

**I. CALL MEETING TO ORDER**

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, November 28, 2017, at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, NJ, Mr. Guarascio called the meeting to order at 6:00 p.m. Adequate notice of this meeting was given by publication in the Asbury Park Press on October 31, 2017 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. Cammarato, Mr. Fisher, Mr. MacMoyle,  
Mr. Pellecchia, Mrs. Shedlock, Mr. Ytreboe and Mr. Guarascio

**ABSENT:** Mr. Reuter

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

**IV. EXECUTIVE SESSION**

A motion was made by Mr. Fisher, seconded by Mr. Pellecchia, and all in favor that the Board move to Executive Session at this time, 6:07 pm, for the purpose of HIB/contract matters.

**V. MOTION TO RECONVENE**

A motion was made by Mr. Pellecchia, seconded by Mr. Fisher, and all in favor that the Board reconvene into public session at this time, 6:24 pm.

**VI. ROLL CALL**

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

**ABSENT:** Mr. Reuter

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

## **VII. PRESIDENT'S REPORT**

We hope everyone had a wonderful holiday filled with family, friends and, of course, food!

Last month the Board Members attended New Jersey School Board's Workshop 2017. We came back better informed and educated due to the classes we attended.

Teacher Conferences were held November 20th and 21st. They were very well attended.

Our next Board meeting is the Reorganization Meeting scheduled for January 3rd.

I would like to wish everyone a Happy New Year.

That concludes my President's Report.

## **VIII. SUPERINTENDENT'S REPORT**

Thank you, Mr. President! I hope everyone had a very relaxing and enjoyable Thanksgiving with family.

### **October 24-27:**

Attended NJSBA Workshop in Atlantic City.

### **October 31:**

All 4 elementary schools had Halloween parades and activities that were highly attended by parents.

### **November 1:**

Dr. Zito and I attended a Pre-NJQSAC meeting in Brick hosted by the NJDOE and Interim County Superintendent, Dr. Judee DeStefano-Anen. BTSD will begin official NJQSAC meetings in January.

### **November 14:**

Attended Ocean County Superintendents' Roundtable at Brick Vocational School.

### **November 15:**

Attended BTSD Crisis Team meeting at HMP which was run by Dr. Zito and Mrs. Fierra.

**November 16:**  
Administrative Meeting at BAY School.

**November 17:**  
Attended Thanksgiving celebration in Mrs. Frawley's classroom at BTES.

**November 21:**  
Hosted a meeting at BOE Office to discuss potential shared services and aligning district calendars with Board members and Administrators from CRSD/BTSD.

**November 27:**  
Congressman Tom MacArthur visited both BAY and BTES. He was invited by Mrs. Palmieri and Mrs. Ofsanko.

I would like to remind everyone to visit our BTBOE Facebook page, and would also like to wish everyone a very happy and healthy holiday season.

This concludes my Superintendent Report.

**IX. PUBLIC DISCUSSION ON AGENDA ITEMS**

None.

**X. COMMITTEE REPORTS**

**Education/Policy**

The Education/Policy Committee met on November 20th. Mrs. Bacchione, Mr. Cammarato and Dr. Zito met with the Principals to review the policies listed under Superintendent Item B3 of this agenda.

**Finance**

Mr. Pellecchia stated that Mrs. Shedlock, Mrs. Gingerelli and he met on November 16th for the exit conference for the audit. The Finance Committee met this evening to review the Bills Lists and Purchase Order Report and all were in order and approved.

**XI. SUPERINTENDENT'S AGENDA**

**MOTION** by Mr. Fisher that upon recommendation of the Superintendent Items A1-A11 be approved.

**SECOND** by Mrs. Shedlock.

**ROLL CALL VOTE:** 8 Ayes, 0 Nays, 1 Abstain (Mr. Fisher on Item 5). Motion carries.

**A. PERSONNEL RESOLUTIONS**

**1. 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. #4745-Trans.: (Lewis)  
Extension of medical leave of absence from 11/01/17 through 11/30/17.
- b) I.D. #5404-Teacher-HMP: (Donachy)  
Extension of medical leave of absence from 11/13/17 through 11/22/17.
- c) I.D. #6179-Mechanic-Trans.: (Mulero)  
Extension of medical leave of absence from 11/13/17 through 12/22/17.
- d) I.D. #5997-Teacher-HMP: (Miller, E.)  
Maternity leave of absence to start 1/22/18 and continue through 5/21/18.
- e) I.D. #5341-Bus Aide-Trans.: (Albanese)  
Medical leave of absence to start 11/17/17 and continue through 12/8/17.
- f) I.D. #4730-Trans.: (Meelheim)  
Medical leave of absence to start 11/13/17 and continue through 12/22/17.
- g) I.D. #4678-Aide-HMP: (Marino)  
Medical leave of absence to start 11/20/17 and continue through 12/1/17.
- h) I.D. #6274-Teacher-BAY: (Stierle)  
Medical leave of absence to start 12/15/17 and continue through 1/12/18.

