

**BERKELEY HEIGHTS BOARD OF EDUCATION  
COMBINED CONFERENCE & REGULAR MEETING  
MINUTES  
DECEMBER 14, 2006**

**CALL TO ORDER**

The Combined Conference and Regular Meeting of the Berkeley Heights Board of Education was called to order on Thursday, December 16, 2006 at 7:00 PM in the Clausen Administration Building by the Board President, Mrs. Kirsch.

**ROLL CALL**

A roll call indicated the presence of the following members:

Mrs. Kirsch, Mr. Beisser, Dr. Crisonino, Mr. Lisk, Mr. Reinstein, Mr. Sincaglia, Mr. Smalley and Mrs. Schaumberg (7:15 PM). Also present were Mrs. Rattner and Mrs. Felezzola.

**STATEMENT**

Mrs. Kirsch read the following statement:

On April 27, 2006, this body by resolution adopted a schedule of meetings. The time, date and location of this meeting were accurately set forth therein.

On April 28, 2006, a copy of said schedule was posted at the Town Hall, the Public Library, the Railroad Station and the Administration Building. On the same date a copy was mailed to the Dispatch, Independent Press, Courier News, all PTO Presidents and delivered to the BHEA President, all schools, all Supervisors and filed with the Municipal Clerk. The meeting was also announced on the District Sign at Columbia School.

**ADJOURN TO EXECUTIVE SESSION**

It was moved by Mr. Reinstein and seconded by Mr. Smalley that the Board of Education adjourn to Executive Session for the purpose of discussing personnel and legal matters. The minutes of said discussion will be made public if and when the need for confidentiality no longer exists. Motion carried.  
The meeting was recessed at 8:05 PM.

**RETURN TO PUBLIC SESSION**

It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education return to Public Session. Motion carried.  
The meeting was reconvened at 8:10 PM in the Columbia School Cafetorium.

## **FLAG SALUTE**

Mrs. Kirsch led the Board and the public in the Pledge of Allegiance.

## **APPROVAL OF MINUTES**

It was moved by Mr. Lisk and seconded by Mr. Beisser that the Board of Education approve the minutes of the Combined Conference & Regular Meeting held November 16, 2006.

## **CORRESPONDENCE**

Mrs. Felezzola indicated the correspondence as listed on the agenda had been provided to the Board for their review and information. There is also correspondence regarding donations for the Hughes library and from the Mountain Park PTO. These items will be on the January agenda for approval.

## **REPORT OF THE STUDENT REPRESENTATIVES**

Jessica Goldstein reported on the following:

- National Honor Society Food Drive
- Hall Decorating
- “Make Some Noise” Fundraiser
- Fall Athletics

Jonathon Fuller reported on the following:

- Fencing Season
- Latin Movie Night
- Marching Band
- Princeton Math Competition
- Page to the Stage
- Spring Musical

## **REPORT OF THE SUPERINTENDENT**

Mrs. Rattner introduced Mrs. McMillan who discussed “The Anger Rocket” program. Mrs. Kirsch presented Resolutions in recognition of Ms. Julie Campanella and Mrs. Mary Kay McMillin of The Early Childhood Center at Hamilton Terrace School, for “The Anger Rocket,” chosen as a “Best Practice” for 2005-2006 by the New Jersey Department of Education.

Mrs. Rattner announced that Jessica Goldstein was recognized by the State Senate for her essay on the holocaust.

Mrs. Rattner discussed ways she is trying to get more information out to the community. She recently visited the library and discussed achool programs with the preschool parents.

Mrs. Rattner announced that on January 29, 2007 there will be a breakfast with Superintendent that will hopefully bring different people into the schools.

Mrs. Rattner reported that the Page to the Stage fundraiser was successful: the program brought together many different groups from the community and the students were thrilled to see their work come together.

### **LIAISON REPORTS**

Mr. Sincaglia discussed recent legislation which would greatly effect local education. Two bills passed the assembly supporting shared services and appointing an Executive County Superintendent. The bills would give increased authority to the Executive County Superintendent. These bills will be presented to the Senate for a vote.

The Board discussed these issues.

Mrs. Kirsch reported that the Educational Services Commission is searching for a new location for their school currently located in Westfield.

