

**BERKELEY HEIGHTS BOARD OF EDUCATION
BUDGET HEARING & REGULAR MEETING
MINUTES
MARCH 24, 2008**

CALL TO ORDER

The Regular Meeting of the Berkeley Heights Board of Education was called to order on Monday, March 24, 2008 at 7:00 PM in the Clausen Administration Building by the Board President, Mr. Beisser.

ROLL CALL

A roll call indicated the presence of the following members:

Mr. Beisser, Dr. Crisonino, Mrs. Kirsch, Mr. Lisk, Mr. Reinstein, Mrs. Schaumberg (8:00), Mr. Sincaglia and Mr. Smalley. Also present were Mrs. Rattner, Mrs. Qualshie and Mrs. Felezzola.

STATEMENT

Mr. Beisser read the following statement:

On April 26, 2007, this body by resolution adopted the schedule for this meeting. The time, date and location of this meeting were accurately set forth therein.

On April 30, 2007, 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 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. Smalley and seconded by Mr. Reinstein that the Board of Education adjourn to executive session,

WHEREAS, the provisions of the Open Public Meetings Act (N.J.S.A.10:4-1 et seq.) expressly provide that a public body may move into Executive Session and exclude the public from that portion of a meeting at which the public body discusses any of the nine areas set forth in N.J.S.A.10:4-12b; and

WHEREAS, the Berkeley Heights Board of Education has determined it necessary to move into Executive Session to discuss the following subjects, all of which are included in the aforesaid exceptions:

Personnel, Construction Contracts, Student Issues, Legal Issues with Mountainside.

NOW THEREFORE BE IT RESOLVED by the Berkeley Heights Board of Education that it does hereby move into Executive Session pursuant to N.J.S.A.10:4-12b to discuss the aforesaid matters; and

IT IS FURTHER RESOLVED that the aforesaid discussions shall be made public either at the Public Meeting following said Executive Session or at such time as any litigated or personnel matters are concluded; or upon conclusion of any negotiations or related discussions; or as otherwise specified; and

IT IS FURTHER RESOLVED that this Resolution shall take effect pursuant to law.

RETURN TO PUBLIC SESSION

It was moved by Mr. Reinstein and seconded by Mr. Smalley that the Board of Education return to Public Session. Motion carried.

The meeting was reconvened at 8:00 PM in the Columbia School Multi Purpose Room.

FLAG SALUTE

Mr. Beisser led the Board and the public in the Pledge of Allegiance.

APPROVAL OF MINUTES

It was moved by Mrs. Kirsch and seconded by Mr. Lisk that the Board of Education approve the minutes of the Regular Meeting held February 28, 2008, and the Combined Conference & Regular Meeting and Public Meeting to Adopt Tentative Budget held March 4, 2008.

A roll call indicated unanimous approval.

CORRESPONDENCE

Mrs. Felezzola indicated the correspondence as listed had been provided to the Board for their review and information.

- A. Letter from Gay Hollowell, Governor Livingston PTO, Re: Donation

REPORT OF THE STUDENT REPRESENTATIVES

The student representatives were absent.

It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch to move the Superintendents' Report, Italy Trip presentation and Personnel items to the next items on the agenda.

A roll call indicated unanimous approval.

REPORT OF THE SUPERINTENDENT

Mrs. Rattner introduced Mr. Geiger who in turn introduced the Columbia Middle School students and the chaperones who are participating in cultural exchange trip to Italy. An overview of the trip was given.

Mr. Beisser read a proclamation and presented it to the students.

Mrs. Rattner announced the Teachers of the Year.

Mrs. Rattner reported that Hamilton Terrace teacher, Kenny Sack, and his music program are the subject of a feature produced by NJ Network. The show will air in the fall.

Mrs. Rattner reported that all the district schools met their annual yearly progress for NCLB.

Mrs. Rattner announced that recommendations for the two open principal positions would follow later in the agenda.

It was moved by Dr. Crisonino and seconded by Mr. Sincaglia to accept the Superintendent's report.

A voice vote indicated unanimous approval.

