

**BERKELEY HEIGHTS BOARD OF EDUCATION
COMBINED CONFERENCE & REGULAR MEETING
AND
PUBLIC MEETING TO ADOPT TENTATIVE BUDGET
MINUTES
MARCH 17, 2009**

CALL TO ORDER

The Combined Conference & Regular Meeting of the Berkeley Heights Board of Education was called to order on Tuesday, March 17, 2009 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, Mr. Smalley and Ms. Walsh. Also present were Mrs. Rattner, Mrs. Qualshie and Mrs. Felezzola. Mrs. Williams was absent.

STATEMENT

Mr. Beisser read the following statement:

On February 5, 2009, this body by resolution adopted the schedule for this meeting. The time, date and location of this meeting were accurately set forth therein.

On February 11, 2009, 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 Mrs. Kirsch 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, Negotiations, Student Matter.

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 Mrs. Kirsch that the Board of Education return to Public Session. Motion carried.

The meeting was reconvened at 8:00 PM in the Columbia Middle 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 Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the minutes of the Regular Meeting held February 26, 2009.

REPORT OF THE STUDENT REPRESENTATIVES

John McNamara reported on the following:

- HSPA exams for the juniors are complete.
- A field trip to a college fair has been planned.
- Junior class semi-formal bids are on sale.
- King of Hearts has been planned.
- The Italian Club has planned a trip to NY.
- FBLA competition

Wendy Lin reported on the following:

- Link Crew activities.
- Chess Team competition
- Science Team competition
- UC Teen Arts Festival is on Thursday, March 19th
- Interact Club met with Hamilton Terrace Kindergarten Students
- Beginning of spring sports

REPORT OF THE SUPERINTENDENT

The Board recognized the Governor Livingston High School Girls’ Fencing Team, which won the 2009 New Jersey State Championship. Mrs. Rattner stated that the special honor is due to the accomplishments of the girls’ team and the coaches are proud of the students and what they accomplished in their fourth year of varsity competition.

Mrs. Rattner also recognized the accomplishments of Justin Amezquita from Governor Livingston for pole vaulting honors and Kira Prabhu from Columbia Middle School who placed third in the nation in a VFW essay contest.

It was moved by Mrs. Kirsch and seconded by Dr. Crisonino to accept the Superintendent’s Report.
Motion carried.

PRESENTATION OF TENTATIVE 2009-2010 BUDGET

PRESENTATION OF TENTATIVE BUDGET – BOARD FINANCE COMMITTEE

CITIZENS HEARING FOR BUDGET QUESTIONS

Mrs. Friedlander of Timothy Field Road inquired about the Special Revenue Fund.

Ms. Mirabella from Timber Drive inquired about ROD Grants.

Mr. Sincaglia responded.

A. ADOPTION OF TENTATIVE 2009-2010 BUDGET It was moved by Mr. Sincaglia and seconded by Mr. Reinstein that the Board of Education adopt the tentative 2009-2010 school district budget as follows:

	<u>Budget</u>	<u>Local Tax Levy</u>
Total General Fund	\$42,620,446	\$34,787,219
Total Special Revenue Fund	535,729	n/a
Total Debt Service Fund	2,320,712	1,595,218
	<u>\$45,476,887</u>	<u>\$36,382,437</u>

It is further recommended that the Superintendent and School Business Administrator submit the School District Budget Statement to the County Superintendent of Schools.

A roll call indicated unanimous approval.

CORRESPONDENCE

Mrs. Felezzola presented the following correspondence as listed to the Board for their review and information.

- A. Letter from J. Mark, Re: Retirement
- B. Letter from M. Popovitch via e-mail, Re: Donation
- C. Letter from N. Sperling, Re: Retirement
- D. Letter from E. Probst, Hamilton Terrace PTO, Re: Donation

LIAISON REPORTS

Mrs. Kirsch announced that the Union County Educational Services Commission approved their budget.

