

**BERKELEY HEIGHTS BOARD OF EDUCATION  
COMBINED CONFERENCE & REGULAR MEETING  
MINUTES  
JULY 22, 2008**

**CALL TO ORDER**

The Regular Meeting of the Berkeley Heights Board of Education was called to order on Thursday, July 22, 2007 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. Reinstein, Mr. Sincaglia and Mr. Smalley. Also present were Mrs. Rattner, Mrs. Qualshie and Mrs. Felezzola. Mr. Lisk and Mrs. Williams were absent.

**STATEMENT**

Mr. Beisser read the following statement:

On April 28, 2008, 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 29, 2008, 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 and Tuition Litigation.

**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 Mrs. Kirsch 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 Music Room.

### **FLAG SALUTE**

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

### **APPROVAL OF MINUTES**

It was moved by Dr. Crisonino and seconded by Mr. Smalley that the Board of Education approve the minutes of the Combined Conference & Regular Meeting held June 5, 2008, and the Regular Meeting held June 19, 2008.

A roll call indicated unanimous approval.

Mrs. Kirsch abstained.

### **CORRESPONDENCE**

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

- A. Card from Brian Knudsen, Re: Thank you
- B. Letter from Gay Hollowell, Highlander Booster Club, Re: Donation

### **REPORT OF THE SUPERINTENDENT**

Mrs. Susan Provence, Mrs. Libby Appicella, chaperones and students gave a presentation about their trip to Italy.

Mrs. Rattner stated that the 2008 promotion exercises and graduations at each school were wonderful events.

Mrs. Rattner reported that the district is getting ready for the new school year.

Mrs. Rattner reviewed the personnel openings in the district.

It was moved by Mrs. Kirsch and seconded by Mr. Reinstein to accept the Superintendent's report.  
A voice vote indicated unanimous approval.

### **LIAISON REPORTS**

Mrs. Kirsch reported on commencement at Union County Educational Services Commission.

### **FACILITIES REPORT**

Mrs. Felezzola gave an update on the referendum construction projects.

Mrs. Felezzola reported the results of the lead tests of the turf field.

Mr. Smalley reported that Mr. Beisser formed a committee to address field improvements.

### **PRELIMINARY CITIZENS HEARING**

Mrs. Johnson of Chestnut Hill Drive inquired about an employment opening at the high school.

Mrs. Rattner responded.

### **ADMINISTRATION**

**A. AUTHORIZE SUPERINTENDENT OF SCHOOLS** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education authorize Judith A. Rattner, Superintendent of Schools, to appoint and offer employment contracts to those candidates who are chosen to fill vacancies that must be staffed prior to the 2008-2009 school year. It is also recommended that the Board authorize Judith A. Rattner to enter into contracted services agreements on behalf of the school district if such action is needed prior to the beginning of the 2008-2009 school year. The Board of Education will be asked to confirm these personnel appointments and contracted services agreements at its September 25, 2008, Regular Meeting.

A roll call indicated unanimous approval.

**B. POLICIES/REGULATIONS** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education introduce for study and the first reading of the following new policy:

Nepotism 0142.1

A roll call indicated unanimous approval.

- C. APPROVE PROFESSIONAL DEVELOPMENT DAYS/TRAVEL REIMBURSEMENT** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve professional development days and travel reimbursement for district staff members, as indicated on revised Attachment A.  
A roll call indicated unanimous approval.
- D. APPROVE QSAC DISTRICT IMPROVEMENT PLAN** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the 2007-2008 QSAC District Improvement Plan (Attachment B) and authorize the Superintendent to submit this document to the New Jersey Department of Education.  
A roll call indicated unanimous approval.
- E. APPROVE CONTRACT AGREEMENTS WITH DOUGLASS DEVELOPMENTAL CENTER** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve contract agreements with the Douglass Developmental Disabilities Center of Rutgers, The State University, Division of Outreach Services, to provide the Berkeley Heights School District with consultation services to its School-Based Applied Behavior Analysis (ABA) Program as follows:  
  
Summer 2008: Total of 20 hours @ \$130.00 per hour, plus travel expense.  
2008-2009 School Year: One (1) day per month for five (5) hours per day (total of 50 hours) @ \$130.00 per hour, plus travel expense.  
A roll call indicated unanimous approval.
- F. APPROVE CONTRACT WITH COMMISSION FOR THE BLIND** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the Request to Provide Services Contract with the State of New Jersey Commission for the Blind and Visually Impaired, in the amount of \$1,600 per student, to provide Level I Services to two (2) Berkeley Heights students during the 2008-2009 school year.  
A roll call indicated unanimous approval.
- G. APPROVE AGREEMENT WITH SHARE COMMUNICATION** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the Agreement with Share Communication, LLC, to provide Speech and Language Therapy Services to Berkeley Heights School District students for a total of 24 hours during Summer 2008 at the rate of \$90.00 per hour.  
A roll call indicated unanimous approval.

