

I. CALL MEETING TO ORDER

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, January 23, 2018, at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, NJ, Mr. Ytreboe 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, 2018 and by posting the notice in all district schools, the District website, 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 and a moment of silence for our military overseas.

III. ROLL CALL

PRESENT: Mrs. Bacchione, Mr. Fisher, Mr. Guarascio, Mr. MacMoyle,
Mr. Pellecchia, Mrs. Shedlock and Mr. Ytreboe

ABSENT: Mr. Cammarato and Mr. Reuter

ALSO PRESENT: Dr. James Roselli, Superintendent
Laura Gingerelli, CPA, Business Administrator/Board Secretary
Dr. Jeffery Zito, Assistant Superintendent
Mathew Thompson, Acting Board Attorney

IV. PRESENTATION

Dr. Zito presented Certificates of Recognition to Christopher Poole and Kareem McGrath for placing 2nd in the Fall Stock Market Game.

President David Ytreboe presented a Plaque of Appreciation to outgoing President Tom Guarascio.

Dr. Roselli presented Certificates of Appreciation to all Board Members.

V. EXECUTIVE SESSION

A motion was made by Mr. Pellecchia, seconded by Mr. Guarascio, and all in favor that the Board move to Executive Session at this time, 6:44 pm, for the purpose of personnel, HIB and contract matters. Expected to reconvene in one hour. Action will be taken.

VI. MOTION TO RECONVENE

A motion was made by Mr. Pellecchia, seconded by Mr. Guarascio, and all in favor that the Board reconvene into public session at this time, 7:30 pm.

VII. ROLL CALL

PRESENT: Mrs. Bacchione, Mr. Fisher, Mr. MacMoyle, Mr. Guarascio
Mr. Pellecchia, Mrs. Shedlock and Mr. Ytreboe

ABSENT: Mr. Cammarato and Mr. Reuter

ALSO PRESENT: Dr. James Roselli, Superintendent
Laura Gingerelli, CPA, Business Administrator/Board Secretary
Dr. Jeffery Zito, Assistant Superintendent
Mathew Thompson, Board Attorney

VIII. PRESIDENT'S REPORT

Congratulations, Tom, on a job well done. You were a tremendous leader this past year, and the Board and I are truly grateful. Tom's leadership style was a no-nonsense style where he would see the problem and involve BOE members equipped to help and communicate with others. Tom was open and always took calls when questions were being asked. He also believed in collaboration and tried to involve the Board in as many committees and events as possible. I know to the public we look like we are a cohesive board, which we are, but Tom deserves a lot of credit for keeping all of us, with different backgrounds, on the same page.

I would also like to take the time to acknowledge Mr. Cammarato's absence. I know he has illness in the family so I am sending warm thoughts his way.

Also this evening, we will be voting on Dr. Roselli's District Goals. Every year the BOE as per policy evaluates Dr. Roselli on his goals, and tonight is the first step in the process. Our district is progressive, and we owe that to Dr. Roselli's leadership in hiring the best administration and staff to help our children succeed. I believe Dr. Roselli's goals of providing professional development (beyond the handful a year), school safety initiatives, and articulation with Central Regional are goals that we can support as a Board of Education.

That concludes my President's Report.

IX. SUPERINTENDENT'S REPORT

Thank you, Mr. President. I hope everyone had a relaxing and enjoyable holiday break.

Tonight was the first of three Strategic Planning meeting dates that took place from 5 pm - 6 pm in the BTES cafeteria.

Next dates: Feb. 27th & Mar. 20th - 5 pm - 6 pm - BTES cafeteria

We have already used two snow days this month. We hope winter weather remains mild, and we will update our 2017-18 school calendar in April.

Thank you, Dr. Zito, for orchestrating a very positive and productive Professional Development Day for staff on January 15th.

Please visit our BTBOE Facebook page to see the many wonderful activities going on throughout our district on a daily basis.

This concludes my Superintendent's Report.

X. PUBLIC DISCUSSION ON AGENDA ITEMS

None.

XI. COMMITTEE REPORTS

Finance

Mr. MacMoyle reviewed all Bills Lists and Purchase Order Reports and all were in order and approved.

XII. SUPERINTENDENT'S AGENDA

MOTION by Mr. Guarascio that upon recommendation of the Superintendent Items A1-A16 be approved.

SECOND by Mrs. Shedlock.

