

**BERKELEY TOWNSHIP
BOARD OF EDUCATION MEETING
BERKELEY TOWNSHIP ELEMENTARY SCHOOL AUDITORIUM
AUGUST 14, 2018
AGENDA**

- I. CALL REGULAR MEETING TO ORDER - "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, 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
- III. ROLL CALL
- IV. NEW BOARD MEMBER: Swearing In of new Board Member, Douglas Bowens
- V. ROLL CALL OF NEW BOARD
- VI. EXECUTIVE SESSION
- VII. PRESIDENT'S REPORT
- VIII. SUPERINTENDENT'S REPORT
- IX. PUBLIC DISCUSSION ON AGENDA ITEMS
- X. COMMITTEE REPORTS
- XI. SUPERINTENDENT'S AGENDA
- XII. BUSINESS ADMINISTRATOR'S AGENDA
- XIII. OLD BUSINESS
- XIV. NEW BUSINESS
- XV. PUBLIC DISCUSSION ON NON-AGENDA ITEMS
- XVI. ADJOURNMENT

MISSION STATEMENT

We will provide every student with a safe, supportive, inclusive and collaborative learning environment. In partnership with families and our community, we will foster innovative thinkers in a diverse and ever changing world.

08/14/18

XI. SUPERINTENDENT'S AGENDA

A. PERSONNEL RESOLUTIONS

1. Resignation

Recommend the Board accept the resignation of Paige Deckler, Special Education teacher assigned to the Bayville School, effective 7/26/18.

2. Rescind Appointments

a) Recommend the Board rescind the appointment of Errin Darling-Pennell as a Preschool teacher at the H. & M. Potter School for the 2018-2019 school year.

b) Recommend the Board rescind the appointment of Megan Drake as the long-term substitute for I.D. #5797.

3. New Hire

a) Recommend the Board approve the appointment of Megan Drake as a Preschool teacher at the H. & M. Potter School, Step 1-BA, for the 2018-2019 school year, effective 9/1/18.

b) Recommend the Board approve the appointment of Hanna Wieczorek as a Resource Center teacher at the Berkeley Township Elementary School, Step 1-BA, for the 2018-2019 school year, effective 9/1/18.

4. Leave(s) of Absence

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

a) I.D. #5792-Teacher-BAY:
Maternity leave of absence to start 9/10/18 and continue through 1/4/19.

a) I.D. #5801-Teacher-CBW:
Medical leave of absence to start 9/1/18 and continue through 11/12/18.

5. Substitutes

Recommend the Board approve the following substitute(s) for the assignment(s) listed for the 2018-2019 school year:

Name	Position
a) Brynn Albanese	Teacher
b) Mitchell Albanese	Aide
c) Jessica Duffy*	Teacher/Aide
d) Kelly Emberson*	Teacher
e) Carrie Hayden	Teacher
f) Jane McAteer	Bus Attendant
g) Gina Principato	Teacher/Aide
h) Carrie Ann Quinones*	Aide
i) Maria Rosen	Bus Attendant
j) Brigitte Rose-Murray	Teacher
k) Isaac Rodriguez*	Teacher
l) Janet Walsh*	Aide/Clerical Worker
m) Ashley Glenn*	Teacher
n) Donna Palumbo*	Teacher
o) Lauren Frank*	Teacher

*Pending completed paperwork

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

6. 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
a) Therese Hagan	I.D. #5792-Teacher-BAY	9/10/18 - 1/4/19
b) Kelly Emberson*	I.D. #5797-Teacher-CBW	9/1/18 - 1/31/19
c) Meghan Roth	I.D. #5801-Teacher-CBW	9/1/18 - 11/12/18

*Pending completed paperwork

08/14/18

7. Long-term Substitute Bus Drivers

Recommend the Board approve the following as a long-term substitute bus drivers for 4 hours daily, at the rate of \$15/hr., for the 2018-2019 school year:

- a) Maureen Murray b) Cheryl Kleshick

8. Assistance for Back-to-School Night

Recommend the Board approve the following staff members to provide assistance at Back-to-School Night for the Parent Portal, not to exceed 3 hours, at the contractual rate of pay, for the dates indicated:

- a) Dawn Ottomanelli, Maureen Bruno - BTE - 9/13/18
b) Angel'a Marchetti, Diane McKerry - BAY - 9/12/18
c) Sally Grimaldi, Chris Adelhelm - HMP - 9/12/18
d) Vicky Tillett, Vikki Figurelli - CBW - 9/12/18

9. Extra-Curricular Position

Recommend the Board approve the appointment of the following staff members to the stipend extra-curricular position listed for the 2018-2019 school year:

- Safety Patrol Coordinators:
- | | | |
|------------------------|---|-----|
| a) *Isabella Appignani | - | BAY |
| b) *Jacqueline Wright | - | BAY |
| c) Theresa Pasqualetto | - | CBW |
| d) Thomas Ettari | - | HMP |
| e) Michael Peterson | - | BTE |
- (*Will split duties and stipend)

10. School Copy Aides

Recommend the Board approve the following individuals as school copy aides, at their contractual rate of pay, for the 2018-2019 school year (*not to exceed 6 hours per month):

- | | |
|-----------------------------|--------------------------|
| a) Angel'a Marchetti* - BAY | c) Maureen Bruno* - BTE |
| b) April Koffler - HMP | d) Denise Giordano - CBW |

11. School (Cafeteria) Aides Hours

Recommend the Board approve the hours for the following school aides, at the contractual rate of pay, for the 2018-2019 school year:

- | | |
|----------------------------|----------------------|
| BTE | BAY |
| a) Tamara Carsten - 2.5 | a) Maria Rosen - 2.5 |
| b) Catherine Becella - 2.5 | b) Kecia Drake - 3.5 |

c) Elisa Suarez - 3.5

c) Ellen Hughes - 3.5

HMP

- a) Lori DiPiazzi - 3.5
- b) Mary Fitzgerald-Tuzzo - 3.5
- c) Michelle Rhinehart - 2.5

CBW

- a) Elizabeth Keenan - 3.5
- b) Mary Mahan - 3.5
- c) Lori Pereira-Arnold - 2.5

12. Cafeteria Workers

Recommend the Board approve the work hours for the following cafeteria workers for the 2018-2019 school year:

BAY

- a) Nora Flanagan - 6.0
- b) Kim Schroeder - 5.5

CBW

- a) Kim Lipinski - 6.5
- b) Chris Kurnel - 3.75
- c) Theresa Catalano - 6.0

HMP

- a) Susan Steele - 6.5

BTE

- a) Donna DeSilva - 6.5
- b) Julie Harman - 6.25

12. Dyslexia Handbook

Recommend the Board approve the following teachers to write the Berkeley Township School District Dyslexia Handbook, for 4 hours at the contractual rate of pay, (paid from Professional Development Account #11-000-223-580-09-0000):

- a) Laurie Peters - BAY
- b) Gina Boyles - HMP
- c) Angela Frawley - BTE

13. LinkIt Program

Recommend the Board approve a stipend of \$2500 each for the following administrators, paid through Title II funds, to manage the LinkIt Program:

- a) Andrea Cimino - HMP
- b) Cara Burton - CBW
- c) Dan Prima - BTE
- d) Steve Rieder - BAY

14. Rubicon Atlas Program

Recommend the Board approve a stipend of \$2500 each for the following administrators, paid through Title II funds, to manage the Rubicon Atlas Program:

- a) Melissa Gallagher - HMP
- b) Keith McShaffrey - CBW
- c) Kevin Waldron - BTE
- d) Mike Conforti - BAY

15. After School Program

Recommend the Board approve the following teachers for an after school Enrichment Program, (Grades K-2 & Grade 5), to run two (2) times a week for 40 one-hour sessions, for the 2018-2019 school year, at the contractual rate of pay (11-120-100-101-07-0001):

08/14/18

- a) Regina Avenoso - BAY
- b) Melissa Davenport - CBW

- c) Marianne Cicco - HMP
- d) Adam Steinmetz - BTE

16. Information Night

Recommend the Board approve the following teaching staff members for a Basic Skills Information Night, three (3) hours (dates to be determined), at the contractual rate of pay:

a) Nicole Frazier - CBW	✦ h) Laurie Peters - BAY
b) Robyn Romano - CBW	✦ i) Meera Malik - BAY
c) Laura Bale - CBW	✦ j) Sandy Cotten - BAY
d) Sharon Glenn - BTE	✦ k) Thomas Ettari - HMP
e) Kimberle Mitchell - BTE	✦ l) Tracy Foster - HMP
f) Melanie Biscardi - BTE	✦ m) Gina Boyles - HMP
g) Catherine MacMoyle - BTE	

✦ - Paid through Title I Grant Funding

17. Play Coordinators

Recommend the Board approve the following teaching staff members as Coordinators for producing and directing a school play, for a minimum of 25 hours, not to exceed a total of \$1,100 each:

CBW	a) Dana Vannella	b) Kristy Roth	c) Teresa LaMagra	d) Mary Onopchenko
HMP	a) Gina Boyles	b) Christopher Hensel	c) Deborah Immerso	d) Joan Richie
BAY	a) Nina Britton	b) Melissa Stierle	c) Jackie Wright	d) ✦ Lorraine Johnson e) ✦ Laurie Peters

✦ Co-coordinators - will be paid \$550 each

18. Team Building Activities

Recommend the Board approve the following staff members, to be paid for 3 hours at the contractual rate of pay, for participation in Clara B. Worth School's team building activities with families during the Fourth Annual Specials Night:

- a) Karen Roth - Art
- b) Kristen Reiser - Phys.Ed.
- c) Mary Onopchenko - Music

- d) Melia Hoffman - Library
- e) Melissa Davenport - Technology

19. PTA Donation

Recommend the Board approve the acceptance of a new sign (valued at \$7298.50) for the Clara B. Worth School from their PTA to replace the existing sign.

