

**BERKELEY HEIGHTS BOARD OF EDUCATION
REGULAR MEETING
MINUTES
SEPTEMBER 25, 2008**

CALL TO ORDER

The Regular Meeting of the Berkeley Heights Board of Education was called to order on Thursday, September 25, 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, Mr. Reinstein, Mr. Sincaglia and Mrs. Williams. Also present were Mrs. Rattner, Mrs. Qualshie and Mrs. Felezzola. Mrs. Kirsch, Mr. Lisk and Mr. Smalley 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 Dr. Crisonino and seconded by Mr. Sincaglia 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 and Construction Contracts.

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. Sincaglia 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

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

CORRESPONDENCE

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

- A. Letter from United Way, Re: Donation
- B. Letter from M. Ivancich

REPORT OF THE STUDENT REPRESENTATIVES

Wendy Lin and John McNamara reported on the following:

The students have settled in smoothly
There is a change in reporting attendance and it is working well
The seniors are excited about open campus
Auditions for the fall play are in progress
Berkeley Heights clean-up day was Saturday, September 20th
Sports results
Student Council sent flowers to Mrs. McMillin's funeral
Donations from Penny Wars will be sent to Sloan Kettering in her memory

REPORT OF THE SUPERINTENDENT

A representative from Commerce Bank presented awards to elementary school students for posters and essays related to recycling.

Mr. Geiger, Ms. Gasparini, Mr. McKinney, Mr. Morisseau, Mrs. Orlando, Mrs. Qualshie, Mrs. Rembetsy and Mrs. Scott presented the Student Assessment Report for the 2007-2008 School Year. The group responded to questions from the Board and the public.

Mrs. Rattner reported that 19 students were named as National Merit Commended Students.

Mrs. Rattner stated the school district hosted its 7th Back to School night. The evenings were well attended and had very informative presentations.

Dr. Crisonino stated that he attended Back to School night at Columbia Middle School and was very impressed with the Promethian Boards demonstrations.

Mrs. Rattner announced that the Superintendent's Chats were being scheduled and would occur prior to PTO meetings.

Mrs. Rattner reported that the Town Council will recognize Governor Livingston High School at its next meeting.

Mrs. Rattner reported that the Berkeley Heights Education Foundation donated \$28,000.00 for technology that will go towards installing projectors at Columbia Middle School.

It was moved by Mr. Reinstein and seconded by Mrs. Williams to accept the Superintendent's report.
Motion carried.

LIAISON REPORTS

Dr. Crisonino reported that the Berkeley Heights Education Foundation is making plans for fundraising for the upcoming year which include a shopping fund raiser at Crate & Barrel.

Mrs. Rattner reported that the Municipal Alliance met and announced it has more funds which will be used for parent programs.

FACILITIES REPORT

Mrs. Felezzola updated the Board on the progress of the construction project.

Mr. Sincaglia and Mr. Reinstein reported the facilities committee met to discuss the new grant program being offered by the Department of Education.

PRELIMINARY CITIZENS HEARING

There was no one who wished to be heard at this time.

ADMINISTRATION

- A. APPROVE PROFESSIONAL DEVELOPMENT DAYS/TRAVEL REIMBURSEMENT** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve professional development days and travel reimbursement for district staff members, as listed on Attachment A. A roll call indicated unanimous approval.
- B. APPROVE CONTRACT FOR PHYSICAL THERAPY SERVICES** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the contract with Oxford Consulting Services, Inc., to provide Physical Therapy services to students in the Berkeley Heights Public Schools during the 2008-2009 school year, as indicated on Attachment B. A roll call indicated unanimous approval.
- C. APPROVE PARENTAL CONTRACT FOR TRANSPORTATION** It was moved by Mr. Sincaglia and seconded by Dr. Crisonino that the Board of Education approve the Parental Contract for Student Transportation for the 2008-2009 school year (Attachment C). A roll call indicated unanimous approval.

EDUCATION

- A. APPROVE CURRICULUM GUIDES** It was moved by Dr. Crisonino and seconded by Mr. Reinstein that the Board of Education approve the following revised/new Curriculum Guides for the 2008-2009 school year:
- High School:
Academic Support 1 – September 2008
Academic Support 2 – September 2008
Academic Support 3 – September 2008
Academic Support 4 – September 2008
A roll call indicated unanimous approval.
- B. APPROVE STUDENT FIELD TRIPS** It was moved by Dr. Crisonino and seconded by Mr. Reinstein that the Board of Education approve the participation of district students on field trips, as listed on Attachment D. A roll call indicated unanimous approval.

