

December 1, 2015  
Regular Meeting

**I. CALL MEETING TO ORDER:**

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, December 1, 2015 at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, New Jersey. Board President, Lou Tuminaro, called the meeting to order at 5:30 p.m. Adequate notice of this meeting was given by publication in the *Asbury Park Press* on May 15, 2015 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. Tuminaro asked for a moment of silence for our military serving overseas.

**III. ROLL CALL:**

**PRESENT:** Edward Cammarato, Tom Guarascio, John MacMoyle,  
Robert Martino, Patrick Mooney, Steve Pellecchia,  
David Ytreboe (arrived at 5:45 p.m.) and Lou Tuminaro

**ABSENT:** Keith Fisher

**ALSO PRESENT:** Dr. James D. Roselli, Superintendent  
Laura Venter, CPA, Business Administrator/Board Secretary  
Jack Sahradnik, Board Attorney

**IV. PRESENTATIONS:**

D.A.R.E. Officer, Scott Selby, presented a certificate and \$50 Gift Card to Anti-Drug Poster Contest Winner, Christopher Powers (6th grade). Cheyenne Matthews (5th Grade) was also a winner but was unable to attend the Board Meeting.

Dr. Roselli presented a Certificate of Recognition to Maryann Van Lenten for being awarded the 2015 Library Assistant of the Year.

Dr. Roselli presented DyAnn DeClerico, retiring Director of Curriculum, with a certificate and well wishes.

Audit Presentation by Jerry Conaty of Holman Frenia, P.C.

**V. PRESIDENT'S REPORT:**

Congratulations to the newly-elected Board Members. Myself and Keith Fisher were re-elected. Welcome to new Board Members, Robert (Bob) Martino and Gerry Reuter. We all look forward to working together as a cohesive unit to bring us into 2016 and beyond.

I would also like to thank Patrick Mooney for his 3 years of service to the students and staff as a member on this Board.

Our Reorganization Meeting is Tuesday, January 5, 2016. Please note that the starting time will change to 6:30 pm.

I would like to wish everyone a Happy Holiday Season and a Happy New Year.

## **VI. SUPERINTENDENT'S REPORT:**

I hope everyone had a very relaxing and enjoyable Thanksgiving Holiday with family and friends.

The Berkeley Township School District recognized the following events:

- Week of Respect - October 5-9
- 2nd Annual TechExpo - October 12
- Bus Safety Week - October 19-23
- NJ School Boards Convention - October 27-29
- NJEA Convention - November 5-6
- Veterans Day - November 11
- American Education Week - November 16-20
- Parent Conferences - November 23-24

School bus emergency evacuation drills were conducted during the month of October and they must be recognized in the Minutes.

At BTES, the drill was conducted on October 19 at approximately 7:15 a.m. in the parking lot and was supervised by Principal Burr and Barbara Fitzpatrick.

At CBW, the drill was conducted on October 20 at approximately 8:00 a.m. in the parking lot and was supervised by Principal Prima and Barbara Fitzpatrick.

At Bayville, the drill was conducted on October 21 at 8:35 a.m. in the parking lot and was supervised by Principal Rieder and Barbara Fitzpatrick.

At HMP, the drill was conducted on October 22 at approximately 8:45 a.m. in the parking lot and was supervised by Principal Zito and Barbara Fitzpatrick.

This information will be mailed to the State of New Jersey. These are required drills.

The Schools participated in:

**Bayville School:**

- Food Drive - St. Barnabas.
- Makerspace - family project event.
- PTA Harvest Night.

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

- Terror in the Halls.
- Global Cardboard Challenge.
- Makerspace - family project event.

**Clara B. Worth School:**

- Veterans Day Assembly - 3rd & 4th grade students had Veterans visit.
- Second Cup of Coffee - CBW parents came for a "2nd Cup of Coffee" and learned about Everyday Math.
- Poet Visit - Therese Halscheid, published NJ poet, visited 4th grade and taught them how to write poetry.

**Berkeley Twp. Elementary School:**

- Veterans Day Assembly.
- Class tours of Ocean County Historical Society.
- Food Drive - Monmouth/Ocean Food Pantry.