**H. APPROVE CONTRACT WITH NEW YORK EYE AND EAR INFIRMARY**

It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the contract with the New York Eye and Ear Infirmary to provide Berkeley Heights School District teachers with two (2) hours of training at the start of the 2008-2009 school year at the total cost of \$300.00. This training will enable selected staff members at Hamilton Terrace School to more effectively teach a preschool student who will be receiving her second Cochlear Implant this summer. The cost of this training will be covered by the district's IDEA grant funds.

A roll call indicated unanimous approval.

**I. ACCEPTANCE OF GRANT** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education accept a grant from the International Academy of Science in the amount of \$2,000.00, to be used toward the purchase of an Acellus IV Server. This equipment and the accompanying software will help provide supplemental instruction and reinforcement of skills for students in Mathematics classes at Columbia Middle School.

A roll call indicated unanimous approval.

**J. ESTABLISH PAY RATES** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the following pay rates for the 2008-2009 fiscal/school year, effective July 1, 2008:

Substitute Teachers: \$100.00 per full day  
\$ 50.00 per half day

Substitute School Nurses: \$140.00 per full day  
\$ 70.00 per half day

Substitute Secretaries: \$13.50 per hour

Substitute Computer Technicians: \$15.50 per hour

Substitute Sign Language Interpreters: \$22.00 per hour

Instructional Review Teachers: \$29.80 per hour

Help Every Learner Program (HELP) Teachers: \$21.80 per hour

Home/Individual Instructors: \$42.00 per hour

A roll call indicated unanimous approval.

## EDUCATION

- A. APPROVE SPECIAL EDUCATION PLACEMENTS FOR 2008-2009** It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the Board of Education approve Special Education placements (Attachment C) for the 2008-2009 school year, plus transportation where applicable, as recommended by Dr. Patricia Martino, Director of Special Services, and the district's Child Study Team. A roll call indicated unanimous approval.
- B. APPROVE ENROLLMENT OF OUT-OF-DISTRICT SPECIAL EDUCATION STUDENTS** It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the Board of Education approve the enrollment of out-of-district Special Education students in Berkeley Heights School District programs (Attachment D) for the 2008-2009 school year, as recommended by Dr. Patricia Martino, Director of Special Services, and the district's Child Study Team. A roll call indicated unanimous approval.
- C. APPROVE CURRICULUM GUIDES** It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the Board of Education approve the following new/revised curriculum guides for the 2008-2009 school year:
- Mathematics Grades K-5 – May 2008 (All Elementary Schools)  
Printmaking/Commercial Art – September 2008 (High School)  
Sports Medicine – May 2008 (High School)
- A roll call indicated unanimous approval.
- D. APPROVE BILINGUAL/ESL PLAN** It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the Board of Education approve the Bilingual/English as a Second Language (ESL) Plan for 2008-2011 for the Berkeley Heights Public Schools (Attachment E), and that this plan be submitted to the New Jersey Department of Education for final approval. A roll call indicated unanimous approval.
- E. APPROVE OVERNIGHT TRIP** It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the Board of Education approve the participation of eight (8) students from Governor Livingston High School in the Teen Institute Summer Leadership Conference, to be held at Camp Ralph Mason in Blairstown, New Jersey, August 18-22, 2008. Registration fees will be covered by funding received from the Berkeley Heights Municipal Alliance and the Mountainside Municipal Alliance. Governor Livingston students have been participating in this event for many years. It is also recommended that the Board approve payment of a stipend of \$1,437 each to Mr. Clifford Lauterhahn and Ms. Ann Watson of the Governor Livingston faculty to serve as chaperones and advisors to this group of students. In addition, Board approval is recommended to fund transportation for the students to and from Blairstown. A roll call indicated unanimous approval.

## PERSONNEL

- A. APPROVE SUBSTITUTE PERSONNEL** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the employment of substitute and supplemental personnel for the 2008-2009 school/fiscal year, as listed on Attachment F.  
A roll call indicated unanimous approval.  
Mr. Sincaglia abstained.
- B. RETIREMENT OF JANE DAVIS** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education accept, with regret, the retirement of Jane Davis from her position as Secretary at Columbia Middle School, effective September 1, 2008.  
A roll call indicated unanimous approval.
- C. RESIGNATION OF ANNA FALCO** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education accept, with regret, the resignation of Anna Falco from her position as Reading Specialist at Mountain Park School, effective August 23, 2008.  
A roll call indicated unanimous approval.
- D. RESIGNATION OF TARA KELLY** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education accept, with regret, the resignation of Tara Kelly from her position as Grade 1 Teacher at Hamilton Terrace School, effective June 30, 2008.  
A roll call indicated unanimous approval.
- E. LEAVE OF ABSENCE FOR MARY GAUTHIER** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the request of Mary Gauthier for an unpaid leave of absence in accordance with the New Jersey Family Medical Leave Act from November 1, 2008, through January 31, 2009. It is anticipated that she will return to her position in the Berkeley Heights Public Schools on February 1, 2009. Mrs. Gauthier is a Teacher of the Deaf and Hard of Hearing at Governor Livingston High School.  
A roll call indicated unanimous approval.
- F. APPROVE EMPLOYMENT OF INTERPRETER** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the employment of Carmen Hernandez of New Providence as a Spanish language interpreter for Child Study Team meetings, on an as-needed basis, during the 2008-2009 fiscal year at the compensation rate of \$40.00 per hour.  
A roll call indicated unanimous approval.