PERSONNEL

- A. SUBSTITUTE/SUPPLEMENTAL PERSONNEL** It was moved by Dr. Crisonino and seconded by Mr. Sincaglia that the Board of Education approve the employment of the substitute/supplemental personnel listed below for the 2008-2009 school year:

Teachers

Carangelo, Vincent
Berkeley Heights, NJ

Kepner, Leslie
Berkeley Heights, NJ

Sylvester, Doreen
Berkeley Heights, NJ

Tinkham, Samantha
Berkeley Heights, NJ

Secretary

Davis, Jane
Middlesex, NJ

Teacher Aide

Ippolito, Jacqueline
Berkeley Heights, NJ

A roll call indicated unanimous approval.

- B. APPROVE REVISION OF EMPLOYMENT CONTRACTS/SALARIES** It was moved by Dr. Crisonino and seconded by Mr. Sincaglia that the Board of Education approve the following revised employment contracts/salaries for the 2008-2009 school year:

<u>Name</u>	<u>Position</u>	<u>Revised Contract Status</u>	<u>Revised 2008-2009 Salary</u>
Bassillo, Lisa	Special Education Teacher Aide	7.25 hours per day \$19.31 per hour	\$25,199.55
Mirabella, Dana	Special Education Teacher Aide	7.0 hours per day \$15.15 per hour	\$19,089.00
Silva, Vera	Special Education Teacher Aide	7.25 hours per day \$16.94 per hour	\$22,106.70

Explanatory Note: These contract/salary revisions have been recommended due to increased staffing needs, as dictated by the IEPs of individuals students.
A roll call indicated unanimous approval.

- C. APPROVE EXTRA TEACHING PERIOD ASSIGNMENTS** It was moved by Dr. Crisonino and seconded by Mr. Sincaglia that the Board of Education approve the employment of the following district personnel to teach additional classes, beyond their normal teaching schedules, during the 2008-2009 school year:

<u>Columbia Middle School</u>			Payment in Addition to
<u>Name</u>	<u>Subject</u>	<u>Assignment</u>	<u>Regular Salary</u>
Colaneri, Christopher	Music	Full	\$8,567.00
Provence, Susan	French	40%	\$3,426.80

<u>Governor Livingston High School</u>			Payment in Addition to
<u>Name</u>	<u>Subject</u>	<u>Assignment</u>	<u>Regular Salary</u>
Hirsch, Todd	Physical Education	Full	\$8,567.00
Ketcherick, Lisa	Special Education	Full **	\$8,567.00
Yannuzzi, Shirlane	Special Education	Full #	\$8,567.00

** Prorated payment, effective September 4 through 8, 2008.

Prorated payment, effective September 9, 2008, through June 30, 2009.

A roll call indicated unanimous approval.

- D. APPROVE RE-ASSIGNMENT OF CUSTODIANS** It was moved by Dr. Crisonino and seconded by Mr. Sincaglia that the Board of Education approve the re-assignment of district Custodians for the 2008-2009 fiscal year, as indicated below:

<u>Name</u>	<u>Position</u>	<u>Base Salary</u>	<u>Stipend</u>	<u>Effective</u>
Gonzalez, Nolberto	Acting Head Custodian Thomas P. Hughes School	\$58,875	\$2,800	10/1/2008
Romano, Richard	Acting Night Custodial Supervisor Columbia Middle School	\$58,875	\$2,800	10/1/2008

Explanatory Note: Mr. Gonzalez is being recommended to replace a staff member who has announced his retirement. Mr. Romano is being recommended to replace a staff member who has been re-assigned. Both of these individuals are being recommended to serve in the new positions for a six-month probationary period. A roll call indicated unanimous approval.

- E. APPROVE REVISED CUSTODIAN SALARY** It was moved by Dr. Crisonino and seconded by Mr. Sincaglia that the Board of Education approve the following revised Custodian salary for the 2008-2009 fiscal year, as indicated:

<u>Name</u>	<u>Position</u>	<u>Base Salary</u>	<u>Longevity</u>	<u>Stipend</u>
Czarnecki, Lawrence	Night Custodial Supervisor	\$58,875	\$500	\$2,800

A roll call indicated unanimous approval.

- F. HELP/INSTRUCTIONAL REVIEW PROGRAMS** It was moved by Dr. Crisonino and seconded by Mr. Sincaglia that the Board of Education approve a revision in the employment time of the following Instructional Review personnel for the 2008-2009 school year:

Instructional Review Teacher @ \$29.80 per hour

Karen Porzio – 26 hours per week

Explanatory Note: Mrs. Porzio will work an additional 3 hours per week in order to provide instruction during the morning session of Instructional Review at Thomas P. Hughes School.

A roll call indicated unanimous approval.

- G. SALARY ADJUSTMENTS FOR PROFESSIONAL GROWTH** It was moved by Dr. Crisonino and seconded by Mr. Sincaglia 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:

Carol Chory: For completion of the Master's Degree, she will go from step 6b, \$54,725, to step 6c, \$58,113.