Ms. Walsh attended the Berkeley Heights PTO meeting where they discussed the tentative budget and the municipal alliance programs.

Dr. Crisonino reported on the Berkeley Heights Education Foundation meeting.

FACILITIES REPORT

Mrs. Felezzola updated the board on facilities.

Mrs. Rattner discussed the wrestling room expansion.

PRELIMINARY CITIZENS HEARING

Mrs. Johnson of Chestnut Hill Dr. stated that the bench being donated in honor of Mrs. McMillin was from all the PTO's.

ADMINISTRATION

- A. **POLICIES/REGULATIONS** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the following revised policy after this second reading:

Administration of Medication 5330

It is also recommended by the Superintendent of Schools that the Board introduce for study and the first reading of the following revised policy:

Special Education 2460

A roll call indicated unanimous approval.

- B. 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 Attachment A. A roll call indicated unanimous approval.

- C. APPROVE RESOLUTION HONORING GOVERNOR LIVINGSTON GIRLS' FENCING TEAM** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the Resolution honoring the Governor Livingston High School Girls' Fencing Team, the 2009 New Jersey State Champions (Attachment B). A roll call indicated unanimous approval.

- D. APPROVE FY 2009 IDEA GRANT APPLICATION AMENDMENT** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the submission of an Amendment to the Berkeley Heights School District's FY 2009 Individuals with Disabilities Education Act (IDEA) Grant Application, for the purpose of carrying over \$564.00 from the district's 2007-2008 IDEA Grant funding. These funds will be used to cover the cost of instructional supplies and will be expended prior to June 30, 2009. A roll call indicated unanimous approval.

- E. APPROVE SPRING 2009 ATHLETICS SCHEDULE** It was moved by Mr. Sincaglia and seconded by Mrs. Kirsch that the Board of Education approve the Spring 2009 schedule for all interscholastic teams representing Governor Livingston High School and Columbia Middle School, a copy of which is on file with the Superintendent. A roll call indicated unanimous approval.

EDUCATION

- A. APPROVE STUDENT FIELD TRIPS** It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the Board of Education approve the participation of district students and staff in educational field trips, as listed on Attachment C. A roll call indicated unanimous approval.

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

Columbia Middle School

French – Grades 7 & 8:

Bien Dit! French 1A, 1B, 2 and 3. Holt, Rinehart and Winston, 2008.

A roll call indicated unanimous approval.

PERSONNEL

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

Teachers

Alarcon, Patricia
Harrison, NJ

Chapman, Anne
New Providence, NJ

Sgrignoli, Ann Marie
Cranford, NJ

A roll call indicated unanimous approval.

- B. RETIREMENT OF JOSEPH MARK** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education accept, with regret, the retirement of Joseph Mark from his position as Teacher of Science at Columbia Middle School, effective July 1, 2009.
A roll call indicated unanimous approval.
- C. RETIREMENT OF NANCY SPERLING** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education accept, with regret, the retirement of Nancy Sperling from her position as Teacher of Social Studies at Columbia Middle School, effective July 1, 2009.
A roll call indicated unanimous approval.
- D. APPROVE EMPLOYMENT OF CONSULTANT** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education approve the employment of Ellen Murphy, Autism Consultant, to observe, review, and assess the Berkeley Heights School District's preschool program for a total of five (5) hours at the compensation rate of \$125 per hour. The cost of these services will be covered by Individuals with Disabilities Education Act (IDEA) grant funding.
A roll call indicated unanimous approval.

- E. APPROVE TEACHER AIDE TRAINING** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education approve the participation of the following Special Education Teacher Aides in professional (ABA/Verbal Behavior) training, as indicated:

<u>Name</u>	<u>Number of Hours</u>	<u>Hourly Pay Rate</u>
Colligan, Regina	3.5	\$17.43
Colder, Kirsten	3.5	\$17.43
McLeod, Kim	6.5	\$16.80

A roll call indicated unanimous approval.

