 2012 at a salary of \$59,215.00 and \$888.90 per week for July and August and \$5,000.00 stipend for the 2012-2013 school year. (Acct. #20-251-200-10-251-20-11)(UPC#1103-11-BEHSP-TEACHR).

Motion was made by Mrs. George, seconded by Mrs. Beams and carried by roll call vote that the Board approve the following items (1g – h).

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

g) **EMPLOYMENT OF MAINTENANCE WORKER**

That the Board approve the appointment of the following individual as a district maintenance worker:

RICHARD ROBERTO at a salary of \$42,850.00 effective date pending criminal history clearance (replaces B. Kelly – non-renewed), (Acct #11-000-262-100-000-12-01) (UPC #1005-12-OFB&G-ELECTR).

Following a satisfactory performance over a three-month period, the above named individual will be retained for the balance of the contractual year. This employment is contingent upon the successful completion of a medical examination required by the Board of Education.

h) **EMPLOYMENT OF 12 MONTH CUSTODIANS**

That the Board approve the appointment of the following individuals as 12 month custodians.

ROBERT MADINA, 12 month custodian at the High School at a salary of \$32,436.00 effective July 3, 2012 (replaces D. Carter – non-renewed), (Acct #11-000-262-100-000-01-00) (UPC # 1006-01-OFB&G-CUST12)

JOSE HIDALGO, 12 month custodian at the Amerigo A. Anastasia School at a salary of \$32,436.00 effective July 3, 2012. (replaces A. Borrero – reassigned). (Acct #11-000-262-100-000-03-00) (UPC # 0468-03-OFB&G-CUST12)

Following a satisfactory performance over a three-month period, the above named individuals will be retained for the balance of the contractual year. This employment is contingent upon the successful completion of a medical examination required by the Board of Education.

1. **PERSONNEL**

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

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

i) **STAFF TRANSFERS – 2012-2013**

That the Board approve the staff transfers for the 2012-2013 school year as listed below:

High School

April Morgan From High School Principal/Academy Administrator to Middle School Principal/Academy Administrator

Middle School

Matthew Johnson From Middle School Principal/Academy Administrator to Morris Avenue School Principal

Gregory

Elford Rawls-Dill From Gregory School Principal to Acting Curriculum Assessment Manager

Brian Dorgan From Gregory School Vice Principal to High School Teacher

Jeremy Martin From Gregory School Student Advisor to High School Guidance Counselor

Morris Avenue

Ivette Ricigliano From Morris Avenue School Principal to Student Information Systems Liaison

Lenna W.

Conrow

Nikolas Greenwood From Lenna W. Conrow School teacher to Gregory School Student Advisor

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

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

j) **SUMMER 2012 STIPEND POSITIONS**

That the Board approve/ratify the following summer stipend positions for the 2012-2013 school year:

DISTRICT

Building Security

\$15.00/hr

Earl Block

MIDDLE SCHOOL

Express Camp: July 2, 2012 – Aug. 10, 2012 (8:00am - 3:00pm)

Substitute Teachers

\$888.90/wk

Toni Brown

Ivette Ricigliano

ELEMENTARY SCHOOLS

Elementary Enrichment Camp: July 2, 2012 – Aug. 10, 2011 (8:00am - 3:00pm)

Substitute Teachers

\$888.90/wk

Tracey Cummings

Joanne Rohrman

Mrs. Perez left the meeting at 2:10 P.M.

Motion was made by Mrs. George, seconded by Mrs. Beams and carried by roll call vote that the Board approve the following items (2 – 3).

Ayes (7), Nays (0), Absent (2) Mrs. Perez and Mrs. Critelli

2. **CONSOLIDATED CHANGE ORDER #1 – MORRIS AVENUE SCHOOL: TEMPORARY CLASSROOM RENOVATIONS AND EXTERIOR UPGRADES**

That the Board approve the following resolution:

RESOLUTION

WHEREAS, McCauley Construction Co., Inc. has requested consolidated change order #1 – Morris Avenue School: Temporary Classroom Renovations and Exterior Upgrades pursuant to NJAC 6:20-8.3, be granted for the following:

Install and provide controls, dampers and 3 way valves to modulate control space temperatures for the 16 pods classrooms at the Morris Avenue School

WHEREAS, the total for all consolidated change order #1 Morris Avenue School: Temporary Classroom Renovations and Exterior Upgrades is \$42,463.

WHEREAS, said funds are available for this change order

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the City of Long Branch, in the County of Monmouth (“Board of Education”) authorize said change order.

