

**I. CALL MEETING TO ORDER:**

A Berkeley Township Board of Education Meeting was held on Thursday, February 28, 2013 at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, New Jersey. Board President, Jim Fulcomer, called the meeting to order at 6:30 p.m. Adequate notice of this Meeting has been given 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. Fulcomer asked for everyone to remain standing a moment in honor of our courageous fighters who have fought and died for our country.

**III. ROLL CALL:**

**PRESENT:** Lauren Ciccone-Zawada, Sal Ferlise, Keith Fisher,  
Sophia Gingrich, Noriko Kowalewski, Patrick Mooney,  
Lou Tuminaro, Jim Fulcomer

**ABSENT:** Steve Pellecchia

**ALSO PRESENT:** Dr. James D. Roselli, Superintendent  
Laura Venter, CPA, Business Administrator/Board Secretary  
Robert M. Budesza, Acting Board Attorney

**IV. PRESENTATION:**

Mr. Fulcomer stated that Kathy Winecoff of the New Jersey School Boards Association will give a presentation on school board ethics, roles, and responsibilities of board of education members.

Ms. Winecoff thanked board members for inviting her to the school district to speak and give them training on school board ethics. She apologized to the public that her back will be facing them. She thinks it is important for the public to understand that the Board of Education is the only elected public body that really needs to subscribe to and abide by a code of ethics. There is a body here in the State of New Jersey called the School Ethics Commission that is the overseer to make sure that our board members remain in compliance with the code of ethics. It is important that the public really understand that the code of ethics was established and was enacted into statute into the Administrative Code back in the 1970's. This has been around for some time. There are ten tenets within that code of ethics.

Ms. Winecoff has asked Ms. Venter to share a packet of information that she put together. As far as the code of ethics goes, Ms. Winecoff asked when the Board had their reorganization meeting was the code of ethics read into the minutes of the meeting?

Mr. Fulcomer responded affirmatively.

Ms. Winecoff continued, as per QSAC and the State monitoring system, the Board of Education has to show that on an annual basis there is a discussion regarding the code of ethics. It covers all areas of Boardmanship. A lot of it revolves around making sure you abide by the State guidelines and regulations that you are making your decisions in terms of the educational welfare of every child who comes through your buildings and that you will meet their needs regardless of what their ability, race, creed, sex, or social standing may be.

Boards of Education need to make sure that they confine their board action to policy making. You are taking care of planning for your school district and appraisal. You will help frame those policies and plans after the Board has consulted those who would be affected by them.

In recent years boards need to be able to show that as you establish policy, there is the opportunity for the public to have input into the policies you are establishing for your school district. The other thing you really need to make sure you do is administer to the schools, see they are well run, but you do not run the schools. That job belongs to your superintendent. So you are in essence an oversight committee – a board of directors.

I think it is also important for the public to understand that the Board of Education hires one person in this district, and that is the superintendent. Any other personnel who works here in the district has to come to the Board of Education from a recommendation of your superintendent. So the Board needs to be able to ask questions when those people are presented to you, but if a candidate is being interviewed and for some reason the Board likes Candidate A and the superintendent is recommending Candidate B, the Board cannot hire Candidate A over B unless the superintendent has recommended that. It is important as board members you really understand that fine line to which you must abide.

The other thing I think is really important is board members need to recognize that the authority rests with the full board, not one individual board member. We should not make any personal promises nor take any private action that may compromise the Board. So we speak as one, and the Board needs to abide by the one. It is always hard because I sat in your seat for nine years. I sat on a Board of Education for nine years. But in the nine years that I sat on the Board, not everything went the way I wanted it to go. But once the Board has spoken, everybody needs to abide by the Board's decision. There is not one of you up there that is more important than anybody else. You are one of nine. The board president has no more authority than any other board member. It is very difficult to be the board president. I always felt, as board president, that I really gave up some of what I felt was important because it was my job as board president to make sure that every single person that was sitting at the table with me had the opportunity to speak before I did. I was running a meeting. So we as board presidents need to be careful also speaking on behalf of the

Board of Education or writing articles in newspapers as the Board of Education because the board president speaks on behalf of the Board and does not speak unless the Board directs him or her to speak for them. So when we are out and we are in public we, as Board of Education members, need to make it very, very clear that we are not speaking on behalf of the Board of Education unless we are directed to do so. There have been times when there might be an issue, I can tell you from personal experience, something was going on in our district and a board member spoke out of turn and then at that next board meeting I was directed by the Board of Education to respond to that board member through the media. So we have to be very, very careful so that people don't think that we are speaking on behalf of the Board.

The other thing I think is very important is that we don't surrender our rights and make personal promises. It is very easy when we have never been a board member to run a campaign and make promises. Once we get elected to the Board we have to make sure that we are not making any promises that will in any way, shape, or form compromise the school district or our children or the Board of Education. So we have to be very careful. We all at some point in time are aligned with political groups. We need to be very careful about that also because you are elected for three years. You never know at any one point in time who is going to be the party at our Town Council. It might be Democrats. It might be Republicans. We, as a Board of Education, need to be able to work with everybody. So it is important I think that we be able to step back and make our decisions based on what is best for our kids.

The other thing I think is really important is we have to hold confidential all matters that are discussed with us in closed session. There is a reason why we have closed session. Personnel issues, might be student issues, might be contract issues, it may be legal issues. We hold those in closed session for a reason until such time that they can be made public because we don't want to compromise the Board in any way, shape, or form.

The other thing we need to do is make sure that we appoint the best qualified personnel after careful recommendation of our chief school administrator. The other thing that the code of ethics tells us is that we need to support and protect our school personnel in proper performance of their duties. So we need to be careful as far as those personnel issues go.

The last one is that we refer all complaints to the chief school administrator and will act on the complaints at public meetings only after failure of an administrative solution. Which means, I always tell board members, really what this one means is we have a chain of command here in the school district. Actually there are three chains of command within a school district. We have chains of command for our staff and community. We have a chain of command for our staff. This is usually through the grievance process as outlined in our contract. Our parents and our community have a chain of command that we need to follow. The Board of Education has a chain of command that they need to follow also. We want to make sure that any issue that comes up here in the district is addressed at the lowest level of the chain of command as possible. If it starts to move up and actually becomes a Board level discussion, we as board members, need to make sure that we are not compromised in any way, shape, or form from participating in that discussion at the Board level. If

something continues to rise up through the chain of command and it makes it to the Board level, generally, one time we can kind of let that one pass by. If the same issue keeps arising before the Board of Education, then what we need to do is look at our procedure that is in place for a particular policy. If the procedure can be adjusted, adjust it. If it still continues to be an issue that comes to the Board of Education, then what we need to do is to look at that policy and possibly make some adjustments to our policy.

So we have this code of ethics, so then what happens. There is a way for board members, for staff members, and for community members to file ethics charges with the State Ethics Commission. It is a process that we can go through. We fill out paperwork that gets sent to the School Ethics Commission. They will review the paperwork, and if they deem that it is something that they would consider to be a breach of the code of ethics, they can request a hearing. I will tell you something I had direct experience with. It is not something I like to talk about, but I talk about it from the perspective as a board president who had a board member who had ethics charge brought against them. I was subpoenaed by the School Ethics Commission to come and testify at a hearing. So it is a process to be able to go through, and they will issue if in fact they find a board member to have breached the code of ethics. There are repercussions. They can be as minor as a reprimand or a censure of a board member. But it can go to be as serious as they will remove board members, and they have removed board members, from the Board of Education for breaching the code of ethics. So that is why it's really important as board members that we understand that this is here, that there is a way that if somebody feels you, as a board member, has in any way shape or form done something that you really shouldn't be doing that they will bring charges before you. I will caution you. How many new board members – brand new board members – year one board members? Year two board members? Year three board members? Year four board members. OK. Please, please, please take your mandated training. If you don't take your mandated training, they will remove you from the Board of Education. I like to make sure your B.A. can keep you informed as to what training you need to take. Year one, you need to take "New Board Member Orientation." For your public to know that you are required to take mandatory training to be a board member. Year one, "New Board Member Orientation." Year two is "Finance." Year three is "Student Achievement." Year four is a "Legal Update." So you will take it one, two, three. Then the first year that you are elected, so it would be year four you go another two years, you get re-elected again, that first year you have to take training again so every first year that you are re-elected as a board member you have to take training.

