

**BERKELEY TOWNSHIP  
BOARD OF EDUCATION MEETING  
BERKELEY TOWNSHIP ELEMENTARY SCHOOL AUDITORIUM  
JANUARY 23, 2018  
AGENDA**

I. CALL MEETING TO ORDER - "Adequate notice of this meeting was given by posting on the district website, by posting the notice in all district schools, Office of the Board of Education and the Berkeley Township Municipal Offices, with publication in the Asbury Park Press on January 11, 2018 in accordance with the provisions of the Open Public Meetings Act."

II. FLAG SALUTE

III. ROLL CALL

IV. PRESENTATION: A. Dr. Jeff Zito: Certificates of Recognition for placing 2nd in Fall Stock Market Game: Christopher Poole & Kareem McGrath  
B. Dr. James D. Roselli: Certificates of Appreciation - BOE Members

V. PRESIDENT'S REPORT

VI. SUPERINTENDENT'S REPORT

VII. PUBLIC DISCUSSION ON AGENDA ITEMS

VIII. COMMITTEE REPORTS

IX. SUPERINTENDENT'S AGENDA

X. BUSINESS ADMINISTRATOR'S AGENDA

XI. OLD BUSINESS

XII. NEW BUSINESS

XIII. PUBLIC DISCUSSION ON NON-AGENDA ITEMS

XIV. EXECUTIVE SESSION

XV. ADJOURNMENT

**MISSION STATEMENT**

The Berkeley Township School District recognizes that each student is an individual. Our mission is to challenge each student to reach his or her full potential in a safe, caring and stimulating environment. The curriculum is aligned with Common Core Standards and NJ Core Curriculum Content Standards, and our dedicated staff emphasizes the social, emotional, physical and intellectual development of each student. We encourage students to become life-long learners by developing intellectual curiosity and a desire for discovery and knowledge.



**IX. SUPERINTENDENT'S AGENDA**

**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 Wieczorek	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):

<b>Name</b>	<b>In For</b>	<b>Effective</b>
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):

<b>Name</b>	<b>In For</b>	<b>Extension</b>
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)

<b><u>Name</u></b>	<b><u>From</u></b>	<b><u>To</u></b>	<b><u>Reason</u></b>
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
<b>BTE</b>	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
<b>CBW</b>	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
<b>BAY</b>	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)
	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.



**B. OTHER BOARD ITEMS**

**1. HIB Report Update**

- HIB investigations conducted November, December, 2017, to January 23, 2018.
- HIB affirmed November, December, 2017 to January 23, 2018.
- HIB investigations conducted July, 2017 - December, 2017.
- 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;

**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



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

**X. OLD BUSINESS**

**XI. NEW BUSINESS**

**XII. PUBLIC DISCUSSION ON NON-AGENDA ITEMS**

**XIII. ADJOURNMENT**

