

**BERKELEY HEIGHTS BOARD OF EDUCATION
COMBINED CONFERENCE &
REGULAR MEETING
AND
ORGANIZATION MEETING
MINUTES
APRIL 28, 2008**

CALL TO ORDER

The Regular Meeting of the Berkeley Heights Board of Education was called to order on Thursday, April 28, 2008 at 7:00 PM in the Clausen Administration Building by the School Business Administrator, Mrs. Felezzola.

ROLL CALL

A roll call indicated the presence of the following members:

Mr. Beisser, Mrs. Kirsch, Mr. Lisk, Mr. Reinstein, Mrs. Schaumberg, Mr. Sincaglia and Mr. Smalley. Also present were Mrs. Rattner, Mrs. Qualshie and Mrs. Felezzola. Dr. Crisonino was absent.

STATEMENT

Mrs. Felezzola 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 Middle 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, Student Issues, Superintendent's Evaluation.

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

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

STATEMENT OF RESULTS OF ELECTION – ATTACHMENT A

Mrs. Felezzola read the results of the School Board Election that was held in the Township on Tuesday, April 15, 2008.

ADMINISTER OATH OF OFFICE

Mrs. Felezzola administered the Oath of Office to Mr. Paul T. Beisser.

ELECTION OF BOARD PRESIDENT

Mrs. Felezzola asked for a motion to nominate a Board Member to the position of President of the Board of Education.

Mr. Smalley nominated Mr. Beisser for President.

Mr. Lisk seconded the nomination.

Mrs. Felezzola asked if there were any other nominations.

There being none, Mr. Sincaglia motioned and Mr. Lisk seconded to close nominations.

The motion to approve Mr. Beisser as President of the Board of Education was approved by unanimous voice vote.

ELECTION OF BOARD VICE-PRESIDENT

Mr. Beisser asked for a motion to nominate a Board Member to the position of Vice-President of the Board of Education.

Mr. Lisk nominated Mr. Sincaglia for Vice-President.
Mrs. Kirsch seconded the nomination.

Mr. Beisser asked if there were any other nominations.

There being none, Mr. Lisk motioned and Mr. Reinstein seconded to close nominations.

The motion to approve Mr. Sincaglia as Vice-President of the Board of Education was approved by unanimous voice vote.

APPROVAL OF MINUTES

It was moved by Mrs. Kirsch and seconded by Mr. Sincaglia that the Board of Education approve the minutes of the Special Board Meeting held on March 19, 2008, and the Budget Hearing and Regular Meeting held March 24, 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 D. Boyd, Thomas P. Hughes PTO, Re: Donation
- B. Letter from Ms. Susan Provence and Mr. Libby Apicella, Re: Thank you

REPORT OF THE STUDENT REPRESENTATIVES

Trevor Hain reported on the following:

- Project Graduation clothing drive will be held May 10th.
- Eighth grades recently visited GL.
- Student Council elections were held.
- Drunk driving simulation is planned for May.
- Senior and Junior dances are planned for June.

ADOPTION OF POLICIES, CURRICULUM GUIDES AND TEXTBOOKS

- A. It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education adopt the existing policies, bylaws and regulations as noted in the official policy book as maintained in the Superintendent's office for the 2008-2009 school year.
A roll call indicated unanimous approval.

- B. It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education adopt the existing curriculum guides and all existing programs for the Berkeley Heights Public Schools for the 2008-2009 school year as shown on Attachment B and maintained in the Superintendent's Office.
A roll call indicated unanimous approval.
- C. It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education adopt the textbooks as noted on the official textbook listing for the Berkeley Heights Public Schools, as maintained in the Superintendent's Office, for the 2008-2009 school year.
A roll call indicated unanimous approval.

APPOINTMENTS

- A. It was moved by Mrs. Kirsch and seconded by Mr. Sincaglia that the Board of Education appoint the following individuals for the 2008-2009 school year:

Ralph E. Radicsh	Treasurer of School Monies
Patricia Qualshie	Affirmative Action Officer
Donna A. Felezzola	Board Secretary
	Custodian of Records
	Qualified Purchasing Agent
Anthony Amiano	Integrated Pest Management Coordinator
	Right to Know Officer
	AHERA Coordinator

Section 504 Compliance Officers:

Governor Livingston High School	Scott McKinney
Columbia Middle School	Frank Geiger
Mountain Park School	Jonathan Morisseau
Thomas P. Hughes School	Andrea Orlando
William Woodruff School	Patricia Gasparini
Hamilton Terrace School	Mary Kay McMillin

Attendance Officers:

Governor Livingston High School	Mary Ann McAdam
Columbia Middle School	TBD
Mountain Park School	Jonathan Morisseau
Thomas P. Hughes School	Andrea Orlando
William Woodruff School	Patricia Gasparini
Hamilton Terrace School	Mary Kay McMillin

A roll call indicated unanimous approval.

