

**BERKELEY HEIGHTS BOARD OF EDUCATION  
REGULAR MEETING  
MINUTES  
MAY 24, 2006**

**CALL TO ORDER**

The Regular Meeting of the Berkeley Heights Board of Education was called to order on Wednesday, May 24, 2006 at 7:00 p.m. in the Clausen Administrative Complex by the Board President, Mrs. Kirsch.

**ROLL CALL**

A roll call vote indicated the presence of the following members:

Mrs. Kirsch, Mr. Lisk, Mr. Sincaglia, Mr. Smalley, Dr. Crisonino, Mr. Reinstein and Mrs. Schaumberg. Also present were Mrs. Rattner, Dr. Jennings and Mr. Kistner.

**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.

**RECESS TO EXECUTIVE SESSION**

- A. It was moved by Mr. Sincaglia and seconded by Mr. Lisk 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 7:05 p.m.

**RETURN TO PUBLIC SESSION**

- A. It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education return to Public Session. Motion carried.

The meeting was reconvened at 8:00 p.m. in the Columbia School Cafetorium.

**FLAG SALUTE**

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

**7:30 p.m. Reception for “Teachers of the Year”**

Mrs. Kirsch announced that this evening's agenda would begin with our annual recognition of our “Teacher of the Year” ceremonies. She then turned the program over to Mrs. Rattner.

Mrs. Rattner thanked everyone for coming out this evening to congratulate our honored guests. She then introduced Mr. Reginald Sainte-Rose, Principal of Mountain Park Elementary School. Mr. Sainte-Rose, as a member of the Teacher of the Year selection committee briefly explained how the process was conducted and how this year's selections were made. The selection committee is made up of teachers, parents, students, administrators and board members. He thanked them all for their efforts.

Mr. Sainte-Rose then introduced Dr. Gerard Crisonino, Board of Education Member. Dr. Crisonino thanked all the members of the selection committee and congratulated this evening's recipients.

Hamilton Terrace School – Mrs. Carol Scales  
Thomas P. Hughes School – Mrs. Gale Bradford  
Mountain Park School – Mrs. Joanne Stanek  
William Woodruff School – Mr. Sean Waller  
Columbia Middle School – Mrs. Deborah Scialfa  
Governor Livingston High School – Ms. Jody Pfeiffer

Dr. Crisonino introduced the honorees by reading a brief biography of each recipient which highlighted their contributions to the educational process and the Berkeley Heights Public Schools.

Each recipient expressed their thanks for this evening's honor and briefly explained why teaching and working in Berkeley Heights is so important to them.

Mrs. Rattner once again thanked all the recipients for their dedicated efforts on behalf of the children of Berkeley Heights. Mrs. Kirsch added her thanks and congratulations to all who participated in this most important endeavor. She also took a moment to recognize an outstanding teacher, Mrs. Maluso in attendance this evening. Mrs. Maluso was teaching at Governor Livingston High School when Mrs. Kirsch was a student.

The Board took a fifteen (15) minute recess to spend some individual time congratulating each of the recipients.

## **CORRESPONDENCE**

Mr. Kistner reported that a letter from Mrs. Peer regarding the donation to be made by the Hamilton Terrace PTO was received. A listing of those items donated are detailed in Motion 16A.

## **REPORT OF THE STUDENT REPRESENTATIVES**

Jessica Goldstein reported on the following:

- Student Council Talent Show
- State Teen Arts
- Student Poetry
- Literary Magazine
- Volleyball Tournament

Chris Chan reported on the following:

- Student Council Executive Board elections
- Student Council picnic
- Senior class trip
- Senior Fun Day
- TechXplore awards and trip to Chicago

## **REPORT OF THE SUPERINTENDENT**

Mrs. Rattner reported that there are lots of wonderful activities that will be taking place between now and the end of the school year in all the schools. She encouraged everyone to attend as many of them as possible.

She also reported that she had attended a breakfast celebration this morning that honored outstanding students in the school districts of Union County. The Berkeley Heights students that were recognized were Deirdre Shannon and Andrew Mathis.

She also was proud to announce that Dr. Matthew Jennings, Assistant Superintendent of Schools will soon be a published author. Two books that he has written, My Administration Courses Never Prepared Me For This! The Educational Leaders Guide to School Committees and Task Force, and From Compromise to Commitment: The Educational Leaders Guide to Collaborative Teaching Teams are being published by ASCD (Association for Supervision and Curriculum Development.)

