

November 17, 2011
Regular Meeting

I. CALL MEETING TO ORDER:

A Berkeley Township Board of Education Meeting was held on Thursday, November 17, 2011 at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, New Jersey. Board President, James Byrnes, called the meeting to order at 6:44 p.m. Adequate notice of this Meeting has been given in accordance with the provisions of the Open Public Meetings Act.

II. FLAG SALUTE:

The Meeting was opened with a Salute to the Flag. Mr. Byrnes asked for a moment of silence for the troops.

III. ROLL CALL:

PRESENT: John Bacchione, Sal Ferlise, Jim Fulcomer,
Sophia Gingrich, Thomas Grosse, Noriko Kowalewski,
Dawn Parks, Steve Pellecchia, James Byrnes

ABSENT: None

ALSO PRESENT: Joseph H. Vicari, Interim Superintendent
Laura Venter, CPA, Business Administrator/Board Secretary
Laura Benson, Acting Board Attorney

IV. PRESIDENT'S REPORT:

Mr. Byrnes commented that a "Meet and Greet" was held before the board meeting tonight with other board members from different Boards of Education. They discussed shared services with these districts. With the help of Ms. Venter and Dr. DeClerico, we are currently involved in many interlocal and shared services.

Mr. Byrnes is making a one-page chart detailing what a district FG entails. Our district is approximately \$12,700 cost per pupil, \$24,300 cost per pupil for Abbott districts. \$12,300 average for State for B DFG. What each district gets in state aid will be added to the chart. Island Heights only gets \$80,000 from State.

Mr. Byrnes noted everyone is wearing blue tonight in support of Diabetes Awareness Month.

Ms. Sophia Gingrich spoke regarding Diabetes Awareness Month and school responsibility for developing a student's 504 plan. Ms. Gingrich also mentioned participating in a Walk-a-Thon for Diabetes.

V. PRESENTATIONS:

- A. A certificate was presented by Mr. Vicari and Mr. Byrnes to BTES Grade 5 student, Alexis Aldrich, for being the Third Place Winner of the Consumer Affairs Halloween Safety Coloring Contest.
- B. Mr. Tom Grosse presented a plaque to BTES teacher, Mr. Angelo Guadagno for heroism for saving the life of a BTES fifth grade student.

VI. SUPERINTENDENT'S REPORT:

Mr. Vicari reported on the following items:

- American Education Week – This week throughout New Jersey schools are open to the public. Our teacher's have done an outstanding job, whether kindergarten, physical education, or fifth grade teachers, all do a great job. The Governor should come to our district to see our wonderful teaching staff.
- Personnel Committee – Mr. Vicari noted he was politically attacked throughout this election. Attacks on himself and Mr. Pellecchia suggests it will only hurt our district. Mr. Vicari is committed to fulfilling 12 months, but if the Board finds a Superintendent beforehand, he will leave if he is an issue. He would leave beforehand so as not to jeopardize or create opposition against the April vote on the budget. Money, approximately \$190,000, should be put back into the budget for a future Superintendent's salary, benefits, and travel.

Mr. Fulcomer thanked Mr. Vicari for taking the Superintendent's position and saving three teachers as well as keeping class sizes down.

Mr. Vicari stated he was sorry for the way Mr. Pellecchia was treated and badgered in front of other people.

Mr. Pellecchia thanked Mr. Vicari for his kind words.

VII. PUBLIC DISCUSSION ON AGENDA ITEMS:

None.

VIII. COMMITTEE REPORTS:

1. Finance: John Bacchione, Chairperson

Mr. Bacchione reported that the Finance Committee met today and all purchase orders and the bill list were reviewed and approved for payment.

The Finance Committee reviewed the following at the November 17th meeting:

Purchase orders numbered 12-00630 through 12-00788 in the amount of \$321,730.81.

2. Education and Liaison to Central Regional: Jim Fulcomer, Chairperson

Mr. Fulcomer stated that at the last two meetings the Committee reviewed Veterans Day, 504 Plans, and Diabetes Awareness. It was unanimously suggested that a Diabetes Awareness Workshop be held for teachers.

