

**BERKELEY HEIGHTS BOARD OF EDUCATION
REGULAR MEETING
MINUTES
MAY 28, 2009**

CALL TO ORDER

The Regular Meeting of the Berkeley Heights Board of Education was called to order on Thursday, May 28, 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, Mr. Reinstein, Mr. Sincaglia, Mr. Smalley (7:35 PM), Ms. Walsh and Mrs. Williams. Also present were Mrs. Rattner, Mrs. Qualshie and Mrs. Felezzola. Dr. Crisonino and Mrs. Kirsch were absent.

STATEMENT

Mr. Beisser read the following statement:

On April 30, 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 May 1, 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 Middle School.

ADJOURN TO EXECUTIVE SESSION

It was moved by Mr. Sincaglia 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 and Negotiations.

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. Sincaglia and seconded by Mr. Reinstein that the Board of Education return to public session. Motion carried.

The meeting was reconvened at 8:10 PM in the Columbia Multi Purpose Room.

FLAG SALUTE

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

APPROVAL OF MINUTES

It was moved by Mr. Smalley and seconded by Mr. Sincaglia that the Board of Education approve the minutes of the Combined Conference & Regular Meeting held April 30, 2009, and the Combined Conference & Regular Meeting held May 7, 2009.

CORRESPONDENCE

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

- A. Letter from H. Jervey, Re: Donation
- B. Letter from A. Manganelli, Re: Donation
- C. Letter from D. Mouchartis, Thomas P. Hughes PTO President, Re: Donation

REPORT OF THE STUDENT REPRESENTATIVES

John McNamara reported on the following:

The Prom and the senior picnic are tomorrow.
Juniors are filling out forms for college and waiting for their schedules.
Class clash was a great event.
Student Council Picnic is being planned.
Clubs are having their elections for next year's officers.
The last coffee house is tonight.
Sports results
Boys Track Team won the state sectional championship.

REPORT OF THE SUPERINTENDENT

Mrs. Rattner and Mr. Beisser presented certificates to two Columbia Middle School students, Zachary Friedlander and Alison Kao, for their achievement of perfect scores on the National Latin Exam.

Mrs. Rattner announced that next week, students will be recognized for their accomplishments, beginning with Athletic Awards on Tuesday, Scholarship Awards on Wednesday and certificate presentations at Thursday's board meeting. The Union County Superintendent's Association will have a recognition program on Wednesday honoring two students from each district.

Mrs. Rattner announced that due to the retirement of Ms. Orlando from Thomas P. Hughes School, a new principal search will begin. Mrs. Rattner explained the process which will include input from parents and staff. The plan is to have a new principal in place by September 1, 2009.

It was moved by Mr. Reinstein and seconded by Ms. Walsh to accept the Superintendent's Report.
Motion carried.

LIAISON REPORTS

Mr. Sincaglia attended the Garden State Coalition Meeting. Speakers at the meeting included Governor Corzine, members of the assembly, and Commissioner Davy. There were discussions regarding revenue shortfalls, the elimination of the pre-school expansion program and school consolidations. Approval of school consolidation plans need a majority vote from each involved community. The Executive County Superintendent must make recommendations by March 1, 2010 for the vote to be placed on the ballot for the November election. Feasibility study proposals can be found on the Department of Education website.

Ms. Walsh reported on the success of the recent Municipal Alliance program. The Municipal Alliance is planning one more program before the end of the year.

Mr. Smalley reported in the student recognition awards presented by the Union County School Boards Association. Mr. Smalley announced that he was reelected as president of the Union County School Boards Association.

Mr. Beisser reported on the savings realized from the bond refinancing.

FACILITIES REPORT

Mrs. Felezzola updated the board on recent construction project bids.

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 Ms. Walsh 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.

EDUCATION

- A. APPROVE DISTRICT SUMMER SCHOOL** It was moved by Ms. Walsh and seconded by Mr. Smalley that the Board of Education approve a Summer School program at Columbia Middle School from June 29, 2009, through July 24, 2009, from 8:30 a.m. to 12:30 p.m. each day, for enrichment and remedial 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 29th, through Friday, July 10th, a total of nine (9) class days (there will be no class on July 3rd); and Session II of the Summer School will run from Monday, July 13th, through Friday, July 24th, a total of ten (10) class days.
A roll call indicated unanimous approval.
- B. APPROVE FIELD TRIPS** It was moved by Ms. Walsh and seconded by Mr. Smalley that the Board of Education approve the participation of district students and staff in educational field trips, as listed on Attachment B.
A roll call indicated unanimous approval.
- C. APPROVE FIVE-YEAR CURRICULUM CYCLES** It was moved by Ms. Walsh and seconded by Mr. Smalley that the Board of Education approve the Five-Year Curriculum Cycles (2009-2010 through 2013-2014) for the Berkeley Heights Public Schools, as listed on Attachment C.
A roll call indicated unanimous approval.
- D. APPROVE TEXTBOOKS** It was moved by Ms. Walsh and seconded by Mr. Smalley that the Board of Education approve the purchase and use of the following textbooks in the Berkeley Heights Public Schools:

Elementary Schools

Social Studies K-5:

Time Links Series, MacMillan/McGraw Hill, 2009.