20. Potter Creek Crusaders

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 9/1/18 through 6/30/19:

- *Joyce Meilner - \$1500
- *Lois Schoeck - \$1500
- *Betty Pennell - \$1500
- Kathy Palagonia - paid at the hourly supplemental contractual rate, not to exceed \$1250

21. Camp Paw Staff

Recommend the Board approve Erin LeBert as a substitute Camp Paw teacher at the contractual rate of pay retroactive to June 25, 2018.

22. Extended School Day Program

Recommend the Board approve the following teachers and positions for the Extended School Day Program at Bayville and H & M Potter Schools to run two (2) times a week up to 29 weeks at the contractual rate of pay (paid through Title I Grant funding).

Lead Teacher - Thomas Ettari 1.5 hours/day	Lead Teacher - Laurie Peters 1.5 hours/day
Teacher - Tracy Foster 1 hour/day	Teacher - Sandy Cotten 1 hour/day
Teacher - Gina Boyles 1 hour/day	Teacher - Cheryl DePetro 1 hour/day
Sub - Kayla Crick	
Sub - Debbie Immerso	

08/14/18

23. Extra Summer Work .

Recommend the Board approve the the following staff members to be paid at the contractual rate of pay for five (5) days, seven (7) hours per day to complete evaluations and IEPs:

- a) Jeanmarie Caboy b) Gianna Clavelli Bassford c) Nella Ziobro

24. HIB Coordinator

Recommend the Board approve Theresa Pasqualetto as the HIB Coordinator for the 2018-19 school year.

B. OTHER BOARD ITEMS

1. Homebound Instruction - ESY 2018

Recommend the Board approve Homebound Instruction for the Extended School Year for the following student:

I.D. #999676 - effective 6/25/18-7/31/18 - Instruction was provided by Steven Poppe

2. Services for the NJ Commission for the Blind 2018-2019

Recommend the Board approve the following students to receive services from the NJ Commission for the Blind at the levels and costs listed, for the 2018-2019 school year:

I.D. #998192 - Level 1 - \$1,900

I.D. #999132 - Level 1 - \$1,900

I.D. #999891 - Level 1 - \$1,900

3. Project Starfish

Recommend the Board accept the Homeless Youth Grant in the amount of \$58,311.24 to fund Project Starfish for the 2018-19 school year.

4. Statements of Assurance

a) Recommend the Board approve the Statement of Assurance for Professional Development for the 2018-2019 school year.

b) Recommend the Board approve the Statement of Assurance for the District Mentoring Plan for the 2018-2019 school year.

c) Recommend the Board approve the Statement of Assurances for Preschool Education Expansion Aid for the 2018-2019 School Year.

5. ByLaws/Policies/Regulations

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

Policy 5512 Harassment, Intimidation and Bullying - Revised/Mandated

Reg. 5512 Harassment, Intimidation or Bullying Investigation Procedure - Abolished

b) Recommend the Board approve the **second** reading of the ByLaws/Policies/Regulations listed below:

Policy/Reg 3221 Evaluation of Teachers - Revised/Mandated

08/14/18

Policy/Reg 3222	Evaluation of Teaching Staff Members, Excluding Teachers & Administrators - Revised/Mandated
Policy/Reg 3223	Evaluation of Administrators, Excluding Principals, Vice Principals & Asst. Principals - Revised/Mandated
Policy/Reg 3224	Evaluation of Principals, Vice Principals & Asst. Principals - Revised/Mandated
Policy/Reg 7100	Long-Range Facilities Planning - Revised/Mandated
Policy/Reg 7101	Educational Adequacy of Capital Projects - Revised/Recommended
Policy/Reg 7102	Site Selection and Acquisition - Revised/Recommended
Policy 7130	School Closing - Revised/Recommended

6. Approval of School Trips

Recommend the Board approve the attached list of school trips for the 2018-19 school year.
(Attachment 1)

7. Student Transportation

Recommend the Board approve Monmouth Ocean Educational Services Commission to transport Student #998937 from student's home to As We Grow Child Care, Manchester for the 2018-19 school year, per diem rate to be determined.