Mr. Lisk reported that the Finance Committee reviewed budget requests for the elementary schools, Columbia Middle School and Governor Livingston High School. He stated that the final piece of the budget would be presented at the January 4, 2007 Finance Committee Meeting and he invited the public to attend. Mr. Lisk reminded everyone that it is a work in progress and the committee was diligently reviewing all requests.

### **FACILITIES REPORT**

Mrs. Felezzola reported on change orders and contract awards as stated later in the agenda.

### **PRELIMINARY CITIZENS HEARING**

It was moved by Mr. Lisk and Seconded by Mr. Smalley that the Preliminary Citizens Hearing be open to the public.

Dr. Forreger of Dorset Road inquired about revised memorandum of agreement between Education and Law Enforcement Officials.

Mrs. Rattner explained that the revision references the Bullying and Harassment Policy.

Dr. Forreger inquired about the extra period teaching assignment.

Mrs. Rattner responded that the stipend was increased to reflect a change in assignment.

## **ADMINISTRATION**

- A. APPROVE MEMORANDUM OF AGREEMENT** It was moved by Mr. Lisk and seconded by Dr. Crisonino that the Board of Education approve the revised Uniform State Memorandum of Agreement between Education and Law Enforcement Officials, as approved by Dr. Carmen Centuolo, Union County Superintendent of Schools; and Theodore Romankow, Union County Prosecutor. (Attachment A)  
A roll call indicated unanimous approval.
- B. APPROVE RESOLUTIONS HONORING JULIE CAMPANELLA AND MARY KAY MC MILLIN** It was moved by Mr. Lisk and seconded by Dr. Crisonino that the Board of Education approve the Resolutions honoring Julie Campanella and Mary Kay McMillin of The Early Childhood Center at Hamilton Terrace School for earning 2005-2006 “Best Practice” recognition from the New Jersey Department of Education. (Attachment B)  
A roll call indicated unanimous approval.

## **EDUCATION**

- A. APPROVE ENROLLMENT OF NON-RESIDENT TUITION STUDENT** It was moved by Mr. Lisk and seconded by Dr. Crisonino that the Board of Education approve the enrollment of one (1) Grade 11 student at Governor Livingston High School as a non-resident tuition student for the 2006-2007 school year, effective December 5, 2006.  
A roll call indicated unanimous approval.

## PERSONNEL

- A. **SUBSTITUTE PERSONNEL** It was moved by Mr. Lisk and Seconded by Mr. Smalley that the Board of Education approve the employment of the substitute personnel listed below for the 2006-2007 school year:

### Teachers

Goodwin, Pamela  
Piscataway, NJ

Moss, Jonathan  
Mountainside, NJ

Paddon, Mary  
New Providence, NJ  
(@ \$303.83 per day, effective 12/11/06)

Ruban, Mary Ann  
Berkeley Heights, NJ

Swanson, Elizabeth  
Scotch Plains, NJ

Wolfe, Linda  
Berkeley Heights, NJ

### Classroom/Special Education

#### Teacher Aides

Bonthron, Dawn  
Berkeley Heights, NJ

Elmi, Erica  
Berkeley Heights, NJ

Pardo, Anna  
Berkeley Heights, NJ

Pringle, Scott  
Berkeley Heights, NJ

### Secretary

Trubenbach, Barbara  
Berkeley Heights, NJ

A roll call indicated unanimous approval.

- B. RESIGNATION OF JENNIFER BROPHY-LANE** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education accept, with regret, the resignation of Jennifer Brophy-Lane from her teaching position in the Berkeley Heights Public Schools, effective February 2, 2007, or sooner if a qualified replacement can be hired prior to that date.  
A roll call indicated unanimous approval.
- C. RESIGNATION OF DR. DIANE JANSON** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education accept, with regret, the resignation of Dr. Diane Janson from her position as Director of Student Personnel Services in the Berkeley Heights Public Schools, effective January 17, 2007, or sooner if a qualified replacement can be hired prior to that date.  
A roll call indicated unanimous approval.
- D. RESIGNATION OF THERESA GONNELLI** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education accept, with regret, the resignation of Theresa Gonnelli from her position as Lunchroom/Playground Teacher Aide in the Berkeley Heights Public Schools, effective at the end of the work day on December 1, 2006.  
A roll call indicated unanimous approval.
- E. REVISE RESIGNATION DATE FOR DAVID WILSON** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve a revised resignation date of December 9, 2006, for David Wilson, Teacher of Mathematics at Governor Livingston High School. The Board had initially accepted Mr. Wilson's resignation at its meeting on November 16, 2006.  
A roll call indicated unanimous approval.
- F. EMPLOYMENT OF LUNCHROOM/PLAYGROUND TEACHER AIDE**  
It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the employment of the following Lunchroom/Playground Teacher Aide for the 2006-2007 school year, as indicated:

Teresa Procaccini (assigned to Hamilton Terrace School): Effective December 4, 2006; pay rate of \$11.35 per hour, 2.0 hours per day, \$4,086.00 yearly for pension purposes only.

Explanatory Note: Mrs. Procaccini is being recommended to replace a former staff member who has resigned.

A roll call indicated unanimous approval.

**G. MATERNITY LEAVE FOR COLLEEN FRISKEY** It was moved by Mr. Lisk and Seconded by Mr. Smalley that the Board of Education grant a leave of absence for maternity/disability to Colleen Friskey as of March 2, 2007, utilizing her accumulated sick days from March 2, 2007, through March 29, 2007. It is also recommended that the Board grant Mrs. Friskey an unpaid leave of absence in accordance with the New Jersey Family Medical Leave Act from March 30, 2007, through May 4, 2007. It is anticipated that she will return to her teaching position in the Berkeley Heights Public Schools on May 5, 2007. Mrs. Friskey is a Teacher of English as a Second Language at Governor Livingston High School and Columbia Middle School.  
A roll call indicated unanimous approval.

**H. EMPLOYMENT OF SECRETARY** It was moved by Mr. Lisk and Seconded by Mr. Smalley that the Board of Education approve the employment of the following Secretary for the 2006-2007 fiscal year:

Karen Talbot (assigned to Governor Livingston High School): Effective January 1, 2007; Step 3 on the 2006-2007 Secretary salary schedule, annual salary of \$29,850 (prorated from January 1, 2007, to June 30, 2007). Mrs. Talbot has performed secretarial and clerical work in the Berkeley Heights Public Schools on a substitute basis for the past several years, and she has over 12 years of professional experience in the fields of finance, teaching and human resources.

Explanatory Note: Mrs. Talbot is being recommended to replace a staff member who is retiring as of December 31, 2006.  
A roll call indicated unanimous approval.

**I. HIRING DEBRA WILSON** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the employment of Debra Wilson of Washington as Transportation Coordinator for the Berkeley Heights Public Schools for the 2006-2007 fiscal year, effective January 22, 2007, through June 30, 2007. Ms. Wilson earned her Bachelor's Degree in Accounting from Centenary College and she holds a Level I Pupil Transportation Supervisor certificate. Ms. Wilson has over 20 years of work experience in the field of student transportation. Her 2006-2007 salary will be \$40,000, prorated from January 22, 2007, to June 30, 2007.  
A roll call indicated unanimous approval.

**J. SALARY ADJUSTMENT FOR PROFESSIONAL GROWTH** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the salary adjustment listed below for the 2006-2007 school year based upon the professional growth of the employee, effective September 1, 2006:

Joseph Hubert: For completion of 30 credits beyond the Master's Degree, he will go from step 19cA+L, \$93,475; to step 19eA+L, \$99,200.  
A roll call indicated unanimous approval.

- K. EXTRA TEACHING PERIOD ASSIGNMENTS** It was moved by Mr. Lisk and Seconded by Mr. Smalley that the Board of Education approve the revised payment amounts for district staff members who are teaching additional classes, beyond their normal class schedule, during the 2006-2007 school year:

<u>Name</u>	<u>Original Payment for Teaching Additional Classes</u>	<u>Revised Payment for Teaching Additional Classes</u>
Older, Richard	\$1,581.00	\$2,594.03
Rutzler, James	\$4,743.00	\$6,324.00

Explanatory Note: These payment amounts are being revised in order to accurately reflect the actual amount of extra teaching time for each staff member. A roll call indicated unanimous approval.