- B. It was moved by Mrs. Kirsch and seconded by Mr. Sincaglia that the Board adopt the following resolutions:

WHEREAS there exists a need for certain professional services during the 2008-2009 school year and;

WHEREAS funds are available for the purpose, and

WHEREAS the local public contracts law (NJSA 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for professional services without competitive bids must be publicly advertised;

NOW, THEREFORE BE IT RESOLVED that the Board of Education hereby retains the following listed, according to the terms and condition negotiated:

<u>Firm</u>	<u>Services</u>
Noke & Heard	School Auditors
USA Architects	Architects
Porzio, Bromberg & Newman	School Board Attorney
Armour Hulsart & Company	Fiscal Agent Auditors
Sillis Cummis Epstein & Gross	Special Counsel Dissolution
McManimon & Scotland	Referendum Attorneys
Dr. Richard Bezozo	School Physician

FURTHER RESOLVED that these services are awarded without competitive bidding as “professional services” under the provision of the local public contracts law because these services are performed by persons authorized by law to practice recognized professional services; and be it

FURTHER RESOLVED that a copy of this resolution shall be published in The Courier-News within ten (10) days of passage.
A roll call indicated unanimous approval.

- C. It was moved by Mrs. Kirsch and seconded by Mr. Sincaglia that the Board of Education appoint the following insurance brokers of record for the 2008-2009 school year:

Richland Knowles Agency	Property, Casualty & Liability Insurance
Centric Benefits Consulting	Health Benefits Consulting
LDP Consulting	Dental Insurance Broker

A roll call indicated unanimous approval.

DEPOSITORIES

- A. It was moved by Mrs. Kirsch and seconded by Mr. Lisk that the Bank of America, PNC Bank, Morgan Stanley Trust Company (Custodian Bank for the State of New Jersey Cash Management Fund), Commerce Bank and Hilltop Bank be designated as the official depositories of school funds.

RESOLVED THAT the President or Vice President, together with the Board Secretary or Assistant Board Secretary and the Treasurer of School Monies be authorized to sign all checks or withdrawals from the School Monies Account of the Board of Education (Bank of America) and that any two of the aforementioned officers be authorized to open the safe deposit box rented by the Board of Education at the Bank of America.

RESOLVED THAT the Board Secretary or Assistant Board Secretary and the Treasurer of School Monies be authorized to sign all checks drawn against the cafeteria account (Bank of America).

RESOLVED THAT the Treasurer of School Monies be authorized to sign all checks drawn against the payroll accounts (Bank of America.)

RESOLVED THAT the Board Secretary and the Assistant Board Secretary be authorized to transfer from the Capital Project Referendum Account (Bank of America) to the School Monies Account (Bank of America) for the payment of all appropriate referendum related expenditures.

RESOLVED THAT the Board Secretary and the Assistant Board Secretary be authorized to sign all checks drawn against the General Organization Account (Bank of America.)

RESOLVED THAT the Board Secretary and the Assistant Board Secretary be authorized to sign all checks drawn against the Board of Education Cash Account (Bank of America.)

RESOLVED THAT the Board Secretary or the Assistant Board Secretary and Treasurer of School Monies be authorized to sign all checks drawn against the U.C.C. Trust Account (Bank of America) and the C.M.P. Account (Hilltop Bank.)

RESOLVED THAT the Board Secretary or Assistant Board Secretary and Treasurer of School Monies be authorized to sign all checks drawn against the Capital Reserve Account (Bank of America) and Capital Reserve Money Market Account (Hilltop Bank).

RESOLVED THAT the Board Secretary and the Treasurer of School Monies be authorized to sign all checks drawn against the G.I.T. account (Bank of America.)