ROLL CALL VOTE: 7 Ayes, 0 Nays, 3 Abstains (Mr. Fisher and Mr. MacMoyle on Item 8 and Mr. Pellicchia on Item 4). Motion carries.

A. PERSONNEL RESOLUTIONS

1. Resignation/Retirement

Recommend the Board approve the resignation/retirement of the following staff member:

Name	Position	Effective
Melanie Cottrell	Secretary - Transportation	6/30/18 - Retirement

2. Termination

Recommend the Board approve the termination of employee #6600 effective 1/18/18.

3. Leave(s) of Absence

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

- a) I.D. #4678-Aide-HMP:
Extension of medical leave of absence from 12/4/17 through 1/5/18.
- b) I.D. #5402-Teacher-BTE:
Extension of child-rearing leave of absence from 1/3/18 through 6/30/18.
- c) I.D. #4745-Trans.:
Extension of medical leave of absence from 12/1/17 through 1/31/18.
- d) I.D. #5254-Aide-BAY:
Medical leave of absence to start 12/19/17 through 3/9/18.
- e) I.D. #5491-Teacher-CBW:
Medical leave of absence to start 1/30/18 through 4/24/18.
- f) I.D. #5801-Teacher-CBW:
Medical leave of absence to start 11/13/17 through 4/11/18.
- g) I.D. #5513-Teacher-BAY:
Extension of medical leave of absence from 1/22/18 through 2/9/18.
- h) I.D. #5367-Cafe Worker-BTE:
Medical leave of absence to start 12/18/17 through 1/31/18.
- i) I.D. #4764-Aide-CBW:
Unpaid leave of absence to start 1/17/18 through 4/19/18.

4. Substitute(s)

Recommend the Board approve the following substitute(s) for the assignment(s) listed for the 2017-2018 school year:

Name	Position
Jaquanna Bailey	Teacher/Aide
Jennifer Bamber	Teacher
Louise Fleig	Aide
Christopher Herdt	Teacher
Steven Hodge	Aide
Kristen Marques	Teacher/Aide
Kimberly Noll	Teacher
Suzanna Olsen	Teacher/Aide
Alisse Palitz	Teacher/Aide
Nicole Pellecchia	Aide/Clerical Worker
Dana Reuning	Aide/Clerical Worker
Carrie Roberts	Aide/Clerical Worker
Hanna Wiczorek	Teacher

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

5. Long-term Substitutes

Recommend the Board approve the following 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):

Name	In For	Effective
Sarah Silva	I.D. #5997-Teacher-HMP	1/16/18-5/21/18
Christopher Herdt	I.D. #5491-Teacher-CBW	1/30/18-4/24/18

Jennifer McLaughlin	Kindergarten-LLD-HMP	1/16/18-TBD
Meghan Roth	I.D. #5801-Teacher-CBW	12/13/17-4/9/18

6. Extension of Long Term Substitute

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

Name	In For	Extension
Jamie McCorry	I.D. #5402-Teacher-BTE	1/3/18 - 6/30/18

7. Drama Club Aide

Recommend the Board approve Ann Hensel as a one-on-one aide, as needed, for a student attending drama practices for the 2017-18 school year.

8. Approval of Superintendent's District Goals and Objectives

Recommend the Board approve the Superintendent's District Goals and Objectives for the 2017-2018 school year. **(Enclosed in Board packet)**

9. Salary Adjustment

Recommend the Board approve a salary adjustment for the following individuals, effective January 1, 2018: (Does not include longevity)

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Reason</u>
Linda Casagrand	\$50,687 (Step 1-BA+15)	\$52,387 (Step 1-MA)	College Credits
Kristy Collins	\$67,718 (Step 11-BA+30)	\$69,218 (Step 11-MA)	College Credits
Tia DiFiore	\$79,511 (Step 16-BA)	\$81,411 (Step 16-BA+15)	College Credits
Jenna Fleming	\$57,866 (Step 7-BA+15)	\$59,566 (Step 7-MA)	College Credits

Teresa LaMagra	\$54,510 (Step 6-BA)	\$56,410 (Step 6-BA+15)	College Credits
Sharon Ofsanko	\$67,960 (Step 12-BA)	\$69,860 (Step 12-BA+15)	College Credits
Patricia Olsen	\$51,066 (Step 3-BA)	\$52,966 (Step 3-BA+15)	College Credits
Amy Coppinger	\$50,687 (Step 1-BA+15)	\$52,387 (Step 1-MA)	College Credits
Emily Rodriguez	\$48,787 (Step 1-BA)	\$50,687 (Step 1-BA+15)	College Credits
Katherine Zaccone	\$52,966 (Step 3-BA+15)	\$54,666 (Step 3-MA)	College Credits

