

March 8, 2012
Regular Meeting

I. CALL MEETING TO ORDER:

A Berkeley Township Board of Education Meeting was held on Thursday, March 8, 2012 at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, New Jersey. Board President, Steve Pellecchia, called the meeting to order at 6:45 p.m. Adequate notice of this Meeting has been given in accordance with the provisions of the Open Public Meetings Act.

Due to the Superintendent's absence this evening, there will be no Superintendent's Report or Agenda tonight.

II. FLAG SALUTE:

The Meeting was opened with a Salute to the Flag. Please stand for a moment of silence and offer a prayer to bring our service men and women home safely and for our Superintendent's family during this difficult time.

III. ROLL CALL:

PRESENT: Sal Ferlise, Jim Fulcomer, Sophia Gingrich,
Noriko Kowalewski, John MacMoyle, Dawn Parks,
Lou Tuminaro, David Ytreboe, Steve Pellecchia

ABSENT: None

ALSO PRESENT: Laura Venter, CPA, Business Administrator/Board Secretary
John C. Sahradnik, Board Attorney

IV. PRESIDENT'S REPORT:

Mr. Pellecchia stated a few of their committees will be making reports this evening in reference to the Stokes program. Mr. Pellecchia announced that he would like to join with Ms. Parks and Mr. Byrnes and pledge \$100 to the Berkeley Township Educational and Environmental Foundation for the Stokes trip.

Ms. Parks thanked Mr. Pellecchia for the generous donation.

V. PRESENTATION:

Mrs. Venter announced there will be a presentation on the five-year demographic study and introduced Mr. George B. Sundell from Sundance Associates to present this information. This is the current update from the demographic study Mr. Sundell did for our district five years ago.

Mr. Sundell then conducted a *Power Point* presentation. (**Attachment #1**)

VI. PUBLIC DISCUSSION ON AGENDA ITEMS:

None.

VII. COMMITTEE REPORTS:**1. Finance: Noriko Kowalewski, Chairperson**

Mrs. Kowalewski 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 March 8th meeting:

Purchase orders numbered 12-01146 through 12-01248 in the amount of \$148,803.36.

The Committee also met on February 19th and 27th regarding the 2012-2013 school budget and the Stokes field trip. The Committee has authorized Ms. Venter to transfer \$5,000 to cover the costs of the two Stokes coordinators and to post the positions. The Committee and Ms. Venter are happy to report there has been no increase in the tax levy for the 2012-2013 school year budget.

2. Education and Liaison to Central Regional: Dave Ytreboe, Chairperson

Mr. Ytreboe participated in Read Across America Day. He read to Ms. Trethaway's kindergarten class. He offered his thanks to Mr. Vicari, Ms. Lippincott, and Ms. Trethaway for inviting him into the class. He noted that as he walked down the hallway in Bayville School students and teachers were actively engaged in the learning process, the halls were filled with student displays, and had a very positive environment at the school. The New Jersey Quality Single Accountability Continuum (QSAC) has been completed and submitted to the County Office. QSAC is a three-year evaluation and monitoring program. The results will be in the Education Committee's report possibly in April.

The Education Committee met with the Education and Environmental Program Foundation on March 2nd. They listened to concerns and questions for fundraising by the Foundation. Feedback was brought to the attention of the Board President and Superintendent.

The Education Committee met tonight to discuss the needs of Special Education, a new reading program, NJASK prep classes, and agenda for inservice. He was also excited to hear about a ten-week program piloted by Dr. DeClerico at the Potter School called *Mimi's Bookworms*. There were 17 students in the program, and it was designed to excite students about reading and book selection. Mr. Ytreboe was very pleased to see the dedication of Dr. DeClerico to this program and hopes that it will take place in the other schools as well.

3. Personnel & Negotiations: Sophia Gingrich, Chairperson

The Personnel Committee met on Tuesday, March 6. They would like Ms. Venter to contact New Jersey School Boards Association (NJSBA) to prepare a proposal for a Superintendent search.

MOTION by Ms. Gingrich, second by Mr. Fulcomer, and carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that the Board authorize Ms. Venter to contact New Jersey School Boards Association to get proposal for Superintendent's position.

4. Consolidated/Shared Services Ad Hoc: Jim Fulcomer, Chairperson

Mr. Fulcomer reported that the Committee was seeking a meeting with Township officials in an effort to develop more shared services with the Township. The Committee feels they can do more shared services with Buildings & Grounds. They also would like to meet with representatives of Central Regional to develop more shared supervisory services within Transportation.

5. Policy & Legislation: Dawn Parks, Chairperson

The Committee met this evening. The policies reviewed will be on the March 22nd agenda.