DEPOSITORIES (continued)

RESOLVED THAT the Board Secretary or Assistant Board Secretary and the Athletic Director be authorized to sign all checks drawn against the Athletic Account (Bank of America.)

RESOLVED THAT the High School Principal, High School Assistant Principal and Student Activity Bookkeeper be authorized to sign and that two of the aforementioned signatures are required on all checks drawn against the Governor Livingston Student Activity Account (Bank of America.)

RESOLVED THAT the Board Secretary or Assistant Board Secretary be authorized to sign all checks drawn against the Tuition Account (Bank of America).

RESOLVED THAT the Board Secretary and/or the Assistant Board Secretary and/or the Treasurer of School Monies can authorize wire transfers to/from any of the aforementioned accounts.

RESOLVED THAT the Board of Education approve the use of facsimile signatures for the Board President or Vice President, the Board Secretary or the Assistant Board Secretary and the Treasurer of School Monies on all checking accounts.

RESOLVED THAT the Board Secretary or Assistant Board Secretary be authorized to sign all checks drawn against the Bond Account (Bank of America).

RESOLVED THAT the Board Secretary be authorized to sign all checks drawn against the Cash Management Account (Morgan Stanley Trust).

RESOLVED THAT the Elementary and Secondary School Principals, Secondary Assistant Principals, Elementary School Secretaries, the Early Childhood Center at Hamilton Terrace Nurse be authorized to sign all checks drawn against their School Student Activity Accounts (Hilltop Bank).

A roll call indicated unanimous approval.

OFFICIAL NEWSPAPERS

- A. It was moved by Mr. Lisk and seconded by Mr. Smalley that The Courier-News be designated the official newspaper of the Berkeley Heights Board of Education and that The Star-Ledger be designated to also receive public notices and be an official newspaper because it has the greatest likelihood of informing the public in our area.

A roll call indicated unanimous approval.

BOARD APPOINTMENTS

A. It was moved by Mrs. Kirsch and seconded by Mr. Reinstein that the following Board appointments be tabled until a future date.

A roll call indicated unanimous approval.

Legislative Committee – including Chair
Union County School Boards Association and Rep
New Jersey School Boards Association Alt

Union County Educational Services Commission Chair
Alt

PTO Liaison Representative Chair
Alt

Education Foundation Liaison Chair
Alt

Negotiations Committee Chair
Rep
Rep
Alt

Facility Planning Chair
Rep
Rep
Alt

Finance Committee Chair
Rep
Rep
Alt

Township Liaison including Chair
Township Committee Alt
Berkeley Heights Taxpayers Association
Municipal Alliance
Seniors

Personnel Committee Chair
Rep

Long-Range Planning Committee/ Chair
Athletics/Co-Curricular Committee/ Rep
Curriculum Liaison Alt

Communications Committee Chair Alt

MEETING DATES

A. It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the following meeting dates be established:

Date	Type	Location	Public Session	Executive Session
May 8, 2008	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	8:00 PM	6:30 PM (7:30 PM Teacher of the Year Reception)
May 29, 2008	Regular Meeting	Columbia Multi Purpose Room	8:00 PM	6:30 PM (7:30 PM Mountain Park Reception)
June 5, 2008	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	8:00 PM	6:30 PM (7:30 PM Student Awards)
June 19, 2008	Regular Meeting	Columbia Multi Purpose Room	8:00 PM	6:30 PM (7:30 PM Retiree Reception)
July 22, 2008 (Tuesday)	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
Sept. 11, 2008	Conference Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
Sept. 25, 2008	Regular Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
Oct. 2, 2008	Conference Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
Oct. 16, 2008	Regular Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
Nov. 13, 2008	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
Dec. 11, 2008	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM

Jan. 8, 2009	Conference Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
Jan. 22, 2009	Regular Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
Feb. 5, 2009	Conference Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
Feb. 26, 2009	Regular Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
March 5, 2009	Combined Conference & Regular Meeting & Public Meeting to Adopt Tentative Budget	Columbia Multi Purpose Room	8:00 PM	7:00 PM
March 23, 2009 (Monday)	Budget Hearing & Regular Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
April 16, 2009	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM
April 30, 2009	Combined Conference & Regular Meeting & Organization Meeting	Columbia Multi Purpose Room	8:00 PM	7:00 PM

A roll call indicated unanimous approval.