- L. APPROVE CUSTODIAL TRANSFERS** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the following transfer of Custodians for the 2006-2007 fiscal year, as indicated:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective Date</u>
Johan Marin	Hamilton Terrace	Columbia	11/21/06
Andrew O'Dowd	Governor Livingston	Hamilton Terrace	11/21/06

A roll call indicated unanimous approval.

- M. EXTRA-CURRICULAR ACTIVITIES** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve extra-curricular activities, staff members, assignments and stipends for the 2006-2007 school year, as listed below:

<b><u>Governor Livingston High School</u></b>		<b>2006-2007</b>
<b><u>Activity/Position</u></b>	<b><u>Instructor/Supervisor</u></b>	<b><u>Stipend</u></b>
Cheerleader Coach (Winter)	Catherine Birstler	\$3,172
Intramural Weight Training Coach	Gregory Dunkerton	\$1,456
Assistant Basketball Coach (Boys)	Jonathan Moss	Volunteer
Assistant Baseball Coach	John Mahon	Volunteer
Assistant Baseball Coach	Ralph Yezza	Volunteer
Project Homepage Advisor	James Rutzler #	\$1,326
Play Director (Fall) (55%)	Joseph Prussak	\$1,800 ##
Play Director (Fall) (27%)	Jeffrey Romano	\$ 900 ##
Play Director (Fall) (18%)	Diana Winters	\$ 581 ##

<b><u>Columbia Middle School</u></b>		<b>2006-2007</b>
<b><u>Activity/Position</u></b>	<b><u>Instructor/Supervisor</u></b>	<b><u>Stipend</u></b>
Drummers Club Advisor	Christopher Colaneri	\$1,326

# Replaces Jennifer Martino, approved by the Board of Education on July 6, 2006.

## Supersedes appointment of Joseph Prussak (full stipend), approved by the Board of Education on November 16, 2006.

A roll call indicated unanimous approval.

- N. HIRING LINDA KLAUBER-HAINES** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the employment of Linda Klauber-Haines of Berkeley Heights as a substitute/replacement Teacher in the Berkeley Heights Public Schools for the 2006-2007 school year, effective December 20, 2006, through May 13, 2007. Ms. Klauber-Haines earned her Bachelor's Degree in Education from the State University of New York (SUNY) at New Paltz and she received her Master's Degree in Math and Science Education from California State University at Los Angeles. She has 11 years of teaching experience and she has served as a substitute teacher and home instructor in the Berkeley Heights Public Schools for the past year. Her salary will be \$61,413, step 11c on the 2006-2007 teachers' salary schedule, prorated from December 20, 2006, to May 13, 2007.

Assignment: Columbia Middle School – Grade 6 Teacher (substitute/replacement)

Certification: Standard Certificate – Elementary School Teacher

Explanatory Note: Mrs. Klauber-Haines is being recommended to replace a staff member who is going out on a maternity/disability leave of absence. A roll call indicated unanimous approval.

## **BUSINESS**

- A. ACCEPT DONATION** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education accept from the Thomas P. Hughes PTO the donation of four rolling book carts.

Explanatory Note: The Thomas P. Hughes PTO has graciously donated these rolling carts to be used for the district's new grammar resource books at the school.

A roll call indicated unanimous approval.

- B. APPROVE CHANGE ORDER FOR ROOFING CONTRACT** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the following changes pertaining to roof replacement/repairs:

### **Change order #3 - \$960.00**

Explanatory note: This work order is to replace flashing at Columbia Middle School. The architect and the construction manager have reviewed information and adjusted the cost of the change order appropriately.

A roll call indicated unanimous approval.

- C. ASBESTOS ABATEMENT AT GOVERNOR LIVINGSTON HIGH SCHOOL, COLUMBIA MIDDLE SCHOOL, THOMAS P. HUGHES SCHOOL AND HAMILTON TERRACE SCHOOL** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education award, subject to attorney review, the contract as follows:

LPD Contracting	Governor Livingston	\$126,700.00
LPD Contracting	Columbia Middle	\$29,000.00
Synatech	Hamilton Terrace	\$1,900.00
Synatech	Thomas P. Hughes	\$56,000.00

Explanatory Note: Bids were opened on December 11, 2006, at 2:00 PM. Nine additional bids were received. The bid tabulation sheet for the award is attached. A roll call indicated unanimous approval.