PERSONNEL

- A. SUBSTITUTE/SUPPLEMENTAL PERSONNEL** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the employment of substitute/supplemental personnel listed below for the 2007-2008 school year:

Teachers

Bostwick, Craig
Berkeley Heights, NJ

Doremus, Catherine
Summit, NJ
(@\$221.44 per day,
long-term assignment,
effective 3/20/2008)

Polakoski, Gregory
Berkeley Heights, NJ

Piatnochka, Denise
Berkeley Heights, NJ

Teacher Aide

Stallone, Sharon
Berkeley Heights, NJ

Home Instructors

Kleman, Megan
Neptune, NJ

- A. SUBSTITUTE/SUPPLEMENTAL PERSONNEL (continued)**
 Rushfield, Ivan
 East Brunswick, NJ
 A roll call indicated unanimous approval.
- B. SUBSTITUTE PERSONNEL FOR 2006-2007** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the 2006-2007 employment of the following substitute secretarial/clerical employees: Veronica Grzymala, Genevra Mirenda.
 A roll call indicated unanimous approval.
- C. RESIGNATION OF JOAN SOUDERS** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education accept, with regret, the resignation of Joan Souders from her position with the Cafeteria staff of the Berkeley Heights Public Schools, effective March 7, 2008.
 A roll call indicated unanimous approval.
- D. RESIGNATION OF STEPHANIE WITKO** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education accept, with regret, the resignation of Stephanie Witko from her position as Teacher of Science at Governor Livingston High School, effective June 30, 2008.
 A roll call indicated unanimous approval.
- E. APPROVE REVISION OF EMPLOYMENT CONTRACTS/SALARIES** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the following revised employment contracts/salaries for the 2007-2008 school year, effective March 1, 2008:

<u>Name</u>	<u>Position</u>	<u>Revised Contract Status</u>	<u>Revised 2007-2008 Salary</u>
Mary Mullen-Imbimbo	Kitchen Aide	3.0 hours per day	\$6,323.40
	Mountain Park School	\$11.71 per hour	
Olga Padovano	Cook	4.5 hours per day	\$11,915.10
	Woodruff School	\$14.71 per hour	

Explanatory Note: These personnel changes are necessitated by the aforementioned resignation.
 A roll call indicated unanimous approval.

- F. APPROVE EXTENSION OF LEAVE OF ABSENCE** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the request of Justine Muller for an extension of her unpaid leave of absence through the 2008-2009 school year. It is anticipated that she will return to her teaching position in the Berkeley Heights Public Schools on September 1, 2009. Mrs. Muller is a Teacher of World Languages in the district's Elementary Schools. A roll call indicated unanimous approval.
- G. APPROVE LEAVE OF ABSENCE FOR DONNA BOKACH** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the request of Donna Bokach for an unpaid leave of absence for the entire 2008-2009 school year. It is anticipated that she will return to her teaching position in the Berkeley Heights Public Schools on September 1, 2009. Mrs. Bokach is a Grade 6 Teacher at Columbia Middle School. A roll call indicated unanimous approval.
- H. APPROVE MATERNITY LEAVE FOR BRENDA MARLEY** 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 Brenda Marley as of May 19, 2008, using her accumulated sick days from May 19, 2008, through June 30, 2008. It is also recommended that the Board grant Mrs. Marley an unpaid leave of absence in accordance with the New Jersey Family Medical Leave Act from July 1, 2008, through December 14, 2008. It is anticipated that she will return to her position in the Berkeley Heights Public Schools on December 15, 2008. Mrs. Marley is a part-time Reading Specialist at Hamilton Terrace School. A roll call indicated unanimous approval.
- I. 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 2007-2008 school year, as listed below:

<u>Governor Livingston High School</u>		2007-2008
<u>Activity/Position</u>	<u>Instructor/Supervisor</u>	<u>Stipend</u>
Intramural Weight Training	Vincent Gulbin	\$1,516
<u>Columbia Middle School</u>		2007-2008
<u>Activity/Position</u>	<u>Instructor/Supervisor</u>	<u>Stipend</u>
TWIST Advisor (60%)	Tina Agriantonis **	\$828
TWIST Advisor (40%)	Michael Riley **	\$552
Interscholastic Baseball Coach	David Boff #	\$2,975

** Supersedes appointment of Tina Agriantonis (full stipend), approved by the Board of Education on September 20, 2008. (Mrs. Agriantonis retired from her teaching position effective March 1, 2008.)

I. EXTRA-CURRICULAR ACTIVITIES (continued)

Replaces Michael Sullivan, approved by the Board of Education on September 20, 2008.

