

**BERKELEY HEIGHTS BOARD OF EDUCATION
COMBINED CONFERENCE, REGULAR
AND ORGANIZATION MEETING
AGENDA
JANUARY 7, 2019**

1. CALL TO ORDER

2. ROLL CALL

3. STATEMENT

On January 9, 2018, this body announced the schedule for this meeting. The time, date and location of this meeting were accurately set forth therein.

On January 9, 2018, this notice was provided to all schools, all PTO Presidents, the BHEA President and posted at the Administration Building. On the same date a copy was emailed to the Public Library, TAP into Berkeley Heights, the Courier News and filed with the Municipal Clerk to file and post at Town Hall. The meetings will also be announced on the District Sign at Columbia School.

4. ADMINISTER OATH OF OFFICE

5. 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 - Substitute/Supplemental Personnel, Retirements, Resignations, Employment of Paraprofessionals, Revised Employment Assignments, Revised Compensation Rates for Seasonal Custodian Assistants, Extra-Curricular Activities, Revised Employment Time/Salaries, Employment of Lunchroom/Playground Teacher Aide, Revised Date of Employment; Student Matters; Legal; 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

5. **ADJOURN TO EXECUTIVE SESSION (continued)**

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.

6. **RETURN TO PUBLIC SESSION**

A. Motion that the Board of Education return to Public Session.

7. **FLAG SALUTE**

8. **RESULTS OF ELECTION**

9. **ADMINISTER OATH OF OFFICE**

10. **ELECTION OF BOARD PRESIDENT**

11. **ELECTION OF BOARD VICE-PRESIDENT**

12. **APPROVAL OF MINUTES**

It is recommended that the Board of Education approve the minutes of the Combined Conference and Regular Meeting held December 6, 2018.

13. CORRESPONDENCE

- Letter from Mrs. A. Coviello; RE: Say Something Anonymous Reporting System
- Email from Ms. A. Mihalov; RE: Say Something Anonymous Reporting System
- Letter from Mrs. H. Hadeh; RE: Say Something Anonymous Reporting System
- Email from Mr. V. Martinez; RE: Say Something Anonymous Reporting System
- Email from Ms. L. Genua; RE: Say Something Anonymous Reporting System
- Email from Mrs. M. Cheo-Bove; RE: Say Something Anonymous Reporting System
- Email from Ms. S. Ameli; RE: Say Something Anonymous Reporting System
- Email from Mr. V. Martinez; RE: Say Something Anonymous Reporting System
- Email from Mr. M. Leblond; RE: Say Something Anonymous Reporting System
- Email from Mr. T. Maciejewski; RE: Board of Education Email Policy
- Email from Mr. J. Migueis; RE: Superintendent Search

14. REPORT OF THE STUDENT REPRESENTATIVES

15. REPORT OF THE SUPERINTENDENT

-Recognition of Governor Livingston High School Highlander Band, the 2018 Tournament of Bands New Jersey Group II Open State Champions.

-Presentation of Superintendent Position Profile by Search Consultant.

-Report on Proposed Media Center Renovations at District Schools.

-Report on Technology Parent Survey.

16. LIAISON REPORTS

17. FACILITIES REPORT

18. PRELIMINARY CITIZENS HEARING

19. MEETING DATES

A. It is recommended that the following meeting dates be established:

Date	Type	Location	Public Session	Executive Session
February 7, 2019	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	7:30 PM	7:00 PM
February 28, 2019	Regular Meeting	Columbia Multi Purpose Room	7:30 PM	7:00 PM
March 14, 2019	Combined Conference & Regular Meeting & Public Meeting to Adopt Tentative Budget	Columbia Multi Purpose Room	7:30 PM	7:00 PM
April 25, 2019	Combined Conference/ Regular Meeting & Public Meeting to Adopt Budget	Columbia Multi Purpose Room	7:30 PM	7:00 PM
May 9, 2019	Combined Conference & Regular Meeting	Governor Livingston High School Auditorium	7:30 PM	6:30 PM (7:30 PM Educator of the Year/Retiree Reception)
June 13, 2019	Combined Conference & Regular Meeting	Columbia Middle School Blue Gymnasium	7:30 PM	6:30 PM (7:30 PM Student Awards)
August 15, 2019	Combined Conference & Regular Meeting	Columbia Middle School Music Room	7:30 PM	7:00 PM
September 12, 2019	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	7:30 PM	7:00 PM
September 26, 2019	Regular Meeting	Columbia Multi Purpose Room	7:30 PM	7:00 PM

October 10, 2019	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	7:30 PM	7:00 PM
November 14, 2019	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	7:30 PM	7:00 PM
December 5, 2019	Combined Conference & Regular Meeting	Columbia Multi Purpose Room	7:30 PM	7:00 PM
January 6, 2020 (Monday)	Combined Conference & Regular Meeting & Organization Meeting	Columbia Multi Purpose Room	7:30 PM	7:00 PM

20. ADMINISTRATION

Items A-E: All Board members.