10. Coordinators, Sponsors & Clubs - Spring cycle

Recommend the Board approve the Coordinators, Sponsors and Clubs for the Spring 2018 Cycle, to run for 10 sessions. (Coordinators will be paid for 1.5 hours at the hourly supplemental rate, Sponsors will be paid for 1 hour at the hourly supplemental rate per club meeting date, and Aides will be paid for 1 hour at their contractual rate):

School	Sponsor	Club
HMP	Thomas Ettari, Coordinator & Sponsor	Minecraft
	Linda Casagrand	Coding
	Becky Melanson Erin LeBert	Talent Show (Gr. 3) Talent Show (Gr. 4)
	Marianne Cicco	Chess
	Tracy Foster	STEAM
	Kayla Crick	Drama

(Club dates & Time: TBD)

School	Sponsor	Club
BTE	Joseph Zaccone, Coordinator & Sponsor	Health & Fitness
	Michael Colarusso	Sports
	Melissa Tomaini	Vision Board
	Luke Hurley	Chess
	Vicky Guy	Card & Board Games
	Bonnie Brown	Debate
	Kirk Burr, Substitute	
	Anne Hensel, Aide (as needed) Laura Hastick, Aide (as needed) Diane Skowronski, Aide (as needed)	

(Club dates: Feb. 27; Mar. 6,13,20,27; Apr. 10,17,24; May 1,8 - after school for 1 hr. - 1:50 pm - 2:50 pm)

School	Sponsor	Club
CBW	Melissa Davenport, Coordinator & Sponsor	Photography
	Michelle Speidel	Lego
	Laurin Wallace Kristy Roth	Sports/Fitness (Gr. 1-2) Sports/Fitness (Gr. 3-4)
	Donna Lapczynski	Board Games
	Michelle Conforti	Gaming
	Krista DesJardin, Tracy Jarossy - Subs	

(Club dates: Feb. 27; Mar. 6,13,20,27; Apr. 10,17,24; May 1,8 - after school for 1 hr. - 2:30 pm - 3:30 pm)

School	Sponsor	Club
BAY	Isa Appignani, Coordinator & Sponsor	Double Dutch/Sports (Gr. 2-4)
	Melissa Stierle	Yoga (Gr. 1-2)
	Jackie Wright	Lets Move, Sing & Play (Gr. 1-2)

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	Regina Avenoso	Chess Club (Gr. 2-4)
	Cheryl DePetro	Classic Game (Gr. 3-4)
	Amanda McKenna	Makerspace (Gr. 1-4)
	Kathy Bechtle, Substitute	

(Club dates: Feb. 27; Mar. 6,13,20,27; Apr. 10,17,24; May 1,8 - before school for 1 hr. - 7:40 am - 8:40 am)

11. Student Teacher Placements

Recommend the Board approve the following student teacher placements for the 2017-2018 school year:

Name	Assigned To	Start Date	Requirements
Dillion Titus	CBW-D. Austin-Gr. 1	Spring, 2018	180 Hours
Dina Marie Reilly	BTE-A. Kakos-Guidance	Spring, 2018	240 Hours
Jaime Fudalik	HMP-R. Melanson-Guidance	Spring, 2018	240 Hours
Daniella Pineno	BAY-D. Blumensteel-Gr. 1	Spring, 2018	80 Hours

12. New After School Program Assessment

Recommend the Board approve Sandy Cotten for .5 hours, 2 times/week for 38 weeks, retroactive to 11/14/17, to assess data and implementation of the new after school program, paid through Title III funding.

13. Resignation

Recommend the Board accept the resignation of the following staff member:

Name	Position	Effective
Annemarie Manfredi	School Nurse - CBW	3/23/18 - Resignation

14. Substitutes

Recommend the Board approve the following substitutes for the assignment listed for the 2017-2018 school year:

Name	Position
Nicole Beyer	Teacher
Ariel Clark	Teacher/Aide

15. Long-term Substitute

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

Name	In For	Effective
Hannah Wleczorek	I.D. #5511-Teacher-ICS-CBW	1/24/18-6/30/18

16. Basic Skills Extended Day

Recommend the Board approve the following teacher as a substitute for the Basic Skills Extended School Day program, to run 3 times a week for one (1) hour per session up to 40 weeks, paid through Title 1 Grant funding:

Name	School	Rate of Pay
Kathleen Bechtle	BAY & HMP	Contractual

B. OTHER BOARD ITEMS

MOTION by Mr. Pellecchia that upon recommendation of the Superintendent Items B1-B10 be approved.