## **LIAISON REPORTS**

Mr. Smalley reported that he recently attended a meeting of the Berkeley Heights Education Foundation. He reported on their fund raising efforts, election of officers and grant recipients.

Mr. Sincaglia reported on his recent attendance at a district curriculum committee meeting. He advised that efforts are being concentrated on enhancing the middle school math program. The middle school curriculum, delivery and tailoring to meet the individual needs of all the students were discussed at the meeting.

## **FACILITIES REPORT**

Mrs. Rattner reported that kick off job meetings have been held and the projects are on schedule. Mr. Kistner reported that much discussion has taken place, with the assistance of Turner Construction (our construction management firm) and USA Architects, to make sure that all the jobs are properly coordinated and timed so that conflicts with other projects and the summer activities that are taking place in the district can take place with minimum disruption.

## **PRELIMINARY CITIZENS HEARING**

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

Two citizens asked questions and/or commented on the following:

The district policy related to the use of school facilities by non-district organizations. He expressed concern that, in some cases, he felt non-district activities were being given priority over district activities.

Mrs. Rattner and Board Members addressed the issue.

A resident questioned the nature and function of the Athletics/Co-Curricular Committee.

Mrs. Kirsch addressed the question.

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

## ADMINISTRATION

- A. **BOARD APPOINTMENTS** It was moved by Mr. Lisk and seconded by Dr. Crisonino that the Board of Education approve the recommendation for the following Board appointments:

Union County School Boards Association and New Jersey School Boards Association	Rep Alt	Mr. Reinstein Mrs. Kirsch
Union County Educational Services Commission	Rep Alt	Mrs. Kirsch Dr. Crisonino
PTO Liaison Representative	Rep Alt	Mr. Sincaglia Mr. Reinstein
Legislative Committee	Rep Alt	Dr. Crisonino Mrs. Kirsch
Education Foundation Liaison	Rep Alt	Mr. Smalley Dr. Crisonino
Negotiations Committee	Rep Rep Rep Alt	Mr. Sincaglia Mr. Beisser Mrs. Kirsch Mr. Reinstein
Curriculum Liaison	Rep Alt	Mr. Reinstein Dr. Crisonino
Facility Planning	Rep Rep Rep Alt	Mr. Smalley Mr. Sincaglia Mr. Beisser Mr. Reinstein
Finance Committee	Rep Rep Rep Alt	Mr. Smalley Mr. Sincaglia Mr. Lisk Dr. Crisonino
Liaison to Township Committee	Rep Alt	Mrs. Kirsch Mr. Beisser
Liaison to Berkeley Heights Taxpayers Association	Rep Alt	Mr. Smalley Mr. Lisk

Personnel Committee	Rep	Mrs. Kirsch
	Rep	Mr. Beisser
	Alt	Mr. Lisk
Long Range Planning Committee	Rep	Dr. Crisonino
	Rep	Mr. Lisk
	Rep	Mrs. Kirsch
Athletics/Co-Curricular Committee	Rep	Mr. Beisser
	Rep	Dr. Crisonino
	Rep	Mr. Smalley
	Alt	Mr. Sincaglia
Communications Committee	Rep	Mr. Reinstein
	Alt	Mr. Beisser
Liaison to Municipal Alliance	Rep	Mrs. Kirsch
	Alt	Mr. Reinstein

A roll call vote indicated unanimous approval.

- B. POLICIES/REGULATIONS** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the recommendation by the Superintendent of Schools to introduce for study and the first reading of the following revised regulations:

Salary Schedule for Teacher Aides (Lunchroom and Playground)

2006-2007 R4231.4

Salary Schedule for Classroom/Special Education Teacher Aides

2006-2007 R4231.4A

Salary Schedule for Bus Drivers 2006-2007 R4231.5

A roll call vote indicated unanimous approval.

- C. APPROVE MEMORANDUM OF AGREEMENT** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the recommendation by the Superintendent of Schools for the Memorandum of Agreement, including salary guides, between the Berkeley Heights Board of Education and the Berkeley Heights Education Association for the period of July 1, 2006, through June 30, 2009, as shown on Attachment A; and authorize the development of the full contractual agreement.  
A roll call vote indicated unanimous approval.

