

**I. CALL MEETING TO ORDER:**

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, March 22, 2016 at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, New Jersey. Board President, Edward Cammarato, called the meeting to order at 6:30 p.m. Adequate notice of this meeting was given by publication in the *Asbury Park Press* on January 11, 2016 and by posting the notice in all district schools, Office of the Board of Education, and the Berkeley Township Municipal Offices 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. Cammarato asked for a moment of silence for our military serving overseas.

**III. ROLL CALL:**

**PRESENT:** Keith Fisher, Tom Guarascio, Robert Martino, Gerard Reuter, David Ytreboe, Lou Tuminario and Edward Cammarato

**ABSENT:** John MacMoyle and Steve Pellecchia

**ALSO PRESENT:** Dr. James Dr. Roselli, Superintendent  
Laura Gingerelli, CPA, Business Administrator/Board Secretary  
Robert Budesca, Board Attorney

**IV. PRESENTATION:**

Dr. James Roselli: "Certificate of Thanks" to Exelon Corporation for the donation of \$1,000 for 50th Anniversary, Stokes State Forest Class Trip.

**V. PRESIDENT'S REPORT:**

Mr. Cammarato thanked Exelon for the \$1,000 donation. The district is preparing for PARCC testing. The Winter band and Chorus concert at BTES was wonderful. They are doing wonderful things! Board of Education contract negotiations with the Berkeley Township Education Association are coming along nicely and will hopefully continue to progress. Mr. Cammarato thanked Keith Fisher for completing the sufficient credits under the Board Member Academy Program. Mr. Fisher is a recipient of the Certificated Board Member Award. Thank you for your tireless dedication.

**VI. SUPERINTENDENT'S REPORT:**

**1. SCHOOL REPORTS**

**Bayville School:**

- Makerspace - Coding night
- Literacy night: Herman Parrish, Author
- Nutrition Buffet

**H. & M. Potter School:**

- Author visit: Herman Parrish
- Gift Auction
- Character Education Assembly

**Clara B. Worth School:**

- Seussical Musical Play
- Target Grant - Ocean County Planetarium visit
- Young Consumers Program with Shop Rite

**Berkeley Twp. Elementary School:**

- Annual FunFest Carnival
- \$2,000 Donor's Choose
- DARE poster contest winners

**2. SUPERINTENDENT'S REPORT**

Thank you to all BOE members, parents, Mayor Amato, town council representatives and various community members who volunteered in all 4 Berkeley Township schools to celebrate our Read Across America Week.

Congratulations to the following:

**Teachers of the Year:**

BAY	-	Jackie Wright
CBW	-	Jerry Duggan
HMP	-	Gina Boyles
BTE	-	Sue Bellettiere

**Educational Support Professional:**

Ron Coleman - Transportation

All will be recognized publicly at a future Board of Education meeting.

Please check out our District Website: [btboe.org](http://btboe.org) and register for our trip down memory lane as we celebrate our 50th Trip to Stokes: April 22nd & 23rd. Program is free.

Please visit our Facebook page to see all the amazing events and programs taking place on a daily basis in all four of our schools.

This concludes my Superintendent's Report.

**VII. PUBLIC DISCUSSION ON AGENDA ITEMS:**

None.

**VIII. SUPERINTENDENT'S AGENDA**

Motion by Mr. Tuminaro that upon recommendation of the Superintendent Items A1-A5 be approved.

SECOND by Mr. Guarascio

ROLL CALL VOTE: (7 Ayes, 0 Nays, 0 Abstains) Motion carries.