Finally, the Berkeley Township School District participated in 2 community-based events to assist two families:

- October 10 - Scarcella Family
- November 4 - O'Brien Family

Thank you to all BOE members, staff, students and community members who attended and provided much needed assistance and support to both families. Thank you Board of Education Vice President, Edward Cammarato who directly assisted with both events.

We truly are all fortunate to live, work, and raise our children in a community where we can count on members of our town to come together to help families and individuals in need. Great job Berkeley Township!

Please visit our website @ Berkeley Township School District for a calendar of all upcoming events. Visit our Berkeley Township School District Facebook page to see all of the amazing happenings in our schools as students, staff and programs are highlighted on a daily basis.

On behalf of the Berkeley Township Board of Education and staff, I would like to wish everyone best wishes for a wonderful Holiday Season and a very Happy New Year!

This concludes my Superintendent Report. Thank you Mr. President.

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

None.

**VIII. COMMITTEE REPORTS:**

**Finance: Edward Cammarato, Chairperson**

The Finance Committee met to review the Bills and Claims Lists and a Purchase Order Report which have all been approved. We also met with the auditors for 2 ½ hours to review the audit draft, and we made it through another year with flying colors.

**IX. SUPERINTENDENT'S AGENDA**

**MOTION** by Mr. Mooney that upon recommendation of the Superintendent Items A1 – A17 be approved.

**SECOND** by Mr. Martino.

**ROLL CALL VOTE:** (8 Ayes, 0 Nays, 0 Abstains). Motion carries.

**A. PERSONNEL RESOLUTIONS:**

**1. Retirement: ACTION**

Recommend the Board accept the retirement of Mary Stanley, Assistant Cook, assigned to the H. & M. Potter School, effective 12/1/15.

**2. Leave(s) of Absence: ACTION**

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. #6278-AP-HMP:  
Maternity leave of absence to start 11/2/15 and continue through 3/11/16.
- b) I.D. #5491-P.E.-CBW:  
Extension of unpaid medical leave of absence from 10/25/15 and continue through 11/20/15.
- c) I.D. #6312-LLD-4-CBW:  
Maternity leave of absence to start on or about 1/4/16 and continue through 3/11/16.
- d) I.D. #5148-Aide-CBW:  
Unpaid leave of absence to start 12/10/15 and continue through 1/22/16.

- e) I.D. #5613-Gr. 4-HMP:  
Medical leave of absence to start 12/15/15 and continue through 1/7/16.
- f) I.D. #5473-Cafe-HMP:  
Unpaid medical leave of absence to start 11/4/15 and continue through 11/30/15.
- g) I.D. #5749-Maintenance:  
Medical leave of absence to start 11/9/15 and continue through 12/30/15.
- h) I.D. #5583-Aide-HMP:  
Extension of unpaid medical leave of absence from 11/16/15 and continue through 11/30/15.

**3. Substitutes:**

**ACTION**

Recommend the Board approve the following individuals as substitutes for the assignments listed below for the 2015-2016 school year:

**A. Non-Instructional:**

Laura Jones	Bus Driver
Donna Meier	Bus Driver
Janet McIntosh	Bus Attendant

**Note: All substitute aides/attendants approved by the Board will also be able to substitute as bus/school/teacher aides.**

**B. Instructional:**

Robin Barraud	Teacher
Alexandra Butler	Teacher
Nycole Hershkowitz	Teacher
Bryanna Maggio	Teacher
Marissa Martinez	Teacher
Dina Nagy	Teacher
Kelly Newcomb	Teacher
Geraldine Olszewski	Teacher
Steven Poppe	Teacher
Eric Priest	Teacher

Marissa Schaeffer	Teacher
Melanie Vella	Teacher
Danielle Vogt	Teacher
Allisyn Gall	Teacher
Carlee Caucino	Teacher

**4. Long-term Substitutes: ACTION**

Recommend the Board approve the following individuals as long-term substitutes 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>
Stephanie Koplitz	I.D. #6312-LLD-4-CBW	01/04/16-03/11/16
Steven Poppe	BD Program-HMP	12/02/15-06/30/16
Dina Nagy	I.D. #5799-Gr. 6-LLD-BTE	12/02/15-06/30/16

**5. Rescind Appointment: ACTION**

Recommend the Board rescind the appointment of Victoria Keenan as the long-term substitute for I.D. #5799, effective 12/1/15.