ADOPTION OF CODE OF ETHICS

It was moved by Mr. Lisk and seconded by Mr. Smalley that the Board of Education adopt the following code of ethics:

- a. I will uphold and enforce all laws, rules and regulations of the State Board of Education, and court orders pertaining to schools. Desired changes shall be brought about only through legal and ethical procedures.

- b. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools that meet the individual needs of all children regardless of their ability, race, creed, sex, or social standing.
- c. I will confine my board action to policy making, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
- d. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
- e. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action that may compromise the board.
- f. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.
- g. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. In all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its school.
- h. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
- i. I will support and protect school personnel in proper performance of their duties.
- j. I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.

BE IT FURTHER RESOLVED, that each Board Member shall sign documentation that he/she received a copy of the Code of Ethics and has read and understood it.

A roll call indicated unanimous approval.

REPORT OF THE SUPERINTENDENT

Mrs. Rattner reported that she attended four student productions in the last month and she was very impressed with students and their abilities.

Mrs. Rattner announced the following dates to remember:

May 1, 2008 Internet Safety Training at Columbia Middle School at 7:30 PM
 May 6, 2008 Education Foundation Grant Reception
 May 8, 2008 Teacher of the Year Recognition

Mrs. Rattner stated that in reference to the recommendation for Columbia Middle School principal, Mr. Geiger's heart is with the children and his professionalism and his vision for the future helped with the decision.

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

A voice vote indicated unanimous approval.

PRELIMINARY CITIZENS HEARING

Dr. Monroe of Winchip Road stated that with the presentation of a responsible budget the people of the town responded appropriately.

ADMINISTRATION

- A. APPROVE PROFESSIONAL DEVELOPMENT DAYS/TRAVEL REIMBURSEMENT** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board approve professional development days and travel reimbursement for district staff members, as indicated on Attachment C.
A roll call indicated unanimous approval.
- B. APPROVE ACCEPTANCE OF NCLB GRANT** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board approve the acceptance of the Fiscal Year 2008 No Child Left Behind (NCLB) Consolidated Grant Award in the amount of \$48,079. 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 2009-2010 SCHOOL CALENDAR** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board approve the proposed school district calendar for the 2009-2010 school year (Attachment D).
A roll call indicated unanimous approval.

EDUCATION

- A. APPROVE TEXTBOOKS** It was moved by the Mr. Lisk and seconded by Mrs. Kirsch that the Board approve the purchase and use of the following textbooks in the Berkeley Heights Public Schools:

Elementary Schools

Mathematics:

Everyday Math Grade K-5 (Core Classroom Resource Package). Wright Group, 2007.

Elementary Schools/Columbia Middle School

Health Education:

Health & Wellness, by Linda Meeks and Philip Heit. Macmillin/McGraw-Hill, 2008.

APPROVE TEXTBOOKS (continued)

Music:

Making Music. Silver Burdett/Pearson Scott Foresman, 2005.

Columbia Middle School

World Language – Sixth Grade:

Exploring French, by Joan G. Sheeran. EMC Publishing, 2008.

Governor Livingston High School

Advanced Placement (AP) Statistics/Discrete Math:

The Practice of Statistics, by Daniel S. Yates, David S. Moore and Daren S. Starnes. W.H. Freeman and Company, 2003.

American Studies:

The American Vision, by Joyce Appleby, et. al. Glencoe, 2008.

American Studies Honors:

The American Journey, by David Goldfield, et. al. Pearson Prentice Hall, 2006.

Anatomy and Physiology:

Anatomy and Physiology for Health Professions, by Bruce J. Colbert, Jeff Ankney and Karen T. Lee. Pearson Prentice Hall, 2007.

Introduction to Economics:

Economic Principles and Practices, by Gary E. Clayton. Macmillin/McGraw Hill Glencoe, 2008.

Physics Concepts:

Physics, by Raymond A. Serway and Jerry S. Faughn. Holt, Rinehart and Winston, 2008.

Public Speaking:

Public Speaking: An Audience Centered Approach, by Steven A. Beebe and Susan J. Beebe. Pearson, 2006.

Sports Medicine:

Essentials of Athletic Injury Management, by William E. Prentice. McGraw-Hill Publishing, 2008.

World Language:

Master ASL! Level One, by Jason E. Zinza. Sign Media Inc., 2006.
A roll call indicated unanimous approval.