- F. PAYMENT OF STIPENDS TO INTERPRETERS** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education approve the payment of a stipend of \$550 each to George Giousios and Debora Thedinga for providing sign language interpreting services at the performances of the Spring Musical production at Governor Livingston High School on March 27 and 28, 2009. Mrs. Thedinga is a full-time Interpreter for the Deaf at Governor Livingston and Mr. Giousios has been employed as a Substitute Interpreter at the high school. A roll call indicated unanimous approval.

- G. HELP/INSTRUCTIONAL REVIEW PROGRAMS** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education approve the employment of the following individual in the Help Every Learner Program (HELP) during the 2008-2009 school year, effective March 16, 2009:

HELP Teacher @ \$21.80 per hour

Marie Pellegrini (Mountain Park) – 17.5 hours per week

(plus 7.5 hours per week as Lunchroom Supervisor @ \$11.35 per hour)

Explanatory Note: Mrs. Pellegrini has been recommended to replace a former staff member who has resigned.

A roll call indicated unanimous approval.

- H. HIRING VINCENT CARANGELO** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education approve the employment of Vincent Carangelo of Berkeley Heights as a substitute/replacement Teacher in the Berkeley Heights Public Schools for the 2008-2009 school year, effective April 27, 2009, through June 30, 2009. Mr. Carangelo earned his Bachelor of Arts Degree in Economics/Secondary Education from Loyola College in Maryland and he is currently serving as a substitute teacher and coach in the Berkeley Heights Public Schools. His salary will be \$45,272, step 1a on the 2008-2009 teachers' salary schedule (prorated from April 27, 2009, to June 30, 2009)

Assignment: Governor Livingston High School – Teacher of Social Studies (substitute/replacement).

Certification: Pending

Explanatory Note: Mr. Carangelo is being recommended to replace a staff member who is going out on a maternity/disability leave of absence. A roll call indicated unanimous approval.

- I. APPROVE REVISION OF EMPLOYMENT CONTRACT/SALARY** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education approve the following revised employment contract/salary for the 2008-2009 school year, effective February 9, 2009, through June 30, 2009:

<u>Name</u>	<u>Position</u>	<u>Revised 2008-2009 Salary</u>
Diane Dreisbach	Teacher of Special Education	\$18,334.09 (29% of full time)

Explanatory Note: Mrs. Dreisbach has been recommended for this revised employment time and salary (one extra hour per day) because of additional student instructional needs on the elementary level. A roll call indicated unanimous approval.

- J. SALARY ADJUSTMENTS FOR PROFESSIONAL GROWTH** It was moved by Mr. Smalley and seconded by Ms. Walsh 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 February 1, 2009:

Jennifer Hanselman: For completion of 60 credits beyond the Bachelor’s Degree, she will go from step 11b, \$61,463, to step 11d, \$68,086.

Daniel Hewette-Guyton: For completion of the Master’s Degree, he will go from step 6a, \$52,116, to step 6c, \$58,113.

A roll call indicated unanimous approval.

- K. EXTRA-CURRICULAR ACTIVITIES** It was moved by Mr. Smalley and seconded by Ms. Walsh 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 Activity/Position</u>	<u>Instructor/Supervisor</u>	<u>2008-2009 Stipend</u>
Intramural Weight Training (Spring)	Vincent Gulbin	\$1,578

A roll call indicated unanimous approval.

BUSINESS

A. REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE SCHOOL BONDS

PUBLIC HEARING ON REFUNDING BOND ORDINANCE

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

There were no citizens that wished to address the Board.

It was moved by Mrs. Kirsch and seconded by Dr. Crisonino that the meeting be closed for the Final Citizens Hearing.