(Hello World, All Together, People and Places, Communities, Our Country and Its Regions, The United States.)

Governor Livingston High School

Advanced Placement (AP) European History:

A History of Western Society Since 1300, by John P. McKay, et. al.
Houghton Mifflin, 2008.

Environmental Science:

Environmental Science: Problems, Concepts, and Solutions, by G. Tyler Miller
and Scott Spoolman. Thomson Brooks/Cole 2008.

A roll call indicated unanimous approval.

- E. APPROVE SPECIAL EDUCATION PLACEMENT** It was moved by Ms. Walsh and seconded by Mr. Smalley that the Board of Education approve the Special Education placement listed below for the 2008-2009 school year, plus transportation if applicable.

<u>Student #</u>	<u>Placement</u>	<u>Effective</u>	<u>Total Tuition</u>
0048	Jespy House	6/17/2009- 6/30/2009	\$3,822.00 (Includes \$2,000 entry fee)

Explanatory Note: This student had been in a different out-of-district placement as part of a Settlement Agreement. That placement will end on June 14, 2009; and it is recommended that the student will finish the school year in the placement listed above.

A roll call indicated unanimous approval.

PERSONNEL

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

Teachers

Briechle, Richard
New Providence, NJ

Whitsitt, Donna
Basking Ridge, NJ
(Long-term assignment
@ \$226.36 per day,
effective 5/11/2009)

A roll call indicated unanimous approval.

- B. RE-EMPLOYMENT OF TENURED PERSONNEL** It was moved by Mr. Smalley and seconded by Mrs. Williams that the Board of Education approve the re-employment and salaries of the tenured professional and support staff members listed on Attachment D for the 2009-2010 school/fiscal year, as applicable. A roll call indicated unanimous approval.
- C. RE-EMPLOYMENT OF NON-TENURED SUPPORT STAFF** It was moved by Mr. Smalley and seconded by Mrs. Williams that the Board of Education approve the re-employment and salaries of the non-tenured support staff members listed on Attachment E for the 2009-2010 school/fiscal year, as applicable. A roll call indicated unanimous approval.
- D. RETIREMENT OF LINDA ALLOCCO** It was moved by Mr. Smalley and seconded by Mrs. Williams that the Board of Education accept, with regret, the retirement of Linda Allocco from her position as Teacher of Health and Physical Education at Governor Livingston High School, effective June 30, 2009. A roll call indicated unanimous approval.
- E. HIRING CHRISTINA WOODS** It was moved by Mr. Smalley and seconded by Mrs. Williams that the Board of Education approve the employment of Christina Woods of Charlottesville, Virginia, as a Teacher in the Berkeley Heights Public Schools for the 2009-2010 school year. Ms. Woods earned both her Bachelor of Arts Degree in Environmental Science and her Master of Teaching Degree in Secondary Science Education from the University of Virginia. Her salary will be \$50,598, step 1c on the 2008-2009 teachers' salary schedule (to be adjusted to step 1c on the 2009-2010 teachers' salary schedule when a new negotiated Agreement between the Board of Education and Berkeley Heights Education Association is approved and new salary guides are established).

Assignment: Columbia Middle School – Grade 8 Teacher of Earth Science.

Certification: Pending

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

- F. HELP/INSTRUCTIONAL REVIEW PROGRAMS** It was moved by Mr. Smalley and seconded by Mrs. Williams 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 May 27, 2009:

HELP Teacher @ \$21.80 per hour

Kimberly Howard (Thomas P. Hughes School) – 20.5 hours per week

Explanatory Note: Mrs. Howard is being recommended to replace a staff member who has been reassigned to a full-time teaching position.

A roll call indicated unanimous approval.

- G. APPROVE PAYMENT OF STIPENDS** It was moved by Mr. Smalley and seconded by Mrs. Williams that the Board of Education approve the payment of stipends to the following current and former district staff members for the workshops they attended as part of the “Teaching American History” project during the 2008-2009 school year:

<u>Name</u>	<u>Days Attended</u>	<u>Amount of Stipend</u>
Buonaspina, Steven	4	\$500.00
Burke, April	4	\$500.00
Decker, Todd	4	\$500.00
Deo, Steven	4	\$500.00
Fleming, Kimberly	4	\$500.00
Helmstetter, Marcy	3	\$375.00
Leahy, Sharon	4	\$500.00
Lehman, Megan	4	\$500.00
Nash, Ronald	4	\$500.00
Scialfa, Deborah	1	\$125.00
Wasser-Berlin, Lisa	4	\$500.00
Winters, Diana	2	\$250.00

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

A roll call indicated unanimous approval.