08/14/18

XII. BUSINESS ADMINISTRATOR'S AGENDA

1. Minutes

- a) RESOLVED that the Minutes of the Regular Meeting held on June 20, 2018 be approved. **(Attachment 2)**
- b) RESOLVED that the Minutes of Executive Session 1 of 2 held on June 20, 2018 be approved. **(Attachment 3)**
- c) RESOLVED that the Minutes of Executive Session 2 of 2 held on June 20, 2018 be approved. **(Attachment 4)**

2. Payment of Bills

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

Bills List dated June 28, 2018
Check numbers 43677 through 43681 \$53,320.29

Check numbers 43682 through 43788 voided due to printing error

Bills List dated June 30, 2018
Check numbers 43789 through 43897 \$389,467.38

Bills List dated July 23, 2018
Check numbers 43898 through 43950 \$1,388,438.55

*Check number 43589 voided and replaced with 43951
Check number 43628 voided and replaced with 43952*

Bills List dated August 14, 2018
Check numbers 43953 through 44037 \$795,278.51
(Attachment 5)

Purchase Order Report listing
Purchase Orders numbered 18-02058 through 18-02116 \$210,905.54

Purchase Orders numbered 19-00003 through 19-00294 and
19-05000 through 19-05196 \$6,785,850.11
(Attachment 6)

3. Payroll Approval

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

June 15, 2018	\$1,044,516.59
June 30, 2018	\$1,457,398.74

4. Appropriation Transfers

BE IT RESOLVED that the Appropriation Transfers for the month of June 2018, be approved. **(Attachment 7)**

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 June 30, 2018, 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 8)**

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 June 30, 2018 and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement. **(Will be handed out at the meeting)**

7. Travel

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

<u>Name</u>	<u>Seminar/Workshop</u> <u>(Registration &/or Mileage)</u>	<u>Dates</u>	<u>Not to Exceed</u>
Laura Gingerelli	NJCPA-CPE Cluster at Harrah's (registration)	8/20, 8/21, 2018	\$558
Jeff Zito	MC3 Member Meetings for 2018-2019 (registration & mileage)	9/14, 10/5, 11/2, 12/7, 2018 2/ 8, 3/8, 4/12, 6/7, 2019	\$350
Tia DiFiore	33rd Annual Fall Conference for the NJ Branch of the International Dyslexia Association in Somerset	9/21/2018	\$235
Gianna Bassford	33rd Annual Fall Conference for the NJ Branch of the International Dyslexia Association in Somerset	9/21/2018	\$235

08/14/18

Keith McShaffrey	NJPSA/FEA Affirmative Action Officer Certificate Program in Monroe (registration & mileage) (formerly approved for Cara Burton on 6-20-18)	8/21-8/23, 2018	\$600
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8. Standard Operating Procedures Manual

Recommend the Board approve the Standard Operating Procedures Manual.

9. Medical Specialists

Recommend the Board approve the following to be added to the Medical Specialist List for the 2018-2019 school year:

- a) Jay B. Gordon - Pathways Neuropsychology Associates
- b) Dr. Sajjad Zaidi - Freehold Child Diagnostic Center

10. Preschool Education Expansion Aide

WHEREAS, on July 6, 2018 the Berkeley Township School District received the Notice of Funding Opportunity (NFO) for the Preschool Education Expansion Funding (PEEA) and,

WHEREAS, this NFO is designed to increase access to high-quality preschool in 2018-2019 and,

WHEREAS, the Department of Education notified Berkeley Township Schools that it is eligible to apply for said funding and,

WHEREAS, mandatory meetings and trainings were held to which District employees attended and developed the plan, budget and application for PEEA,

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Township Board of Education does hereby approve of the plan, budget and application for PEEA funding in the amount of \$2,264,383.

11. Settlement

Recommend the Board approve the agreement with Employee I.D. #6309 and the resulting change to Article VII, B.7 of the BTEA's Collective Bargaining Agreement

12. Approval to Charge to ESSA Grant

Recommend the Board approve 80% of the following teachers' base salaries to be paid through Title I Grant funding:

Name	Location	Amount
a) Thomas Ettari	HMP	\$55,712
b) Tracy Foster	HMP	\$59,712
c) Meera Malik	BAY	\$73,032
d) Laurie Peters	BAY	\$50,112

13. Approval to Charge to Grant

Recommend the Board approve that \$38,084 of Jennifer Vigne's base salary be paid through Title II Grant funding.

XIII. OLD BUSINESS

XIV. NEW BUSINESS

XV. PUBLIC DISCUSSION ON NON-AGENDA ITEMS

XVI. ADJOURNMENT