**A. PERSONNEL RESOLUTIONS**

**1. Leave(s) of Absence**

Recommend the Board approve a leave of absence (new or revised) for the following staff members (start and end dates for maternity leaves are subject to change):

- a) I.D. #4349-BAY:  
Medical leave of absence to start 2/2/16 and continue through 4/22/16.
- b) I.D. #5369-Cafe-CBW:  
Medical leave of absence to start 3/1/16 and continue through 3/24/16.
- c) I.D. #5672-Gr. 1-HMP:  
Maternity leave of absence to start 5/2/16 and continue through 11/30/16.
- d) I.D. #5715-Kdg.-CBW:  
Medical leave of absence to start 4/4/16 and continue through 5/20/16.
- e) I.D. #5518-CBW:  
Extension of medical leave of absence from 4/4/16 and continue through 4/22/16.

**2. Substitute(s)**

Recommend the Board approve the following substitute(s) for the assignment(s) listed below for the 2015-2016 school year:

<b>Instructional</b>	
Susan Cucci	Teacher
Megan Drake	Teacher

**3. Long-term Substitute(s)**

Recommend the Board approve the following long-term substitute(s) meeting the criteria established by the Superintendent, at the rate of \$100 per diem (start and end dates are subject to change):

<b>Name</b>	<b>In For</b>	<b>Effective</b>
Jennifer Cooney	I.D. #4349-BAY	03/07/16-04/22/16
Lacey Shan	I.D. #5672-Gr. 1-HMP	05/02/16-06/30/16
Stephanie Koplitz	I.D. #5715-Kdg.-CBW	04/04/16-05/20/16

**4. Kindergarten Registration Staff**

Recommend the Board approve the following staff members to assist with kindergarten registration at BTES, at the contractual rate:

Debbie Frandza - additional 2 hours (retro to 3/16/16)  
 Patricia Olsen - additional 2 hours (retro to 3/16/16)  
 Melanie Cottrell - 6 hours (retro to 3/15/16)

**5. Certified Substitute Teacher Rate Increase**

Recommend the Board approve an increase in the rate for certified substitute teachers, effective 7/1/16, as follows:

<u>From</u>	<u>To</u>
\$72 per diem	\$75 per diem

**B. OTHER BOARD ITEMS**

MOTION by Mr. Martino that upon recommendation of the Superintendent Items B1-B6 be approved.

SECOND by Mr. Guarascio.

ROLL CALL VOTE: (7 Ayes, 0 Nays, 0 Abstains) Motion carries.

**1. HIB Report Update**

For the month of February, 2016, there were:

- 0 B investigations conducted
- 0 Affirmed HIB's

**2. Homebound Instruction**

Recommend the Board approve Homebound Instruction for the following students, for a minimum of 2 weeks: I.D. #998860 - eff. 1/27/16 - Instruction will be provided by Christina Lee  
I.D. #997649 - eff. 3/07/16 - Instruction will be provided by Kristen Kane  
I.D. #996447 - eff/ 3/09/16 - Instruction will be provided by Joan Jeffers

**3. Calendar for 2016-2017**

Recommend the Board approve the school calendar for the 2016-2017 school year.  
**(Attachment 1)**

**4. School Field Trips**

Recommend the Board approve the following school field trips for the 2015-2016 school year:

- Play Day Place, 695 Challenger Way, Forked River, NJ
- Sky Zone, 1001 New Hampshire Ave., Lakewood, N J
- Manchester Twp. Police Dept., 1 Colonial Dr., Manchester, NJ
- Stafford Intermediate School, 1000 McKinley Ave., Manahawkin, NJ
- Beachwood Elementary School, 901 Berkeley Ave., Beachwood, NJ

**5. McKinney-Vento Homeless Grant**

Recommend the Board approve submission of the application for the McKinney-Vento Homeless Grant for Monmouth, Ocean and Middlesex Counties in the amount of \$9,920.00.

**(Enclosed in Agenda Packet)**

**6. First Reading of Bylaws/Regulations/Policies**

Recommend the Board approve the first reading of the Bylaws/Regulations/Policies listed below:

Policy 5111 Eligibility of Resident/Nonresident Pupils (Revised) **(Enclosed in Agenda Packet)**

**IX. BUSINESS ADMINISTRATOR'S AGENDA**

MOTION by Mr. Guarascio that upon recommendation of the Business Administrator Items 1-7 be approved.

