

I. CALL MEETING TO ORDER

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, November 27, 2018, at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, NJ. Mr. Ytreboe called the meeting to order at 6:30 p.m. Adequate notice of this meeting was given by publication in the Asbury Park Press on January 11, 2018 and by posting the notice in all district schools, the District website, Office of the Board of Education, and the Berkeley Township Municipal offices in accordance with the provisions of the Open Public Meetings Act.

II. FLAG SALUTE

The meeting was opened with a salute to the flag and a moment of silence for our troops serving in Euro and Pacific Theaters.

III. ROLL CALL

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

ABSENT: Mr. Pellecchia

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

IV. EXECUTIVE SESSION

A motion was made by Mrs. Shedlock and seconded by Mr. Guarascio and all in favor that the Board move to Executive session at this time, 6:32 pm for the purpose of student matters. Action will be taken after the Executive Session concludes. The Board expects Executive Session to last approximately 15 minutes.

A motion was made by Mr. Guarascio at 6:54 pm to reconvene into open session.

Second by Mrs. Shedlock.

All in favor

ROLL CALL

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

ABSENT: Mr. Pellecchia

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

V. PRESIDENT'S REPORT

Good Evening. Hope everyone had a wonderful Thanksgiving with family and friends. There is no meeting in December so Merry Christmas, Happy Hanukkah and Happy New Year to everyone. Congratulations to our new Board Members, Mr. Fisher, Mr. MacMoyle and Mr. Bowens.

VI. SUPERINTENDENT'S REPORT

Thank you, Mr. President!

Hope everyone had a very Happy and Healthy Thanksgiving with family and friends.

Many activities/events took place district wide throughout the month of November.

Veterans Day was celebrated and recognized in all 4 schools.

BTSD hosted a Jeans Day for Stokes and raised \$888.

Parent conferences were highly attended at all 4 schools. Students succeed when home and school work together.

Please visit our website and Facebook pages to be informed of the many activities taking place daily district wide.

I would like to wish everyone a happy/healthy and safe holiday season.

This concludes my Superintendent's Report. Thank you, Mr. President.

VII. PUBLIC DISCUSSION ON AGENDA ITEMS

None

VIII. COMMITTEE REPORTS

Education: Mrs. Shedlock reported that the committee met tonight and discussed the new Occupational Therapist replacement, Family STEM Night for Preschool and Kindergarten and expanding the preschool program to include three year olds.

Finance: Mr. Cammarato reported that the committee held an Audit Exit Conference with auditor Mr. Conaty on November 19, 2018. In attendance were Board Members Mr. Pellechia, Mr. MacMoyle and myself along with Mrs. Gingerelli. No action is required by the Board at this time due to the GASB 75 numbers not being issued yet. There were numerous reconciliations made. The deadline for the audit is December 21, 2018. Mr. Conaty will be coming to the January meeting to give his Audit Presentation. There were no audit recommendations or findings.

Mr. Cammarato also reviewed all bills and purchase orders and all were found to be in order.

IX. SUPERINTENDENT'S AGENDA

MOTION by Mr. Cammarato that upon recommendation of the Superintendent Items A1-A12 be approved.

SECOND by Mr. Guarascio

ROLL CALL VOTE: (8 Ayes, 0 Nays, 0 Abstain) 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 member(s) (start and end dates are subject to change):

- a) I.D. #6097-Custodian-District-wide:
Medical leave of absence started 9/21/18 and to continue until doctor's release.
- b) I.D. #5567-Aide-CBW:
Unpaid medical leave extension from 12/3/18 and continue through 12/21/18.
- c) I.D. #5110-Teacher-CBW:
Medical leave extension from 11/3/18 and continue through 11/30/18.
- d) I.D. #6371-Teacher-BAY:
Maternity leave of absence to start 1/22/19 and continue through 4/12/19.

- e) I.D. #6393-Aide-CBW:
Extension of unpaid leave of absence from 11/3/18 and continue through 12/7/18.