The other thing I do want to talk briefly to you about is advisory opinions. Those I think are very important for board members to be aware of. Number one, if in fact there is somebody who feels on the board that you may have a conflict or an issue that they need to get some advice for, you can request an advisory opinion from the School Ethics Commission. What that is is you will supply to the School Ethics Commission a set of circumstances. You will ask them if they feel a board member does this is that considered to be a violation of the code of ethics. The School Ethics Commission will get back to you and let you know that if this particular set of circumstances was brought to them as an ethics complaint, this is how they would rule. So it is really a way to protect board member rights to request that advisory opinion. So I say to board members don't feel like if somebody is going to request

an advisory opinion like they are trying to get you. That's not the case because in order to request an advisory opinion, you have to let that board member know that you are requesting that advisory opinion. So for example, I never would have thought that my nine years as a board member would really train me really well for my job but it's almost like I've been there, done that for almost everything. I've been involved with actual ethics charges. But we have also on my board requested advisory opinions. We had a board member who sat on our board. Her husband ran for our Town Council and got elected. So that was at the time, I'm dating myself, where we really had to vote on our budgets. The budget in my town historically went down. So we wanted to know what can this board member participate in, and what couldn't she participate in. The reason why we did it was we wanted to protect her right as a board member and not tell her she couldn't do something when in fact she could. The Ethics Commission will turn those advisory opinions over rather quickly. So if there is a set of circumstances and you don't know if it would be considered one, you can always ask. In your packets, just as an FYI, on the left-hand side, the blue sheets are all advisory opinions that have to do with the evaluation of a superintendent. Generally the advisory opinions are not public. They are generally if I request an advisory opinion, they will respond back to me as the person who requested and to the person that I requested the advisory opinion about. But sometimes those advisory opinions become so critical that the School Ethics Commission will make them public. This is, when they make them public, it's called wake up Board of Education members these are really important and so you need to make sure that you are aware of these and what the consequences are.

The other thing that is included in here that I like to show to board members is behind there. So the blue one and the tan one are advisory opinions. If you look at the ones behind that, the next colored sheets of paper and there are probably four of them, these are actual ethics rulings from the School Ethics Commission. I include these in here so that you can see the types of things that board members have been charged with as far as ethics violations go. But also included in there is how the Ethics Commission ruled. It is really just another way for you to say okay these are the things people have requested or filed for. These are the rulings from the School Ethics Commission.

The other thing that is in here is if I had to ask you of those ten tenets of the code of ethics for you board members who know what they are do you have any idea which one is the most often breached? Out of curiosity take a guess. That is why the pink sheet is in there. It is confidentiality. That is because sometimes it is inadvertent, and sometimes it is done with a specific reason in mind. I do think that is one that is the most often breached.

The other thing that is in here is the Q & A about training. I've included in here the actual statute that created the School Ethics Commission. There is an FAQ about the most frequently asked questions about the School Ethics Commission.

The other thing that is in here that is really important and you know I don't know you all that well. This is the first time that I have been into your Board in quite some time, but if you look on the right-hand side it is important for you to know that you can violate the code of ethics as well as the nepotism regulations. You want to make sure that you are aware of

those especially whenever negotiations comes around as well as evaluating your superintendent. It defines in here and generally the superintendent's evaluation do any of you have family members who happen to work in the district? You won't be able to participate in the superintendent's evaluation nor can you discuss his contract in any way. If the Board goes into closed session to discuss the superintendent's contract, hopefully they will do it at the end of the meeting so that when they go into closed session you can go home as long as they are not going to vote whenever they come out of closed session.

Are any of you teachers or have family members who work in other districts? Because that is an issue also. If you have a family member as far as negotiations go that is part of the Teachers Association in another district, you won't be able to participate in the actual negotiations of your teachers' contract. So you need to be aware of those. There is a definition of a family member on the gray sheet. I always like to point this out to board members because we have the code of ethics that you can violate. We also have a nepotism regulation. If you look at the definition of a family member under the School Ethics Act and then look at the definition of a family member under the nepotism regulation, you will see they are very different. The nepotism regulation covers a lot more family members. You can be in violation of one and not the other. If, in fact, you have any questions, we are going to see the nice gentleman who is sitting to the right of your board president. You will ask him if, in fact, he feels that it is something that you need to be concerned about.

The other things that are in here talks about board member recusals. A lot of the times, we get questions from board members as to when to recuse themselves from discussions or votes. So that's in here and that really is important for you to look at in here. The last thing that is in here really talks about a violation of the difference between an advisory opinion and actual filing of ethics charges. So that really is school ethics in that really teeny tiny nutshell. I always say, "Err on the side of caution all the time." Reach out to your board attorney.

A couple of things I do want to talk to you about is when the accountability regulations came into place a couple of years ago, it was really defined as to who can contact your board attorney directly. The superintendent, the business administrator, and the board president. It is really frowned upon to have individual board members constantly calling the board attorney. If, you as board members, have questions you feel are legal and important, you either need to ask the business administrator, superintendent, or the board president to reach out to the attorney. A lot of the times I will say to Boards because we need to be so careful as far as ethics and everything goes, if the Board needs to put a statement out, the full board or majority of the board has to make sure that that happens. So say somebody wrote a letter to the editor or somebody from the community really didn't have all their facts together, and the Board really feels there needs to be clarification made in response to that particular article. Ideally what should happen is at your board meeting somebody makes a motion that the board president respond to whatever article is in the paper. Someone seconds the motion. The board president asks for a discussion. Then the full Board discusses the response to that letter as a full Board. Once a consensus is made as to what needs to be included in that response, the board president on behalf of the Board, then writes the letter and sends it to the newspaper. Say the board president doesn't agree with what the

board has responded, as board president he has to respond the way the majority of the board has indicated the response goes. That is how we speak on behalf of the Board. I would also caution you because when I do new board member orientation, I tell the board members the minute you get elected and sworn into the Board of Education, you are just like *Harry Potter*. All of a sudden you have this invisible “B” shows up on your foreheads that everybody can see except you. When you speak to a member of the public, they don’t look at you as i.e., Kathy Winecoff – member of the community, they look at you as i.e., Kathy Winecoff – Board of Education member. When you are out speaking, if you attend a public meeting, please, please, please, make sure that you tell people, I am speaking as i.e., Kathy Winecoff – resident of Berkeley Township. You want to make sure that you are on the record not as a Board of Education member, but as a resident of the town. If all of a sudden you are out there speaking on behalf of the Board, you can end up getting yourself into some trouble and could potentially cause somebody to file ethics charges. So I would say to you, please be very careful.

The other thing I am going to say to you is you should all have district email addresses because if a member of the public, staff member, another board member, feels that board business is being discussed outside of a board meeting, they can OPRA your personal emails. So I would say to you do not use your personal email for board business. If you don’t have district email addresses, hopefully, I will get an email from Laura who says to me Kathy, we have email addresses for all of our board members. So that’s where your board business occurs. The other thing I’m going to tell you about email is email should be one way and one way only. Does the Superintendent send out weekly updates? He sends out an end of the week update to the full Board. There is no such response in your email called “Reply to All.” None. You should not be replying to all because that email goes out from the Superintendent. Board member i.e., Keith, all of a sudden has something that he needs to ask. So he hits the “Reply to All” button and asks his question. The superintendent responds. All of a sudden board member i.e., Sophia, feels she has something to say, and she replies to all. Then, all of a sudden board member i.e., Louis, hits “Reply to All.” Guess what has happened? A board meeting is occurring outside of the Sunshine Law. So there is no such thing as reply to all. If you have a question, it goes back to the superintendent. He will respond to you. If he feels that it is really important for the full Board to know his response to Louis’s question, he will send out another one way communication to the Board saying a board member has contacted me. They had a really good question. Here is his question. Here is my response. So we just really need to be careful so that we don’t put ourselves at risk. We all thought it was going to be really easy to be a board member. It really is not.

The important thing is that we are here to really make sure that every single child who walks through our building receives the best education possible within the means that we can give them. The first thing that we really should be asking is how is this going to impact our kids. I will tell you that when I attended new board member orientation, I won’t even tell you how many years ago, there was a woman who had come to speak to us brand new board members who happen to sit on the State Board of Education. She gave me the most wonderful piece of advice that to this day I can quote her. It is the best piece of advice that she has ever given, and that is when you end your board meetings every single time you

have a board meeting you should be able to answer the question what one good thing have we done for the children of Berkeley Township tonight. If you can answer that question, then you are all doing your jobs as Board of Education members. I think that is really important because it really does put our focus on where it should be. The even bigger thing that is very important is sometimes when we are sitting at the board table we have to make a decision, an educational decision, that may impact a small group of children, but what we as Board of Education members need to do is to step back and look at how does it impact the greater student body. Hopefully, you will never be put into the situation as I was when my superintendent came to our Board and recommended that an educational program that my son benefitted from was cut. The hard decision for me, it was very easy. I had to take off my mom hat, and I had to put on my board hat and look at what was best for everybody. Then deal with the consequences when my son came home from the next day and said to me, “Mom do you know what my math teacher said to me today? Do you know what he said you did?” I said to him, “No, tell me what he said I did.” He said, “You are getting rid of my math class.” So it was time for me to sit down with my third grader and give him a civics class and try to explain to him why I not only ran, but why I was elected to the Board of Education and what my job as board member was. That is the perspective. That is the big picture perspective that we as board members really need to focus on. What are we doing to impact the education of our kids? That’s really all I have to say. Do any of you have questions or comments?