BUSINESS

- A. AUTHORIZE COORDINATED TRANSPORTATION SERVICES** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education approve the resolution as shown on Attachment F for the 2009-2010 school year with the Union County Educational Services Commission which allows participation in transportation services.

Explanatory Note: Participation allows for coordinated services for special education students. Savings are generated when routes are combined with other districts sending students to the same private schools for the disabled.
A roll call indicated unanimous approval.

- B. AUTHORIZE GRANT AGREEMENT FOR ADA UPGRADES TO EXISTING TOILETS AT GOVERNOR LIVINGSTON HIGH SCHOOL** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education authorize the execution and delivery of a Section 15 Educational Facilities Construction Financing Act Grant Agreement for the School Development Authority Project #031-005-09-0XAZ between the Berkeley Heights Board of Education and the New Jersey School Development Authority in the amount of \$218,220.

Explanatory Note: The New Jersey School Development Authority, which oversees the Educational Facilities Construction and Financing Act Section 15 Grant Agreement, requires this approval as part of the submission of their eligibility checklist.
A roll call indicated unanimous approval.

- C. AUTHORIZE SUPERVISION OF SCHOOL FACILITIES PROJECT** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education authorize Donna Felezzola, School Business Administrator, to supervise School Development Authority Project #031-005-09-0XAZ, ADA Upgrades to Existing Toilets at Governor Livingston High School.

Explanatory Note: The New Jersey School Development Authority, which oversees the Educational Facilities Construction and Financing Act Section 15 Grant Agreement, requires this approval as part of the submission of their eligibility checklist.
A roll call indicated unanimous approval.

- D. AWARD OF CAMERA INSTALLATION AT GOVERNOR LIVINGSTON HIGH SCHOOL** It was moved by Mr. Smalley and seconded by Ms. Walsh 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, 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 Cable & Connectivity, LLC in the amount of \$22,800 for camera installation at Governor Livingston High School.

A roll call indicated unanimous approval.

- E. ACCEPT DONATION** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education accept a donation of \$800.00 from Mrs. Anne P. Manganelli to purchase the remaining volumes of the America State by State series to be used in the Thomas P. Hughes Elementary School library.

A roll call indicated unanimous approval.

- F. ACCEPT DONATION** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education accept a donation from Mr. Hilton Jervey of a used clarinet.

A roll call indicated unanimous approval.

- G. ACCEPT DONATION** It was moved by Mr. Smalley and seconded by Ms. Walsh that the Board of Education accept the donation from the Thomas P. Hughes School PTO of arched swings for the playground, including delivery, installation and protective surfacing valued at approximately \$14,871.00, and chair gliders for the entire school valued at \$1,878.39. It is also recommended that the Board accept the donation and the installation of a rain garden from the Hughes PTO, cooperatively with the Hughes Garden Committee and the Master Gardener's Association, with the PTO's contribution at approximately \$450.00.

A roll call indicated unanimous approval.

FINANCE

- A. APPROVAL OF BOARD SECRETARY’S REPORT** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education, pursuant to N.J.A.C. 6A:23A-2.3, certifies that as of April 30, 2009, after review of the Board Secretary’s monthly financial report (appropriations section) and upon consultation with appropriate district officials, to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-2.3, and sufficient funds are available to meet the district’s financial obligations for the remainder of the year.
A roll call indicated unanimous approval.
- B. APPROVAL OF TRANSFERS** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education authorize transfers for April, 2009.
A roll call indicated unanimous approval.
- C. APPROVAL OF TREASURER’S REPORT** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education accept the financial reports of the Board Secretary and the Treasurer of School Funds for the month ending April 30, 2009.
A roll call indicated unanimous approval.
- D. PAYMENT OF BILLS** It was moved by Mr. Sincaglia and seconded by Mrs. Williams that the Board of Education approve for payment the bills as listed on the bill lists as follows:

4/30/2009	Payroll	\$1,396,121.80
5/15/2009		1,761,936.00
5/5/2009	Accounts Payable	(125.00)
5/14/2009		154,713.00
5/28/2009		485,742.68
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		\$3,798,388.48

A roll call indicated unanimous approval.

FINAL CITIZENS HEARING

There was no one who wished to be heard.

OTHER BUSINESS

Relay for Life is being held at Governor Livingston this weekend.

ADJOURNMENT

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

Motion carried.

The meeting was adjourned at 8:40 PM.

Respectfully submitted,

Donna A. Felezzola
School Business Administrator/ Board Secretary