2. Substitutes

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

Name	Position
a) Danielle Cutrone	Teacher/Aide
b) Tasneem Ibrahim	Teacher/Aide
c) Judith Rose	Teacher
d) Danielle Perez	Teacher/Aide
e) Noreen Vasilakis	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
a) Dillion Titus	I.D. #6371-Teacher-BAY	1/22/19-4/12/19
b) Jennifer McLaughlin	I.D. #5110-Teacher-CBW	11/16/18-11/30/18

4. Project Starfish

Recommend the Board approve the following additional staff members, for Project Starfish, an after school program, for the 2018-2019 school year, paid through the McKinney-Vento "Project Starfish" Grant as listed:

Name/School	Days	Hrs./Day/Rate	Title/Amount
a) Victoria Guy - BTE	13	1.0 - \$30	Multi-Activity Teacher - \$390
b) Victoria Guy			Substitute Teacher
c) Debra Nievidomski			Substitute Aide

5. Change of Start Date

Recommend the Board approve a change of start date for the following staff member:

Name/Position	From	To
Suzanne Baier - PS Aide - BAY	11/12/18	11/13/18

6. Salary Adjustments

Recommend the Board approve a salary adjustment for the following individuals, effective January 1, 2019: (Does not include longevity)

Name	From	To	Reason
a) Heather Ettari	\$49,890 (Step 1-BA)	\$51,790 (Step 1-BA+15)	College Credits
b) Teresa LaMagra	\$58,040 (Step 6-BA+15)	\$59,740 (Step 6-MA)	College Credits
c) Steven Poppe	\$51,790 (Step 1-BA+15)	\$53,490 (Step 1-MA)	College Credits

7. Intramural Floor Hockey Coordinators

Recommend the Board approve the following staff members as Coordinators for Intramural Floor Hockey, to be held after school during the months of January and February, at their hourly contractual rate of pay, not to exceed 35 hours:

- a) Kirk Burr - BTE
- b) Carolyn Anderson - BTE

8. Curriculum Writing

Recommend the Board approve the following staff members for Curriculum Writing, at the contractual rate of \$41.61, as listed:

Name	For	Hours
a) Nicole Ettari	Art - Gr. K-2	30
b) Joan Richie	Art - Gr. 3 & 4	25

c) Deborah Immerso	Art - Gr. 5 & 6	25
d) Melia Hoffman	Media - Gr. K-2	30
e) Melissa Stierle	Media - Gr. 3 & 4	25
f) Kathy Palagonia	Media - Gr. 5 & 6	25
g) Kim Tacon	Music - Gr. K-2	30
h) Jackie Wright	Music - Gr. 3 & 4	25
i) Tara O'Brien	Music - Gr. 5 & 6	25
j) Kristen Reiser	Phys. Ed. - Gr. K-2	30
k) Mitchell Lange	Phys. Ed. - Gr. 3 & 4	25
l) Michael Colarusso	Phys. Ed. - Gr. 5 & 6	25
m) Regina Avenoso	Technology - Gr. K-2	30
n) Marianne Cicco	Technology - Gr. 3 & 4	25
o) Melissa Davenport	Technology - Gr. 5 & 6	25
p) Danielle Stesner	Soc. Studies - K-2	30
q) Sharon Ofsanko	Soc. Studies - Gr. 3 & 4	25
r) Dan Cooney	Soc. Studies - Gr. 5 & 6	25

9. Board of Education Goals

Recommend the Board approve the following Board of Education Goals:

- a) Continue to improve student achievement at all grade levels for all students and decrease achievement gaps where they exist.
- b) Create a cost-effective budget that provides for educational resources as well as preventive maintenance and ongoing facilities improvement in all schools.
- c) Enhance communication and relationships with internal and external stakeholders.

10. Superintendent's Goals

Recommend the Board approve the following revised Superintendent's Goals:

Goal #1

Oversee implementation of the Preschool Education Expansion Aid granted to the Berkeley Township School District to provide free full day preschool to four year olds beginning October 1, 2018. Develop and coordinate a five year plan with the Board of Education, staff and community to include all three and four year olds in future years.

Goal #2

School security remains a priority in the Berkeley Township School District and community, Each school will create a school security team that will include teachers, parents, administrators and the Berkeley Township Police Department and meet 3 times per year to review all school and district based security protocols and procedures during the 2018-2019 school year.

Goal #3

Maintain open lines of communication between the Berkeley Township and Central Regional School Districts to assist in providing a smooth transition of our students and families as they move on from Berkeley Township School District to Central Regional School District. Berkeley Township School District will maintain a Google calendar to document meetings that occur throughout the 2018-2019 school year.