Ms. Gingrich inquired, the one ethics charge or violation states, “I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.” I would like that explained again, and that to me means that if you make a campaign promise, that it doesn’t carry into the school. Am I correct on that?

Ms. Winecoff replied, “Yes.” If you have never been on the Board of Education, and you decide to run for the first time, you can promise the sun, the moon, and the stars. Once you become a board member, you can’t promise the sun, the moon, and the stars because you really are supposed to not make any promises to any partisan group or special interest group because you are really compromising your position as a Board of Education member. So we really need to be careful about making promises. We need to be focused on setting goals for our district. What are those goals? Hopefully when I go and I facilitate goal setting with Boards of Education, I tell them there are no if, ands, or buts. I am telling you now, you have to have a student achievement goal. Your primary responsibility is the education of your kids. We need to make sure that we are being fiscally responsible, but we can’t just go whacking money out of a budget. What the public does not understand is that we have to submit a budget to the County Office that shows that we are providing a thorough and efficient education for our children. If we go and just start removing money all over the place, and the County Office looks at that budget and starts cranking out the numbers and they see that you are not providing that thorough and efficient education, it doesn’t matter what the Board of Education wants to do. He will make that money get back into the budget. Once he says to you, you have to put that money in the budget. Guess what? You can’t take it out because he is speaking on the authority of the Commissioner of Education. It is his responsibility to go through that budget and make sure you are providing that



thorough and efficient education and there are enough funds to educate your children and you are not putting your district finances at risk.

I know we have a new Executive County Superintendent here in Ocean County so he is coming in the back end of your budget. I will tell you he is also the Executive County Superintendent in Monmouth County, which is the other districts that I cover. So I do have a history with Joe Passiment. He is very good. Laura will get so tired of him, and so will Jim because he will do a mid-year review of your budget. They will have to take their budget down to the County Office, and they get to sit with Joe and explain to him what is in that budget. What's that budget going to do? Then after your tentative budget is approved, Laura is going to take her budget, and she is going to go sit down with him, and he is going to start cranking out those numbers. He will be looking to make sure that you are providing a thorough and efficient education for your kids. So I think that is really important because there is oversight over there. I think a lot of the times the public doesn't understand that even though we say we are going to take this, this, and this out of the budget, for those of you who go to new board orientation we have a slide in there that says, "The Executive County Superintendent can, on behalf of the Commissioner of Education, come in and make adjustments to your budgets, and you can't do anything about it." So I say to you be cautious especially this time of the year because I'm sure you are going to be talking about your budgets so we need to be careful. Did I really talk way too much to answer your question?

Ms. Gingrich responded that the first half was her answer.

Ms. Winecoff continued that the whole thing ties into the whole piece about the budget really does tie into making sure our focus is on the education of our kids. Anything else?

Ms. Gingrich had one more question on the code of ethics. "I will support and protect school personnel in proper performance of their duties."

Ms. Winecoff stated that this goes back to the chain of command. We owe it to our staff really to protect them in their duties. Sometimes we do have to make decisions that may impact our staff. I don't think we can just go back and do things willy nilly. I think you need to be able to have a good communications plan in place. I just was in Trenton yesterday another one of me that works up North was saying that he had gone into a board meeting where the Board was going to cut significant numbers of staff. It was the first time at a public meeting that anybody had heard it and was turned into absolute bedlam. Before we go out and we say that we are going to get rid of staff and do this, that, and the other thing, we really need to have a plan in place and make sure that we are not making decisions that are not sound because even though it sounds like it might be good to cut positions, we need to be careful that those positions that we are cutting don't have that negative impact on the education of our students or the safety and security of our students. We need to be really careful and use a very well thought out process. If we are even thinking that we are going to need to cut positions, the superintendent needs to begin having discussions with staff and with his building administration before it all of a sudden gets announced that we are going to do things. It all goes back to being really careful and understanding and abiding by the

code of ethics. It really is important that as we go about and we do things that it doesn't look like we are being arbitrary and capricious. If we are, it doesn't bode well with the School Ethics Commission. Anything else?

Ms. Venter asked Ms. Winecoff, if she was saying that when any board member talks to the Press that it has to be the opinion of the Board as a whole so they have to decide that first? So at the end of our board meetings it is very typical that sometimes there is a member of the Press here that they might come up and ask the board members for comments of what took place. Are you saying that that is not appropriate?

Ms. Winecoff responded that it is very hard when you are dealing with the Press. I think that we have to be careful about how we respond back to the Press as individual board members and making sure that they know that it is my opinion, and my opinion only. The one thing I don't think that people understand, and I'm actually glad you asked that, because a very important statement that I am going to make is the only time that you are a board member is when you are seated at a legally advertised meeting of the Board of Education where a quorum of the Board of Education is present. That is the only time that you are a Board of Education member. A legally advertised meeting of the Board of Education where a quorum of the Board is present. So that is why I say you need to make sure that any other point in time that you let them know you are not speaking as a Board of Education member. You can say to them I am speaking as a resident of Berkeley Township, and you can say that ten times, but because they know you are a Board of Education member, they can put that on there without you saying that you are a Board of Education member. So you need to be really careful and make sure that they know you are speaking as a resident of the community. Many times as a board president especially when a difficult discussion occurred at the board table, I knew that the next morning I was going to get a phone call from the paper. If I didn't know what it was that the Board wanted me to say to the paper when they called me the next morning, I would always let the phone call go to voicemail. I would then collect my thoughts, I would reach out to the paper, and I would refer them to the Superintendent of Schools. The reality is the superintendent has a lot more information about a particular issue that is going on in the school district than even I as board president knows. Rather than misspeak or misrepresent the Board of Education, I always like to hand it off to the superintendent. I almost hate to say it, but they are looking for controversy. What I say to Boards all the time is don't make their job easy. Make their job be work. We need to present that united front even though we are not in the majority, which is sometimes hard because I have been in a minority. It is very difficult to do, but the minute there is the idea that you are a split Board, you are going to be in the newspaper all the time. That is really what you don't want to have happen because the way you as board members respond, the way your board meetings are run, that's how the public thinks your school district is run. You don't want them to think nobody knows what is going on here in your buildings. You really want to be able to show that whether we are in the majority or minority we really accept that the majority happens to win or rule in this particular point in time and we support the majority opinion of the Board until such time that that majority is no longer in place as we move forward. Anything else? I do have a request, though, if I may. This is the first time that I have set foot in this magnificent facility. I have only ever been to your elementary school, and I thought that was your only school. I would really like to be able to

go back to the person who arranges our Ocean County meetings and ask her to reach out to you to see if it would be OK for us to have one of our Ocean County meetings here at this facility.

Mr. Fulcomer responded, “Ask our superintendent.”

Ms. Winecoff stated she would have Marcia Lavigne reach out to the superintendent. If he could send her whatever building use forms she needs to fill out. She would absolutely love to be able to bring board members from Ocean County here to be able to showcase this building if she may.

Dr. Roselli stated that we have hosted Superintendent Roundtables, and a DYFS workshop from Ocean County. It really is a showcase school, and we do like to show it off. So come on down.

Ms. Winecoff said she will. She continued, “The last time I was actually here to meet with the Board must have been at least five years ago maybe six years ago. I don’t even know if this building was in existence then. What a wonderful place! I really have to say what a wonderful place!

Mr. Fulcomer thanked Ms. Winecoff.

## **V. PRESIDENT’S REPORT:**

Mr. Fulcomer thanked everyone for coming to this meeting and read the following report: “Your interests in the governance of our school district is greatly appreciated. During the past month, our maintenance supervisor, Patrick Sullivan, who is doing a fine job, took board member, Keith Fisher and me, on a tour of our school facilities. Mr. Sullivan and his staff are to be congratulated for doing an excellent job maintaining our facilities. Our maintenance supervisor pointed out to us how three air conditioning chillers at our Berkeley Township Elementary School were not working last summer and how that probably was the major factor in the development of mold in that school last year. Mr. Sullivan informed us that now all the chillers are working as they should. Mr. Sullivan also showed us that there are defects in the three gym floors that were installed in 2004. He showed us the moisture underneath the surface of the H. & M. Potter gym floor and assured us that he is in the process of thoroughly investigating the matter. When the investigation is completed, he will make the appropriate recommendation to the superintendent and Board of Education to remedy the matter. Chairman, Sal Ferlise, and his committee members are carefully reviewing the status of these three gym floors.

I welcome the new police officers who are protecting our students and staff in all of our schools. They have volunteered their services at a lower rate of compensation than the municipality normally would pay them. This lower rate makes their services affordable to our district.