- G. PAYMENT OF “TEACHING AMERICAN HISTORY” STIPENDS** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the payment of stipends to the following current and former staff members for their participation in the “Teaching American History” grant workshops during June and July 2008:

<u>Name</u>	<u>Number of Workshop Days (@ \$125.00 per day)</u>	<u>Total Payment</u>
Buonaspina, Steven	5	\$625.00
Decker, Todd	5	\$625.00
Deo, Steven	5	\$625.00
Fleming, Kimberly	2	\$250.00
Jeffrey, April	5	\$625.00
Lehman, Megan	4	\$500.00
Nash, Ronald	5	\$625.00
Roof, Michael	3	\$375.00
Scialfa, Deborah	5	\$625.00
Wasser-Berlin, Lisa	4	\$500.00
Winters, Diana	5	\$625.00
Deo, Steven	n/a	\$3,000.00 #

(# Payment for performing lesson plan evaluations written by “Teaching American History” fellows during the 2007-2008 school year.)

Explanatory Note: These stipends are fully funded by the “Teaching American History” grant that was awarded to the Berkeley Heights Public Schools prior to the 2006-2007 school year.

A roll call indicated unanimous approval.

- H. APPROVE SUMMER SCHOOL EMPLOYMENT** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the following addition to the list of Summer School staff, which had been approved by the Board at its meeting on June 19, 2008:

Teachers @ \$35.00 per hour

Ruetsch, Debra – 76 hours

Substitute Personnel

Teacher @ \$35.00 per hour

Teacher Aide @ \$17.00 per hour

Mary Gauthier

A roll call indicated unanimous approval.

- I. APPROVE REVISED ANNUAL SALARY FIGURES** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the following revised annual salary figures for the 2008-2009 school year:

<u>Name</u>	<u>Position</u>	<u>Revised Salary</u>
Rodriguez, Annette	Secretary (F/T – 10 months)	\$24,580.25
Willson, Melinda	Speech-Language Specialist (44% of F/T)	\$30,059.92

A roll call indicated unanimous approval.

- J. RE-EMPLOYMENT OF NON-TENURED TEACHER** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the re-employment of the following non-tenured teacher for the 2008-2009 school year:

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
Bocian, Karen	Hamilton Terrace School Grade 1 Teacher	\$46,230 Step 2a

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

A roll call indicated unanimous approval.

- K. SALARY ADJUSTMENTS FOR PROFESSIONAL GROWTH** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the salary adjustments listed below for the 2008-2009 school year based on the professional growth of the employee, effective September 1, 2008:

Diana Bjorge: For completion of the Master’s Degree, she will go from step 11a, \$58,880, to step 11c, \$64,163.

Benjamin Bolger: For completion of the Master’s Degree, he will go from step 6b, \$54,725, to step 6c, \$58,113.

Carolyn Dennerlein: For completion of 60 credits beyond the Bachelor’s Degree, she will go from step 5c, \$56,808, to step 5d, \$60,957.

Marcy Helmstetter: For completion of 30 credits beyond the Bachelor’s Degree, she will go from step 8a, \$55,205, to step 8b, 57,788.

April Jeffrey: For completion of 60 credits beyond the Bachelor’s Degree, she will go from step 4c, \$54,619, to step 4d, 59,066.

Jason Karl: For completion of the Master’s Degree, he will go from step 10b, \$58,640, to step 10c, \$63,221.

**K. SALARY ADJUSTMENTS FOR PROFESSIONAL GROWTH (continued)**

Joseph Lanni: For completion of the Master's Degree, he will go from step 4b, \$51,716, to step 4c, \$54,619.

Sharon Leahy: For completion of 60 credits beyond the Bachelor's Degree, she will go from step 6c, \$58,113, to step 6d, \$61,942.

Megan Lehman: For completion of 60 credits beyond the Bachelor's Degree, she will go from step 2c, \$52,196, to step 2d, \$56,616.

Lindsay Liguori: For completion of 30 credits beyond the Bachelor's Degree, she will go from step 3a, \$47,642, to step 3b, \$50,467.

Michele Liss: For completion of the Master's Degree, she will go from step 7b, \$56,829, to step 7c, \$59,625.

Steven Petruzzelli: For completion of 30 credits beyond the Bachelor's Degree, he will go from step 19aB+L, \$91,350, to step 19bB+L, \$93,575.