MOTION by Mr. Fulcomer, second by Mr. Pellecchia, and all in favor that a Diabetes Awareness Workshop be held for teachers.

3. Personnel & Negotiations: Steve Pellecchia, Chairperson

Mr. Pellecchia stated the Committee met on Monday, November 14, 2011. After a lengthy discussion on numerous items, the Committee decided to table some of the items and will bring them up at their next meeting in December.

4. Policy & Legislation: Dawn Parks, Chairperson

Ms. Parks stated the Committee met on Tuesday.

Mr. Byrnes suggested they have a policy where a board member could not hold office in a political position in Berkeley Township.

Mr. Fulcomer suggested this will curtail an individual's civil rights.

IX. SUPERINTENDENT'S AGENDA:

MOTION by Mr. Grosse, second by Mr. Pellecchia and carried upon Roll Call Vote (9 Ayes, 0 Nays, 1 Abstain – Mr. Fulcomer on Item A5) that upon recommendation of the Superintendent Items A1 – A14 and B1 – B12 be approved:

Mr. Bacchione questioned the job description for the Buildings & Grounds Supervisor that was posted. Ms. Venter stated it is a civil service created job description.

Mr. Byrnes commented that Item A11 has nothing to do with civil service or money. Designated persons are required responsibilities.

A. PERSONNEL RESOLUTIONS:

1. Resignations:

- a. Recommend the Board accept, with regret, the resignation of Robert Damiano, Supervisor of Buildings and Grounds, effective 12/1/11. (Mr. Damiano is retiring after serving the district for 27 years.)
- b. Recommend the Board accept the resignation of Dare'lene Romberger, Payroll Clerk, effective 11/21/11. (Ms. Romberger has accepted a position in another district.)

2. Leaves of Absence:

ACTION

Recommend the Board approve a leave of absence for the following staff members:

- a. Melia Hoffman-CBW-Media Specialist:
Medical leave of absence utilizing accumulated available personal and sick days; followed by unpaid days, effective 10/20/11 through 11/9/11.
- b. Justin Mannarino-CBW-Gr. 4 INCL:
Extension of family (paternity) leave of absence utilizing accumulated available sick days, effective 12/1/11 through 12/23/11.
- c. Charissa Palazzo-BAY/HMP-LDTC:
Medical leave of absence utilizing accumulated available sick days, effective 11/1/11.
- d. Dana Vannella-CBW-Gr. 2:
Maternity leave of absence utilizing 14 accumulated available sick days, effective on or about 12/5/11 through 12/22/11; followed by an unpaid maternity leave through 4/5/12.
- e. Janet Altieri-BAY-Bus Driver:
Unpaid medical leave of absence utilizing the FMLA, effective 11/7/11.
- f. Nicole Ettari-BAY-Gr. 2:
Extension of unpaid child-rearing leave of absence, effective 1/13/12 through 6/30/12.

- g. Tia Monica-BAY-Kdg:
Extension of unpaid child-rearing leave of absence, effective 1/16/12 through 6/30/12.

3. Long Term Substitutes:

Recommend the Board approve the appointment of the following individuals as long term substitutes, meeting the criteria established by the Superintendent, at the rate of \$100 per diem:

<u>Name</u>	<u>In For</u>	<u>Effective</u>
Shannon Ponticelli	Janet Beck-CBW-Music	10/17/11-01/02/12
Michele Warchol	Dana Vannella-CBW-Gr. 2	12/02/11-04/16/12

4. Long Term Substitute Extension: ACTION

Recommend the Board approve the extension of Maureen Price, as a long term substitute for Justin Mannarino, Grade 4 INCL assigned to the Clara B. Worth School, effective 12/1/11 through 12/23/11.

5. Approval of School Aide: ACTION

Recommend the Board approve the appointment of Ellen Hughes as a school aide assigned to the Bayville School, at the contractual rate of pay, for 2.5 hours daily, effective 11/18/11 through 6/30/12. (Ms. Hughes replaces a school aide who resigned.)