- B. APPROVE DISTRICT SUMMER SCHOOL** It was moved by the Mr. Lisk and seconded by Mrs. Kirsch that the Board approve a Summer School program at Columbia Middle School from June 30, 2008, through July 25, 2008, from 8:30 a.m. to 12:30 p.m. each day, for remedial and enrichment classes, and that the Superintendent of Schools be authorized to file the necessary forms with the New Jersey Department of Education to operate this program. Session I of the Summer School will run from Monday, June 30, through Friday, July 11, a total of nine (9) class days (there will be no class on July 4); and Session II of the Summer School will run from Monday, July 14 through Friday, July 25, a total of ten (10) class days.
A roll call indicated unanimous approval.

PERSONNEL

- A. RE-EMPLOYMENT OF NON-TENURED PERSONNEL** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board approve the re-employment and salaries of the non-tenured professional staff members listed on Attachment E for the 2008-2009 school/fiscal year, whichever is applicable.
A roll call indicated unanimous approval.
- B. SUBSTITUTE/SUPPLEMENTAL PERSONNEL** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board approve the employment of the following substitute/supplemental personnel for the 2007-2008 school year:

Teachers

Bamundo, Maria
Berkeley Heights, NJ

Brice III, Pernel
Berkeley Heights, NJ

Mansfield, Richard
Berkeley Heights, NJ

Miller, Patricia
Berkeley Heights, NJ

Schulthes, Gretchen
Teaneck, NJ

Teacher Aides

Middlebrook, Roxanne
Berkeley Heights, NJ

Miller, Patricia
Berkeley Heights, NJ

SUBSTITUTE/SUPPLEMENTAL PERSONNEL (continued)

Athletic Trainers (@ \$100 per event)

Brown, Tyler
Millington, NJ

Hirsch, Todd
Westwood, NJ

Home Instructors

Pisano, Gina
Berkeley Heights, NJ

Schulthes, Gretchen
Teaneck, NJ

A roll call indicated unanimous approval.

- C. RESIGNATION OF BRUCE FRYER** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board accept, with regret, the resignation of Bruce Fryer from his position as Teacher of English at Governor Livingston, effective June 30, 2008.
A roll call indicated unanimous approval.
- D. RESIGNATION OF MELISSA MATTINA** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board accept, with regret, the resignation of Melissa Mattina from her position as Teacher of Special Education at William Woodruff School, effective June 30, 2008.
A roll call indicated unanimous approval.
- E. RESIGNATION OF PATRICIA MC LELLAN** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board accept, with regret, the resignation of Patricia McLellan from her position as Teacher of World Languages in the district's Elementary Schools, effective June 30, 2008.
A roll call indicated unanimous approval.
- F. RESIGNATION OF ROBIN PRICE** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board accept, with regret, the resignation of Robin Price from her position as Teacher of Special Education at Hamilton Terrace School, effective June 30, 2008.
A roll call indicated unanimous approval.
- G. RESIGNATION OF SARAH WILLIAMS** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board accept, with regret, the resignation of Sarah Williams from her position as Teacher of English at Governor Livingston High School, effective June 30, 2008.
A roll call indicated unanimous approval.

H. APPROVE EXTENSION OF LEAVE OF ABSENCE It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board approve the request of Jennifer Hunt 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. Hunt is a part-time Teacher of the Deaf in the district's Elementary Schools. A roll call indicated unanimous approval.

I. LEAVE OF ABSENCE FOR JOHN JOHNSON It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board grant an unpaid leave of absence in accordance with the New Jersey Family Leave Act to John Johnson from March 12, 2008, through May 20, 2008. It is anticipated that Mr. Johnson will return to his position in the Berkeley Heights Public Schools on May 21, 2008. Mr. Johnson is a Custodian at Mountain Park School. A roll call indicated unanimous approval.

J. APPROVE REVISED SALARY FIGURES It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board approve the following revised 2007-2008 salary figures, as indicated:

<u>Name</u>	<u>Position</u>	<u>Revised 2007-2008 Salary</u>
Martino, Michelle	Classroom/Special Education Teacher Aide Hamilton Terrace School	\$19,774.44 (\$18.62 per hour, 5.9 hours per day) (Effective 12/17/2007- 6/30/2008)
Rovarin, Lino	Custodian Mountain Park School	\$40,733

A roll call indicated unanimous approval.