**6. Approval of Long-term Substitute Bus Drivers: ACTION**

Recommend the Board approve the following individuals as long-term substitute bus drivers for 4 hours daily, at the rate of \$15/hr., effective 12/2/15:

Laura Jones                      Donna Meier

**7. Approval of Goals: ACTION**

Recommend the Board approve the Superintendent's contractual Merit Goals for the 2015-16 school year.

**8. Change of Position: ACTION**

Recommend the Board approve the following change of position effective as follows:

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Effective</u></b>
Jeffrey Zito	Principal - HMP	Dist. Dir. of Elem. Ed.	3/14/16

**9. Approval of Promotion: ACTION**

Recommend the Board approve the following staff promotion effective as follows:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Effective</u>
Andrea Cimino	Asst. Princ. - HMP	Principal - HMP	3/14/16

**10. Acting Assistant Principal: ACTION**

Recommend the Board appoint Kevin Waldron as the Acting Assistant Principal at the H. & M. Potter School, at the additional stipend of \$75 per diem, effective 12/2/15.

**11. Transfer/Reassignment: ACTION**

Recommend the Board approve the transfer/reassignment of the following staff member for the remainder of the 2015-16 school year effective 12/2/15:

<u>Name</u>	<u>From</u>	<u>To</u>
Justin Mannarino	HMP-BD	HMP-Gr. 4

**12. Salary Adjustment: ACTION**

Recommend the Board approve a salary adjustment for the following individuals, effective January 1, 2016 (does not include longevity):

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Reason</u>
Diane Fraone	\$55,741 (Step 9-BA)	\$59,341 (Step 9-MA)	College Credits
Kevin Waldron	\$49,592 (Step 4-BA)	\$53,192 (Step 4-MA)	College Credits

**13. Approval of Assistant Systems Analyst: ACTION**

Recommend the Board approve the appointment of Wayne Podesta as an Assistant Systems Analyst at a pro-rated salary of \$41,000, effective 1/1/16 through 6/30/16, per contract.

**14. Approval of Schoolhouse Volunteer: ACTION**

Recommend the Board approve Angela Ortiz as a volunteer for Schoolhouse so she can complete 10 hours of community service through Georgian Court University, effective 12/2/15. Ms. Ortiz will be under the supervision of Katherine Palagonia, Schoolhouse Coordinator.

**15. Drama Play Coordinators: ACTION**

Recommend the Board approve the following teaching staff members as Coordinators for producing and directing a school play, not to exceed \$1,040 each:

Name	School
Teresa LaMagra	CBW
Janet Beck	CBW
Dana Vannella	CBW
Kristy Roth	CBW
Debbie Immerso	HMP
Gina Boyles	HMP
Joan Richie	HMP
Patricia Beecher	HMP
*Carolyn Anderson	BTE
*Diane Steller	BTE
Nina Britton	BAY
Melissa Stierle	BAY
Jackie Wright	BAY

\*Will split hours (12.5 each) for \$520 each teacher

**16. Approval of Teacher Evaluation Scales: ACTION**

Recommend the Board approve the following scales, as per the State Department of Education, used for teacher evaluation:

Highly Effective	Point Values	3.50-4.00
Effective	Point Values	2.65-3.49
Partially Effective	Point Values	1.85-2.64
Ineffective	Point Values	0.00-1.84

**17. Approval of Winter Bridge Program and Staff: ACTION**

Recommend the Board approve the Winter Bridge Program, to run December 28-31, 2015, from 9 am-3 pm, and the following staff members at a rate of pay to be determined:

April Salerno                      Kerry Castles                      Tracey Jarossy



**B. OTHER BOARD ACTION:**

**MOTION** by Mr. Mooney that upon recommendation of the Superintendent Item B1 be approved.

**SECOND** by Mr. Cammarato.

**ROLL CALL VOTE:** (8 Ayes, 0 Nays, 0 Abstains). Motion carries.

**1. HIB Report Update: ACTION**

There are 0 HIB reports for the months of October and November, 2015.