It was moved by Mr. Reinstein and seconded by Ms. Walsh that the Board of Education approve after this second reading the following:

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERKELEY HEIGHTS IN THE COUNTY OF UNION, NEW JERSEY, PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF THE OUTSTANDING CALLABLE SCHOOL BONDS OF THE SCHOOL DISTRICT, DATED JANUARY 15, 2001, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$6,239,000, APPROPRIATING NOT TO EXCEED \$4,500,000 THEREFOR AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$4,500,000 REFUNDING BONDS TO PROVIDE FOR SUCH REFUNDING as outlined on Attachment D.

A roll call indicated unanimous approval.

B. APPROVE SALE OF BONDS It was moved by Mr. Reinstein and seconded by Ms. Walsh that the Board of Education approve the following:

RESOLUTION DETERMINING THE FORM AND OTHER DETAILS OF NOT TO EXCEED \$4,500,000 PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF BERKELEY HEIGHTS IN THE COUNTY OF UNION, NEW JERSEY AND PROVIDING FOR THE SALE OF SUCH BONDS TO RBC CAPITAL MARKETS CORPORATION as outlined on Attachment E.

A roll call indicated unanimous approval.

- C. ADOPT RESOLUTION FOR SCHOOL DISTRICT TRAVEL** It was moved by Mr. Reinstein and seconded by Mrs. Kirsch that the Board of Education adopt the following resolution:

WHEREAS, the Berkeley Heights School District Travel policies, provide that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allocated for such travel and expenses reimbursement for the 2009-2010 school year;

WHEREAS, the established school district travel maximum for the 2008-2009 school year was \$150,000.00 and the expenses incurred through March 12, 2009, of the school year are \$55,452.00, and

NOW THEREFORE BE IT RESOLVED, that the Berkeley Heights Board of Education hereby establishes the school district travel maximum for the 2009-2010 school year at the sum of \$150,000.00, and

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

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

A roll call indicated unanimous approval.

- D. APPROVE INTERNET POLICY MANUAL SERVICES** It was moved by Mr. Reinstein and seconded by Mrs. Kirsch that the Board of Education approve renewal of services provided by New Jersey School Board Association (NJSBA) to update the school board policy manual in MicroScribe/Folio© electronic format for distribution via the internet at a cost of \$2,650.00.

A roll call indicated unanimous approval.

- E. ACCEPT DONATION** It was moved by Mr. Reinstein and seconded by Mrs. Kirsch that the Board of Education accept a donation from the staff at Hamilton Terrace School of a bench in honor of Linda McKenna and from the Governor Livingston PTO, Columbia Middle School PTO, Mountain Park PTO, Thomas P. Hughes PTO, William Woodruff PTO and Hamilton Terrace PTO an additional bench in honor of Mary Kay McMillin to be installed side by side at the entrance to Hamilton Terrace.

A roll call indicated unanimous approval.

F. AWARD CONTRACT FOR LOCKER REPLACEMENT It was moved by Mr. Reinstein and seconded by Mrs. Kirsch that the Board of Education authorize the award of a contract to The Locker Man for locker replacement in the history wing and math wing at Columbia Middle School through the District's Bidding Cooperative for \$36,880.00.

A roll call indicated unanimous approval.

G. APPROVAL TO ESTABLISH NEW BANK ACCOUNT It was moved by Mr. Reinstein and seconded by Mrs. Kirsch that the Board of Education approve the establishment of a new investment account with Union Center National Bank.

A roll call indicated unanimous approval.

FINAL CITIZENS HEARING

There were no citizens that wished to address the Board.

OTHER BUSINESS

Mrs. Rattner announced that Executive Session of the March 23, 2009 board meeting at Hamilton Terrace will be held at 6:00 PM. in the Hamilton Terrace Library and that there will be two assemblies that day at 9:30 A.M. and 2:30 P.M.

Mrs. Rattner invited everyone to join in the ceremony of the re-naming of Hamilton Terrace School.

ADJOURNMENT

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

Motion carried.

The meeting was adjourned at 9:12 PM.

Respectfully submitted,

Donna A. Felezzola
School Business Administrator/ Board Secretary