**2. Substitute(s)**

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

Name	Position
Terra Bergquist	Aide
Erica Luup-Blaney	Bus Driver
Sarah E. Durmer	Teacher

Brianna Ferguson	Teacher
Louise Fleig	Bus Attendant
Nina Flora	Aide
Cynthia Knorr	Teacher
Rachel Krug	Nurse
Brooke Leary	Teacher
Danielle Manza	Teacher
Elio Messano	Bus Driver
Lenore F. Priebe	Teacher
Samantha Pryll	Teacher
Dana Reuning	Teacher
Patricia Siddons	Bus Attendant
Melissa Straccia	Aide
Kimberly Sterling	Aide
Elizabeth Turrisi	Teacher/Aide
Kimberly Woodman	Teacher/Aide

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

**3. 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
Kristin Youngblood	Kindergarten-LLD-HMP	11/1/17-TBD
Samantha Stratton	I.D. #6083-Teacher-BTE	11/27/17-3/1/18

**4. Long-term Substitute Bus Drivers**

Recommend the Board approve the following individuals as long-term substitute bus drivers for 4 hours daily, at the rate of \$15/hr., for the 2017-2018 school year, effective 11/29/17:

Elio Messano                      Erica Luup-Blaney

**5. Family Literacy Nights**

a) Recommend the Board **rescind** the approval of the following teaching staff members for Family Literacy Nights:

Michele Snyder      Michelle Speidel      Stephanie Rosetti

b) Recommend the Board approve the following teaching staff members for Family Literacy Nights, two (2) hours per night for two (2) nights, at the contractual rate, paid through Preschool Expansion Grant funding (dates to be determined):

Jessica Burlew      Sara Yost      Stephanie Koplitz

c) Funding for Family Literacy Nights for the following staff, approved at the 10/17/17 meeting and paid through Title I Grant funding, will be paid through Preschool Expansion Grant funding:

Amy Poppe                      Jennifer Cooney                      Lisa Zarra                      Heather Ettari

**6. Internship**

Recommend the Board approve Allison Moran, an Occupational Therapist student at Stockton University School of Health Sciences, to complete Level I Fieldwork, under the direction of Carol Kiersnowski, Occupational Therapist for the district, effective 1/31/18 through 5/1/18.

**7. Teacher Mentors**

Recommend the Board approve the following teachers to perform as mentors, at the stipend listed, to be paid by the individual mentee:

<u>Mentor</u>	<u>Mentee</u>	<u>Stipend</u>
Lisa Groiss	Dana Gramo	\$550 (paid over 30 weeks)
Kimberly Garbacki	Ashley Voorhees	\$550 (paid over 30 weeks)

**8. Student Teacher Placement**

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

Name	Assigned to	Start Date	Requirements
Brittany Brandmahl	Amanda Rogerson	Spring Semester	450 Hours

**9. After School Program Substitutes**

Recommend the Board approve the following teaching staff members as substitutes for the Basic Skills Extended School Day Program, to meet three (3) times a week for one (1) hour per session up to 40 weeks, paid through Title I Grant funding:

Name	School	Rate of Pay
Christina Lee	BAY & HMP	Contractual
Leah Bale	HMP	\$10.50/hr.

**10. New After School Program Assessment**

Recommend the Board approve the following teaching staff members for .5 hours, 3 times/week for 30 weeks, retroactive to 10/16/17, to assess data and implementation of the new after school program, paid through Title I funding:

Thomas Ettari	Tracey Foster	Gina Boyles	Deborah Immerso
Shannon Ponticelli	Laurie Peters	Catherine MacMoyle	Robin Romano
Cheryl DePetro			

**11. Salary**

Recommend the Board approve 100% of the following teacher's salary be paid through Title I Grant funding:

Shannon Ponticelli - HMP & BAY

**B. OTHER BOARD ITEMS**

**MOTION** by Mr. Pellecchia that upon recommendation of the Superintendent Items B1-B8 be approved.

**SECOND** by Mrs. Shedlock.

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

**1. HIB Report Update**

- 0 HIB Investigations conducted, affirmed.
- 2 HIB's from 10/18/17 - 11/28/17

**2. Homebound Instruction**

Recommend the Board approve Homebound Instruction for the following student for the 2017-2018 school year:

I.D. #999424 - effective 9/5/17 - 6/30/18

**3. First Reading of Bylaws/Regulations/Policies**

Recommend the Board approve the first 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

**4. NJQSAC District Performance Review**

Recommend the Board approve the New Jersey Quality Single Accountability Continuum (NJQSAC) District Performance Review for the 2017-2018 school year.  
**(Enclosed in Agenda Packet)**



**5. Magna Awards**

Recommend the Board approve the submission of the Magna Awards, written by Dr. Jeffery Zito, via the National School Boards Association.