- A. POLICIES/REGULATIONS** It is recommended by the Interim Superintendent of Schools that the Board introduce for study and first reading of the following new policy:

Diabetes Management 5338

- B. APPROVE PROFESSIONAL DEVELOPMENT DAYS/TRAVEL REIMBURSEMENT** It is recommended by the Interim Superintendent of Schools that the Board approve professional development days and travel reimbursement for district staff members, as indicated on Attachment A.

- C. APPROVE RESOLUTION HONORING GOVERNOR LIVINGSTON HIGH SCHOOL HIGHLANDER BAND** It is recommended by the Interim Superintendent of Schools that the Board approve the Resolution honoring the Governor Livingston High School Highlander Band, the 2018 Tournament of Bands New Jersey Group II Open State Champions (Attachment B).

D. APPROVE REPORT OF INTERIM SUPERINTENDENT It is recommended by the Interim Superintendent of Schools that the Board approve the report of the Interim Superintendent regarding all acts of harassment, intimidation, and bullying in the Berkeley Heights Public Schools from November 1, 2018, through December 6, 2018.

E. APPROVE SUBMISSION OF ESEA AMENDED GRANT APPLICATION It is recommended by the Interim Superintendent of Schools that the Board approve the submission of the Amended Fiscal Year 2019 Elementary and Secondary Education Act (ESEA) grant application in the amount of \$228,451 to the New Jersey Department of Education, as follows:

	<u>Original</u>	<u>Carryover</u>	<u>Final</u>
Title I	\$135,639	\$ 2,886	\$138,525
Title IIA	\$ 39,561	-	\$ 39,561
Title III	\$ 23,966	\$12,023	\$ 35,989
Title III Immigrant	\$ 2,350	\$ 2,026	\$ 4,376
Title IV	\$ 10,000	-	\$ 10,000

Funds received through this grant program will cover the cost of enhanced instruction for at-risk students, professional development efforts for district staff members, and supplies and materials for emerging district initiatives.

Explanatory Note: The amendment for the ESEA grant application is to allow for a carryover of unexpended funds from 2017-2018. The submission of the original Fiscal Year 2019 ESEA grant application was approved by the Board of Education at its meeting on August 16, 2018.

21. EDUCATION

Item A: All Board members. Item B: Berkeley Heights only.

A. APPROVE STUDENT FIELD TRIPS It is recommended by the Interim Superintendent of Schools that the Board approve participation of district students and staff members in educational field trips listed on Attachment C.

- B. APPROVE SPECIAL EDUCATION PLACEMENT FOR 2018-2019** It is recommended by the Interim Superintendent of Schools that the Board approve the Special Education out-of-district placement for the 2018-2019 school year listed below, plus transportation, as recommended by Mrs. Michele Gardner, District Director of Special Services, and the district's Child Study Team, effective January 2, 2019:

<u>Student ID</u>	<u>Placement</u>	<u>Tuition</u>
9356672897	Hunterdon Preparatory School	\$47,124.00 (Prorated 1/2/2019- 6/30/2019)

22. PERSONNEL

Items A-I: All Board members. Items J-N: Berkeley Heights only.

- A. SUBSTITUTE/SUPPLEMENTAL PERSONNEL** It is recommended by the Interim Superintendent of Schools that the Board approve the employment of the substitute/supplemental personnel listed below for the 2018-2019 school year:

<u>Teacher/Paraprofessional</u> Gomez, Nicolas Berkeley Heights, NJ	<u>Home Instructor</u> Bamundo, Danielle Berkeley Heights, NJ
<u>Paraprofessionals/Teacher Aides</u> Azalone, Amanda Berkeley Heights, NJ	<u>Technology Assistant</u> (@ \$10.00 per hour) Pitingolo, Louis Berkeley Heights, NJ
Carotenuto, Anthony Green Brook, NJ	<u>Long-Term Substitute Teacher</u> (@ \$150.00 per day; effective 1/2/2019) Ekert, Christine Gillette, NJ
<u>Custodian</u> (@ \$17.25 per hour) Toft, Dennis Berkeley Heights, NJ	

- B. RETIREMENT OF REGINA COLLIGAN** It is recommended by the Interim Superintendent of Schools, with regret, that the Board accept the retirement of Regina Colligan from her position as Paraprofessional at Governor Livingston High School, effective June 30, 2019.