6. Approval of Club Advisors: ACTION

Recommend the Board approve the following individuals as Advisors for the Potter Creek Crusaders Club at the Berkeley Township Elementary School, *paid through a grant from the *Little Stuff Fund*, effective 9/15/11 through 6/30/12:

- *Joyce Meilner - Technology/Photo Publishing - \$1,400
- *Lois Schoeck - Environmental Education - \$1,100
- Kathy Palagonia - paid at the hourly supplemental contractual rate, not to exceed \$1,248.

7. Drama Program Coordinators: ACTION

Recommend the Board approve the following individuals as Coordinators for the Drama Program at the Berkeley Township Elementary School, not to exceed 25 hours each, at the hourly supplemental contractual rate of \$41.61, for the 2011-2012 school year:

Gianna Bassford
Janet Sullivan

8. Homebound Instructors: ACTION

Recommend the Board approve the following staff members as Homebound Instructors for the 2011-2012 school year:

- Tia DiFore
- Kim Guarascio
- Melissa Tomaini

9. Appointment of Clerk: ACTION

Recommend the Board approve the appointment of Emalisa Haller as a clerk assigned to the Business Office, at a salary of \$38,000 prorated, effective 12/19/11.

10. Approval of Temporary Payroll Clerk: ACTION

Recommend the Board approve the appointment of Dare'lene Romberger as a temporary payroll clerk, at the rate of \$30 per hour, on an as needed basis, effective 11/21/11.

11. Replacement Approval: ACTION

Recommend the Board approve Patrick Sullivan to replace Robert Damiano as Asbestos Management Officer, Indoor Air Quality Designee, Integrated Pest Management (IPM) Coordinator, HAZCOM Instructor, AHERA Representative, and District Safety Coordinator for the remainder of the 2011-12 school year.

12. Substitutes: ACTION

Recommend the Board approve that following individuals as substitutes for the assignments listed below during the 2011-2012 school year:

A. Non-Instructional:

- JoAnn DeGrande.....Bus Driver/Custodian
- Tracy DellaPietro.....Clerical Worker

B. Instructional:

- Linda A. Curry.....Teacher
- Kathleen Ford.....Teacher
- Katherine J. Pelter.....Teacher

13. Resignation: ACTION

Recommend the Board accept the resignation of Ian Kennedy, Diesel Mechanic Assistant assigned to the district, effective 11/30/11.

14. Hours Increase: ACTION

Recommend the Board approve an increase in the hours for Kecia Drake, breakfast aide assigned to the Bayville School, at the hourly contractual rate of pay, effective 10/13/11, as follows:

<u>From</u>	<u>To</u>
2.5 daily	3.5 daily

B. OTHER BOARD ACTION:**1. Bedside Instruction: ACTION**

Recommend the Board approve bedside instruction for the following student for the 2011-2012 school year:

I.D. #996639

(Automatic bedside is a component within each IEP)

2. Out-of-District Placement: ACTION

Recommend the Board approve out-of-district placement for the following student:

I.D. #994801 - Regional Day School, Jackson - effective 10/17/11
for the 2011-2012 school year

3. Rescind Out-of-District Placement: ACTION

Recommend the Board rescind the out-of-district placement for the following student:

I.D. #996964 - Regional Day School, Jackson - effective 10/20/11
for the 2011-2012 school year

4. Reinstate Out-of-District Placement: ACTION

Recommend the Board approve the reinstatement of the out-of-district placement for the following student:

I.D. #993490 - Children's Center of Monmouth County - effective
12/1/11 through 6/30/12.