SECOND by Mrs. Guarascio.

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

B. OTHER BOARD ITEMS

1. HIB Report Update

- 1 HIB investigations conducted November, December, 2017 to January 23, 2018.
- 0 HIB affirmed November, December, 2017 to January 23, 2018.
- 3 HIB investigations conducted July, 2017 - December, 2017.
- 0 HIB affirmed July, 2017 - December, 2017.

2. Homebound Instruction

Recommend the Board approve Homebound Instruction for the following students, for a minimum of two weeks:

- I.D. #999404 - eff. 12/5/17 - Instruction provided by Jennifer Sansone
- I.D. #999943 - eff. 11/14/17 - Instruction provided by Kathy Germinario

3. After School Instruction

Recommend the Board approve after school instruction for the following student, not to exceed 3 hours per week, effective 1/3/18 through 4/26/18:

I.D. #996790 - Instruction will be provided by Laurierae Mongaliri

4. Preschool Expansion Program Plan

Recommend the Board approve the Four-Year Preschool Expansion Program Plan Annual Update for 2018-2019.

5. First Reading of Bylaws/Regulations/Policies

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

Reg 8451	Control of Communicable Disease – Revised/Mandated
Policy 8454	Management of Pediculosis – New/Recommended
Reg 5440	Honoring Pupil Achievement – Revised
Policy/Reg 1240	Evaluation of Superintendent – Revised/Mandated
Policy 1511	Board of Education Website Accessibility – New/Suggested
Policy/Reg 3126	District Mentoring Program – Revised/Recommended
Policy/Reg 3240	Professional Development for Teachers & School Leaders – Revised/Mandated
Policy 2622	Student Assessment – Revised/Mandated
Policy/Reg 3160	Physical Examination (Teaching Staff) – Revised/Mandated
Policy/Reg 4160	Physical Examination (Support Staff) – Revised/Mandated
Policy 7446	School Security Program – New/Recommended
Policy 8530	Records Retention – New/Recommended

6. Second Reading of Bylaws/Regulations/Policies

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

Policy 8630	Bus Driver/Bus Aide Responsibility - Revised/Mandated
Reg 8630	Emergency School Bus Procedures - Revised/Mandated
ByLaw 0000.02	Introduction - Revised
Policy 2415.06	Unsafe School Choice Option - Revised/Mandated
Policy/Reg 2460	Special Education: Revised/Mandated
Reg 2460.1	Special Education: Location, Identification & Referral - Revised/Mandated
Reg 2460.8	Special Education: Free & Appropriate Public Education - Revised/Mandated

Reg 2460.9	Special Education: Transition from Early Intervention Programs to Preschool Programs - Revised/Mandated
Reg 2460.15	Special Education: In-service Training Needs for Professional & Paraprofessional Staff - Revised/Mandated
Reg 2460.16	Special Education: Instructional Material to Blind or Print-Disabled Students - Readopted/Mandated
Policy 2464	Gifted & Talented Program - Revised/Mandated
Policy 2467	Surrogate Parents and Foster Parents - Revised/Mandated

7. Resolution: School Board Recognition Month

Recommend the Board approve the following Resolution:

WHEREAS, The New Jersey School Boards Association has declared January 2018 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Berkeley Township Board of Education is one of more than 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Berkeley Township Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through grade twelve; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers, and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments;

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NOW, THEREFORE, BE IT RESOLVED, that the Berkeley Township Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2018 as SCHOOL BOARD RECOGNITION MONTH; and

BE IT FURTHER RESOLVED, the Berkeley Township Board of Education urges all New Jersey citizens to work with their local boards of education and public school staffs toward the advancement of our children's education.

8. Calendar 2018-2019

Recommend the Board approve the school calendar for the 2018-2019 school year.
(Attachment 1)

9. Use of Facilities

Recommend the Board approve the following dates/activities for building use scheduled beyond custodial work hours, weekends or holiday breaks:

BTE

Central Regional High School Drama Club
July 9-12, 2018; July 16-19, 2018 - 9:00 am - 3:30 pm
July 19-20, 2018 - 3:30 pm - 9:00 pm
Auditorium

10. Out-of-District Placement

Recommend the Board approve the Out-of-District Placement with a one-on-one ParaProfessional for the following student:

I.D. #999891 - effective 1/24/18 - Regional Day School, Jackson

XIII. BUSINESS ADMINISTRATOR'S AGENDA

MOTION by Mr. Guarascio that upon recommendation of the Business Administrator Items 1-8 be approved.