- C. RESIGNATION OF TROY PERLZAK** It is recommended by the Interim Superintendent of Schools, with regret, that the Board accept the resignation of Troy Perlzak from his position as Paraprofessional at Governor Livingston High School, effective January 5, 2019.
- D. RESIGNATION OF VALERIE SIMBERG** It is recommended by the Interim Superintendent of Schools, with regret, that the Board accept the resignation of Valerie Simberg from her position as Paraprofessional at Governor Livingston High School, effective January 12, 2019.
- E. APPROVE EMPLOYMENT OF PARAPROFESSIONALS** It is recommended by the Interim Superintendent of Schools that the Board approve the employment of the following Paraprofessionals in the Berkeley Heights Public Schools for the 2018-2019 school year, as indicated:

<u>Name/School</u>	<u>Hourly Pay Rate #</u>	<u>Hours Per Day</u>	<u>Annualized Salary #</u>	<u>Effective Date</u>
Benjamin Cummings (Governor Livingston High School)	\$14.60	7.0	\$18,702.60 (prorated)	1/8/2019
Brian McCrystal (Governor Livingston High School)	\$14.60	7.0	\$18,702.60 (prorated)	1/14/2019

Based on the 2017-2018 hourly compensation guide for Paraprofessionals; to be adjusted to the 2018-2019 hourly rate when a new negotiated Agreement between the Board of Education and Berkeley Heights Education Association is finalized.

Explanatory Note: Mr. Cummings and Mr. McCrystal are both being recommended to replace current staff members who are resigning.

F. APPROVE REVISED EMPLOYMENT ASSIGNMENTS It is recommended by the Interim Superintendent of Schools that the Board approve revised employment assignments for the Paraprofessionals listed below, as indicated, effective January 2, 2019:

<u>Name</u>	<u>Original 2018-2019 Assignment/Salary</u>	<u>Revised 2018-2019 Assignment/Salary</u>
Colleen Manganiello	Mountain Park School 6.75 hours per day/ \$23.00 per hour/ Annual Salary of \$28,410.75 #	Columbia Middle School 7.0 hours per day/ \$23.00 per hour/ Annual Salary of \$29,463.00 # (prorated)
Marisa McEwan	Mountain Park School 6.75 hours per day/ \$14.60 per hour/ Annual Salary of \$18,034.65 #	Governor Livingston High School 7.0 hours per day/ \$14.60 per hour/ Annual Salary of \$18,702.60 #

Based on the 2017-2018 hourly compensation guide for Paraprofessionals; to be adjusted to the 2018-2019 hourly rate when a new negotiated Agreement between the Board of Education and Berkeley Heights Education Association is finalized.

Explanatory Note: These revised assignments have been recommended due to changing student needs.

G. APPROVE REVISED COMPENSATION RATES FOR SEASONAL CUSTODIAN ASSISTANTS It is recommended by the Interim Superintendent of Schools that the Board approve a revised hourly compensation rate of \$8.85 per hour for Brian Biskaduros and Michael Priore, Seasonal Custodian Assistants, effective January 1, 2019.

Explanatory Note: The Board of Education had approved the employment of these individuals at its meeting on June 7, 2018. This adjustment in compensation rate is needed in order to comply with an increase in the minimum hourly wage.

H. RESIGNATION OF TROY DE LORENZO It is recommended by the Interim Superintendent of Schools, with regret, that the Board accept the resignation of Troy DeLorenzo from his position as Computer Technician in the Berkeley Heights Public Schools, effective January 26, 2019.

I. APPROVE EXTRA-CURRICULAR ACTIVITIES It is recommended by the Interim Superintendent of Schools that the Board approve extra-curricular activities, staff members, assignments and stipends for the 2018-2019 school year, as listed below:

<u>Governor Livingston High School</u>		
<u>Activity/Position</u>	<u>Instructor/Supervisor</u>	<u>2018-2019 Stipend @</u>
Assistant Fencing Coach	Albert Benzimra	Volunteer
<u>Columbia Middle School</u>		
<u>Activity/Position</u>	<u>Instructor/Supervisor</u>	<u>2018-2019 Stipend @</u>
Wrestling Site Supervisor	Bruno Somma	\$124.00/event
<u>William Woodruff School</u>		
<u>Activity/Position</u>	<u>Instructor/Supervisor</u>	<u>2018-2019 Stipend @</u>
Circle of Friends Advisor	Aida Swon	\$1,744.00

@ Stipends listed are based upon 2017-2018 extra-curricular activities stipend guide. Actual stipends for 2018-2019 will be presented for approval after a new negotiated Agreement between the Board of Education and Berkeley Heights Education Association is approved and new extra-curricular activities stipend guides are established.