Lisa Salzone: For completion of 60 credits beyond the Bachelor's Degree, she will go from step 6c, \$58,113, to step 6d, \$61,942.

Peter Sempepos: For completion of 60 credits beyond the Master's Degree, he will go from step 8e, \$67,748, to step 8e+1000, \$68,748.

Joseph Sinko: For completion of 30 credits beyond the Bachelor's Degree, he will go from step 7a, \$54,246, to step 7b, \$56,829.

Deborah Zeleznik: For completion of 30 credits beyond the Master's Degree, she will go from step 5d, \$60,957, to step 5e, \$63,487.  
A roll call indicated unanimous approval.

**L. EMPLOYMENT OF SCHOOL PHYSICIAN** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the employment of Dr. Richard Bezozo as School Physician/Medical Inspector in the Berkeley Heights Public Schools for the 2008-2009 fiscal year at the annual salary of \$22,660.

A roll call indicated unanimous approval.

**M. HIRING NATALIE SMITH-ZUZOVSKY** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the employment of Natalie Smith-Zuzovsky of Mountainside as a substitute/replacement part-time Occupational Therapist in the Berkeley Heights Public Schools for the 2008-2009 school year, effective September 1, 2008, through November 11, 2008. Mrs. Smith-Zuzovsky was employed as an Occupational Therapist in our district from 2004 through 2007; she is now being recommended to replace a current staff member who will be on a maternity/disability leave of absence. Her salary will be \$25,906 (prorated from September 1, 2008, to November 11, 2008), 40% of step 8d on the 2008-2009 teachers' salary schedule.  
A roll call indicated unanimous approval.

**N. HIRING DR. HENGAMEH BARJESTE H** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the employment of Dr. Hengameh Barjesteh of Morris Plains as a Teacher in the Berkeley Heights Public Schools for the 2008-2009 school year. Dr. Barjesteh earned her Bachelor of Science Degree and her Doctor of Philosophy Degree in Chemistry, both from London Metropolitan University in the United Kingdom, and she received her Postgraduate Certificate in Education from the University of London. She has 9 years of teaching experience. Her salary will be \$70,505, step 10e+1000 on the 2008-2009 teachers' salary schedule.

Assignment: Governor Livingston High School – Teacher of Science

Certification: Provisional Certificate - Teacher of Chemistry

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

A roll call indicated unanimous approval.

- O. HIRING THOMAS PATTON** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the employment of Thomas Patton of Cranford as a Teacher in the Berkeley Heights Public Schools for the 2008-2009 school year. Mr. Patton earned his Bachelor of Arts Degree in Philosophy/Theology from Christian Brothers University and he received his Master of Science Degree in Chemistry from Loyola University (Illinois). He has 7 years of teaching experience in addition to over 30 years of chemistry-related professional experience in the private sector. His salary will be \$63,221, step 10c on the 2008-2009 teachers' salary schedule.

Assignment: Governor Livingston High School – Teacher of Science

Certification: Standard Certificates – Teacher of Chemistry, Teacher of Physics.

Explanatory Note: Mr. Patton is being recommended to fill a new position that was included in the 2008-2009 school district budget.

A roll call indicated unanimous approval.

- P. HIRING MICHAEL WONG** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve the employment of Michael Wong of Bridgewater as a Teacher in the Berkeley Heights Public Schools for the 2008-2009 school year. Mr. Wong earned his Bachelor of Arts Degree in Finance from Rutgers, The State University; and he received his Master of Business Administration Degree from the Rutgers Graduate School of Management. He completed his certification coursework and student teaching through Kean University. Mr. Wong has 3 years of teaching experience in addition to 14 years of private-sector business experience. His salary will be \$59,066, step 4d on the 2008-2009 teachers' salary schedule.

Assignment: Governor Livingston High School –  
Teacher of Special Education/Science

Certification: Standard Certificate – Teacher of the Handicapped

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

A roll call indicated unanimous approval.

**Q. APPROVE STAFF TRANSFER AND RE-ASSIGNMENT** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education that the Board approve the following transfer and re-assignment of a district staff member for the 2008-2009 school year:

<u>Name</u>	<u>Original 2008-2009 Assignment</u>	<u>New 2008-2009 Assignment</u>
Maria Graziano	Hamilton Terrace School Grade 1 Teacher	Mountain Park School Reading Specialist

Explanatory Note: Mrs. Graziano is being recommended to replace a staff member who recently announced her resignation.  
A roll call indicated unanimous approval.

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

<u>Teacher Aide</u>	<u>Home Instructor</u>
<u>Secretary</u> Rupp, Rosemary Berkeley Heights, NJ	Gold, Marissa Piscataway, NJ

A roll call indicated unanimous approval.