6. Buildings & Grounds/Cafeteria/Transportation: Lou Tuminaro, Chairperson

Mr. Tuminaro met with Mr. Sullivan yesterday to discuss the ongoing projects. Mr. Tuminaro will schedule a Buildings & Grounds meeting to review them. He would also like to set up a meeting with other committee members to do a walkthrough of the schools and new maintenance building and bus garage.

7. Community Relations: Sal Ferlise, Chairperson

The Committee met with the Education and Environmental Program Foundation and would like to endorse a Resolution that will be introduced tonight.

VIII. BUSINESS ADMINISTRATOR’S AGENDA:

MOTION by Mr. Fulcomer, second by Ms. Parks, and carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that the Business Administrator/Board Secretary’s Items 1 - 7 be approved:

1. Minutes: ACTION

RESOLVED that the Minutes of the Regular Board Meeting held on February 9, 2012 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 March 8, 2012	\$ 848,641.24
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3. Payroll Approval: ACTION

BE IT RESOLVED that the monthly payroll be approved:

Payroll – February 2012	\$1,744,757.15
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4. Appropriation Transfers: ACTION

BE IT RESOLVED that the Appropriation Transfers for the month of January 2012 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 January 31, 2012, 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 January 31, 2012, 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>
Gerald Duggan	Core Curriculum Comm f/Social Studies	3/20-4/2/12	\$ 17.24
Justin Mannarino	Using Six Trait Writing	3/28/12	215.00
Diane Kulka	Using Six Trait Writing	3/28/12	215.00
Rita Starnier	Using Six Trait Writing	3/28/12	215.00
Debbie Fierra	NJCEC2012 Spring Conference	3/30/12	90.00
Charissa Palazzo	NJCEC2012 Spring Conference	3/30/12	90.00
Alexandria Terry	NJCEC2012 Spring Conference	3/30/12	90.00
Lauren Roth	Working w/Difficult & Disruptive Students	4/18/12	215.00
Lisa Spano	Working w/Difficult & Disruptive Students	4/18/12	215.00
Joan Richie	Art Exchange for Art Educators	4/26/12	75.00
Karen Ratushny	Art Exchange for Art Educators	4/26/12	75.00
Karen Roth	Art Exchange for Art Educators	4/26/12	75.00
Karen Roth	Monmouth Festival of the Arts Symposium	5/7/12	75.00
Barbara Fitzpatrick	Transporting Students with Disabilities	4/16-6/4/12	607.00
Deborah Kulka Carol Stalowski	NJASBO Central Office Admin. Secretaries	5/15/12	29.38
Joe Reid	Take Charge: iPad/iOS Deployment for Education	4/5/12	360.00
Dawn Parks	NSBA Conference, Boston, MA	4/21-4/23/12	1,000.00
Sal Ferlise	NSBA Conference, Boston, MA	4/21-4/23/12	1,000.00

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

8. 2012-2013 Tentative Budget: ACTION

BE IT RESOLVED to approve the tentative budget for the FY 2012-13 School Year for submission to the Executive County Superintendent for review:

	Budget	Local Tax Levy
Total General Fund	\$30,757,610	\$26,456,346
Total Special Revenue Fund	657,673	N/A
Total Debt Service Fund	<u>1,890,425</u>	<u>1,890,425</u>
Totals	\$33,305,708	\$28,346,771

BE IT FURTHER RESOLVED that travel expense for the 2012-2013 school year shall not exceed \$40,000. The pre-budget year maximum was set at \$45,000. As of February 29, 2012, the amount spent on travel in the 2011-2012 school year was \$24,324.

The budget includes the following Capital Projects:

Reroof section of Clara B. Worth	\$690,630
Retrofit inside of Maintenance Building.....	\$200,000
New Front Vestibule at H & M Potter School	\$100,000
Bus Depot Expansion.....	\$200,000
Total	\$1,190,630

9. Public Hearing on the Budget: INFORMATIONAL

The Public Hearing on the 2012-2013 School Budget will be held on **Thursday, March 22, 2012 at 6:30 p.m.** at the Berkeley Township Elementary School Auditorium.

MOTION by Mr. Fulcomer, second by Mrs. Kowalewski, and carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that the Business Administrator/Board Secretary’s Items 10 – 16 be approved:

10. Credit Change Order For BS HVAC Upgrades: ACTION

The following Construction Change Order as recommended by the Architect:

EACM Corp Change Order #2:

The Contract is changing as follows:

1. Floor Repair	\$(1,000)
2. Stage Curtain Clean and Repair	<u>(1,635)</u>
Total Credit Change Order	\$(2,635)

11. Credit Change Order For CBW HVAC Upgrades: ACTION

The following Construction Change Order as recommended by the Architect:

WHL Enterprises Change Order #3:

The Contract is changing as follows:

1. Clean, Recoat Stage Floor.....	\$(1,065)
2 Clean, Flameproof Stage Curtains	(1,233)
3. Strip Floor and Apply Non-Skid Coating	<u>(3,750)</u>
Total Credit Change Order	\$(6,048)