- 5. Revised Class Trips for 2011-12: ACTION**
- Recommend the Board approve the revised class trips list for 2011-12.
(Attachment #1)
- 6. Mayflower Compact: ACTION**
- Recommend the Board recognize November 21, 2011 as *The Anniversary of the Signing of the Mayflower Compact*.
- 7. American Education Week: ACTION**
- Recommend the Board declare November 13-19, 2011 as American Education Week.
- 8. Diabetes Awareness Month: ACTION**
- The Berkeley Township Board of Education encourages all citizens to work together to better prevent, manage, and treat this disease in all its variations; and further encourage all to join in activities that raise Diabetes awareness. Therefore, it is recommended the Board declare the month of November as Diabetes Awareness Month.
- 9. First Reading of Bylaws/Regulations/Policies: ACTION**
- Recommend the Board approve the first reading of the following Bylaws/Regulations/Policies listed below: **(Available for review in Superintendent's Office)**
- | | |
|-----------------|---|
| Bylaw 0146 | Board Member Authority (Revised) |
| Bylaw 0171 | Duties of Board President and Vice President (Revised) |
| Bylaw 0173 | Duties of Public School Accountant (Revised) |
| Policy 2415.01 | Academic Standards, Academic Assessments & Accountability (Revised) |
| Policy/Reg 2423 | Bilingual and ESL Education (Revised) |
| Policy/Reg 3144 | Certification of Tenure Charges (Revised) |
| Policy 4159 | Support Staff Member/School District Reporting Responsibilities (New) |
| Policy 5600 | Pupil Discipline Code of Conduct (Revised) |
| Policy/Reg 6112 | Reimbursement of Federal & Other Grant Expenditures (New) |
| Policy 6830 | Audit and Comprehensive Annual Financial Report (Revised) |
| Policy/Reg 8310 | Public Records |

10. Second Reading of Regulations/Policies: ACTION

Recommend the Board approve the second reading of the following Regulations/Policies listed below: **(Available for review in Superintendent's Office)**

Policy 2436	Activity Participation Fee Program (New)
Policy/Reg 5111	Eligibility of Resident/Nonresident Pupils (Revised)
Reg 5512	Harassment, Intimidation or Bullying Investigation Procedure
Policy/Reg 6740	Reserve Accounts (New)
Policy 6360	Political Contributions (Revised)
Policy/Reg 6422	Budget Transfers (Revised)
Policy 8420	Emergency & Crisis Situations (Revised)
Reg 8420.1	Fire & Fire Drills (Revised)

Abolish Policies 5512.01 and 5512.02 (now under Policy 5512)

11. New Student Enrollment: ACTION

Recommend the Board accept for entrance into kindergarten at the H. & M. Potter School, new student S.T., effective 11/18/11.

12. Request for Qualifications for OT Services: ACTION

WHEREAS, the Berkeley Township Board of Education issued a Request for Qualifications (RFQ) for Occupational Therapist Services, and

WHEREAS, the RFQ's were received, opened and evaluated on November 16, 2011,

NOW, THEREFORE, BE IT RESOLVED, that the Berkeley Township Board of Education award the RFQ for Occupational Therapist Services to: Advance Education Advisement Company, Forked River, NJ at an hourly rate of:

\$68.50 for 2011-12

\$69.50 for 2012-13

\$70.50 for 2013-14

X. BUSINESS ADMINISTRATOR'S AGENDA:

MOTION by Ms. Parks, second by Mr. Grosse, and carried upon Roll Call Vote (9 Ayes, 0 Nays, 2 Abstains – Mr. Grosse on Item 1; Ms. Parks on Items 1 and 3) that the Business Administrator/Board Secretary's Items 1 – 7 be approved:

Mr. Byrnes wished Mr. Damiano well in his retirement.

Mr. Fulcomer suggested a certificate be given to Mr. Damiano for his years of service.

1. Minutes: ACTION

RESOLVED that the Minutes of the Regular Meeting held on October 13, 2011 be approved.

2. Payment of Bills: ACTION

BE IT RESOLVED that the following items as reviewed by the Finance Committee, be approved:

Bills List (**Attachment #2**) dated November 17, 2011 \$930,651.18

3. Payroll Approval: ACTION

BE IT RESOLVED that the monthly payroll be approved:

Payroll – October 2011 \$1,729,381.57

4. Appropriation Transfers: ACTION

BE IT RESOLVED that the Appropriation Transfers for the month of September 2011 to the 2011-2012 budget be approved. (**Attachment #3**)

5. Board Secretary’s Report: ACTION

RESOLVED that through the adoption of this resolution, we, the Berkeley Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4 certify that as of September 30, 2011, after review of the Secretary’s monthly financial report (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. (**Attachment #4**)