SECOND by Mr. Tuminaro.

ROLL CALL VOTE: (7 Ayes, 0 Nays, 2 Abstains- Mr. Fisher on Item 3 and Mr. Tuminario on Item 1) Motion carries.

**1. Minutes**

RESOLVED that the Minutes of the Regular Meeting held on February 23, 2016 be approved.

**(Attachment 2)**

**2. Payment of Bills**

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

Bills List dated March 4, 2016	
Check number 39595-39598	\$543,361.11

Bills List dated March 22, 2016	
Check number 39599-39745	\$780,395.74

**(Attachment 3)**

Purchase Order Report listing Purchase	
Orders numbered 16-01318 through 16-01482	\$1,203,816.72

**(Attachment 4)**

**3. Payroll Approval**

BE IT RESOLVED that the monthly payroll be approved:

Payroll – February 15, 2016	\$960,154.30
Payroll – February 29, 2016	\$943,793.55

**4. Appropriation Transfers**

BE IT RESOLVED that the Appropriation Transfers for the month of February, 2016 to the 2015-2016 budget be approved. **(Attachment 5)**

**5. Board Secretary's Report**

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 February 29, 2016 after review of the Secretary's monthly financial reports (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 6)**

**6. Report of the Treasurer of School Monies**

RESOLVED that the Berkeley Township Board of Education accept the Report of the Treasurer of School Monies for the month ended February 29, 2016 and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement. **(Attachment 7)**

**7. Travel**

Name	Seminar/Workshop	Dates	Not To Exceed
Gary Fruchiere	HVAC Training in Lakewood	3/23/2016	\$25.00
Marc Panepinto-CST	Ocean Mental Health Services	4/28/2016	\$100.00
Christine Chudzik	Special Ed. Code-Kean University	4/29/2016	\$95.00
Karen Quartuccio	Special Ed. Code-Kean University	4/29/2016	\$95.00
Jessica Schlottfeld	Special Ed. Code-Kean University	4/29/2016	\$95.00
Elaine Ritchey	Special Ed. Code-Kean University	4/29/2016	\$95.00
Dr. James Roselli	NJASA 34TH Annual Conference in Atlantic City	5/11-13/2016	\$675.00
Keith McShaffrey-BTES	SRI/ETTC Workshop Google Educator Certification BootCamp	6/2-3/2016	\$50.00
Jeff Zito-District	NJAFPA Spring Conference in Atlantic City	6/9/2016	\$139.00

Michael Conforti-BAY	NJAFPA Spring Conference in Atlantic City	6/9/2016	\$149.00
Thomas Ettari-HMP	NJAFPA Spring Conference in Atlantic City	6/9/2016	\$149.00

MOTION BY Mr. Martino that upon recommendation of the Business Administrator Items 8-12 be approved.

SECOND by Mr. Tuminaro.

ROLL CALL VOTE: (7 Ayes, 0 Nays, 0 Abstains) Motion carries.

**8. 2016-2017 Tentative Budget**

BE IT RESOLVED to approve the tentative budget for the FY 2016-17 School Year for submission to the Executive County Superintendent for review:

	<b>Budget</b>	<b>Local Tax Levy</b>
Total General Fund	\$32,121,192	\$28,025,975
Total Special Revenue Fund	1,257,361	N/A
Total Debt Service Fund	<u>1,930,900</u>	<u>1,930,900</u>
Totals	\$35,309,453	\$29,956,875

And to advertise said tentative budget in the Asbury Park Press in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a Public Hearing be held at the Berkeley Township Elementary School, Bayville, New Jersey on April 26, 2016 at 6:30 p.m. for the purpose of conducting a public hearing on the budget for the 2016-2017 School Year; and

BE IT FURTHER RESOLVED, that the Berkeley Township Board of Education requests use of an Adjustment for Increase in Health Care Costs of \$316,877; and

BE IT FURTHER RESOLVED, that the Berkeley Township Board of Education request use of \$466,802 of Banked Cap to offset cost increases in insurances and cost of new curriculum as dictated by standards. These items are for current year's budget and cannot be deferred or incrementally completed over a longer period of time.