12. Change Order For Maintenance Building: ACTION

The following Construction Change Order as recommended by the Architect:

Gingerelli Brothers Change Order #1:

The Contract is changing as follows:

- 1. Metal Studs, Insulation and
Gypsum Board per original plan – Not to Exceed..... \$65,000

13. Clara B. Worth School Roof Replacement: ACTION

WHEREAS, the Berkeley Township Board of Education approves the submission of the Clara B. Worth School Roof Replacement Project to the New Jersey Department of Education; and

WHEREAS, the Berkeley Township Board of Education is not seeking any state funding for the proposed roof replacement at Clara B. Worth School;

NOW, THEREFORE, BE IT RESOLVED, that the proposed Clara B. Worth School Roof Replacement Project will be paid for by “Other Capital” and amendment to the Long Range Facilities Plan (LRFP).

14. H. & M. Potter New Main Vestibule: ACTION

WHEREAS, the Berkeley Township Board of Education approves the submission of the H. & M. Potter School New Main Vestibule Project to the New Jersey Department of Education; and

WHEREAS, the Berkeley Township Board of Education is not seeking any state funding for the proposed new main vestibule project at H. & M. Potter School;

NOW, THEREFORE, BE IT RESOLVED, that the proposed H. & M. Potter School New Main Vestibule Project will be paid for by “Other Capital” and amendment to the Long Range Facilities Plan (LRFP).

15. Power Purchase Agreement for Installation of Roof Top Solar Photovoltaic Panels: ACTION

WHEREAS, the Berkeley Township Board of Education approves the submission of the Power Purchase Agreement for Installation of Roof Top Solar Photovoltaic Panels at the Bayville School, the Clara B. Worth School, the H. & M. Potter School, and the Berkeley Township Elementary School to the New Jersey Department of Education; and

WHEREAS, the Berkeley Township Board of Education is not seeking any state funding for the proposed Power Purchase Agreement for Installation of Roof Top Solar Photovoltaic Panels at above-mentioned schools;

NOW, THEREFORE, BE IT RESOLVED, that the proposed Power Purchase Agreement for Installation of Roof Top Solar Photovoltaic Panels will be paid for by “Other Capital” and amendment to the Long Range Facilities Plan (LRFP).

16. Bus Depot Expansion:

ACTION

WHEREAS, the Berkeley Township Board of Education approves the submission of the project for one additional garage bay and expansion of existing two garage bays to the New Jersey Department of Education; and

WHEREAS, the Berkeley Township Board of Education is not seeking any state funding for the proposed Bus Depot Expansion;

NOW, THEREFORE, BE IT RESOLVED, that the proposed Bus Depot Expansion Project will be paid for by “Other Capital” and amendment to the Long Range Facilities Plan (LRFP).

XI. OLD BUSINESS:

None.

XII. NEW BUSINESS:

Mr. Fulcomer presented and read the following resolution:

WHEREAS, it is the policy of the Berkeley Township Board of Education that our school district conduct a 2012 Stokes Forest Field Trip for all students who have been registered with a \$150 per student registration fee;

WHEREAS, it is important that the school administration have unquestioned authority from this Board to make sure that such a field trip becomes a reality;

THEREFORE, BE IT RESOLVED, that the Berkeley Township Board of Education hereby transfers five thousand dollars (\$5,000) from the salary account used to pay the superintendent to appropriate accounts used to pay for the two Stokes Forest Field Trip Coordinators and related expenses;

RESOLVED, that we authorize the superintendent to have these two coordinator positions posted on March 9, 2012;

RESOLVED, that we declare our designation of the 2012 Stokes Forest Field Trip as a board approved and school sponsored field trip;

RESOLVED, that we request that the coordinators give a report at our May board meeting as to the moneys collected from student registrations and from all fundraising;

RESOLVED, that we authorize the superintendent to post in accordance with the contract all positions needed for the successful implementation of the 2012 Stokes Forest Field Trip and that he submit an appropriate list of the appointments to said positions for the approval of the board;

RESOLVED, that we direct through the superintendent that the two coordinators consider ideas advanced from the Berkeley Township Educational and Environmental Program Foundation.

RESOLVED, that we declare and reaffirm our designation of the 2012 Stokes Forest Field Trip as a board approved and school sponsored field trip; and

RESOLVED, that we authorize the superintendent to designate the coordinators and the appropriate school board employees to collect the \$150 registration fee for each interested student and to take all appropriate measures to make the 2012 Stokes Forest Field Trip a reality; and

RESOLVED, that a portion of said budgetary transfer be used for appropriate start up costs for the 2012 Stokes Forest Field Trip.

MOTION by Mr. Fulcomer, second by Mr. MacMoyle, and carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that the Board approve the transfer of \$5,000 for the Stokes Coordinators and related costs.