6. Report of the Treasurer of School Monies: ACTION

RESOLVED that the Berkeley Township Board of Education accept the Report of the Treasurer of School Monies for the month ended September 30, 2011, and that the Board Secretary’s Report and Treasurer of School Monies Report are in agreement. (**Attachment #5**)

7. Travel Approvals:

ACTION

RESOLVED that the Berkeley Township Board of Education approve the following travel:

<u>Name</u>	<u>Seminar/Workshop</u>	<u>Dates</u>	<u>Not to Exceed</u>
Jeff Zito	Train the Trainer Conference – Standards Solution	12/2/11	358.44
Susan Bellettiere	Applied Behavior Analysis	12/13/11	219.00
Josephine Violante	Applied Behavior Analysis	12/13/11	219.00
Patrick Sullivan	Naeti VAT Training	12/16/11	250.00
Barbara Pinheiro	Section 504	2/10/12	75.00
Annemarie Mandredi	Section 504	2/10/12	75.00
James Roselli	National Conference on Bullying	2/15-17/12	2000.00

MOTION by Ms. Parks, second by Mrs. Kowalewski, and does not carry upon Roll Call Vote (4 Ayes, 5 Nays – Mr. Ferlise, Mr. Fulcomer, Mrs. Kowalewski, Ms. Parks, Mr. Byrnes, 0 Abstains) for the following travel:

<u>Name</u>	<u>Seminar/Workshop</u>	<u>Dates</u>	<u>Not to Exceed</u>
Barbara Fitzpatrick	NJ Transp. Supv. Training	11/21 – 2/6/12	1,260.00

MOTION by Mr. Pellecchia, second by Mr. Fulcomer, and carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that the Business Administrator/Board Secretary’s Items 8 – 13 be approved:

8. Change Orders For CBW HVAC:

ACTION

The following Construction Change Orders as recommended by the Architect:

WHL Enterprises Inc. T/A Bill Leary A/C Heating:

The Contract is changing as follows:

Change Order #1 – Run duct on the roof in place of inside of building.

Change Order #2 – Additional framing for unforeseen site conditions.

Original Contract Sum	\$255,000.00
Change Order #1	\$15,374.71
Change Order #2	\$19,142.54
New Contract Sum including these Change Orders will be	\$289,517.25

9. Renewal of Bid: ACTION

Recommend that the Board approve Meticulous Landscaping, Inc., 360 Route 9, Waretown, New Jersey for Maintenance of Grounds Services for the third year of their bid at 0% increase at a cost of \$26,900 for the period beginning March 23, 2012 through December 15, 2012.

10. Disposal of Vehicles: ACTION

Recommend the Board approve the disposal of the following two vehicles as scrap metal that are mechanically unsound and are no longer of use:

Vehicle #	Year	Make	Vin #
Van #B1	1998	Ford/Giraden Van (16 passenger)	1FDSE37F0WHA69041
Van #B2	1998	Ford/Giraden Van (16 passenger)	1FDSE37F2WHA69042

11. Cooperative Services Agreement: ACTION

WHEREAS, the Berkeley Township Board of Education is in need of refuse/recycling removal services; snow plowing, road salting/sanding and street sweeping, and

WHEREAS, the Township of Berkeley currently provides said services to the residents of Berkeley Township and the district;

WHEREAS, the State of New Jersey encourages cooperative agreements for efficiency and cost savings;

NOW THEREFORE BE IT RESOLVED that the Berkeley Township Board of Education does hereby approve a Cooperative Services Agreement with the Township of Berkeley for Calendar Year 2012 for refuse/recycling removal, snow plowing, road salting/sanding and street sweeping services for an annual cost of \$65,600.

12. Receipt of Warehouse Building Rebids: ACTION

RESOLVED that the Berkeley Township Board of Education acknowledges receipt of the bids at the bid opening on November 9, 2011, at 2:00 p.m. in the Administration Building for proposed new Warehouse Building at Berkeley Township Elementary School as per attachment. (**Attachment #6**)

13. Award of Maintenance Building Bid: ACTION

RESOLVED that the Berkeley Township Board of Education approve Gingerelli Brothers Construction, 2606 Rt. 37 East, Toms River, New Jersey, as lowest, responsive, responsible bidder for proposed new maintenance building for a total cost of \$422,000.