A roll call indicated unanimous approval.

- J. APPROVE REASSIGNMENT OF CUSTODIAN** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the reassignment of the following Custodian for the 2007-2008 fiscal year, effective March 6, 2008:

<u>Name</u>	<u>Position</u>	<u>2007-2008 Salary</u>
Rovarin, Lino	Custodian Mountain Park School	\$40,633 (prorated) (Step 10 on Custodian Salary Guide)

A roll call indicated unanimous approval.

- K. EMPLOYMENT OF INTERIM SUPERVISOR** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the employment of R. Dewey Slayton of Succasunna as Interim District Supervisor of Special Education in the Berkeley Heights Public Schools for the 2007-2008 fiscal year, effective March 25, 2008, through June 30, 2008, at the per-diem pay rate of \$495 with no other compensation. Mr. Slayton has 23 years of experience as a school administrator in addition to 14 years of experience as a teacher and guidance counselor.

A roll call indicated unanimous approval.

- L. APPROVE EMPLOYMENT OF SCOTT MC KINNEY** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the employment of Scott McKinney as Principal of Governor Livingston High School for the 2008-2009 fiscal year at the annual salary of \$132,000. Mr. McKinney is currently serving as Assistant Principal at Governor Livingston and he has been a member of the school's faculty for the past 11 years.

A roll call indicated unanimous approval.

- M. APPROVE EMPLOYMENT OF JONATHAN MORISSEAU** It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education approve the employment of Jonathan Morisseau as Principal of Mountain Park School for the 2008-2009 fiscal year at the annual salary of \$121,000. Mr. Morisseau is currently serving as Acting Principal at Mountain Park School and he has been a member of the district's faculty for the past 12 years.

A roll call indicated unanimous approval.

PRESENTATION OF THE PROPOSED 2008-2009 BUDGET

Mrs. Rattner, Mrs. Qualshie and Mrs. Felezzola presented the 2008-2009 budget.

CITIZENS HEARING FOR BUDGET QUESTIONS

It was moved by Dr. Crisonino and seconded by Mrs. Schaumberg that the Citizens Hearing for Budget Questions be open to the public.

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

It was moved by Mr. Reinstein and seconded by Mr. Lisk that the Preliminary Citizens Hearing be closed.

ADOPTION OF PROPOSED 2008-2009 BUDGET

A. ADOPTION OF PROPOSED 2008-2009 BUDGET It was moved by Mrs. Kirsch and seconded by Mr. Lisk that the Board of Education adopt the tentative proposed 2008-2009 school district budget as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$42,043,736	\$34,219,012
Total Special Revenue Fund	740,354	n/a
Total Debt Service Fund	<u>2,308,997</u>	<u>1,371,046</u>
	\$45,093,087	\$35,590,058

BE IT FURTHER RESOLVED, that as part of the General Fund Budget the district is making a deposit of \$200,000.00 to the capital reserve for the eventual replacement of tennis courts at Governor Livingston High School.
A roll call indicated unanimous approval.

LIAISON REPORTS

Dr. Crisonino reported that the Berkeley Heights Education Foundation basketball game would be held on Wednesday.

FACILITIES REPORT

Mrs. Felezzola reported on the following construction items:

Roofing Project at Various Schools is out to bid and the bid opening is scheduled for April 16, 2008.
Electrical project at Columbia Middle School is planned to be completed this summer.

PRELIMINARY CITIZENS HEARING

It was moved by Dr. Crisonino and seconded by Mrs. Schaumberg that the Preliminary Citizens Hearing be open to the public.

Mr. Bruno of Ridge Drive expressed the importance of getting the budget message out to the public.

Mrs. Rattner discussed the various activities planned.

Mrs. Sincaglia of Robbins Avenue suggested having DVD's of the budget presentation available for those residents that have switched to Verizon FIOS.

Mrs. Sincaglia suggested joining other boards in their efforts to lobby to not require a budget vote if the proposed budget is at or below CAP.

Mrs. Rattner responded.

It was moved by Mr. Reinstein and seconded by Mr. Lisk that the Preliminary Citizens Hearing be closed.