Mr. Fulcomer then presented and read his second resolution:

WHEREAS, the 2012 Stokes Forest Field Trip is a board approved and school sponsored field trip;

WHEREAS, the Berkeley Township Board of Education gratefully welcomes fundraising for this field trip to lessen the cost to the property taxpayers;

WHEREAS, the Berkeley Township Educational and Environmental Program Foundation has submitted the attached list of fundraising activities for the Stokes Forest Field Trip (**Attachment #6**);

THEREFORE, BE IT RESOLVED, that we, the Berkeley Township Board of Education, approve the attached fundraising requests of the Berkeley Township Educational and Environmental Program Foundation;

RESOLVED, that we, the Berkeley Township Board of Education, authorize the superintendent to take the appropriate steps to allow fundraising literature from said Foundation for said field trip to be distributed throughout the Berkeley Township school system to promote these fundraising activities;

MOTION by Mr. Fulcomer, second by Mr. Ferlise, and carried upon Roll Call Vote (9 Ayes, 0 Nays, 0 Abstains) that the Board approve fundraising in the school system by the Berkeley Township Educational and Environmental Program Foundation.

Mr. Fulcomer stated that since a substantial portion of this trip will be paid for without taxpayer money, we need to encourage the Foundation to do the fundraising. Mr. Fulcomer noted that Mayor Carmen Amato has volunteered to use his name for “Breakfast with the Mayor” for the Stokes fundraising by the Foundation.

Mr. Ytreboe asked if these fundraisers would be given individually to the Superintendent for approval.

Ms. Gingrich questioned if all the fundraising activities would take place on school grounds.

Mr. Ferlise remarked about the travel approval for Transporting Students with Disabilities. He believes this should be opened up to other drivers. He would like all senior drivers to be able to attend these workshops.

Ms. Venter explained that these training classes were for supervisors. Ms. Fitzpatrick is the interim supervisor, and she is volunteering her time to attend the classes. Ms. Venter doesn't feel they could ask bus drivers to attend classes at night without paying them.

Mr. Fulcomer suggested the Transportation Committee review the suggestion and come back with a recommendation at the next board meeting.

Mr. Fulcomer directed a question to Ms. Venter that the law requires bus drivers that transport students with diabetes be given notices of the student's condition and how to treat hypoglycemia, who to contact in an emergency, and parent contact information. Do we comply with this law? He also complimented Ms. Gingrich for everything she has done for diabetes awareness.

XIII. PUBLIC DISCUSSION OF NON-AGENDA ITEMS:

Mr. Gerry Morey, Chair of the Educational & Environmental Program Foundation, wanted to confirm that the school district is giving \$5,000 towards the Stokes trip, that the trip has been board approved, and that they can now do fundraisers for the trip.

Mr. Pellecchia confirmed all of the above.

Mr. Morey thanked the board for their help and support in getting this program up and running. Mr. Morey also asked Ms. Venter if the email sent out a couple of months ago to staff was now void.

Ms. Venter confirmed this.

A bus driver asked if the bus depot expansion was going to include a room and a bathroom for the drivers?

Ms. Venter replied that it includes a hallway and a door that leads to the current bathroom. There is a small area where drivers can congregate while waiting for buses to warm up.

A parent of a child with Type 1 diabetes offered her thanks to the Board for all their support.

A parent, Mrs. Delaney, thanked the board members for their participation in “A DAD (Diabetes Alert Dog) for Devon” fundraiser for her son. They have raised \$12,144 to date. She also wished to thank Mrs. Gingrich and the people from Holiday City who have been helping with making baskets and having collections at Bingo, Mayor Carmen Amato, Rob Teroso, Chris Burris at the Forked River House, and Joseph De Vona at J.D. Printing. Mrs. Delaney stated she didn’t pay anything for the fundraiser and was amazed at the outpouring of help from the community.

Mr. Fulcomer complimented Mrs. Delaney for the terrific job she has done in raising money for her child.

Ms. Lisa Maione, BTES sixth grade teacher, wanted to recognize her students here tonight at the board meeting who are there to take part in the civic process for the first time. The reason they are here tonight is they met with Dr. DeClerico and would like to get the book, *The Outsiders*, back from Central Regional.

Ms. Cheryl Altieri gave an explanation of hypoglycemic unawareness and how a person does not experience the usual warning signs of low blood sugar.

XIV. EXECUTIVE SESSION:

MOTION by Mr. Fulcomer, second by Mr. Tuminaro, and all in favor that the Board move into Executive Session at this time, 7:57 p.m., for the purpose of discussing contracts, negotiations, and personnel 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 7:57 p.m.

Respectfully submitted,

Laura Venter, CPA, RSBA, RSBO
Business Administrator/Board Secretary