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

Ayes: 7
Nays: 0
Absent: 2 (Mrs. Perez and Mrs. Critelli)
Date: July 2, 2012

3. **CONSOLIDATED CHANGE ORDER #2 – MORRIS AVENUE SCHOOL: TEMPORARY CLASSROOM RENOVATIONS AND EXTERIOR UPGRADES**

That the Board approve the following resolution:

RESOLUTION

WHEREAS, McCauley Construction Co., Inc. has requested consolidated change order #2 – Morris Avenue School: Temporary Classroom Renovations and Exterior Upgrades pursuant to NJAC 6:20-8.3, be granted for the following:

To provide modifications for fire code compliance in each of 4 hallways in the pod area including a one hour fire code rating for ceilings and walls

WHEREAS, the total for all consolidated change order #2 Morris Avenue School: Temporary Classroom Renovations and Exterior Upgrades is \$25,000, to be shared equally between the architect and the Board of Education, and

WHEREAS, said funds are available for this change order

3. **CONSOLIDATED CHANGE ORDER #2 – MORRIS AVENUE SCHOOL: TEMPORARY CLASSROOM RENOVATIONS AND EXTERIOR UPGRADES (continued)**

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the City of Long Branch, in the County of Monmouth (“Board of Education”) authorize said change order.

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

Ayes: 7
Nays: 0
Absent: 2 (Mrs. Perez and Mrs. Critelli)
Date: July 2, 2012

Motion was made by Mrs. George, seconded by Mrs. Beams and carried by roll call vote that the Board approve the following item (4).

Ayes (7), Nays (0), Absent (2) Mrs. Perez and Mrs. Critelli

4. **APPROVAL OF MINUTES**

That the Board approve the following minutes:

- Regular Meeting minutes of June 20, 2012
- Executive Session minutes of June 20, 2012

5. **ADJOURNMENT – 3:05 P.M.**

There being no further discussion, motion was made by Mr. Parnell, seconded by Mrs. Beams and carried by roll call vote that the Board adjourn the meeting at 3:05 P.M.

Ayes (7), Nays (0), Absent (2) Mrs. Perez and Mrs. Critelli

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



New Jersey School Boards Association

MEMORANDUM

To: Long Branch Board of Education

From: Kathy Winecoff, Field Service Representative

Date: July 5, 2012

Re: 2012 Board Retreat

A meeting was held with 8 members of the board of education, the superintendent and the business administrator on **July 2, 2012 from 9:00 a.m. - 1:30 p.m.** for a Board Retreat. Topics on the agenda included: review of the board self-evaluation, development of district and board goals for the 2012-2013 school year and board governance.

We began the retreat by talking about the importance of and benefits of completing the Board Self-Evaluation. Some of the benefits discussed included:

1. Provides an opportunity for board members to discuss the governance role of the board
2. Allows the board to identify strengths and challenges regarding its leadership role in the district
3. Holds the board accountable to itself and to the community and sets an example for others within the system
4. Provides valuable information to be utilized in developing board of education and district goals
5. Helps the board clarify its mission and set board goals
6. Increases the effectiveness of board meetings

We also clarified the different types of goals utilized by the board and administration. Those goals are:

- **District Goals** - Everyone "owns" the District Goals; the CSA is responsible for their completion, the Board supplies the resources necessary for their attainment
- **Board Goals** - "owned" by the Board, set to improve process and procedures, and are evaluated in conjunction with the board self-evaluation
- **CSA Personal Goals** - Derived from the annual leadership skills evaluation
- **Merit Goals** - Optional and contained in the CSA's contract. Merit Goals are not part of the annual superintendent's evaluation

We then reviewed the Board Self-Evaluation that had been completed by the board in November 2011. In the nine (9) indicators of the board Self-Evaluation; Planning, Policy, Student Achievement, Finance, Board Operations, Board Performance, Board/Superintendent Relationships, Board/Staff Relationships and Board and Community, the Board had averaged scores of 3.0 to 3.7. These scores would indicate that the board is high functioning and has proper processes and procedures in place. The board is to be commended on these scores. However, there were some areas in which the board could focus attention. We will begin to address these areas with the goal setting process. Those areas include:

- with broad community input, established a district wide vision, mission and multi-year plan for education
- reviews Action Plans developed to support the goals
- regularly monitors progress towards achieving the district's vision, mission and goals making adjustments as needed
- requires systematic evaluation of and feedback on the instructional program

- determines the district educational goals with input and data from administration

Since Mr. Salvatore is new to his position as Superintendent, we discussed the Superintendent Evaluation Process. Most importantly, that his evaluation will be based not only on his leadership skills but also on the accomplishment of or progress made towards completion of the District Goals. Board members indicated that 6 of 9 members can participate in the evaluation of the superintendent; the remaining three (3) have conflicts. The process for the evaluation just completed was as follows:

1. The board members completed the evaluation tool (NJSBA's CSA Evaluation document) individually
2. Mr. Genovese compiles the individual evaluations into one document
3. The Board President looks at the comments made by the board members
4. The Board meets with Mr. Salvatore in closed session (after receiving a Rice Notice) and Mr. Salvatore addresses each individual comment in the evaluation (this is where the process ends)

I suggested that the board may want to consider altering their process somewhat to include the following:

1. The board complete the evaluation individually using NJSBA's online process; it would be best practice **not** to have Mr. Genovese compile the document as it is his supervisor's evaluation)
2. Board schedules an executive session (board only) to receive and review the compiled results of the CSA evaluation. The Board determines the majority opinion (non -conflicted board members only)
3. Board President (or designee: personnel committee chair, VP, etc.) writes summary/narrative report which documents the majority opinion of the board
4. Board receives the summary/narrative document and agrees that it reflects the majority opinion of board
5. Board President provides copy of summary report to CSA (a few days prior to scheduled Summary Conference)
6. Board & CSA meet in Executive Session (legally advertised and CSA has received RICE notice) for Summary Conference. The evaluation is discussed and the minority opinion can be voiced. Board President and CSA sign and date the document. (Statutory Deadline for Summary Conference: April 30th)
CSA may attach any data/documents to evaluation (board approval not required) up until May 10th
7. Board and CSA determine date for Goal-Setting and the process begins again

We then moved into the Goal Setting portion of the meeting. The board recognizes that the development of the Action Plans for District Goals is the responsibility of the superintendent. The board then holds the superintendent accountable for progress toward the achievement of those district goals in the annual evaluation process.