Todd Decker: For completion of 30 credits beyond the Master's Degree, he will go from step 13d, \$70,784, to step 13e, \$73,500.

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

Kimberly Fleming: For completion of 60 credits beyond the Bachelor's Degree, she will go from step 7c, \$59,625, to step 7d, \$63,913.

Alice Hadley: For completion of 30 credits beyond the Master's Degree, she will go from step 13c, \$66,576, to step 13e, \$73,500.

Rose Shpunder: For completion of 30 credits beyond the Master's Degree, she will go from step 9d, \$65,875, to step 9e, \$68,669.

Joanne Stanek: For completion of 60 credits beyond the Bachelor's Degree, she will go from step 7b, \$56,829, to step 7d, \$63,913.

Kirsten Swanson: For completion of 30 credits beyond the Master's Degree, she will go from step 11c, \$64,163, to step 11e, \$71,252.
A roll call indicated unanimous approval.

- H. HIGH SCHOOL SUPERVISION** It was moved by Dr. Crisonino and seconded by Mr. Sincaglia that the Board of Education approve the following student supervisors at Governor Livingston High School for the 2008-2009 school year:

Administrative Detention Supervisors @ \$30.00 per hour:

Benjamin Bolger	Sharon Leahy	Lisa Salzone
April Burke	Megan Lehman	Victoria Shockley
Todd Decker	Frank Melchiorre	Deborah Velelis
Teresa DiMartino	Grace Penabad	Diana Winters
Marcy Helmstetter	Beryl Roman	

Bus Supervisor @ \$12.00 per session:

Benjamin Bolger

A.M./P.M. Hall Monitors @ \$12.00 per session:

Sharon Leahy Lisa Salzone

A roll call indicated unanimous approval.

- I. APPROVE EMPLOYMENT OF INTERIM PRINCIPAL** It was moved by Dr. Crisonino and seconded by Mr. Sincaglia that the Board of Education approve the employment of Dr. Kevin McGrath as Interim Principal of Hamilton Terrace School for the 2008-2009 school year, effective October 1, 2008, through June 30, 2009, at the per-diem pay rate of \$550 with no other compensation. Dr. McGrath has been serving as Acting Principal at Hamilton Terrace since mid-August and he was employed in a similar role at Columbia Middle School during the second half of the 2007-2008 school year.
A roll call indicated unanimous approval.

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

<u>Governor Livingston High School</u>		2008-2009
<u>Activity/Position</u>	<u>Instructor/Supervisor</u>	<u>Stipend</u>
Spanish Club Advisor (1/2)	Laura Aiello ##	\$718.50
Assistant Football Coach	Justin Polce	Volunteer

Replacing Victoria Shockley, approved by the Board of Education on September 11, 2008.
A roll call indicated unanimous approval.

BUSINESS

- A. APPROVE TRANSPORTATION CONTRACT** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education approve the 2008-2009 school year transportation agreement with the Morris-Union Jointure Commission for the routes as follows:

<u>Route #</u>	<u>Cost</u>	<u>Aide per Diem</u>
914	\$24,435.00	
915	31,947.91	\$ 77.65
920	82,282.50	141.25
929	13,700.00	
938	13,700.00	
946	35,360.00	
946A	7,389.00	
947	29,172.00	
951	15,146.25	
951	55,436.79	127.13
986	22,242.22	63.56
988	23603.76	

Explanatory Note: Approval of this agreement for the routes as indicated represents the services to be performed by the Morris-Union Jointure Commission during the 2008-2009 school year.
A roll call indicated unanimous approval.

- B. APPROVE TRANSPORTATION CONTRACT** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education approve the 2008 extended school year transportation agreement with the Morris-Union Jointure Commission for the routes as follows:

<u>Route #</u>	<u>Cost</u>	<u>Aide per Diem</u>
904S	\$7,712.50	\$113.00
905S	9,355.50	
920S	5,340.33	77.69
940S	14,363.13	127.18
949S	1,291.73	

Explanatory Note: Approval of this agreement for the routes as indicated represents the services performed by the Morris-Union Jointure Commission during the summer of 2008.

A roll call indicated unanimous approval.

- C. APPROVE LEARNING CIRCLE AGREEMENT** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education approve the agreement with The Learning Circle for the 2008-2009 school year as shown on Attachment E.

Explanatory Note: This contract reflects the agreement with The Learning Circle for the upcoming year to rent space from the district to provide after-care and includes a rental fee increase.

A roll call indicated unanimous approval.

- D. AWARD OF CONTRACT FOR PAINTING OF PRESS BOX AND CONCESSION STAND** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education authorize the award of a contract to Grafas Painting Contractors, Inc. for painting of the press box and concession stand through the District's Bidding Cooperative in the amount of \$11,700.00.