**X. BUSINESS ADMINISTRATOR'S AGENDA:**

**MOTION** by Mr. Pellecchia that upon recommendation of the Business Administrator Items B1 – B7 be approved.

**SECOND** by Mr. Martino.

**ROLL CALL VOTE:** (8 Ayes, 0 Nays, 1 Abstain - Mr. MacMoyle on Item 3). Motion carries.

**1. Minutes: ACTION**

RESOLVED that the Minutes of the Board Meeting and Executive Session held on October 6, 2015 be approved.

**2. Payment of Bills: ACTION**

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

Bills and Claims Report dated November 10, 2015	
Checks numbered 38989-39006 ( <b>Attachment 1</b> ).....	\$ 726,885.81
Bills and Claims Report dated November 11, 2015	
Check numbered 39007 ( <b>Attachment 2</b> ).....	\$ 1,131.33
Bills and Claims Report dated December 1, 2015	
Checks numbered 39008-39214 ( <b>Attachment 3</b> ).....	\$1,001,233.41
Purchase Order Report listing Purchase Orders	
Numbered 16-00626 through 16-00918 ( <b>Attachment 4</b> ).....	\$1,121,282.22

**3. Payroll Approval: ACTION**

BE IT RESOLVED that the monthly payroll be approved:

Payroll - September 2015.....	\$1,897,632.20
Payroll - October 2015.....	\$1,918,071.88

**4. Appropriation Transfers: ACTION**

BE IT RESOLVED that the Appropriation Transfers for the months of September and October 2015 to the 2015-16 budget be approved. **(Attachments 5 and 6)**

**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, 2015 and October 31, 2015 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. **(Attachments 7 and 8)**

**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 months ended September 30, 2015 and October 31, 2015 and that the Board Secretary’s Report and Treasurer of School Monies Report are in agreement. **(Attachments 9 and 10)**

**7. Travel Approvals: ACTION**

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

Name	Workshop	Date	Not to Exceed
Manfredi, Annemarie	Pre-School Classroom Environment for Children with Disabilities Workshop Mileage	12/3/15	\$30.00
Palazzo, Charissa	Pre-School Classroom Environment for Children with Disabilities Workshop Mileage	12/3/15	\$35.00

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McShaffrey, Keith	Affirmative Action Officer Workshop and Mileage	12/4/2015	\$55.00
Bale, Laura	Strategies to Help Struggling Readers Better Achieve Your State Standards in Reading	12/8/2015	\$239.00
Germinario, Kathy	Powerful Practical Strategies for Underperforming Students	12/9/2015	\$239.00
Smialowicz, Jessica	Powerful Practical Strategies for Underperforming Students	12/9/2015	\$239.00
McShaffrey, Keith	Fully Aligned Common Core & PARCC Classrooms and Mileage	12/11/2015	\$230.00
Garbacki, Kim	Fully Aligned Common Core & PARCC Classrooms and Mileage	12/11/2015	\$230.00
Boyles, Gina	Dyslexia, Dyscalculia & Dysgraphia/An Integrated Approach	12/14/2015	\$199.00
Frazier, Nicole	Dyslexia, Dyscalculia & Dysgraphia/An Integrated Approach	12/14/2015	\$199.00
Spafford, Shannon	Dyslexia, Dyscalculia & Dysgraphia/An Integrated Approach	12/14/2015	\$199.00
Chudzick, Kristine	Dyslexia, Dyscalculia & Dysgraphia/An Integrated Approach	12/14/2015	\$199.00
Flynn, Kristin	Dyslexia, Dyscalculia & Dysgraphia/An Integrated Approach	12/14/2015	\$199.00
Zito, Jeff	Mileage for Fiscal Requirements of Federal Funds	12/15/2015	\$23.99
Firetto, Christine	Powerful Early Intervention Strategies to Help Young Children with Developmental Problems & Challenging Behaviors (Preschool - Kindergarten)	1/5/2016	\$239.00
Palmieri, Toniann	Powerful Early Intervention Strategies to Help Young Children with Developmental Problems & Challenging Behaviors (Preschool - Kindergarten)	1/5/2016	\$239.00
Burlew, Jessica	Powerful Early Intervention Strategies to Help Young Children	1/5/2016	\$239.00