- S. **EXTRA-CURRICULAR ACTIVITIES** It was moved by Mr. Smalley and seconded by Dr. Crisonino that the Board of Education approve extra-curricular activities, staff members, assignments and stipends for the 2008-2009 school year, as listed below:

<b><u>Columbia Middle School</u></b>		<b>2008-2009</b>
<b><u>Activity/Position</u></b>	<b><u>Instructor/Supervisor</u></b>	<b><u>Stipend</u></b>
Interscholastic Soccer Coach (Girls)	Michael Sullivan	\$3,219
Interscholastic Soccer Coach (Boys)	Jason Karl	\$3,219

<b><u>Governor Livingston High School</u></b>		<b>2008-2009</b>
<b><u>Activity/Position</u></b>	<b><u>Instructor/Supervisor</u></b>	<b><u>Stipend</u></b>
Band Director	Nicholas O'Sullivan	\$6,536
Assistant Band Director	David Palladino	\$4,593
Pipe Band Director	Benjamin Bolger	\$2,310
Head Football Coach	Terrence Hanratty	\$9,575
Assistant Football Coach	Gregory Dunkerton	\$6,702
Assistant Football Coach	Daniel Hewette-Guyton	\$6,702
Assistant Football Coach	R. Andrew Huber	\$6,702
Assistant Football Coach	John Mahon	\$5,789
Assistant Football Coach	Jeffrey Marretta	\$6,702
Assistant Football Coach	Joseph Marretta	\$6,702
Head Soccer Coach (Girls)	Michael Roof	\$6,929
Assistant Soccer Coach (Girls)	Gary Healey	\$4,849
Assistant Soccer Coach (Girls)	Gina Pisano	\$4,849
Assistant Soccer Coach (Girls)	Christopher Roof	\$4,849
Head Soccer Coach (Boys)	Bruno Somma	\$6,929
Assistant Soccer Coach (Boys)	Tyler Brown	\$4,849
Assistant Soccer Coach (Boys)	Richard Iacono	\$4,849
Assistant Soccer Coach (Boys)	Steven Lesnewich	\$4,189
Head Field Hockey Coach	Rebecca Perone	\$5,921
Assistant Field Hockey Coach	Kristy Annussek	\$3,839
Assistant Field Hockey Coach	Michelle Morin	\$3,580
Head Tennis Coach (Girls)	Robert McNutt	\$4,849
Assistant Tennis Coach (Girls)	William Meakem	\$3,145
Head Cross Country Coach	Christopher Coughlin	\$3,969
Assistant Cross Country Coach	Peter Festante	\$2,777
Cheerleader Coach (Fall)	Staci Toporek	\$3,071

A roll call indicated unanimous approval.

**BUSINESS**

- A. ADOPTION OF A 403(b) PLAN DOCUMENT FOR PUBLIC EDUCATION ORGANIZATIONS** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the following resolution:

WHEREAS, in response to recently released IRS regulations establishing a requirement for written documentation of the 403(b) tax-sheltered program offered to employees of Berkeley Heights Board of Education (the “District”);

WHEREAS, the District wishes to adopt the 403(b) Plan Document, as shown on Attachment G; and

WHEREAS, this document is based upon model language released by the IRS for such purpose;

THEREFORE BE IT RESOLVED, that the Board does hereby adopt the 403(b) Plan Document for Public Education Organizations (the “Plan”), which will, at times, conform to the regulations of Section 403(b) of the Internal Revenue Service Code and applicable regulations; and

BE IT FURTHER RESOLVED, that it is the intention of the Board that the 403(b) program will conform with all federal and state statutory and regulatory requirements applicable to 403(b) plans, except that the program set forth above shall not be subject to the requirements of Title I of ERISA because the district is exempt from such requirements; and

BE IT FURTHER RESOLVED, that the Board authorizes the Business Administrator to act upon the Board’s behalf with respect to this plan and to take any and all actions necessary or desirable to implement, maintain, and administer the plan set forth above in accordance with the Board’s intentions and all applicable state and federal laws.

A roll call indicated unanimous approval.

- B. FUEL OIL** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the following resolution approving renewal of the Union County Educational Services Commission Cooperative Pricing System #28:

WHEREAS, the #2 fuel oil delivery service and burner service provided by Finch Fuel Oil Co., Inc. 648 Schuyler Avenue, Kearny, NJ, continues to meet the standards set forth in the contract for the school year; and

WHEREAS, Chapter 13, Laws of 1983 permits the renewal of such contract; now therefore

BE IT RESOLVED, that the contract with Finch Fuel Oil Co., Inc., be renewed for the 2008-2009 school year. The #2 fuel oil premium is \$=.0243 per gallon.

Said contract will be under the same terms, conditions and price as the previous school year.

Explanatory Note: Participation in this fuel oil cooperative allows the Board to purchase fuel oil at bulk rates because of the number of districts and the number of gallons involved.

A roll call indicated unanimous approval.