BE IT FURTHER RESOLVED that travel expense for the 2016-17 School Year shall not exceed \$50,000.

**9. Disposal of a Fixed Asset**



Recommend the Board approve the disposal of the following fixed asset:

GBC Shredmaster 16256 - Tag # 02138

**10. Receipt of Bids for New Boiler**

RESOLVED that the Berkeley Township Board of Education acknowledge receipt of the following bids at the bid opening on March 15, 2016 at 1:00 p.m. in the Board Office for the new boilers at H&M Potter School:

Bill Leary A/C & Heating	\$274,300
Estock Piping Co.	\$300,416
Kaser Mechanical	\$310,000
Gabe Sganga, Inc.	\$327,748

**11. Award of Bid for Boilers for H&M Potter School**

RESOLVED that the Berkeley Township Board of Education award the bid for the new boilers at H&M Potter School to Bill Leary A/C & Heating for a total cost of \$274,300 including \$5,000 allowance and \$33,000.00 for asbestos removal, as the lowest responsive responsible bidder.

**12. Transportation**

Recommend the Board approve MOESC transporting one student I.D. #998514 to and from Bayville School/Jackson starting on March 21, 2016 until June 20, 2016. (Per diem rate of \$224.70 with H.E. School Bus, Route #5739.)

**X. OLD BUSINESS:**

Dr. Roselli stated that the last day of school will be June 20th. The 2016-17 School Calendar change was approved tonight to align spring break with neighboring districts.

**XI. NEW BUSINESS:**

Peg Crawford, Congratulations to Mr. Fisher. Two teachers, Lori Byron from H&M Potter School and Krista DesJardin from Clara B. Worth School named WJRZ's, Jersey's Greatest Teacher Winners of 2016.

Mr. Tuminaro thanked all who participated in Read Across America. He also thanked all the staff and volunteers for the gift auction at H&M Potter School, they did a great job and it was a lot of fun.

**XII. PUBLIC COMMENTS ON NON AGENDA ITEMS:**

A member of the public, Mrs. Goldstein, asked if the Board reviewed Policy on bussing as she requested at last month's meeting. Mr. Cammarato responded "yes" but it will remain the unchanged for safety reasons. Mr. Tuminaro re-read his committee report which explains the decision. Mrs. Goldstein was not pleased and noted she will be going to the Mayor.

**XIII. COMMITTEE REPORTS:**

**Building and Grounds:**

Mr. Tuminaro stated in February, the Transportation Committee reviewed District Policy 8600.2 - Requests for Child Care Bus Stops.

- ◆ Specifically one stop in and one stop out

As per the request of Mrs. Goldstein, parent, who attended the February 23, 2016 BOE Meeting:

It was looked into by the Committee and we are all sensitive to requests made by individual parents. We must look at the entire situation and decide what is in the best interest in maintaining student safety for the entire student population.

It is recommended by the Committee to maintain the policy as it is currently written. Student safety has always been and will remain our top priority in the Berkeley Township School District.

**Education/Policy:**

Mr. Fisher, noted previous month's discussion on report cards and new math curriculum. The committee will be following up with another meeting shortly.

**Finance:**

Mr Cammarato said the committee had several reviews of the budget. Also reviewed and approved all bills and claims.

**Personnel & Negotiations:**

Mr. Cammarato noted that there are continued talks with the BTEA, there are 2 more meetings set up for April 11 and April 18th.

**ADJOURNMENT:**

**MOTION** by Mr. Tuminaro, second by Mr. Guarascio and all in favor that the meeting be adjourned at 7:00 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Gingerelli".

Laura Gingerelli, CPA, RSBA  
Business Administrator/Board Secretary