I visited the February Fun Fest at the Berkeley Township Elementary School. I thank principal, Kirk Burr, and his staff for doing a fine job bringing fun into the lives of our students. While it is important for education to involve homework, study, and the development of advanced thinking and other skills, it is also important for education to involve fun and happy memories to our students.

I met Mr. Michael Conforti, one of our Education Association leaders, at the Fun Fest. Mr. Conforti, Association President, Jerry Duggan, and the other leaders of the Association are doing a fine job representing their bargaining unit. Our school Negotiating Committee will be negotiating with them starting on Wednesday, March 13. We hope that we will be able to complete the negotiating process in less time than last year.

I reviewed the monthly enrollment reports from September through January. During that period our enrollment was reasonably steady declining from 2,061 students to 2,050 students indicating very little loss of students during that period.

Business Administrator, Laura Venter, has informed me that one of our competitive bids will result in an annual savings of \$35,000. This is the refuse removal/recycling bid that went out. Thanks to her, we are saving that money, and I thank her for that.

Our business administrator has been busy reviewing her budgetary draft with our different board members. We expect to introduce our preliminary budget on Monday, March 4, at 5:30 p.m.

We will be considering a new schedule of regular meetings tonight that would result, if adopted, in having most of our meetings on the third Tuesday of the month starting April.

Before ending this report, we should all reflect that the birthday anniversary of Abraham Lincoln took place this month. When Lincoln was born, the majority of Americans were not entitled to a free public education. When he was first elected President, the southern states did not have free public education systems. It was against the law in most southern states to teach most blacks to read and write. Only after the death President Lincoln were the blessings of a free public education system extended to all Americans and that was because the Congressional Reconstruction Plan that Thaddeus Stevens initiated in the 14<sup>th</sup> Amendment made that possible for all Americans.

In closing, I thank all of our principals for producing informative newsletters and thank our very active PTA's for supporting our school system."

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

Dr. Roselli reported on the following items:

- *PowerPoint* Presentation – (See Attachment #1)

- Facts/Positive Initiatives; Shared Services for Berkeley Township School District
  - Visiting schools – Technology being used by students/staff in our schools to enhance instruction.
- HIB Report – The district has no incidents to report for the period 9/1/12-12/31/12.

## **SCHOOL REPORTS:**

### **Bayville School:**

- All students and staff were invited to participate in a school spirit day by wearing favorite team sports shirts on Friday, Feb. 1
- The kindergarten students celebrated Valentine's Day by presenting a Sing-Along Show for their parents and family members. Kindergarten also celebrated the 100<sup>th</sup> Day of School by dressing like they were 100 years old and participating in various math and writing activities all centered on the numeral 100.
- Students from BTES came to Bayville School to read books to all the first graders.
- 1<sup>st</sup> graders celebrated Children's Dental Health month by attending an assembly presented by a dental hygienist.
- Many classes celebrated International Friendship Month by doing and recording 100 random acts of kindness.
- 3<sup>rd</sup> graders were visited by representatives from Berkeley ShopRite as they participated in the Young Consumers Program.
- Many students participated in lessons and activities to commemorate Presidents Day, Black History Month, and American Heart Month.
- The PTA hosted a Kids Bingo Night and a Kids Boogie Night.
- The PTA is preparing for Family Literacy Night and Spring Book Fair kickoff on Friday, March 1. PTA is also busy planning its major fundraiser of the year which is a Gift Auction to be held on April 5.
- In anticipation of winning the Creatively Green Family Arts Festival, the students, parents, and staff have begun collecting various recycled items that will be used to construct art pieces and musical instruments on the evening of the festival.

### **Clara B. Worth:**

- School Store for grades 1-4 (sponsored by the PTA).
- Student of the Month students honored at the evening PTA meeting (20 students).
- CBW's Theme Day - Crazy Hat and Crazy Hair Day.
- 100th day activities - big show in kindergarten.
- PE Night - first graders and their families were invited out for a fun evening in the gym - lots of fun. Seussical the Musical - first grade students provided a wonderful concert to the parents and students of CBW.

- February was known as "Pay it Forward February" Students were encouraged to do nice deeds for everyone and to also pay it forward to someone else if someone did something nice for them - Anti-Bullying Activities.
- Interactive Bulletin Board Month - all bulletin boards are interactive for students to get them thinking even when they are in the halls - fun - engaging activities.

### **Berkeley Township Elementary:**

- On January 23, 2013 guest speakers from the Barnegat Bay Watershed came to B.T.E.S. to speak to sixth grade students in Mrs. Maione's and Ms. Wojciechowski's classes about the importance of protecting our plant and animal life in the Barnegat Bay. Students will be competing in the Rain Barrel Challenge against other schools.
- On January 31, 2013 sixth grade students in Mr. Cooney's class visited Bayville School to read pop-up books they created to the first grade students in Mrs. Mitchell's class.
- On February 8, 2013 parents of sixth grade students attended an informational meeting about the upcoming Stokes trip.
- On February 15, 2013 the Life Skills class from Berkeley Township Elementary School visited the Superintendent's Office and had lunch with Dr. Roselli.
- On February 22, 2013 Students enjoyed the February Fun Fest where they played games and had a great afternoon. Over 370 students attended Fun Fest. This event was a community wide effort, made possible with the assistance of staff, parents and volunteers from Central Regional School District.
- Berkeley Township Elementary School collected over 90 pairs of jeans for the Teens for Jeans contest to be donated to local shelters.

### **H. & M. Potter:**

- 100<sup>th</sup> Day of School - 2/21/13
- Marking Period Assembly
- Spirit Day - 2/14/13
- Magnet Fair - 2/27-28/13
- Honor Roll Breakfast - 2/22/13
- Student Council Meetings - 2/1/13
- Targeting Dads Assembly - 2/19/13

### **Jan. 28:**

Dr. DeClerico/Dr. Roselli met w/Mr. Azzarone at BTE who had questions regarding Everyday Math at Jan. 24<sup>th</sup> BOE meeting.

### **Jan. 29:**

Supt. Roundtable – New County Supt. Joe Passiment - covering Ocean/Monmouth. HMP Reading with Mimi program with Dr. DeClerico and HMP students.

### **Jan. 30:**

NJ Smart meeting with Lacey Schools.

**Feb. 4:**

Partnership with BTPD began all 4 schools - Officer Scott/Principals/Staff report program is going well.

**Feb. 5:**

Met with Stokes Foundation.

**Feb. 8:**

Visited Manchester schools - inspect new gym floor as we may explore utilizing company.

**Feb. 11:**

- 1) CST – Staffing.
- 2) Articulation meeting at BTES with Central Director of Guidance: Darryl Heale to streamline placement of students from grade 6 to 7, a parent night for grade 6 parents at BTES with CR & BT staff.

**Feb. 12:**

Meeting at BOE with Tax Coalition:

Reps: Sam Cammarato, President and Jim Galanaugh with Dr. DeClerico and Dr. Zito.

Laura Venter: Regarding all info. shared in PowerPoint:

1. Children always first.
2. Never knowingly break the law.
3. Be fiscally responsible.

Join us in lobbying Senator Dougherty in the Fair Funding Act.

**Feb. 14:**

Bayville School: Valentine's Day - Kdg. Program.

**Feb. 20:**

Spoke with Engineer Dittenhoffer.

Opened FEMA-RPA request for possible assistance on damage to gym floors.

**Feb. 22:**

FunFest at BTES.

**Feb. 25:**

Technology in schools - visited all 4.

**Feb. 26:**

Superintendent Roundtable at OCC.

Marzano Training at CRSD.

Adm. Training - Shared Service.

BT/CR Administrative Training saved district \$15,000.

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

None.

**VIII. COMMITTEE REPORTS:****1. Education and Liaison to Central Regional: Keith Fisher, Chairperson**

Prior to this meeting, the Education Committee met with Dr. DeClerico, Dr. Zito and a few other teachers. I apologize that I can't remember their names. I didn't write them down. I know Mrs. Culetto was one of them. We discussed our math program and the transition into seventh grade and beyond. Dr. DeClerico did a great job of spelling out how we came up with our *Everyday Math Program* that seems to be a topic for a lot of people. She informed me that she convened a committee comprising administrators and teachers that looked at four programs. This is going back three years ago. They looked at four programs that publishers came in to show their math products. They narrowed their decision down to two. They visited two school districts that used *Everyday Math* and really liked what they saw. They chose the program because it intertwined two methods of math. The new way of looking at math and the old way of looking at math to get to the answer. Thinking outside the traditional math box with *Everyday Math* you have to explain how you get to an answer. So they can get a better understanding of what the numbers really mean. Our sixth grade students that are now in seventh grade, scored a 90.3 % passing rate when they took the NJ ASK using *Everyday Math*. Forty-one percent of those students were advanced proficient. Finally, I asked Dr. DeClerico to set up a meeting with myself and the Math Curriculum Director at Central Regional. I unfortunately could not make it so she took it upon herself to get the information that I was looking for. She responded back to me that the Central Math Coordinator stated that they see no issues with our students regarding math going forward. They don't see any problems with us.