- D. APPROVE RESOLUTIONS HONORING ERIC BERNTSON AND MICHAL KNAPP** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the recommendation by the Superintendent of Schools for the resolutions honoring Eric Berntson and Michael Knapp, students at Governor Livingston High School, for attaining the rank of Eagle Scout (Attachment B).  
A roll call vote indicated unanimous approval.

## **EDUCATION**

- A. APPROVE OVERNIGHT TRIP** It was moved by Mr. Lisk and seconded by Dr. Crisonino that the Board of Education approve the recommendation by the Superintendent of Schools for the participation of five (5) students from the Project HomePage Team at Governor Livingston High School in the Telecommunications Industries Alliance SuperComm Conference in Chicago, Illinois, June 4-6, 2006. This group of students from Governor Livingston has been invited to attend this conference, where they will receive an award for their entry in the TechXplore Science Competition from Nobel Prize Winner Dr. Leon Lederman.  
A roll call vote indicated unanimous approval.

## **PERSONNEL**

- A. RE-EMPLOYMENT OF TENURED PERSONNEL** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the re-employment of tenured professional and support staff members listed on Attachment C for the 2006-2007 school year.  
A roll call vote indicated unanimous approval.
- B. RE-EMPLOYMENT OF NON-TENURED SUPPORT PERSONNEL** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the re-employment of the non-tenured support staff members listed on Attachment D for the 2006-2007 fiscal year.  
A roll call vote indicated unanimous approval.

- C. SUBSTITUTE/SUPPLEMENTAL PERSONNEL** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the substitute/supplemental personnel listed below for the 2005-2006 school year:

Building Administrator/Principal  
Butler, Rosemary (eff. 4/21/06)  
Berkeley Heights, NJ  
(@ \$200 per day)

Home Instructor  
Winters, Diana (eff. 5/8/06)  
Florham Park, NJ

Teachers  
Cardone, Rosanna (eff. 5/15/06)  
Berkeley Heights, NJ

Matty, Louis (eff. 5/15/06)  
Basking Ridge, NJ

Sheppard, Scott (eff. 5/15/06)  
Berkeley Heights, NJ

Classroom/Special Education Teacher Aide  
Cardone, Rosanna (eff. 5/15/06)  
Berkeley Heights, NJ  
A roll call vote indicated unanimous approval.

- D. RESIGNATION OF ANITA CREWS** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools to accept, with regret, the resignation of Anita Crews from her teaching position in the Berkeley Heights Public Schools, effective June 30, 2006.  
A roll call vote indicated unanimous approval.

- E. RESIGNATION OF MICHAEL GRAY** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools to accept, with regret, the resignation of Michael Gray from his custodian position in the Berkeley Heights Public Schools, effective May 3, 2006.  
A roll call vote indicated unanimous approval.

- F. RETIREMENT OF JUNE HURLE** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools to accept, with regret, the retirement of June Hurle from her cafeteria position in the Berkeley Heights Public Schools, effective June 30, 2006.  
A roll call vote indicated unanimous approval.

**G. RE-EMPLOYMENT OF MICHAEL ROOF** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the re-employment of Michael Roof as a substitute/replacement teacher at Columbia Middle School for the 2006-2007 school year at the salary of \$42,500, step 1a on the 2005-2006 teachers' salary schedule, to be adjusted to step 1a on the 2006-2007 teachers' salary schedule when an Agreement between the Board of Education and Berkeley Heights Education Association is finalized and new salary guides are established. Mr. Roof has been serving as a substitute/replacement teacher since March 23, 2006, for Lisa Babic, who is currently on a child care leave of absence. He will continue in this same teaching position, as a substitute/replacement for Ms. Babic, through the 2006-2007 school year.  
A roll call vote indicated unanimous approval.

**H. EMPLOYMENT OF INTERIM PRINCIPAL** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the employment of Gregory Meissner of Mountainside as Interim Principal at Governor Livingston High School for the 2006-2007 fiscal year, effective August 1, 2006, through June 30, 2007, at the per-diem pay rate of \$550 with no other compensation. Mr. Meissner has 22 years of experience as a high school administrator in addition to 15 years of high school teaching experience.  
A roll call vote indicated unanimous approval.