K. EMPLOYMENT OF JENNIFER MORRA It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board approve the employment of Jennifer Morra as a substitute/replacement part-time Reading Specialist at Hamilton Terrace School for the 2007-2008 school year, effective May 16, 2008, through June 30, 2008; and for the 2008-2009 school year, effective September 1, 2008, through December 15, 2008. Her annual salary for the 2007-2008 school year will be \$34,110.60, 60% step 6c on the 2007-2008 teachers' salary schedule (prorated from May 16, 2008, to June 30, 2008). Mrs. Morra's annual salary for the 2008-2009 school year will be \$35,775, 60% step 7c on the 2008-2009 teachers' salary schedule (prorated from September 1, 2008, to December 15, 2008). Mrs. Morra has been employed as a teacher in the Berkeley Heights Public Schools since 2001; she has been on an unpaid child care leave of absence but she is being recommended for employment in this assignment as a substitute/replacement for a staff member who is going out on a maternity leave of absence. A roll call indicated unanimous approval.

L. APPROVE EMPLOYMENT OF FRANK G. GEIGER It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board approve the employment of Frank G. Geiger as Principal of Columbia Middle School for the 2008-2009 fiscal year at the annual salary of \$125,000. Mr. Geiger is currently serving as Acting Assistant Principal at Columbia Middle School, a role in which he has served since August 1, 2007.

Explanatory Note: Mr. Geiger is being recommended to replace a former staff member who has retired.

A roll call indicated unanimous approval.

M. HIRING SCOTT NEIGEL It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board approve the employment of Scott Neigel of Morris Plains as Assistant Principal of Governor Livingston High School for the 2008-2009 fiscal year. Mr. Neigel earned his Bachelor of Arts Degree in History and his Master of Teaching Degree in Secondary Social Studies, both from the University of Virginia. He also has earned a Master's Degree in Educational Administration and Supervision from Rutgers, The State University. Mr. Neigel has five years of teaching experience and he has completed two administrative internships. His 2008-2009 salary will be \$101,000.

Assignment: Governor Livingston High School – Assistant Principal.

Certification: Certificate of Eligibility - Principal/Supervisor (Pending);
Standard Certificate – Teacher of Social Studies.

Explanatory Note: Mr. Neigel is being recommended to fill a position which will soon be vacated due to the re-assignment of the current Assistant Principal.

A roll call indicated unanimous approval.

N. HIRING JAMES FLAKKER It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board approve the employment of James Flakker of Bedminster as a Teacher in the Berkeley Heights Public Schools for the 2008-2009 school year. Mr. Flakker earned his Bachelor of Arts Degree in Physics from Rutgers, The State University; and he received his Master of Education Degree in Physical Science Education from the Rutgers Graduate School of Education. He has nine years of private sector experience in the information technology field and has served as a part-time Lecturer in Physics and Astronomy at Rutgers University for the past three years. His salary will be \$59,625, step 7c on the 2008-2009 teachers' salary schedule.

Assignment: Governor Livingston High School – Teacher of Science/Physics.

Certification: Certificate of Eligibility with Advanced Standing –
Teacher of Physics (pending).

Explanatory Note: Mr. Flakker is being recommended to replace a current staff member who has announced his retirement.
A roll call indicated unanimous approval.

O. HIRING GRETCHEN SCHULTHES It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board approve the employment of Gretchen Schulthes of Teaneck as a Teacher in the Berkeley Heights Public Schools for the 2008-2009 school year. Ms. Schulthes will earn her Bachelor of Arts Degree in English from Drew University next month and she is currently completing her student teaching experience at Governor Livingston High School and Columbia Middle School. Her salary will be \$45,272, step 1a on the 2008-2009 teachers' salary schedule.

Assignment: Governor Livingston High School – Teacher of English

Certification: Certificates of Eligibility with Advanced Standing –
Teacher of English, Teacher of Psychology (pending).

Explanatory Note: Ms. Schulthes is being recommended to replace a current staff member who has announced her resignation.
A roll call indicated unanimous approval.