A roll call indicated unanimous approval.

- E. APPROVE MY LEARNING PLAN LICENSING AGREEMENT** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education approve a licensing fee with My Learning Plan for the 2008/09 school year of \$6,405.00.

A roll call indicated unanimous approval.

- F. APPROVE USE OF FACILITES FOR BASKETBALL CAMP** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education approve the use of the two gymnasiums at Governor Livingston High School by Berkeley Basketball School from July 7-11, 2008, and July 14-18, 2008, for the amount of \$3,400.00.

A roll call indicated unanimous approval.

- G. APPROVE BID THRESHOLD** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education approve the following resolution,

WHEREAS, the recent changes to the Public School Contract Law gave boards of education the ability to increase their bid threshold up to \$29,000; and

WHEREAS, the N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C.5:34-5 et seq. established the criteria for Qualified Purchasing Agent; and

WHEREAS, Donna A. Felezzola possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, Berkeley Heights Board of Education desires to increase the bid threshold as provided in N.J.S.A.18A:18A-3: now, therefore, be it

RESOLVED, that the governing body of the Berkeley Heights Board of Education, in the County of Union, in the State of New Jersey hereby increase its bid threshold to \$29,000.

A roll call indicated unanimous approval.

- H. APPROVE CHANGE ORDERS FOR ELECTRICAL UPGRADES AT COLUMBIA MIDDLE SCHOOL** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education approve Change Order #01 with Sal Electric Co., Inc. in the amount of \$18,511.00.

Explanatory Note: Change Order #01 reflects all labor and materials required to replace panel and breaker changes in existing 800 amp breaker panel.

A roll call indicated unanimous approval.

- I. ACCEPT DONATION** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education accept the donation of a used IBM Typewriter from the United Way of Summit, New Providence and Berkeley Heights for use at The Early Childhood Center at Hamilton Terrace School.

A roll call indicated unanimous approval.

- J. VOID OLD OUTSTANDING CHECKS** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education authorize the voiding of the following outstanding checks from various Board of Education accounts as listed:

Bank of America School Monies

<u>Check #</u>	<u>Amount</u>	<u>Check #</u>	<u>Amount</u>
160698	\$ 80.74	163256	\$ 413.00
161663	826.00	166346	900.00
163076	826.00	166796	3,900.00
163164	413.00		

Explanatory Note: Voiding of old outstanding checks is being done in the normal course of business in conjunction with the annual audit.
A roll call indicated unanimous approval.

FINANCE

- A. APPROVAL OF BOARD SECRETARY'S REPORT** It is recommended that the Board of Education, pursuant to N.J.A.C. 6A:23A-2.3, certifies that as of August 31, 2008, after review of the Board Secretary's monthly financial report (appropriations section) and upon consultation with appropriate district officials and pending the final audit report, 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 is recommended that the Board of Education authorize transfers for July, 2008 and August, 2008.
A roll call indicated unanimous approval.
- C. APPROVAL OF TREASURERS REPORT** It is recommended that the Board of Education accept the financial reports of the Board Secretary and the Treasurer of School Funds for the months ending, July 31, 2008 and August 30, 2008.
A roll call indicated unanimous approval.

D. PAYMENT OF BILLS It is recommended that the Board of Education approve for payment the bills as listed on the bill lists as follows:

8/15/2008	Payroll	\$ 665,650.52
8/29/2008		339,772.04
9/15/2008		1,666,896.81
8/14/2008	Accounts Payable	61,185.88
8/25/2008		100,000.00
8/26/2008		200,000.00
8/28/2008		477,141.27
9/18/2008		27,498.25
9/25/2008		1,589,409.20
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		5,127,553.97

A roll call indicated unanimous approval.

FINAL CITIZENS HEARING

Mr. Ivancich of Arden Court handed out booklets that contained letters and policies highlighting his concerns regarding fund raising in the district. Mr. Ivancich stated that he met with Mrs. Rattner on August 18, 2008 and in April with the high school coaches and principal regarding additional issues and concerns with Coach Hanratty.

Mr. Beisser stated that Mrs. Rattner is handling the situation and in the process of investigating the allegations. Mr. Beisser stated that any information that can be made public will be reported.

Mr. Ciarrocca, President of the Berkeley Heights Education Association, stated that personnel matters should not be addressed at the Board of Education meetings. The teachers have due process rights.

It was moved by Mr. Sincaglia and seconded by Mr. Reinstein that the Final Citizens Hearing be closed.
Motion carried.

OTHER BUSINESS

There was no other business to be presented at this time.

ADJOURNMENT

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

A roll call indicated unanimous approval.

The public session of the meeting was adjourned at 10:00 PM.

Respectfully submitted,

Donna A. Felezzola
School Business Administrator/Board Secretary