- C. APPROVE NATURAL GAS AGREEMENT** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the following resolution:

WHEREAS, the Alliance for Competitive Energy Services (ACES) has formed a Cooperative Pricing System, pursuant to N.J.A.C. 5:34-7.1 for the purpose of facilitating the aggregate purchasing of energy and energy services; and

WHEREAS, the Berkeley Heights Board of Education has joined the ACES cooperative Pricing System in order to avail itself of the opportunity to purchase natural gas supply service from the BPU-licensed natural gas supplier; and

WHEREAS, Hess Corporation has been selected as the lowest responsible bidder in the Customer's service territory; and

WHEREAS, Hess Corporation agrees to sell to Berkeley Heights Board of Education, and Berkeley Heights Board of Education agrees to buy from Hess Corporation, natural gas supply service for use by Berkeley Heights Board of Education in its facilities;

THEREFORE BE IT RESOLVED, for good and valuable consideration, the Parties hereby agree to be legally bound to the terms and condition as per Attachment H.

A roll call indicated unanimous approval.

- D. RENEW FIRE AND SECURITY ALARM AND CCTV SERVICES BID** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education award the Fire and Security Alarm and CCTV Services for the 2008-2009 school year to A.C. Daughtry, Inc. for the hourly rate of \$105.00 per hour and \$155.00 per premium hour and \$10,003.00 annually for inspections.

Explanatory Note: The renewal of this bid provides for the continued fire and security alarm and CCTV services for the district. This original bid was accepted at the November 29, 2007, board meeting.  
A roll call indicated unanimous approval.

- E. APPROVE FOOD SERVICES MANAGEMENT CONTRACT** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the following resolution:

WHEREAS, N.J.S.A. 18A:18A-4.1 permits a Board of Education to award a contract for food services under the competitive contracting process; and

WHEREAS, the Berkeley Heights Board of Education requested proposals from seven Food Services Management Companies (FSMC) of which two submitted proposals; and

WHEREAS, the proposal from Pomptonian Food Services is determined to be the most advantageous, price and other factors considered; therefore

BE IT RESOLVED, that the Berkeley Heights Board of Education approves the FSMC contract with Pomptonian Food Service for the 2008-2009 school year; and be it further

RESOLVED, that the FSMC shall receive, in addition to the cost of operation, a fee of \$.0495 per meal equivalent to compensate the FSMC for administrative and management costs. This fee will be billed monthly as a cost of operation and the Local Education Agency guarantees the payment of such costs and fee to the FSMC; and

BE IT FURTHER RESOLVED, that the cash receipts will be divided by \$1.00 to arrive at an equivalent meal count and the per meal management fee of \$.0495 will be multiplied by the total meal equivalents.

A roll call indicated unanimous approval.

- F. APPROVE LEASE AGREEMENT FOR SWIMMING POOL USE** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the 2008-2009 Lease Agreement with Morris-Union Jointure Commission for use of the swimming facilities at the Developmental Learning Center by the Governor Livingston High School swim teams as per Attachment I.

Explanatory Note: The lease agreement will allow the GL swim teams to utilize the pool at the Developmental Learning Center for practices and meets. The rental rate has not increased from last year.  
A roll call indicated unanimous approval.

- G. APPROVE LEASE AGREEMENT FOR ICE HOCKEY RINK USE**  
It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the 2008-2009 Lease Agreement with Union Sports Arena, LLC, for use of its ice skating rink for the Governor Livingston High School ice hockey team as per Attachment J.  
A roll call indicated unanimous approval.

- H. APPROVE JOINT TRANSPORTATION CONTRACT** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the 2008-2009 Joint Transportation Contract between the Berkeley Heights Board of Education and the Watchung Hills Regional High School Board of Education to transport one special education student for the extended school year for a total cost of \$1,320.00.  
A roll call indicated unanimous approval.

- I. AWARD OF BIDS FOR 2008-2009 SCHOOL YEAR** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education authorize the award of the following bids obtained through the District's Bidding Cooperative on a unit price basis to the vendors indicated:

<u>General Classroom Supplies</u>	
Cascade School Supplies	\$46,536.68

<u>Audio Visual Supplies</u>	
Troxell Communications	415.33
Valient IMC	3,889.12
Long's Electronics	31.60
Ray Supply	220.76
	\$ 4,556.81