**2. Personnel & Negotiations: Jim Fulcomer, Chairperson**

Our Personnel and Negotiations Committee reviewed proposals from the administration for our negotiations starting on March 13. We also voted to recommend the approval of the proposed new contract for our business administrator which was emailed to all board members and on which we will vote tonight. Is there anybody who did not get the email? So everybody has gotten a copy of the contract and at the appropriate time we will vote on it.

**3. Buildings & Grounds/Cafeteria/Transportation: Sal Ferlise, Chairperson**

On April 2, 3, and 4, of 2013, a feasibility study will be done by Tyler Industries. They will perform a routing study to determine if a shared service between the Berkeley school buses and Central school buses is possible. I would like to invite the school bus drivers'



union representative, Ron Coleman, to review the information that we receive and provide the results to our drivers. Hopefully, this could put an end to any misinformation and put a stop to the rumors. People who don't know what they are talking about should not comment. The incorrect information will only serve to anger our employees and for no good reason. If consolidation does take place, I will for safety reasons insist that Central upgrade their cameras. While our cameras have the capability to transmit live, Central's cameras do not have the same capabilities.

On another topic, Mr. Pat Mooney inspected the range hoods of all the schools. I would like him to report on the findings.

Mr. Mooney stated that on Thursday, February 28, Patrick Sullivan, Laura Venter, Sal Ferlise and I met with two representatives from our engineering firm to discuss the hood system replacement at Bayville, H & M Potter and CBW Schools. We were able to look over the plans and make changes that will not negatively impact the operations and safety of the cafeteria personnel. By doing this we were able to cut the cost almost in half of what was originally thought. Most of the current hood systems that we currently have in place will be able to be utilized all adding to the performance of the units. Most of the work will be happening at Bayville School where a total replacement should be needed. The other two schools should be able to keep their current hoods with some updates. We will be installing make up air fans as well as a closed duck system to better provide performance out of the whole system.

Mr. Ferlise thanked Mr. Mooney for being on the Board. He is a treasure to us. He does this kind of work for a living. Thank you Pat. One more thing, Pat. Do you think it would be to our advantage to go around again to the schools and maybe this time take fire prevention with us and Mr. Sullivan again?

Mr. Mooney responded that once we get the final plans drawn up to see what we are going to do once the engineering firm comes back, it wouldn't be a bad idea to go with him and make sure a closed duck system would be feasible there.

Mr. Ferlise commented that on the addition to the bus garage, I would ask the board secretary to write a letter to the Pineland Commission asking them permission to add on to the existing garage. I have to tell you, I have been out there and I saw those poor mechanics working on the buses in the rain. This is no way to run a system. We have to get those guys inside so they can do the job correctly. I understand one of the mechanics almost cut his finger off. It is not a way to do things. We have to get these guys inside so they can do the job correctly.

One more thing that came up today that FEMA may pay for 75% of the work needed for our gyms. Hopefully, we will profit from that. Ms. Venter is looking into that. I'm sure that we are going to come out with something, I don't know what, but something.

Thank you very much.

Mr. Fulcomer thanked Mr. Ferlise for his hard work in the area of this committee.

**4. Finance: Sophia Gingrich, Chairperson**

The Finance Committee met today and all purchase orders and the bill list were reviewed and approved for payment.

The Finance Committee reviewed the following at the February 28<sup>th</sup> meeting:

Purchase orders numbered 13-01006 through 13-01197 in the amount of \$348,710.41.

**5. Community Relations: Patrick Mooney, Chairperson**

No formal committee meeting was held this month, but I did have a conversation with Mrs. Kowalewski where she informed me she was able to pass her contact information along to Senator Dougherty's office in regard to the Fair Funding Act. We may have a chance to have the Senator come to Berkeley to speak with the Board, parents and taxpayers about the Fair Funding Act. We will inform the Board as we get more information.

**6. Consolidated/Shared Services Ad Hoc: Jim Fulcomer, Chairperson**

Our committee reiterated its position that in any new shared services with Central Regional, nobody would lose his or her job. All of our exploratory conversations would be to upgrade any perceived safety deficiencies in Central Regional buses. We also reviewed the Tyler Technology Versatran Solutions work order signed by our business administrator. The work order authorizes a transportation routing study for the Central Regional School District. Finally, Dr. DeClerico reports that our district has partnered with Central Regional for the training of administration and core teachers for the new teacher evaluation model.

**7. Policy and Legislation: Steve Pellecchia, Chairperson**

No report.

**8. School Safety: Patrick Mooney, Chairperson**

No report.

**9. Alternate Energy: Noriko Kowalewski, Chairperson**

No report.

**10. Stokes Forest Field Trip: Sal Ferlise, Chairperson**

At this month's meeting of the Stokes Foundation two letters were read. One from Dr. Roselli to thank the parents, and the second letter to thank the Foundation for their

support of the Stokes trip.

Up and coming fundraiser events from Peggy Crawford are as follows:

- Breakfast at Appleby's, 404 South Main Street, Forked River, May 12 at 8:00 a.m. to 10:00 a.m. Cost is \$10 per person.
- Canoe trip on June 15, 2013 rain date is June 22. There will also be a barbeque at Dudley Park. Cost is undetermined.
- Movie night every second Friday evening starting in March at BTES. Donations accepted.
- Car Show and Flea Market at Veterans Park on September 28 with a rain date of September 29, 2013. Mayor and Council approved the Show/ Flea Market to start at 9:00 a.m. to 3:00 p.m. The Mayor and Council also waived the fee for the park. We are very grateful for that bit of help.

Mr. Fisher also stated that Mrs. Guinan, Mr. Burr and Mr. Prima were also there. They spent their time and I wanted to make sure they were recognized for spending their time helping out with this.

## **IX. SUPERINTENDENT'S AGENDA:**

MOTION by Mr. Tuminaro that upon recommendation of the Superintendent Items A1 – A15 be approved.

SECOND by Ms. Gingrich.

ROLL CALL VOTE: (8 Ayes, 0 Nays, 1 Abstain – Mr. Fisher on Items A9 and A10).  
Motion carries.

### **A. PERSONNEL RESOLUTIONS:**

#### **1. Retirement/Resignation:**

#### **ACTION**

- a) Recommend the Board accept the retirement of Joyce Kraus, grade 2 teacher assigned to the H. & M. Potter School, after 27 years in the district, effective 7/1/13.
- b) Recommend the Board accept the resignation of Kevin Huff, as a teacher aide assigned to the Berkeley Township Elementary School, effective 3/1/13.

**2. Leaves of Absence: ACTION**

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. #5796-CBW-Gr. 4:  
**Revised** maternity leave: 1/02/13-2/11/13 - paid  
 2/12/13-5/11/13 - unpaid & FMLA  
 5/12/13-5/31/13 - unpaid  
 Anticipated return: 6/3/13
- b) I.D. #5711-BAY-Gr. 2:  
**Revised** maternity leave: 1/02/13-1/21/13 - paid  
 1/22/13-3/31/13 - unpaid & FMLA  
 Anticipated return: 4/1/13 (revised from 4/29/13)
- c) I.D. #5795-HMP-Kdg:  
**Revised** maternity leave: 11/29/12-1/03/13 - paid  
 1/04/13-3/31/13 - unpaid & FMLA  
 3/31/13-4/01/13 - unpaid  
 Anticipated return: 4/2/13
- d) I.D. #5719-BTE-Transportation:  
 Medical leave to start 2/8/13 and continue through 3/22/13.
- e) I.D. #4287-BTE-Gr. 5:  
 Medical leave to start 1/28/13 and continue through 3/1/13.
- f) I.D. #6012-CBW-LLD 3/4:  
 Maternity leave to start 5/20/13 and continue through 11/1/13.
- g) I.D. #5542-CBW-Custodian:  
**Revised** medical leave return date: 2/22/13 (approved for 2/1/13).
- h) I.D. #4440-BAY-Custodian:  
 Medical leave to start 2/26/13 and continue through 4/19/13.
- i) I.D. #5127-HMP-PreK:  
 Medical leave to start 3/11/13 and continue through 4/26/13.

**3. Revised Dates for Long Term Substitutes: ACTION**

Recommend the Board approve **revised** start/end dates for the following long term substitutes:

<u>Name</u>	<u>In For</u>	<u>From</u>	<u>To</u>
Timothy Cook	I.D. #5894-HMP-Gr. 4	2/17/13-5/12/13	2/13/13-5/10/13
Marie Verderosa	I.D. #6272-CBW-Behaviorist	2/19/13-5/31/13	2/11/13-6/03/13
Allison Wenzel	I.D. #5402-BTE-Gr. 5	2/15/13-6/30/13	2/11/13-6/30/13

**4. Credited Sick Days: ACTION**

Recommend the Board approve the transfer of ten (10) unused accumulated sick days for Jennifer Sansone, grade 6 LLD teacher assigned to the Berkeley Township Elementary School, as verified by her previous employer, Lakewood Board of Education, effective 9/1/12.