ADMINISTRATION

- A. APPROVE PROFESSIONAL DEVELOPMENT DAYS/TRAVEL REIMBURSEMENT** It was moved by Mr. Lisk and seconded by Mrs. Kirsch that the Board approve professional development days and travel reimbursement for district staff members, as indicated on Attachment A.
A roll call indicated unanimous approval.
Dr. Crisonino abstained.
- B. APPROVE ACCEPTANCE OF NCLB GRANT** It was moved by Mr. Lisk and seconded by Mrs. Kirsch that the Board approve the acceptance of the Fiscal Year 2007 No Child Left Behind (NCLB) Consolidated Grant Award in the amount of \$58,433.00. Funds received through this program help to cover the cost of professional development efforts for district staff members, anti-drug and anti-alcohol programs for students, and the purchase of instructional and staff training materials.
A roll call indicated unanimous approval.
- C. APPROVE PROCLAMATION ACKNOWLEDGING CULTURAL EXCHANGE** It was moved by Mr. Lisk and seconded by Mrs. Kirsch that the Board of Education approve the Proclamation acknowledging the upcoming cultural exchange trip to Italy involving a group of Columbia Middle School students (Attachment B).
A roll call indicated unanimous approval.

EDUCATION

- A. APPROVE CURRICULUM GUIDE** It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the Board of Education approve the following revised Curriculum Guide for the 2007-2008 school year:

Comprehensive Health K-8 – November 2007

A roll call indicated unanimous approval.

- B. APPROVE SPECIAL EDUCATION PLACEMENT** It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the Board of Education approve the Special Education placement listed below for the 2007-2008 school year, plus transportation if applicable:

<u>Student #</u>	<u>Placement</u>	<u>Tuition</u>
2427	Newmark High School (effective March 17, 2008)	\$4,400 per month (prorated)

Explanatory Note: This placement represents a change in school for this student; the Board had approved this student for an out-of-district placement at another school at its meeting on July 12, 2007.

A roll call indicated unanimous approval.

- C. ENROLLMENT OF STUDENT IN DISTANCE-LEARNING COURSE** It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the Board of Education approve the enrollment of a Columbia Middle School student in a distance-learning course in Precalculus Honors with Trigonometry offered by Johns Hopkins University at a cost of \$1,225.00 for the Spring 2008 semester.

Explanatory Note: This approval will enable this student to enroll in a course not normally offered to middle school students.

A roll call indicated unanimous approval.

BUSINESS

- A. APPROVE FIXED ASSET INVENTORY SERVICES** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board of Education approve the services of American Appraisal to perform a fixed asset inventory of the district at a cost of \$11,000.00.

Explanatory Note: An updated inventory is required by state regulations. Proposals were received from two companies and American Appraisal presented the most comprehensive program at a competitive cost.

A roll call indicated unanimous approval.

B. APPROVE INTERNET POLICY MANUAL SERVICES It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board of Education approve services provided by New Jersey School Boards Association (NJSBA) to update the school board policy manual in MicroScribe/Folio® electronic format for distribution via the internet at a cost of \$2,880.00.
A roll call indicated unanimous approval.

C. ACCEPT DONATION It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board of Education accept the donation of \$5,000.00 to be used to cover the cost of five LCD projectors installed at Governor Livingston High School from the Governor Livingston PTO.
A roll call indicated unanimous approval.

D. ADOPT RESOLUTIONS FOR SCHOOL DISTRICT TRAVEL It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board of Education adopt the following resolution:

WHEREAS, the Berkeley Heights School District Travel policies, provide that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allocated for such travel and expenses reimbursement for the 2008-2009 school year;

WHEREAS, the established school district travel maximum for the 2007-2008 school year was \$150,000.00 and the expenses incurred through March 20, 2008, of the school year are \$55,603.00, and

NOW THEREFORE BE IT RESOLVED, that the Berkeley Heights Board of Education hereby establishes the school district travel maximum for the 2008-2009 school year at the sum of \$150,000.00, and

BE IT FURTHER RESOLVED, that the School Business Administrator will track and record these costs to insure that the maximum amount is not exceeded.

Explanatory Note: All travel expenses, including teacher travel within district and all professional development travel must be included in estimated costs. This amount also includes travel funded by grants.

A roll call indicated unanimous approval.

- E. APPROVE CHANGE ORDERS FOR HVAC UPGRADES AT COLUMBIA MIDDLE SCHOOL** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board of Education approve change order #14 with H&S Construction in the amount of \$3,812.30.