	with Developmental Problems & Challenging Behaviors (Preschool - Kindergarten)		
Burr, Kirk	Fully Aligned Common Core & PARCC Classrooms and Mileage	1/14/2016	\$230.00
O'Brien, Tara	Fully Aligned Common Core & PARCC Classrooms and Mileage	1/14/2016	\$230.00
Snyder, Michele	Using iPads in Kindergarten Classrooms	1/20/2016	\$239.00
McShaffrey, Keith	Google Educator Certification-Boot Camp Mileage	1/25&26/2016	\$47.24
Roselli, James	TECHSPO	1/28,29/16	\$420.00
Zito, Jeff	Mileage for NJ State School Safety Security Plan	1/29/2016	\$22.51
Beck, Janet	NJ Music Educators State Conference	2/18,19&20/2016	\$165.00
Firetto, Christine	Pre-K Convention	2/23/2016	\$242.00
Palmieri, Toniann	Pre-K Convention	2/23/2016	\$242.00
Cicco, Marianne	NJAGC 25th Annual Conference	4/15/2016	\$159.00
Catalano, Corey	COMPTIA	12/17/2015	\$139.00

**MOTION** by Mr. Martino that upon recommendation of the Business Administrator Items B8 – B12 be approved.

**SECOND** by Mr. Cammarato.

**ROLL CALL VOTE:** (8 Ayes, 0 Nays, 1 Abstain - Mr. Guarascio on Item 9). Motion carries.

**8. Transportation:**

**ACTION**

Recommend the Board approve MOESC transporting one student (#998514) to and from Bayville School/Jackson at the per diem rate of \$134.93 on Route E5639 from September 14, 2015 through June 20, 2016.

**9. Transportation:**

**ACTION**

Recommend the Board approve Central Regional transporting one student (#997038) to New Road School from September 2, 2015 through October 27, 2015.

**10. Accept Comprehensive Annual Financial Report And Auditor’s Management Report: ACTION**

RESOLVED, that the Berkeley Township Board of Education accept with no recommendation the Comprehensive Annual Financial Report as of June 30, 2015 and the Auditor's Management Report for the 2014-15 school year as prepared by the firm of Holman Frenia Allison, P.C.

**11. RFP for Legal Services for Labor Negotiations: ACTION**

RESOLVED that the Berkeley Township Board of Education acknowledges receipt of the following Requests for Proposal for Legal Services for Labor Negotiations and recommend appointment of Lenox, Socey, Formidoni, Giordano, Cooley, Lang & Casey as highest scoring firm:

Name of Contractor	Score
Lenox, Socey, Formidoni, Giordano, Cooley, Lang & Casey	200/200
Parker McCay	187/200

**12. Medical Specialists: ACTION**

Recommend the Board approve the following to be added to the approved Medical Specialist List:

- Jammin Jenn Music Therapy
- Jodi Schechtman Speech Services

**XI. OLD BUSINESS:**

None.

**XII. NEW BUSINESS:**

None.

**XIII. PUBLIC DISCUSSION OF NON-AGENDA ITEMS:**

None.

**XIV. ADJOURNMENT:**

**MOTION** by Mr. Martino, second by Mr. Pellecchia, and all in favor that the meeting be adjourned at 6:18.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Laura Venter", with a long horizontal flourish extending to the right.

Laura Venter, CPA, RSBA  
Business Administrator/Board Secretary

**XIV. ADJOURNMENT:**

**MOTION** by Mr. Martino, second by Mr. Pellecchia, and all in favor that the meeting be adjourned at 6:18.

Respectfully submitted,

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Laura Venter, CPA, RSBA  
Business Administrator/Board Secretary