**I. HIRING MARTHA FINCH** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the employment of Martha Finch of New Providence as a teacher in the Berkeley Heights Public Schools for the 2006-2007 school year. Mrs. Finch earned her Bachelor's Degree in Communication Sciences and Disorders from Montclair State University and she completed her most recent teacher certification coursework at Montclair State. She has 11 years of experience as a substitute teacher. Her salary will be \$46,225, step 2b on the 2005-2006 teachers' salary schedule, to be adjusted to step 2b on the 2006-2007 teachers' salary schedule when an Agreement between the Board of Education and Berkeley Heights Education Association is finalized and new salary guides are established.

Assignment: Governor Livingston High School – Teacher of Family and Consumer Sciences

Certification: Pending

Explanatory Note: Mrs. Finch is being recommended to replace a current staff member who is retiring at the end of this school year.

A roll call vote indicated unanimous approval.

- J. HIRING NICOLE MANGANELLI** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the employment of Nicole Manganelli of Berkeley Heights as a teacher in the Berkeley Heights Public Schools for the 2006-2007 school year. Mrs. Manganelli earned her Bachelor's Degree in Mathematics from Muhlenberg College and she has 9 years of teaching experience. Her salary will be \$53,600, step 10a on the 2005-2006 teachers' salary schedule, to be adjusted to step 10a on the 2006-2007 teachers' salary schedule when an Agreement between the Board of Education and Berkeley Heights Education Association is finalized and new salary guides are established.

Assignment: Governor Livingston High School – Teacher of Mathematics

Certification: Standard Certificates – Teacher of Mathematics 8/88;  
Elementary School Teacher 8/88.

Explanatory Note: Mrs. Manganelli is being recommended to replace a current staff member who has not been offered an employment contract for the 2006-2007 school year.

A roll call vote indicated unanimous approval.

- K. HIRING MARCIE MC LAUGHLIN** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the employment of Marcie McLaughlin of Madison as a teacher in the Berkeley Heights Public Schools for the 2006-2007 school year. Ms. McLaughlin earned her Bachelor's Degree in Biology and her Master's Degree in Teaching, both from Fairleigh Dickinson University, and she recently completed her student teaching experience. Her salary will be \$47,500, step 1c on the 2005-2006 teachers' salary schedule, to be adjusted to step 1c on the 2006-2007 teachers' salary schedule when an Agreement between the Board of Education and Berkeley Heights Education Association is finalized and new salary guides are established.

Assignment: Columbia Middle School – Teacher of Science

Certification: Pending

Explanatory Note: Ms. McLaughlin is being recommended to replace a current staff member who has not been offered an employment contract for the 2006-2007 school year.

A roll call vote indicated unanimous approval.

- L. HIRING DOUGLAS PEPE** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the employment of Douglas Pepe of South Orange as a teacher in the Berkeley Heights Public Schools for the 2006-2007 school year. Mr. Pepe earned his Bachelor's Degree in History/Classics from the University of Massachusetts and he received his Master's Degree in Urban Secondary Education from Springfield College. He has 1 year of teaching experience in addition to 3 years of private sector experience. His salary will be \$49,000, step 2c on the 2005-2006 teachers' salary schedule, to be adjusted to step 2c on the 2006-2007 teachers' salary schedule when an Agreement between the Board of Education and Berkeley Heights Education Association is finalized and new salary guides are established.

Assignment: Governor Livingston High School – Teacher of Social Studies

Certification: Certificate of Eligibility with Advanced Standing – Teacher of Social Studies 6/05

Explanatory Note: Mr. Pepe is being recommended to fill a new teaching position that was included in the 2006-2007 school district budget.  
A roll call vote indicated unanimous approval.

- M. HIRING WILLIAM MEAKEM** It was moved by Mr. Lisk and seconded by Mr. Sincaglia that the Board of Education approve the recommendation by the Superintendent of Schools for the employment of William Meakem of Morristown as a teacher in the Berkeley Heights Public Schools for the 2006-2007 school year. Mr. Meakem earned his Bachelor's Degree in Mathematics and his Master's Degree in Teaching, both from Cornell University, and he has 3 ½ years of teaching experience. His salary will be \$53,330, step 5c on the 2005-2006 teachers' salary schedule, to be adjusted to step 5c on the 2006-2007 teachers' salary schedule when an Agreement between the Board of Education and Berkeley Heights Education Association is finalized and new salary guides are established.