- J. APPROVE REVISED EMPLOYMENT TIME/SALARIES** It is recommended by the Interim Superintendent of Schools that the Board approve revised employment time/salaries for the part-time Teachers listed below, as indicated, effective retroactive to September 1, 2018:

<u>Name</u>	Original 2018-2019 <u>Employment Time/Salary</u>	Revised 2018-2019 <u>Employment Time/Salary</u>
Margaret Collins	80% of full time Annual Salary of \$47,713.60 (Step 9a)	81% of full time Annual Salary of \$48,310.02 (Step 9a)
Patricia Schiffel	70% of full time Annual Salary of \$53,727.80 (Step 16c)	71% of full time Annual Salary of \$54,495.34 (Step 16c)

Explanatory Note: The recommended revised percentage of employment for both Mrs. Collins and Mrs. Schiffel more accurately reflects each staff member's actual employment time, based on a closer examination of their teaching schedules.

- K. RETIREMENT OF NANCY LO PRESTI** It is recommended by the Interim Superintendent of Schools, with regret, that the Board accept the retirement of Nancy LoPresti from her position with the Cafeteria staff at Columbia Middle School, effective December 31, 2018.

- L. RESIGNATION OF LORIANN CARBONE** It is recommended by the Interim Superintendent of Schools, with regret, that the Board accept the resignation of Loriann Carbone from her position as Lunchroom/Playground Teacher Aide at William Woodruff School, effective December 31, 2018.

- M. APPROVE EMPLOYMENT OF LUNCHROOM/PLAYGROUND TEACHER AIDE** It is recommended by the Interim Superintendent of Schools that the Board approve the employment of the following Lunchroom/Playground Teacher Aide for the 2018-2019 school year, effective January 2, 2019:

<u>Name</u>	<u>School</u>	Hourly <u>Pay Rate</u>	Hours <u>Per Day</u>	2018-2019 <u>Annual Salary</u>
Rose Franchino	Woodruff	\$13.98	2.5	\$6,291.00 (prorated)

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

- N. APPROVE REVISED DATE OF EMPLOYMENT** It is recommended by the Interim Superintendent of Schools that the Board approve a revised date of employment of January 2, 2019, for Cathryn Lake, School Nurse at Mountain Park School. The Board of Education had initially approved Mrs. Lake's employment in the Berkeley Heights Public Schools at its meeting on November 1, 2018.

23. BUSINESS

Item A-C: All Board members.

- A. APPROVE COORDINATED TRANSPORTATION SERVICES** It is recommended that the Board of Education approve a contract with the Warren Township Board of Education to provide transportation services for the 2018-2019 Extended School Year for \$1,444.90 and Regular School Year for \$5,490.93.

- B. ACCEPT SCHOOL BUS EMERGENCY EVACUATION DRILL REPORT**
It is recommended that the Berkeley Heights Board of Education approve pursuant to N.J.S.A. 18A:41-1 and P.L. 2009, Chapter 178, the School Bus Emergency Evacuation Drill Report, in accordance with N.J.A.C. 6A:27-11.2.

Explanatory Note: The Berkeley Heights Board of Education is required to organize and conduct emergency exit drills during the school year for students who are transported to and from school as per N.J.A.C. 6A:27-11.2.

- C. ACCEPT STATEMENT OF ASSURANCE** It is recommended that the Board of Education accept the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the School Year 2018-2019.

Explanatory Note: The Berkeley Heights Board of Education is required to organize and conduct a health and safety evaluation checklist of each facility used for educational purposes, as per N.J.A.C 6A:26.

24. **FINANCE**

Items A: All Board Members. Items B-D: Berkeley Heights only.

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

Payroll	12/14/18	\$2,409,888.20
	12/21/18	1,552,665.72
Accounts Payable	1/7/19	636,333.03
Total		\$4,598,886.95
Lease Purchase	12/14/18	\$18,168.75
	12/14/18	40,455.00

- B. **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 December 2019 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.
- C. **APPROVAL OF TRANSFERS** It is recommended that the Board of Education authorize transfers for December 2018.
- D. **APPROVAL OF TREASURER'S REPORT** It is recommended that the Board of Education accept the financial report of the Board Secretary, the Treasurer of School Funds Report for the month ending November 2018.

25. **FINAL CITIZENS HEARING**

26. **OTHER BUSINESS**

27. **ADJOURNMENT**