<u>Family/Consumer Science</u>	
NASCO	1,154.46
S.A.N.E.	462.68
	\$ 1,617.14

**I. AWARD BIDS FOR 2008-2009 SCHOOL YEAR (continued)**

Copy Duplicator Supplies

Ricoh Corporation \$30,793.73

Fine Art Supplies

Sax Arts & Crafts 13,517.90

Triarco Arts & Crafts 1,922.49

Sheffield Pottery, Inc. 304.00

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\$15,744.39

Health and Trainer Supplies

Henry Schein Inc. \$ 4,236.65

Library Supplies

Highsmith Inc. \$ 3,763.69

Office/Computer Supplies

Corporate Express \$ 9,639.65

Physical Education Supplies

Efinger Sporting Goods 356.68

Passon's Sports/Sports Supply 1,077.65

Sportime 4,775.11

NASCO 2,139.92

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\$ 8,349.36

Science Supplies

NASCO 1,024.66

Carolina Biological Supply 1,288.03

Fisher Science Education Co. 1,703.00

Frey Scientific 874.09

Para Scientific 727.46

VWR/ Sargent Welch 2,102.81

Science Kit, Inc. 3,188.16

Ward's Natural Science 1,328.46

Benz Microscope Optics 35.62

Science Labs / EKI Inc. 207.39

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\$12,479.68

**I. AWARD BIDS FOR 2008-2009 SCHOOL YEAR (continued)**

Technology Supplies

Electronix Express	465.70
Brodhead – Garrett Company	767.49
Metco Supply, Inc.	585.41
Paxton/Patterson	2,234.59
Satco Supply	721.69
Midwest Technology	3,831.15
Klingspor’s Woodworking Shop	375.04
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	\$ 8,981.07

A roll call indicated unanimous approval.

- J. APPROVE LAPTOP CART PURCHASE** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the purchase of thirty (30) Dell laptop carts from Dell Marketing L.P. in the amount of \$32,234.00 for use in various schools.

Explanatory Note: Dell Marketing L.P. holds the state contract for laptop carts.

A roll call indicated unanimous approval.

- K. AWARD OF CONTRACT FOR GYM DIVIDER REPLACEMENT** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the following resolution:

WHEREAS, NJSA 18A:18A-3 permits a Board of Education to award a contract, that does not exceed the threshold, without public advertising, and

WHEREAS, the bid threshold with a qualifying purchasing agent is \$29,000.00, and Donna A. Felezzola is a Qualified Purchasing Agent, and

WHEREAS, three competitive quotations were received,

NOW THEREFORE BE IT RESOLVED by the Berkeley Heights Board of Education that it hereby authorizes the award of a contract to Modernfold/Styles, Inc. in the amount of \$24,493.00 for gym divider replacement at William Woodruff School.

A roll call indicated unanimous approval.

**L. AWARD CONTRACT FOR HVAC REPLACEMENT** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education authorize the award of a contract to Kelin Heating Air Conditioning Inc. for HVAC replacement in the library at Governor Livingston through the District's Bidding Cooperative in the amount of \$39,985.00.

A roll call indicated unanimous approval.

**M. AWARD CONTRACT FOR WALK-IN FREEZER REPLACEMENT AT COLUMBIA MIDDLE SCHOOL** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education authorize the award of a contract to Kelin Heating Air Conditioning Inc. for a walk in freezer replacement at Columbia Middle School through the District's Bidding Cooperative in the amount of \$14,565.00.

A roll call indicated unanimous approval.

**N. AWARD CONTRACT FOR CARPET REPLACEMENT AT VARIOUS SCHOOLS** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education authorize the award of a contract to Carpet Showcase for floor tile replacement at various schools, through the District's Bidding Cooperative for the following:

Early Childhood Center at Hamilton Terrace	\$ 9,167.14
Mountain Park School	24,883.12
Thomas P. Hughes School	15,603.29
William Woodruff School	19,192.85
Columbia Middle School	14,675.72
Governor Livingston	34,882.58

A roll call indicated unanimous approval.

- O. AWARD CONTRACT FOR ELECTRICAL UPGRADES AT COLUMBIA MIDDLE SCHOOL** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the following resolution:

WHEREAS, Berkeley Heights Board of Education accepted bids on July 17, 2008 at 11:00 A.M. and nine bids were submitted, as follows:

Sal Electric Co.	\$134,630.00
Power with Prestige	142,800.00
VA Electrical Contractors	145,000.00
Wojchik Electric, Inc.	170,798.00
DPR Electric	220,000.00
IDJ Construction & Electric, Inc.	240,000.00
Altec Building Systems	260,000.00
PJ Smith Electrical Contractors	277,900.00
Federal Electrical Co., Inc.	347,800.00

NOW THEREFORE BE IT RESOLVED by the Berkeley Heights Board of Education that it hereby authorizes the award of a contract to Sal Electric Co., subject to attorney review, for the base bid amount of \$134,630.00 to provide Electrical Upgrades at Columbia Middle School.

Explanatory Note: The attorney and the architect are reviewing the bid documents.

A roll call indicated unanimous approval.

- P. APPROVE CHANGE ORDERS FOR WINDOW UPGRADES AT VARIOUS SCHOOLS** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the following change orders with Architectural Window Manufacturing Corporation:

Change Order #	Amount	Explanatory Note
01	6,632.00	Install vinyl soffits in lieu of cement board at Columbia
02	12,472.00	Install vinyl soffits in lieu of cement board at Hamilton Terrace

Explanatory Note: This resolution is a correction of Resolution 18G from the June 19, 2008 board meeting which incorrectly stated H&S Construction & Mechanical; Inc. as the contractor.