- P. EXTRA-CURRICULAR ACTIVITIES** It was moved by Mr. Smalley and seconded by Mrs. Kirsch that the Board 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>
Assistant Track Coach	William Ayres	Volunteer
Assistant Track Coach	Steven Hess	Volunteer
Assistant Track Coach	Mike Skara	Volunteer
Assistant Baseball Coach (Field Maintenance)	Frank Harpster	Volunteer

A roll call indicated unanimous approval.

BUSINESS

- A. PETTY CASH FUNDS** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education establish Petty Cash Funds for the 2008-2009 school year as follows:

Governor Livingston High School	\$250.00
Columbia Middle School	175.00
Hamilton Terrace School	125.00
Thomas Hughes School	125.00
Mountain Park School	125.00
William Woodruff School	125.00
Board Office	150.00
Child Study Team Offices	125.00

Explanatory Note: The Petty Cash funds are approved annually as part of the preparation for the operation of the new school year.

A roll call indicated unanimous approval.

- B. IMPREST CHECKING ACCOUNT** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education establish an imprest checking account for the 2008-2009 fiscal year in the amount of \$3,500.00.

Explanatory Note: The Imprest Checking Account is approved annually as part of the preparation for the operation of the new school year.

A roll call indicated unanimous approval.

- C. SCHOOL ACCOUNTS** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education authorize the re-establishment of a student fund in each elementary school, effective July 1, 2008, to account for monies raised by pupils, teachers or school administrators, and shall be operated in accordance with prudent business practices and approved Board Policy.

Explanatory Note: The student accounts are approved annually as part of the preparation for the operation of the new school year.

A roll call indicated unanimous approval.

- D. MEMBERSHIP IN NJSIAA** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education approve the continued participation with the New Jersey State Interscholastic Athletic Association for the 2008-2009 school year and pursuant to N.J.S.A. 18A:11-3 in adopting this resolution, the Board of Education adopts as its own policy and agrees to be governed by the Constitution Bylaws and Rules and Regulations of the NJSIAA.

Explanatory Note: Membership in NJSIAA should be approved annually and a copy of the minutes signifying the adoption of the membership resolution is sent to NJSIAA.

A roll call indicated unanimous approval.

- E. ADOPT RESOLUTION FOR SCHOOL DISTRICT TRAVEL BETWEEN SCHOOLS** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education adopt the following resolution:

WHEREAS, the Berkeley Heights Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, that according to negotiated employee contracts, employees shall be reimbursed for business related travel at the rate per mile permitted by the Internal Revenue Service, therefore be it

RESOLVED, that the Board of Education authorizes travel for regular business at an amount not to exceed \$2,000.00 per employee.

A roll call indicated unanimous approval.

- F. COOPERATIVE BIDDING** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education approve the contracts as follows with Educational Data Services for the 2008-2009 fiscal year for Cooperative Bidding & Right to Know Reporting in the amount of \$12,540.00.

Explanatory Note: Educational Data Services has provided Cooperative Bidding and Right to Know for many years. The co-op bidding service allows us to purchase most supplies at deeply discounted prices because we purchase in bulk with other districts.

A roll call indicated unanimous approval.

- G. ACCEPT DONATION** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education accept the donation of a Canon S800 printer from Mr. Robert Mauriello to be used at William Woodruff School.

A roll call indicated unanimous approval.

- H. ACCEPT DONATION** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education accept the donation of two (2) Samson pencil condenser microphones and two (2) cables from the Thomas P. Hughes PTO to be used at Thomas P. Hughes School.

A roll call indicated unanimous approval.

- I. APPROVE CHANGE ORDERS FOR HVAC UPGRADES AT GOVERNOR LIVINGSTON HIGH SCHOOL** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education approve the following change orders with T. M. Brennan Contractors, Inc.:

Change Order #	Amount	Explanatory Note
03	\$15,769.00	BA 6/14/07 for inc amount – was \$17,505. - fill uv trenches
09	-1,736.42	Credit for uv trenches
22	0.00	Premium labor cost absorbed by contractor
24	-7,000.00	Unused Allowance #1 – 500 lbs ductwork
25	-1,250.00	Unused Allowance #2 – external wrap insulation
26	-10,398.00	Unused Allowance #3 – copper piping
27	-13,500.00	Unused Allowance #4 – steel HVAC Piping
28	-4,515.00	Unused Allowance #5 – 3/4 “ conduit
29	-6,175.00	Unused Allowance #6 – 1” conduit
30	-1,267.00	Unused Allowance #7 – 5 Type A1 fixtures
31	-1,332.00	Unused Allowance #8 – 5 Type A2 fixtures
32	-1,070.00	Unused Allowance #9 – 5 Type B fixtures
33	-1,170.00	Unused Allowance #10 – 5 Type C fixtures
34	-1,980.00	Unused Allowance #34 – 5 Type X fixtures

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.