**6. Additional School Trip**

Recommend the Board approve the following additional school trip for the 2017-2018 school year:

Russo's Fruit & Vegetable Farm 186 Carranza Road, Tabernacle, NJ 08088

**7. Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials 2017:**

Recommend the Board approve the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials* for the 2017-2018 school year.  
**(Available for review in the Superintendent's Office)**

**8. Use of Facilities**

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

**BAY**

Camp Invention

Monday, June 25, 2018 - June 28, 2018

7:00 am - 4:00 pm

APR, C6, C10, C8, C13

**XII. BUSINESS ADMINISTRATOR'S AGENDA**

**MOTION** by Mr. Fisher that upon recommendation of the Business Administrator Items 1-9 be approved.

**SECOND** by Mrs. Shedlock.

**ROLL CALL VOTE:** 8 Ayes, 0 Nays, 4 Abstains (Mrs. Bacchione on Item 2, Mr. Fisher on Item 3, and Mr. MacMoyle on Items 1 and 3). Motion carries.

**1. Minutes**

**RESOLVED** that the Minutes of the Regular Meeting held on October 17, 2017 be approved.  
**(Attachment 1)**

**2. Payment of Bills**

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

Bills List dated November 2, 2017	
Check numbers 42474 through 42479	\$ 463,114.83
Bills List dated November 28, 2017	
Check number 42480 through 42639	\$1,064,227.74
<b>(Attachment 2)</b>	

Purchase Order Report listing	
Purchase Orders numbered 18-00852 through 18-01040	\$ 977,164.31
<b>(Attachment 3)</b>	

**3. Payroll Approval**

BE IT RESOLVED that the monthly payroll be approved:

Payroll - October 15, 2017	\$1,034,290.34
Payroll - October 30, 2017	\$1,027,819.68

**4. Appropriation Transfers**

BE IT RESOLVED that the Appropriation Transfers for the months of September 2017 and October 31, 2017 be approved. **(Attachment 4)**

**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 September 30, 2017 and October 31, 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 5)**

**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 September 30, 2017 and October 31, 2017 and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement. **(Attachment 6)**

**7. Travel**

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

Name	Seminar/Workshop	Dates	Not to Exceed
Various	Professional Development Hours at The Stockton University	Nov. 2017 - Jun 2018	\$350
Karen Roth	Foundations for the Arts Workshop, Loveladies (registration)	Dec. 6, 2017	\$100
Eva Finamore	Foundations for the Arts Workshop, Loveladies (registration)	Dec. 6, 2017	\$100
Joan Richie	Foundations for the Arts Workshop, Loveladies (registration)	Dec. 6, 2017	\$100
Nicole Ettari	Foundations for the Arts Workshop, Loveladies (registration)	Dec. 6, 2017	\$100
Kevin Waldron	Standard Solutions "Train the Trainer" Workshop in E. Windsor (registration & mileage)	Dec.14, 2017	\$225
Jennifer Spinoso	Standard Solutions "Train the Trainer" Workshop in E. Windsor (registration)	Dec.14, 2017	\$200
Dr. Roselli	NJASA TECHSPO '18-Atlantic City, NJ (registration)	Jan. 25-26, 2018	\$425
Dr. Zito	NJASA TECHSPO '18-Atlantic City, NJ (registration)	Jan. 25-26, 2018	\$425
Joe Reid	NJASA TECHSPO '18-Atlantic City, NJ (registration)	Jan. 25-26, 2018	\$425

**8. Accept Comprehensive Annual Financial Report and Auditor's Management Report**

RESOLVED that the Berkeley Township Board of Education accept with no recommendations the Comprehensive Annual Financial Report as of June 30, 2017 and the Auditor's Management Report for the 2016-2017 school year as prepared by the firm of Holman Frenia Allison, P.C.

**9. Transportation Jointures**

Recommend the Board approve the following transportation jointure:

Host District	Student ID #'s	Dates	School	Per Diem
MOESC	LW	2017-2018 SY	Lakewood Middle School	\$31.50
MOESC	999506 999507	11/20/17-6/19/18	Bayville School	\$207.90

**XIII. OLD BUSINESS**

None.

**XIV. NEW BUSINESS**

None.

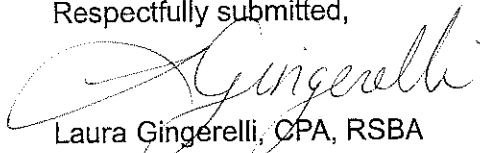
**XV. PUBLIC DISCUSSION ON NON-AGENDA ITEMS**

None.

**XVI. ADJOURNMENT**

Mr. Fisher made a motion to adjourn the meeting. Second by Mrs. Shedlock. All in favor.  
Meeting adjourns at 6:36 p.m.

Respectfully submitted,



Laura Gingerelli, CPA, RSBA  
Business Administrator/Board Secretary