A roll call indicated unanimous approval.

- Q. ACCEPT DONATION** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education accept the donation from the Highlander Booster Club of the following items during the 2007-2008 school year:

Cheerleading	Run-Through	877.37
	Uniforms	2007.30
	T-Shirts for clinic	180.00
Field Hockey	Goalie Jerseys	108.49
Soccer, Girls	Uniforms	3,295.00
	Supplies	364.57
Basketball, Boys	Shooting Machine	2,000.00
Bowling	Uniforms	678.44
Ice Hockey	Shell Pants	1,080.00
	Supplies	310.84
Wrestling	Practice Shirts and Shorts	648.00
Tennis, Boys	Warm-Up Shirts	778.00
Football	Uniforms	3,960.00
	Shack Contribution	1,672.00
Cross Country	MVC Champions Award	200.00
Champion Award Shirts	Athlete of the Week/Record Breaker/ Champion	739.50
Athletic Showcase	Photos/ Recognition	651.00
Athletic Honor Society	Plaques and Cords	2,072.00
Grant: Concussion Research	Grant	675.00
Stadium PA System	Contribution	5,000.00
Stadium Scoreboard	New Purchase	16,540.00
Scholarships	Seniors	3,000.00
Suchena Athletic Awards	Outstanding Sr. Male/Female	1,657.00
Equipment	Shack Stove/ Coffee Urn/ Camera	913.93
Senior Athletic Banquet	Annual Recognition Dinner	3,414.55
<b>Grand Total</b>		<b>\$52,822.99</b>

Explanatory Note: The Highlander Booster Club provides financial support to all GLHS athletes and athletic programs.

A roll call indicated unanimous approval.

- R. APPROVE EAGLE SCOUT PROJECT AT HAMILTON TERRACE** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve an Eagle Scout project at Hamilton Terrace School, which will include a path placement from the outdoor classroom through the woods and ending at the baseball field.

A roll call indicated unanimous approval.

- S. PREPARE AND PAY AUGUST BILL LIST/TRANSFERS** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education grant authority to the School Business Administrator/Board Secretary to prepare and pay an August bill list, a final June 30 bill list, and make transfers as necessary for completion of the 2007-2008 school year and for the current operation of the 2008-2009 school year. All such activities will be affirmed by the Board of Education at its September 25, 2008 Regular Meeting.

Explanatory Note: Approval will allow for the normal business operations of the school district to continue through the summer months.

A roll call indicated unanimous approval.

## **FINANCE**

- A. APPROVAL OF BOARD SECRETARY'S REPORT** It was moved by Mrs. Kirsch and seconded by Mr. Smalley that the Board of Education, pursuant to N.J.A.C. 6A:23A-2.3, certifies that as of June 30, 2008, after review of the Board Secretary's monthly financial report (appropriations section) and upon consultation with appropriate district officials, and pending a final audit, 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 Mrs. Kirsch and seconded by Mr. Smalley that the Board of Education authorize, pending a final audit, transfers for June, 2008.  
A roll call indicated unanimous approval.
- C. APPROVAL OF TREASURERS REPORT** It was moved by Mrs. Kirsch and seconded by Mr. Smalley that the Board of Education accept the financial reports of the Board Secretary and the Treasurer of School Funds, pending a final audit, for the month ending June 30, 2008.  
A roll call indicated unanimous approval.

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

6/24/2008	Payroll	\$1,317,704.96
6/30/2008		90,280.30
7/15/2008		697,103.99
6/27/2008	Accounts Payable	224,016.06
6/26/2008		704,278.04
7/22/2008		496,329.93
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		\$3,529,713.28

A roll call indicated unanimous approval.

### **FISCAL AGENT**

There were no items to be presented to the Board at this time.

### **FINAL CITIZENS HEARING**

Mrs. Johnson of Chestnut Hill Drive inquired about board approvals for athletic trips.

Mr. Beisser responded.

Mrs. Johnson suggested proactive communications to the parents regarding the food services program.

Mr. Reinstein responded.

Mrs. Johnson stated that she was concerned about the equity of coaching stipends.

Mr. Beisser responded.

### **OTHER BUSINESS**

The Board discussed approval of athletic trips.

It was moved by Mr. Sincaglia and seconded by Mr. Reinstein that the Board of Education authorize Judith A. Rattner, Superintendent of Schools, to approve student trips that are part of the educational program, extra-curricular and/or athletic trips that must be approved prior to the next board meeting. The Board of Education will be asked to confirm these approvals at its September 25, 2008, Regular Meeting.

A roll call indicated unanimous approval.

## **ADJOURNMENT**

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

Motion carried.

The meeting was adjourned at 9:20 PM.

Respectfully submitted,

Donna A. Felezzola  
School Business Administrator/ Board Secretary