SECOND by Mr. Pellecchia.

ROLL CALL VOTE: 7 Ayes, 0 Nays, 3 Abstains (Mrs. Bacchione on Item 2 and Mr. Fisher and Mr. MacMoyle on Item 3). Motion carries.

1. Minutes

- a) RESOLVED that Minutes of the Regular Meeting and Executive Session held on November 28, 2017 be approved. **(Attachment 2)**
- b) RESOLVED that the Minutes of the Reorganization Meeting held on January 3, 2018 be approved. **(Attachment 3)**

2. Payment of Bills

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

Check numbers 42640 through 42747 (Voided)

Bills List dated December 8, 2017
Check numbers 42748 through 42855 \$ 427,823.33
(Attachment 4)

Check number 42856 (Replaced Lost Check No. 42307)
Check number 42857 (Replaced Lost Check No. 42815)
(Attachment 5)

Bills List dated January 15, 2018
Check numbers 42858 through 42862 \$ 39,183.85
(Attachment 6)

Bills List dated January 23, 2018
Check numbers 42863 through 42990 \$1,582,153.01
(Attachment 7)

Purchase Order Report listing
Purchase Orders numbered 18-01041 through 18-01251 \$2,489,985.56
(Attachment 8)

3. Payroll Approval

BE IT RESOLVED that the bi- monthly payroll periods ending be approved:

November 15, 2017	\$1,050,164.42
November 30, 2017	\$1,022,051.76
December 15, 2017	\$1,031,853.73
December 30, 2017	\$1,045,958.11

4. Appropriation Transfers

BE IT RESOLVED that the Appropriation Transfers for the month of November, 2017 be approved. **(Attachment 9)**

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 November 30, 2017, after review of the Board 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 10)**

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 months ended November 30, 2017 and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement. **(Attachment 11)**

7. Travel

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

Name	Seminar/Workshop	Dates	Not to Exceed
Kevin Waldron	NJPSA-NJ Tiered System of Support Workshop - Monroe (mileage)	2/26/2018	\$25.00
Jeff Zito	Future Ready Schools-NJ Certification Summit-Galloway (mileage)	2/27/2018	\$25.00
Tammy Higgins	Transporting Students with Disabilities-Rutgers (registration)	Mar. 8, 15, 22, 29 Apr. 5, 12, 19	\$700.00
Jeff Zito	2018 Mandatory District Test Coordinator and District Technology Coordinator Training in Atlantic City (mileage)	3/8/2018	\$30.00
Joe Reid	2018 Mandatory District Test Coordinator and District Technology Coordinator Training in Atlantic City (mileage)	3/8/2018	\$30.00
Jeff Zito	Educator's Career Day -Monmouth University (mileage)	3/14/2018	\$25.00
Jeff Zito	DOE-Education for Homeless Children	3/23/2018	\$35.00

	& Youth Program in Princeton (mileage)		
Debbie Fierra	ASCD Workshop In Boston, MA (registration, travel, accommodations, food)	3/24/2018 - 3/26/2018	\$2,000.00
Andrea Cimino	NJ FEA Conference - Monroe (mileage)	3/26/2018	\$25.00
Dan Prima	NJ FEA Conference - Monroe (mileage)	3/26/2018	\$25.00
Cara Burton	NJPSA-Executive Function in the Classroom-Monroe (mileage)	3/7/2018	\$25.00
Dan Prima	NJPSA - Monroe (registration & mileage)	5/10/2018	\$200.00

8. Increase in Travel Appropriation

Recommend the Board approve an additional \$4,000 to increase travel.

XIV. OLD BUSINESS

None.

XV. NEW BUSINESS

None.

XVI. PUBLIC DISCUSSION ON NON-AGENDA ITEMS

None.

XVII. ADJOURNMENT

Mr. Pellecchia made a motion to adjourn the meeting. Second by Mr. Guarascio. All in favor. Meeting adjourns at 7:45 p.m.

Respectfully submitted,



Laura Gingerelli, CPA, RSBA
Business Administrator/Board Secretary