- J. APPROVE CHANGE ORDERS FOR HVAC UPGRADES AT COLUMBIA MIDDLE SCHOOL AND HUGHES ELEMENTARY SCHOOL** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education approve the following change orders with H&S Construction & Mechanical, Inc.:

Change Order #	Amount	Explanatory Note
01	-\$5,295.00	Credit for shelves destroyed by contractor
06	1,234.00	BA 1/24/08 for inc amount – was 1,233.80 clean outdoor transmitter
15	-527.78	Credit for damaged scooters
16	-1,084.00	Credit for damaged telecommunications wires

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.

- K. ROOF UPGRADES AT VARIOUS SCHOOLS** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education award, subject to attorney review, the contract to Safeway Contracting, Inc. for the base bid price of \$656,000.00 to provide Roof Upgrades at various schools.

Explanatory Note: Bids were opened on April 16, 2008, at 11:00 AM. One additional bid was received from Laumar Roofing Co, Inc. for the base bid amount of \$742,000.00. Bids were accepted to include one alternate bid. The award is for the base bid only. The attorney is reviewing the bid documents.
A roll call indicated unanimous approval.

- L. APPROVE ADDENDUM TO CONSTRUCTION MANAGER SERVICES CONTRACT** It was moved by Mr. Sincaglia and seconded by Mr. Lisk that the Board of Education approve an addendum to the contract with Turner Construction Company for management services as shown on Attachment F.

Explanatory Note: Services at this time are being determined on a monthly basis as projects are completed.
A roll call indicated unanimous approval.

FINANCE

- A. APPROVAL OF BOARD SECRETARY’S REPORT** It was moved by Mr. Lisk and seconded by Mrs. Kirsch that the Board of Education, pursuant to N.J.A.C. 6A:23A-2.3, certifies that as of March 31, 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. Lisk and seconded by Mrs. Kirsch that the Board of Education authorize transfers for March, 2008.
A roll call indicated unanimous approval.
- C. APPROVAL OF TREASURERS REPORT** It was moved by Mr. Lisk and seconded by Mrs. Kirsch that the Board of Education accept the financial reports of the Board Secretary and the Treasurer of School Funds for the months ending, March 31, 2008.
A roll call indicated unanimous approval.
- D. PAYMENT OF BILLS** It was moved by Mr. Lisk and seconded by Mrs. Kirsch that the Board of Education approve for payment the bills as listed on the bill lists as follows:

3/31/2008	Payroll	\$1,312,606.67
4/15/2008		1,705,226.73
3/20/2008	Accounts Payable	107,950.00
4/9/2008		48,000.00
4/28/2008		1,369,747.29
		<hr/>
		\$4,543,530.69

A roll call indicated unanimous approval.

FISCAL AGENT

- A. PAYMENT OF BILLS** It was moved by Mrs. Kirsch and seconded by Mr. Sincaglia 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 April 28, 2008, in the amount of \$1,541.88.
A roll call indicated unanimous approval.

FINAL CITIZENS HEARING

Mrs. Johnson of Chestnut Hill Drive inquired about the last day of school for 2010.

Mrs. Rattner responded.

OTHER BUSINESS

Mr. Sincaglia reported that the Finance Committee requested that the district investigate their insurance options.

Mr. Sincaglia stated that the food services department is operating at a loss and the district has put out a request for a proposal for food services management.

Mrs. Schaumberg announced that due to changes on the Mountainside Board she would not be able to continue to serve as liaison from Mountainside.

The Board thanked Mrs. Schaumberg for her years of service.

Mr. Reinstein thanked the Taxpayers for Education and the PTO's for their support in helping to pass the budget.

Mr. Reinstein stated that the outpouring of support, both emotional and in the form of blood donations, for an ill student has been outstanding.

ADJOURNMENT

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

Motion carried.

The meeting was adjourned at 9:00 PM.

Respectfully submitted,

Donna A. Felezzola
School Business Administrator/ Board Secretary