**5. Approval of Stokes Chaperones: ACTION**

Recommend the Board approve the attached list of Stokes Chaperones for the class trip scheduled for June 10-12, 2013. (**Attachment #2**)

**6. Salary Adjustments: ACTION**

Recommend the Board approve a salary adjustment (without longevity) for the following individuals, effective, February 1, 2013:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Reason</u>
Jennifer Garcia	\$51,662 (Step 3-MA)	\$52,362 (Step 3-MA+30)	College Credits
Charissa Palazzo	\$71,335 (Step 14-MA+15)	\$71,735 (Step 14-MA+30)	College Credits
Kimberly Pascarella	\$53,490 (Step 6-BA+30)	\$54,990 (Step 6-MA)	College Credits

**7. Homebound Instructor: ACTION**

Recommend the Board approve the following teaching staff member as a homebound instructor for the 2012-13 school year:

Jennifer Sansone - BTE

**8. Stipend Approval: ACTION**

Recommend the Board approve a stipend for the following staff members to participate in Clara B. Worth’s Team Building Activities with Families, for three (3) hours at the contractual rate of pay. (This stipend will be paid out of Title II monies):

- Karen Roth - Art Night - March (date to be determined)
- Kristen Reiser - Physical Education Night - 2/22/13
- Melia Hoffman - Kindergarten Literacy Night - 1/16/13

**9. Approval of Negotiated Contract: ACTION**

Recommend the Board approve the negotiated contract for Laura J. Venter, Business Administrator/Board Secretary, effective 7/1/13-6/30/14.

**10. NJ ASK Prep Sessions Teacher Approvals: ACTION**

Recommend the Board approve the following teachers for the NJ ASK (NJ Assessment Skills & Knowledge) Prep Sessions to be held after school and will run for 10 sessions, 90 minutes per session, beginning in April. Teachers will be paid \$62.42 per session. Supervisors will be paid \$104 per session. Substitutes will be paid \$62.42 per session. This program is supported mainly through NCLB funds.

<b>Bayville School</b>	<b>CBW</b>	<b>HMP</b>	<b>BTES</b>
<b>Nina Britton</b>	<b>Melissa Davenport</b>	<b>Tom Ettari</b>	<b>Sue Bellettiere</b>
Stephanie Rosetti	Jill Kramer	Erin Miller	Lisa Spano
Jennifer Carlucci	Debbie Fierra	Kim Garbacki	Angelo Guadagno
Jacquelyn Gravely	Diane Kulka	Tara O'Brien	Steve Rieder
<b>Laurie Peters</b>	<b>Teresa LaMagra</b>	<b>Tracy Foster</b>	Danielle Hoffman
Diane Fraone	Esther Nardino	Kevin Waldron	Tracy Smith
Amanda Rogerson	Tracey Jarossy	Allyson Lorenc	Melissa Tomaini
		Kerry Castles - .5	Lindsay Quigley
		Michelle Smith - .5	Heather Melanson
			<b>Joe Zaccone</b>
			Victoria Guy
			Jennifer Sansone
			Christine Wojciechowski
			Kimberle Mitchell
			Katherine Sanchez
			Kathy Palagonia

**Bold indicates Supervisors**

Substitutes are as follows:

Mike Colarusso, Denise Mannarino, Kristen Reiser, Kathleen Bechtle

**11. Administrative Helpers: ACTION**

Recommend the Board approve the following substitutes as Administrative Helpers at the substitute rate of pay:

<u>Name</u>	<u>Hours</u>	<u>Days</u>	<u>Rate</u>
Nicole Drummond-BAY	7	1	\$72/day
Robert Korygoski-BAY	7	14	\$72/day

**12. CST Intern: ACTION**

Recommend the Board approve the appointment of Kevin Huff, as a School Psychologist Intern with the Child Study Team under the direction of Michael Betts, to assist in the absence of Cindy Gannon, at a rate of \$60 per diem, effective 3/1/13.

**13. Approval of Long Term Substitute: ACTION**

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

<u>Name</u>	<u>In For</u>	<u>Effective</u>
April Salerno	I.D. #5127-HMP-Pre-K	3/11/13-4/26/13

**14. Appointment of Keyboarding Clerk 1: ACTION**

Recommend the Board approve the appointment of Lisa M. Flynn as a Keyboarding Clerk 1 in the Board Office, at an annual salary of \$35,000, prorated, effective 4/1/13 through 6/30/13.

**15. Substitutes: ACTION**

Recommend the Board approve the following individuals as substitutes for the assignments listed below during the 2012-2013 school year:

- A. Non-Instructional:**
  - Ernest DeGraw.....Custodian
  - Richard Dragona.....Custodian/Bus Driver
  - Donna Errikson.....Custodian
  - Kathleen Keating.....Bus Driver
  - Trevor Russo.....Custodian

Mr. Fulcomer explained, “Before we proceed to vote on it, just so you know what is happening on the Bylaws as I understand it, we are going to place Committee Reports before the Superintendent and Business Administrator Agendas which has been done for years, but they neglected to amend the bylaws to satisfy that practice. So that is what it does. It’s just doing what we have been doing.”

MOTION by Mr. Mooney that upon recommendation of the Superintendent Items B1 – B3 be approved.

SECOND by Mr. Ferlise.

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

**B. OTHER BOARD ACTION:**

**1. Homebound Instruction: ACTION**

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

I.D. #994764 - eff. 2/8/13 - Instruction will be provided by Jennifer Sansone

**2. Corrected Organizational Chart: ACTION**

Recommend the Board approve the corrected copy of Policy 1110 - District Organizational Chart. (**Attachment #3**)

**3. First Reading of Bylaw/Regulation/Policy: ACTION**

Recommend the Board approve the first reading of the following Bylaw/Regulation/Policy listed below:

Policy 0164      Conduct of Board Meeting

**XI. BUSINESS ADMINISTRATOR’S AGENDA:**

MOTION by Mr. Ferlise that the Business Administrator/Board Secretary’s Items 1 - 7 be approved.

SECOND by Ms. Gingrich.

ROLL CALL VOTE: (8 Ayes, 0 Nays, 2 Abstains – Ms. Ciccone-Zawada on Items 2, and 3; Mr. Fisher on Item 3). Motion carries.

**1. Minutes: ACTION**

**a.** RESOLVED that the Minutes of the Regular Board Meeting held on January 24, 2013 be approved.

**b.** RESOLVED that the Minutes of the Regular Meeting Executive Session held on January 24, 2013 be approved.

**2. Payment of Bills: ACTION**

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

Bills List (**Attachment #4**) dated February 28, 2013 . . . . . \$1,759,383.85



**3. Payroll Approval: ACTION**

BE IT RESOLVED that the monthly payroll be approved:

Payroll – January 2013 ..... \$1,807,404.38

**4. Appropriation Transfers: ACTION**

BE IT RESOLVED that the Appropriation Transfers for the months of December 2012 and January 2013 to the 2012-2013 budget be approved. **(Attachments #5 & #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 December 31, 2012, and January 31, 2013, after review of the Secretary’s monthly financial report (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 & #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 December 31, 2012, and January 31, 2013, and that the Board Secretary’s Report and Treasurer of School Monies Report are in agreement. **(Attachments #9 & #10)**

**7. Travel Approvals: ACTION**

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

Name	Seminar/Workshop	Dates	Not to Exceed
Nicole Frazier	Increasing Comprehension through Read Aloud	3/11/13	\$125.00
Kim Pascarella	Increasing Comprehension through Read Aloud	3/11/13	\$125.00
Lori Byron	Increasing Comprehension through Read Aloud	3/11/13	\$125.00
Robyn Romano	Increasing Comprehension through Read Aloud	3/11/13	\$125.00
Meera Malik	Increasing Comprehension through Read Aloud	3/11/13	\$125.00
Laurie Peters	Increasing Rigor and Engagement in Nonfiction Rdg.	3/12/13	\$125.00
Victoria Guy	Increasing Rigor and Engagement in Nonfiction Rdg.	3/12/13	\$125.00
James Roselli	NJASA School Security Conference	3/13/13	\$100.00
Brynne Chacon	The CCSS and Writing/The CCSS and Reading	3/13/13	\$125.00
Katherine Sanchez	The CCSS and Writing/The CCSS and Reading	3/13/13	\$125.00
Beth Persong	Semi Regional Meeting	3/15/13	\$ 25.00
Diane Worthly	Changing School Culture	3/18/13	\$115.00