Assignment: Governor Livingston High School – Teacher of Mathematics

Certification: Standard Certificate – Teacher of Mathematics 9/04

Explanatory Note: Mr. Meakem is being recommended to replace a current staff member who is resigning at the end of this school year.  
A roll call vote indicated unanimous approval.

Mrs. Kirsch thanked all of those staff members that are leaving the district for their service to the children and parents of Berkeley Heights. She also welcomed all the new staff members that will soon be joining the community.

**BUSINESS**

- A. ACCEPT DONATION** It was moved by Mr. Smalley and seconded by Mr. Lisk that the Board of Education approve the recommendation to accept the donation from the Hamilton Terrace PTO of 41 classroom fans; writer workshop bags for first graders; CD player and microwave for the teachers lounge; and a contribution of \$380 toward purchase of a defibrillator, all to be placed in Hamilton Terrace School.

Explanatory Note: The Hamilton Terrace PTO has graciously donated these items for use at their school.

A roll call vote indicated unanimous approval.

- B. REJECT BID FOR TELEPHONE/INTERCOM UPGRADES AT ALL DISTRICT SCHOOLS** It was moved by Mr. Smalley and seconded by Mr. Lisk that the Board of Education approve the recommendation to reject the bid, on the recommendation of the district architect, for Telephone/Intercom Upgrades at all district schools, and further authorize the Board to re-bid. The bid tabulation sheet for this is attached.

A roll call vote indicated unanimous approval.

**FINANCE**

- A. PAYMENT OF BILLS** It was moved by Mr. Reinstein and seconded by Mr. Sincaglia that the Board of Education approve for payment the bills as listed below:

May 24, 2006 Board Meeting

04-28-06	\$1,207,566.03
05-12-06	579.96
5-15-06	1,497,309.21
5-24-06	<u>593,246.80</u>
	\$3,298,702.00

A roll call vote indicated unanimous approval.

**FISCAL AGENT**

- A. PAYMENT OF BILLS** It was moved by Mr. Reinstein and seconded by Mr. Sincaglia that the Board of Education, Acting as Fiscal Agent for the Union County Regional High School District #1, approve for payment the bills as listed on the bill list dated May 24, 2006, in the amount of \$562.00.

A roll call vote indicated unanimous approval.

**FINAL CITIZENS HEARING**

It was moved by Dr. Crisonino and seconded by Mr. Reinstein that the meeting be opened for the Final Citizens Hearing.

No one addressed the Board.

It was moved by Mrs. Kirsch and seconded by Mr. Lisk that the meeting be closed for the Final Citizens Hearing. Motion was approved.

**OTHER BUSINESS**

Mrs. Kirsch encouraged everyone to attend as many end-of-year school activities as possible in the upcoming weeks.

**ADJOURNMENT**

It was moved by Mr. Lisk and seconded by Mr. Reinstein to recess the meeting at 9:25 p.m. into Executive Session for discussion of Personnel matters. Mrs. Kirsch announced that the Board would not be returning to public session.

Motion was unanimously approved.

Respectfully submitted,

Michael T. Kistner  
Interim School Business Administrator/Board Secretary

**BERKELEY HEIGHTS BOARD OF EDUCATION  
EXECUTIVE SESSION  
MINUTES  
MAY 24, 2006**

**CALL TO ORDER**

The Executive Session of the Berkeley Heights Board of Education was called to order on Wednesday, May 24, 2006 at 7:00 p.m. in the Clausen Administrative Complex by the Board President, Mrs. Kirsch.

**IN ATTENDANCE**

Mrs. Kirsch, Mr. Lisk, Mr. Sincaglia, Mr. Smalley, Dr. Crisonino, Mr. Reinstein and Mrs. Schaumberg. Also present were Mrs. Rattner, Dr. Jennings and Mr. Kistner.

**DISCUSSION**

Personnel recommendations on the May 24, 2006 agenda were reviewed by Mrs. Rattner.

Mrs. Rattner also asked if the Board would be returning to executive session after the public meeting to discuss her Goals. The Board indicated that they intended to return to executive session at the conclusion of this evening's public meeting.

After recessing from public session at 9:25 p.m. the Board re-entered Executive Session at 9:30 p.m.

Mrs. Rattner and the Board discussed her Goals.

**ADJOURNMENT**

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

Motion carried.

The meeting was adjourned at 11:05 p.m.

Respectfully submitted,

Michael T. Kistner  
Interim School Business Administrator/Board Secretary