We began with brain-storming on the accomplishments of the school/district over the past year, what's in progress and needs to be continued, and what needs immediate attention:

What's wonderful . . . ?

- | | |
|----------------------------------|---|
| • Diversity | • Staff commitment |
| • Programs | • Food service |
| • Facilities | • Relationships |
| • Students | • Financial accountability |
| • Parents | • Technology |
| • Community support | • Respect from the Town Fathers and the DoE |
| • Communication | • Grant writing program |
| • Use of facilities by community | • Summer enrichment program |

- CST – willing to give students what they need
- Board respects each other
- Strong commitment to educating all children

What's in progress and needs to be continued . . .

- Reading program
- Communication – internal/external
- Technology
- Genesis Program
- Website – Teacher websites???
- Parents
- Leadership Development – administrative team
- Board professional development (ex.: meeting to sit down and explain test scores)
- New attendance policy
- Dress code policy – entire district
- Increased diversity of staff

What needs immediate attention . . .?

- Student achievement
- Communication
- Administrative leadership
- Teacher evaluation system

Mr. Salvatore discussed with the board the areas in which he would like to focus in the upcoming year. Following a positive discussion, the following District Goals were collaboratively developed for 2012 – 2013:

Long Branch 2012-2013 District Goals

STUDENT ACHIEVEMENT

Goal: *Increase student learning and achievement district-wide.*

This goal will be further developed once test scores have been analyzed

STAFFING

Goal 1: *Increase the recruitment and retention of highly qualified staff that reflects the demographics of the community*

Goal 2: *Develop a Leadership Academy for the district leadership team*

A major activity for this goal will be the implementation of the new teacher evaluation instrument to promote accountability district-wide

COMMUNICATION

Goal: *Continue to develop and improve communication to all stakeholders by increasing family/parental involvement in all grade levels*

After finalizing the District goals, we then moved on to discuss Board Goals and based on our discussion of the Board Self-Evaluation and discussion throughout the meeting the board came to consensus on the following board goals:

2012 - 2013 Long Branch Board of Education Goals

Goal 1: Continue to develop and improve communication among all district stakeholders

- Board ⇔ Board (this may include providing formal minutes of committee meetings)
- Board ⇔ Administration (using the Board-Superintendent Communication document attached)
- Board ⇔ Community (this may include a meeting brochure)

Goal 2: Support and educate the community on the new educational direction of the district

Goal 3: Develop and implement a Board Planning Calendar and Board Evaluation Calendar

Next steps . . .

The superintendent will develop Action Plans for each of the District Goals and will review them with the board in Aug. /Sept. The board also needs to develop a Professional Development Improvement Plan for the board goals.

Upon receipt, analysis and reporting out to the board/community of the NJ ASK testing results, the board and superintendent may wish to revise the Student Achievement district goal.

District and board goals should be formally approved and the action plans should be formally accepted at a future board of education meeting (Aug. /Sept.) and the district goals should be posted on the district website. Dates for periodic updates on progress toward achievement of these goals (district and board of education) will need to be established, along with completing the Evaluation Process Calendar. The final step will be evaluating the superintendent (in March/April 2013) on progress toward achievement of the district goals.

We ended the retreat with a discussion on **Board Governance**. Topics included:

- The Role of the Board President including legal duties of the board president, board business and meeting duties as well as duties in relationship to other board members.
- Meeting minutes - open and closed
- Format for Recommendations, committee recommendations, staff / hiring recommendations and tenure recommendations.
- Email - it is recommended that board members use district email addressed for all board business and make sure that communications are one-way (no "reply to all") to ensure the Sunshine Law is not circumvented

Attachments to this memo will include:

- District Goal Action Plan template (blank)
- Professional Development Improvement Plan (blank)
- Board ⇔ Superintendent Communication Document
- Evaluation Process Calendar (blank & suggested time-frames) for the Superintendent and Board Self-Evaluation process
- Board Planning Calendar (NJQSAC based)

- Sampling of Field Service Programs
- Professional Improvement Plan document

You are all to be commended for your own personal commitment to fully participate in an open discussion on ways to continue to move forward. You are all very passionate about education and improving student achievement for the students of **Long Branch**. I have every confidence that you will make great strides in moving the district forward in 2012-2013!

It was my pleasure to meet and work with you. I look forward to serving as a resource for the board as you continue to move your district forward. Please feel free to contact me if I can be of further assistance.

Kathy