Explanatory Note: This change order includes all labor and materials required to dismantle and remove skylights in the gym locker rooms at Columbia Middle School. The construction manager and the architect have reviewed the labor and materials required by these change orders.
A roll call indicated unanimous approval.

- F. APPROVE CHANGE ORDERS FOR AUDITORIUM UPGRADES AT GOVERNOR LIVINGSTON HIGH SCHOOL** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board of Education that the Board of Education approve the following change orders with GPC, Inc. (Grafas):

Change Order #	Amount	Explanatory Note
2	\$2,487.00	Alterations to display case
3 Revised	37,000.00	Remove and replace existing wood framing with fire rated materials
7	1,628.00	Cut back of catwalk to allow access to light hanging pipe
12	767.00	Relocate emergency lights and exit doors
14	15,265.00	Additional roof reinforcements for roof top units
15	1,834.00	Paint linear diffuser trim
16	(4,091.00)	Credit for removal of Levitron control console
17	4,052.00	Rebuild stairs at each side of stairs with fire retardant materials
18	20,759.00	Additional emergency lighting
24	4,239.00	Millwork changes
26	4,939.00	Change from conduit to walker duct
27	3,039.00	Finish 15 wood doors

Explanatory Note: The construction manager and the architect have reviewed the labor and materials required by these change orders.
A roll call indicated unanimous approval.

- G. APPROVE CONTINUED PARTICIPATION IN POOLED INSURANCE PROGRAM OF NEW JERSEY** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board of Education approve the resolution and Fund Membership Agreement authorizing the continued participation in the Pooled Insurance Program of New Jersey for Workers Compensation Insurance for the period July 1, 2008 through June 30, 2011.

Explanatory Note: Continued participation in this self insurance pool will continue to provide substantial savings to the district. Based on our experience rating and the rating of the Pooled Insurance Program we will realize a 4.3% decrease from last years' premium. The Pool's by-laws require a biannual commitment. A roll call indicated unanimous approval.

FINANCE

- A. APPROVAL OF BOARD SECRETARY'S REPORT** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education, pursuant to N.J.A.C. 6A:23A-2.3, certifies that as of February 29, 2008, after review of the Board Secretary's monthly financial report (appropriations section) and upon consultation with appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-2.3, and sufficient funds are available to meet the district's financial obligations for the remainder of the year.
A roll call indicated unanimous approval.
- B. APPROVAL OF TRANSFERS** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education authorize transfers for February, 2008.
A roll call indicated unanimous approval.
- C. APPROVAL OF TREASURER'S REPORT** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education accept the financial reports of the Board Secretary and the Treasurer of School Funds for the months ending, February, 2008.
A roll call indicated unanimous approval.
- D. PAYMENT OF BILLS** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve for payment the bills as listed on the bill lists as follows:

3/14/2008	Payroll	\$1,765,205.99
3/24/2008	Accounts Payable	1,414,729.60
		<hr/>
		\$3,179,935.59

A roll call indicated unanimous approval.

FISCAL AGENT

- A. **PAYMENT OF BILLS** It was moved by Mr. Sincaglia and seconded by Mr. Smalley that the Board of Education, acting as Fiscal Agent for the Union County Regional High School District #1, approve the bills as listed on the bills list dated March 24, 2008, in the amount of \$195.00.
A roll call indicated unanimous approval.
Mrs. Schaumberg abstained.

FINAL CITIZENS HEARING

Mrs. Mirabella of Timber Drive inquired about the class being taken by a student in the middle school.

Mrs. Rattner responded.

OTHER BUSINESS

Mrs. Rattner stated that the opening for middle school principal should be filled by the April 28th meeting.

It was moved by Mr. Sincaglia and seconded by Mr. Lisk to schedule a Special Board Meeting for April 15th at 7:30PM to adjourn to executive session for the purpose of conducting interviews for the middle school principal position and to discuss personnel recommendations.

A roll call indicated unanimous approval.

ADJOURNMENT

It was moved by Mr. Lisk and seconded by Mr. Smalley that the meeting be adjourned to executive session.

A roll call indicated unanimous approval.

The public session of the meeting was adjourned at 9:15 PM.

Respectfully submitted,

Donna A. Felezzola
School Business Administrator/Board Secretary