Keith McShaffrey	Changing School Culture	3/18/13	\$117.00
Andrea Cimino	Changing School Culture	3/18/13	\$115.00
Sue Bellettiere	Motivating Underachieving Learners	3/18/13	\$215.00
Joan Jeffers	Motivating Underachieving Learners	3/18/13	\$215.00
Lindsay Quigley	Motivating Underachieving Learners	3/18/13	\$215.00
Dawn Kachmar	Motivating Underachieving Learners	3/18/13	\$215.00
Terri Pasqualetto	NJ ASK Test Coordinator Training Instructions	3/22/13	\$ 28.51
Jessica Schlottfeld	Accelerate Your Students Vocabulary	4/4/13	\$219.00
Barbara Pinheiro	Childhood Neurology	4/5/13	\$180.00
Linda McPartlin	Childhood Neurology	4/5/13	\$180.00
Eileen Clemente	Ball Techniques in the Treatment of Pediatric Patient	4/7&8/13	\$490.00
Kristin Flynn	Ball Techniques in the Treatment of Pediatric Patient	4/7&8/13	\$490.00
Laura Venter	MRESC Co-Op Expo	4/19/13	\$ 44.00
Lisa Spano	What's New in 5th Grade	4/24/13	\$219.00
Lauren Roth	What's New in 5th Grade	4/24/13	\$219.00
Robyn Romano	Differentiate Writing Instruction	4/25/13	\$215.00
Lori Byron	Differentiate Writing Instruction	4/25/13	\$215.00
Kristen Flynn	Print Tool	5/17/13	\$220.00
Eileen Clemente	Current Concepts in Pediatric Gait and Orthoses	5/19&20/13	\$405.00
Michael Conforti/ Kathy Palagonia	Stokes Trip	June 2013	\$ 78.00

MOTION by Mr. Mooney that the Business Administrator/Board Secretary’s Items 8 - 16 be approved **except** for Item 9 that was held.

SECOND by Mr. Tuminaro.

Mr. Fulcomer commented, “I looked not only at this year’s calendar but also next year’s calendar. If you stick with the third Tuesday of the month, there are no conflicts at all for two years in a row. So, hopefully, this will solve the problem of changing meetings every several months and having unnecessary conflicts, and also allow our regular attorney to be here.”

ROLL CALL VOTE: (9 Ayes, 0 Nays, 1 Abstain – Ms. Ciccone-Zawada on Item 16).  
Motion carries.

**8. Credit Change Order for CBW Re-roofing: ACTION**

The following Construction Change Order as recommended by the Architect:

**Strober-Wright Roofing:**  
**The contract is changing as follows:**  
Change Order #1 – Credit to owner

Original Contract Sum .....	\$743,500.00
Change Order #1 (Credit) .....	(37,000.00)
New Contract Sum including this Change Order .....	\$706,500.00

**HELD**

**9. Rescind Award of Power Purchase Agreement: ACTION**

Recommend that the Board rescind award for a Power Purchase Agreement awarded at the December 2, 2011 board meeting to Ray Angelini, Inc. and Altru Energy, LLC due to the inability of Altru Energy, LLC to provide the financing for the project to proceed.

**10. Receipt of Bids for Maintenance of Grounds: ACTION**

RESOLVED that the Berkeley Township Board of Education acknowledges receipt of the following bids at the bid opening on February 21, 2013, at 10:00 a.m. in the Administration Building for district-wide lawn maintenance as follows:

<b>Company</b>	<b>Amount</b>
Custom Care Services Inc.	\$38,500
D’Onofrio & Son Inc.	\$27,230

**11. Award of Bid for Maintenance of Grounds: ACTION**

RESOLVED that the Berkeley Township Board of Education approve D’Onofrio & Son Inc., 47 Van Ness Terrace, Maplewood, New Jersey 07040, for Maintenance of Grounds Services for the period beginning March through December 2013 as lowest, responsive, responsible bidder:

- For all locations in the amount of \$27,230

**12. Receipt of Bids for Refuse Removal – District Wide: ACTION**

RESOLVED that the Berkeley Township Board of Education acknowledges receipt of the following bids at the bid opening on February 21, 2013, at 11:00 a.m. in the Administration Building for district-wide refuse removal as follows:

<b>Company</b>	<b>Total Per Mo. Sept. – June w/Recycling</b>	<b>Total Per Mo. July – Aug. w/Recycling</b>	<b>Total Per Mo. Sept. – June w/o Recycling</b>	<b>Total Per Mo. July – Aug. w/o Recycling</b>
Waste Management of New Jersey, Inc.	\$3,485	\$1,395	\$2,965	\$1,185
Republic Services of N. Jersey LLC, DBA Marpal Disposal	\$3,302	\$ 973	\$2,704	\$ 773

**13. Award of Bid for Refuse Removal: ACTION**

RESOLVED that the Berkeley Township Board of Education approve Republic Services of New Jersey LLC, DBA Marpal Disposal, 1861 Wayside Road, Tinton Falls, NJ 07724, for Refuse Removal Services with recycling for the period beginning April 1, 2013 through June 30, 2014 as lowest, responsive, responsible bidder:

<b>Company</b>	<b>Total Per Mo. Sept. – June w/Recycling</b>	<b>Total Per Mo. July – Aug. w/Recycling</b>
Republic Services of New Jersey LLC, DBA Marpal Disposal	\$3,302	\$ 973

**14. Approve Holman & Frenia, P.C. to Certify W-2's: ACTION**

**WHEREAS**, the Accountability Law requires certification of various tax information as it relates to Superintendent, Assistant Superintendent, and Business Administrator's taxable income,

**NOW, THEREFORE, BE IT RESOLVED**, that the Berkeley Township Board of Education does hereby appoint Holman & Frenia, P.C. to complete required certification.

**15. Revised Board Meeting Schedule: ACTION**

**All meetings to be held at Berkeley Township Elementary School Auditorium beginning at 6:30 p.m.**

**Pursuant to provisions of the Open Public Meetings Act, the Board designates the following dates for Regular Meetings unless otherwise modified by a Resolution of the Board or unless cancelled or postponed by the Board President due to severe weather or state mandated emergency.**

**REGULAR BUSINESS MEETINGS**

**2013**

- Thursday, February 28, 2013
- Monday, March 4, 2013 – Preliminary Budget
- Thursday, March 21, 2013 – Public Hearing on Budget
- Tuesday, April 16, 2013
- Tuesday, May 21, 2013
- Tuesday, June 18, 2013
- NO MEETING IN JULY**
- Tuesday, August 13, 2013

Tuesday, September 17, 2013  
Tuesday, October 15, 2013  
Tuesday, November 19, 2013  
Tuesday, December 17, 2013

**2014**

Tuesday, January 7, 2014 – Reorganization Meeting

**In those cases where the above schedule may conflict with legal holidays or other pending matters of the Board, additions, deletions and/or re-schedules will be advertised.**

**16. Jointure Contract: ACTION**

Recommend the Board approve a transportation jointure between Berkeley Township Schools and Central Regional (as host district) to transport one student (I.D. #995647) for a total amount of \$10 per diem to attend New Road School from February 25, 2013 through June 21, 2013.

**XII. OLD BUSINESS:**

None

**XIII. NEW BUSINESS:**

None.

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

Mr. Fulcomer asked if there is anybody who signed up for public discussion of non-agenda items? Then he asked if there was anyone wishing to speak on non-agenda items, please come forward.

Ms. Venter asked Mr. Fulcomer to have anyone wishing to speak sign up so that we have the correct spelling of their name and address.

Adrienne Moroney, 105 Haller Street, Bayville: I'm here to talk about shared services. I have been a resident of Berkeley Township for 13 years. I bought my house here when I had my daughter because of the school system. I love it here. I live her, I work here, and I have children in the school system. My daughter is a proud graduate of H & M Potter and BTES. She is flourishing at Central Regional because of what she learned here. My son has

autism, a different route for him. I use shared services with my son for transportation. My son was transported by Berkeley Township Transportation for six years. He was chosen for six years. We were joking about not talking about transportation before. I love them. They chose my son. They treated him like family. I can't say the same with shared services. He lasted five months on (Central Regional) bus before he got hurt for the second time. Thanks to Berkeley in doing what they needed to do so I wouldn't have to transport my child myself. He is now five months on the (Berkeley) bus again with people who chose him and love him like family. Just please tread lightly when you think of shared services. Sometimes saving money isn't the best thing for our children. Our kids need to come first. They are not a dollar sign. Sometimes the cheapest way is not the best way for our kids. Thanks to my son there are cameras on buses where there weren't cameras before. I'm glad you are looking into Central Regional now and their cameras. Trust me, all transportation doesn't have cameras and do things the way our school system does. So just think of things like that before you decide to use shared services, consolidating, and everything else. I learned the hard way. I actually spoke out about not being in agreement with shared services before my son got hurt. Ironically, he is the one that had the problem. I understand saving money, but doing it at the cost of our children, doing it at the cost of our employees and opportunities that they can get is not fair. We work hard for our kids. I know I do. I show up every day for them, and so does all the other staff in Berkeley Township. From administrators to teachers, paras, secretaries, custodians, transportation, you name it. They chose to be here to work with kids in Berkeley. When you use shared services, they didn't choose our kids. They are assigned to them. It's a big difference. Just please think of that when you decide to use shared services.