XI. OLD BUSINESS:

None.

XII. NEW BUSINESS:

Ms. Venter read the resignation letter from board member, Mr. Grosse.

MOTION by Mr. Fulcomer, second by Mr. Pellecchia, and all in favor to accept the resignation of Mr. Grosse effective December 1, 2011, as he was elected to the Berkeley Township Town Council.

Mr. Fulcomer thanked Mr. Grosse for his service to the district and congratulated him on his election to the Town Council.

Mr. Vicari noted that Mr. Grosse will be missed.

MOTION by Ms. Parks, second by Mr. Fulcomer, and carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that the Board approve the Business Administrator to advertise for the vacancy on the Board.

XIII. PUBLIC DISCUSSION OF NON-AGENDA ITEMS:

A sixth grade student from Berkeley Township Elementary School spoke regarding his diabetes. He thanked everyone for their love and understanding.

Ms. Altieri thanked Mr. Vicari for supporting the Senior Citizen Pen Pal Program.

Ms. Crawford commented for Mr. Grosse and Mr. Bacchione not to forget us in April.

Mr. DePaola spoke about his grandson dealing with Type 1 diabetes since he was six years old. His daughter is a Council woman in Point Pleasant and knows what parents go through. Everyone needs the support.

He came here tonight because he was disturbed regarding an article he read against Mr. Pellecchia. Ms. Parks was quoted in the *Berkeley Times* stating she wants to keep politics out of the school, yet do you remember what happened three years ago when the Democrats were in control? How did this legal information get into the paper? When in litigation it is Executive Session and confidential. How did it come out of closed session.

You, Mr. Byrnes, need to make sure nothing comes out of Executive Session. Mr. Vicari, please make sure nothing comes out of Executive Session.

Ms. Parks replied that she did not give it to them.

Mr. DePaola states he is going to write a letter to all assemblymen and senators to make sure they pass legislation that no pictures of children go on political flyers in the future.

Mr. Vicari noted there are special classes for new board members instructing them on the dangers of speaking about what happens in Executive Session. This makes the Board look bad.

Mr. Grosse commented that as adults we should refrain from speaking about what happens in Executive Session.

Mr. Fulcomer stated that Mr. DePaola's comments are well taken. No child should be used on political propaganda.

Mr. DePaola noted that this was the first time in 45 years of his political career that there was a picture of a child used.

Mr. Vicari stated that many people called his office objecting to the use of a child's picture.

Ms. Michele Hough – Type 1 diabetic for three years and understands the need for children to feel as normal as possible. Is anything done in the Cafeteria?

Mr. Vicari replied it can be part of the 504 plan.

Mr. DePaola stated that if there is a place that will take care of a child, it is here in Berkeley Township.

Ms. Hough commented Mr. Zito was wonderful and the teachers were excellent support here at Berkeley.

Mr. Byrnes commented on article that came out from one of our schools that stated "We lost the Vietnam War."

Mr. Fulcomer questioned why H. & M. Potter School was on the field trip list.

Mr. Vicari answered that one grade from another school may go to attend an assembly held there.

Mr. Byrnes stated there will be a Special Board Meeting on Tuesday, November 22, 2011 on the solar plan.

XIV. EXECUTIVE SESSION:

MOTION by Mr. Pellecchia, second by Ms. Gingrich, and all in favor that the Board move into Executive Session at this time, 7:47 p.m., for the purpose of discussing personnel and contracts as outlined under the Open Public Meetings Act. The Board will not be reconvening into open session following the Executive Session. The Board of Education will not take public action at this evening's Public Meeting. When, and if, the Board of Education takes action on any of the matters, the action will be disclosed to the public. Minutes will be made available when the need for confidentiality no longer exists. Therefore the Regular Meeting is adjourned at 7:47 p.m.

Respectfully submitted,

Laura Venter, CPA, RSBA
Business Administrator/Board Secretary