- D. APPROVE TUITION RATES** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education accept the 2004-2005 certified tuition rates from the New Jersey Department of Education as listed below:

PreSchool/Kdg	\$7,987	Grades 1-5	\$10,108
Grades 6-8	10,436	Grades 9-12	11,613
Cognitive Imp.	17,286	Auditory Impaired	41,302
Mult. Disability	16,761		

Explanatory Note: The State of New Jersey has certified the actual per pupil cost for the 2004-2005 school year. These costs can now be used for tuition adjustment purposes. A roll call indicated unanimous approval.

- E. TRACTORS AND EQUIPMENT FOR THE 2005-2006 SCHOOL YEAR** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education award the bid as follows from Powerco for the purchase of equipment:

<b>Equipment</b>	<b>Qty</b>	<b>Bid Amount</b>
Kubota L39TLB Tractor/ Loader/ Backhoe	1	39,914
Kubota BX 2350 – 4WD Tractor	2	29,722
Kubota GR 2100-54 Tractor w/ 54” Mower Deck	1	8,770
Trailer 82” X 16” 4 Ton	1	3,790
<b>TOTAL</b>		<b>82,196</b>

Explanatory Note: Bids were opened on December 13, 2006 at 11:00 AM. One additional bid was received from Wilfrid McDonald in the amount of \$88,780. A roll call indicated unanimous approval.

- F. DISPOSITION OF VEHICLES** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education accept the bid of \$5,188.00 for the disposal of the following equipment:

<b>Purchaser</b>	<b>Year</b>	<b>Make</b>	<b>Model</b>	
Better Deal	1989	GMC	22 Pass Bus	338.00
Woodland	1993	GMC	Pickup 2500	2,178.00
Better Deal	1993	GMC	Mason Dump 3500	2,672.00

- Snow plow included with pickup truck.
- Snow plow and salt spreader included with Mason Dump.

Explanatory Note: Six additional bids were opened on December 13, 2006 at 10:00 AM for the disposal of the above equipment. The bid tabulation sheet for the award is attached.

A roll call indicated unanimous approval.

## **FINANCE**

- A. PAYMENT OF BILLS** It was moved by Mr. Reinstein and seconded by Mr. Smalley that the Board of Education approve for payment the bills as listed on the bill lists as follows:

11/15/2006	Payroll	\$1,617,716.54
11/30/2006	Payroll	1,255,584.10
12/14/2006	Accounts Payable	<u>749,471.42</u>
		\$3,622,772.06

A roll call indicated unanimous approval.

- B. CERTIFICATION** It was moved by Mr. Reinstein and seconded by Mr. Smalley that the Board of Education accept the Board Secretary's Certification as of November 2006 that no budgetary line items account has obligations and payments which in total exceed the amount appropriated by the district Board of Education pursuant to N.J.S.A. AA:22-8.1.

A roll call indicated unanimous approval.

- C. MONTHLY REPORTS** It was moved by Mr. Reinstein and seconded by Mr. Smalley that the Board of Education accept the monthly reports of the Board Secretary for June 2006, including the monthly transfer report, pursuant to N.J.A.C. 6:20:2.13 and further, the Board certifies that after review of the Secretary's Financial Reports and certification statement that to the best of its knowledge no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

A roll call indicated unanimous approval.

## **FISCAL AGENT**

There was no fiscal agent business to be reported to the Board at this time.

## **FINAL CITIZENS HEARING**

It was moved by Mr. Lisk and seconded by Mr. Reinstein that the meeting be opened for the Final Citizens Hearing. Motion was approved.

There were no members of the public that wished to address the Board.

It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the meeting be closed for the Final Citizens Hearing.

## **OTHER BUSINESS**

There was no other business to come before the Board at this time.

## **ADJOURNMENT**

It was moved by Mr. Lisk and seconded by Mr. Reinstein that the meeting be adjourned.

Motion carried.

The meeting was adjourned at 9:15 PM.

Respectfully submitted,

Donna A. Felezzola  
School Business Administrator/ Board Secretary