Mr. Fulcomer stated, "You will be happy to know, as Sal Ferlise mentioned before, that if any agreement is worked out with Central, there will be an upgrade in the cameras at Central and there will be greater safety for the Central Regional children. I think the entire Board agrees with you, and we are only in the exploratory stage. We haven't even had a conversation since last year. So every step of the way wherever there has been shared services, they have been done very carefully. When shared services don't work out as they did with the municipality on our garbage contract, we go out to bid to see if we can save money. Laura Venter saved \$35,000 and terminated the shared service with Berkeley Township for garbage disposal. Thank you very much."

Julia Angelo, 108 Sherman Avenue, Bayville: I have a couple of things that I would like to address with the Board. First of all, as far as shared services goes with transportation, I have one student in Berkeley. I have one student in Central. I can tell you there is a huge difference in transportation between the two. I'm glad that you are doing the assessment. I'd love to see how that turns out. But I can tell you as a seventh grader on crutches, my daughter was seated on the floor on the way to school on a Central bus. That is not acceptable. They don't have enough room. Her bus has broken down three times in the last two weeks. So if we are going to share services, I want to make sure we are not the ones suffering because of their lack of transportation. That being said, I'd like to also address the teachers' positions. I know there are a couple of positions that are becoming open. I just wanted to know how we are going to fill those positions. I heard a rumor that they may not be filled. As far as the basic skills teacher, which is a program that I truly believe we need.

That is also a program that I don't think we can afford to cut. Those students are in that classroom because they have needs. Our system does so well because we address the needs at this level. By not refilling those positions, I think it would be a great mistake. Increasing the census in their classrooms, things like that, I don't believe that is an option. There is also a second grade teacher at Potter. There is 110 students in that first grade class moving up. If that teacher isn't replaced, that's 30 kids per classroom in a second grade. That is not conducive to learning at that level especially with this new curriculum.

Dr. Roselli responded, "As of now the positions are still in the budget and we are advocating for those positions."

Ms. Angelo then inquired, "As far as guidance and nursing, are those positions still in the budget?"

Dr. Roselli stated they are all still in the budget.

Ms. Angelo commented that she just wanted to make sure because she loves the way the schools are run now, and doesn't want to see those positions cut. They are people that we need.

Dr. Roselli responded, "Absolutely." He thanked Ms. Angelo for her comments.

Matthew Azzarone, 429 Arlington Drive North, Bayville: Mr. Roselli, I want to again thank you for your prompt attention to my questions at the last meeting. The security audits did start within the buildings at this moment. That's awesome. I did have the opportunity to look into the backgrounds of the companies that we had spoke about, which are very reputable. So you guys are moving in the right direction. One of the things, keep it on the security issue, you are going to the State Security Conference coming up next month, I saw in the travel plans. Is anybody else on the Board going with you?

Dr. Roselli responded, "No one on the Board was coming with me. There are very limited slots. It is a first come, first serve basis. So whenever we get them, if I don't go, one of the administrators goes. It is limited to 200 seats."

Mr. Azzarone asked if Dr. Roselli knew who the keynote speaker is at that conference?

Dr. Roselli stated that the one he is going to is the President, Raymond Hayduka, is one of the people. Dr. Roselli said he would give him all this information in an email.

Mr. Azzarone stated, "One of the things I would like to recommend to you and to the Board, we just had addressed at our (as I said at the last meeting, I am a very active member with the DARE New Jersey) had our conference over the past three days just ended this afternoon. Is anybody familiar with Lt. Dave Grossman? Lt. Dave Grossman speaks out very highly on school security and school safety issues. He is the foremost speaker. I encourage you to look into his speaking engagements. He does a lot in New Jersey actually in our area. He does a lot that offers very low cost, efficient ways to make our schools more

secure. Not that I am questioning anything you guys are doing, with the meeting that we had, Mr. Roselli, things are going in the right direction. We are definitely the best district in Ocean County and probably even southern New Jersey I would say at this point in the progression. School districts up north are putting security guards in the school, unarmed. They didn't want an officer in there. They wanted the guy that was 6 ft. 4 in. because he looked intimidating who was 24 years old and had no training. The direction we are going in, I am very pleased to see. This is the feedback that I got from officers around the State so the direction you are going in, our parents should take comfort in that. Real quick on the shared services of buses. One thing I want you to maybe look into, Mr. Roselli, is about 20 years ago maybe a little more Ocean Township School District, Waretown, had their own buses. They did away with their buses and went to a contract with a company. I am not saying that you are looking to do away with it totally but what they have wound up in is a shared services agreement with Southern Regional which is costing them a lot of money. They gave up their buses, they could never get their buses back. They basically abolished their bus system. So it is just something to look into and they regretted that move. I can tell you in speaking to former superintendents of that district, when that move happened it was a very regrettable move. As a parent in this town, I see the way our buses run. It is definitely very efficient. My kids love their driver, they definitely do. I am sure that everybody else's kids love their driver also. They are second parents. We turn them over to them, than we turn them to you in the building. They've got a lot of sets of parents rolling through. I agree with the previous speaker. Central's buses, they are horrible, they're bad. As a person who works in that district, as a sub, if you ask the kids what their bus conditions are like. They are not good. My niece was put on a bus that was more reserved for handicapped children and special needs children just because they didn't want to make a run into her neighborhood. They actually stuffed 15 – 20 kids on that bus. I don't believe it is meant to seat that many. I don't know the exact capacity of that bus, but that's where Central is right now. I think they would be more taking advantage of your bus system and the things you put in place than us gaining something as a district in that regard. If we are going to gain money from them doing that for using our buses, hey that's a great thing within the shared services thing, but if we are going to move into Central's world, they need to upgrade a lot. These buildings, these schools, this district is far ahead of that district. Thank you very much.

Dr. Roselli thanked Mr. Azzarone for his comments.

Mr. Fulcomer announced that he just received a document from our business administrator. This is the proposed budget, the preliminary budget which we were scheduled to vote on March 4<sup>th</sup>. Ms. Venter has suggested that we vote on it tonight. Mr. Fulcomer asked what is the view of the Chairman of the Finance Committee and would she like to move the adoption of this budget?

MOTION by Ms. Gingrich to adopt the preliminary budget for submission to the Executive County Superintendent for review.

SECOND by Mr. Ferlise.



Mr. Fulcomer asked if there was any discussion on the preliminary budget. Mr. Fulcomer pointed out that there is money for all basic skills teachers, there is money for all teachers who are resigning, and there is no plans in this budget to reduce our staff in any way whatsoever. We will now proceed to a vote.

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

**17. 2013-2014 Tentative Budget: ACTION**

BE IT RESOLVED to approve the tentative budget for the FY 2013-14 School Year for submission to the Executive County Superintendent for review:

	<b>Budget</b>	<b>Local Tax Levy</b>
Total General Fund	\$31,198,344	\$26,708,133
Total Special Revenue Fund	620,688	N/A
Total Debt Service Fund	<u>1,898,675</u>	<u>1,898,675</u>
<b>Totals</b>	<b><u>\$33,717,707</u></b>	<b><u>\$28,606,808</u></b>

BE IT FURTHER RESOLVED that travel expense for the 2013-2014 school year shall not exceed \$39,435. The pre-budget year maximum was set at \$40,000. As of February 28, 2013, the amount spent on travel in the 2012-2013 school year was \$16,242.

**18. Public Hearing on the Budget: INFORMATIONAL**

RESOLVED that the Public Hearing on the 2013-2014 School Budget be held on **Thursday, March 21, 2013 at 6:30 p.m.** at the Berkeley Township Elementary School Auditorium.

**XV. EXECUTIVE SESSION:**

MOTION by Mr. Mooney, second by Mrs. Kowalewski, and carried upon Roll Call Vote that the Board move into Executive Session at this time, 8:51 p.m., for the purpose of reviewing the procedures of the evaluation of the superintendent as outlined under the Open Public Meetings Act. The Board will not be taking any action tonight. When, and if, the Board of Education takes action on any of the matters, the action will be disclosed to the public. Minutes will be made available when the need for confidentiality no longer exists.

**XVI. RESUME MEETING:**

MOTION by Mr. Fulcomer to resume board meeting at 8:57 p.m.

SECOND by Mr. Fisher.

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

**XVII. ADJOURNMENT:**

MOTION by Mr. Ferlise to adjourn the meeting at 8:58 p.m.

SECOND by Mr. Mooney.

All in favor. Meeting is adjourned.

Respectfully submitted,

Laura Venter, CPA, RSBA, RSBO  
Business Administrator/Board Secretary