11. New Hire

Recommend the Board approve the following new hire for the 2018-2019 school year:

Name	Position/School	Salary	Effective
Victoria Bueti	Occupational Therapist - CBW	Step 1-MA-\$53,490	*1/3/19

*Pending completion of all paperwork

12. Temporary Transfer

Recommend the Board approve the temporary transfer of the following staff member as listed, effective 11/29/18 at the same rate of pay as custodian:

Name	From	To
Donald Horner	Custodian-HMP 3:00 pm - 11:00 pm	Maintenance - District 6:00 am - 2:00 pm

B. OTHER BOARD ITEMS

MOTION by Mr. Cammarato that upon recommendation of the Superintendent Items B1-B5 be approved.

SECOND by Mr. Guarascio

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

1. HIB Report Update

- 1 HIB investigation conducted, affirmed.
- 1 HIB from November 1, 2018 - November 27, 2018

2. Homebound Instruction

Recommend the Board approve Homebound Instruction for the following student for the 2018-2019 school year:

I.D. #999962 - effective 11/15/18 - Instructor to be determined

3. Additional School Field Trip

Recommend the Board approve the following additional school trip for the 2018-2019 school year:

Monmouth Battlefield Park
16 Route 33
Manalapan, NJ 07726

4. Use of Facilities

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

BAY

Berkeley Basketball - Saturday's - 8:30 am - 10:00 am
December 15, 2018
January 5, 12 & 19, 2019
Gymnasium

5. Second Reading of ByLaws/Policies/Regulations

Recommend the Board approve the Second Reading of the ByLaws/Policies/Regulations listed below:

Reg 7300.1	Disposal of Instructional Property - Abolished
Policy 5516.01	Student Tracking Devices - New/Suggested
Policy 7425	Lead Testing of Water in School - New/Recommended
Policy/Reg 7440	School District Security - Revised/Mandated
Policy/Reg 7441	Electronic Surveillance in School Bldgs. and on School Grounds - Revised/Mandated
Policy 8507	Breakfast Offer vs. Serve (OVS) - Revised/Mandated
Policy 8630	Bus Driver/Bus Aide Responsibility – Revised/Mandated
Reg 8630	Emergency School Bus Procedures - Revised/Mandated
Policy 9242	Use of Electronic Signatures - New/Recommended
Policy/Reg 1613	Disclosure and Review of Applicant's Employment History – New/Mandated

X. BUSINESS ADMINISTRATOR'S AGENDA

MOTION by Mrs. Shedlock that upon recommendation of the Business Administrator Items 1-9 and 7 be approved.

SECOND by Mr. Fisher.

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

1. Minutes

- a) RESOLVED that the Minutes of the Regular Meeting held on October 30, 2018 be approved. **(Attachment 1)**
- b) RESOLVED that the Minutes of the Executive Session held on October 30, 2018 be approved. **(Attachment 2)**

2. Payment of Bills

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

Check numbers 44486 through 44617 voided due to printing error

Bills List dated November 27, 2018
Check numbers 44618 through 44749 \$1,089,645.88
(Attachment 3)

Purchase Order Report listing
Purchase Orders numbered 19-01006 through 19-01110 \$993,235.32
(Attachment 4)

3. Payroll Approval

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

October 15, 2018 \$1,105,995.26
October 30, 2018 \$1,114,520.86

4. Appropriation Transfers

BE IT RESOLVED that the Appropriation Transfers for the month of October 2018, be approved.
(Attachments 5)

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 August 31, 2018, September 30, 2018, and October 31, 2018 after review of the Board Secretary's monthly financial reports (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. *(Attachments 6 & 7 from October 30, 2018 Agenda and Attachment 6)*

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 August 31, 2018, September 30, 2018, and October 31, 2018 and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement. *(Attachments 8 & 9 from October 30, 2018 Agenda and Attachment 7)*

7. Travel

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

<u>Name</u>	<u>Seminar/Workshop (Registration &/or Mileage)</u>	<u>Dates</u>	<u>Not to Exceed</u>
a) Melia Hoffman	NJASL 2018 Fall Conference in Long Branch (registration)	12/3 - 12/4	\$175
b) Kristen Flynn-Gray	School-Based Therapy workshop in LEH (registration)	12/3/18	\$300
c) Michael Conforti	Using Schools As Shelters during a Crisis-at Stockton (mileage)	12/17/18	\$30
d) Dr. Zito	FEA-NJPSA Early Childhood Workshop in Monroe (mileage)	1/11, 4/11,2018 10/10/19	\$100
e) Kathryn Germinario	BER-Workshop in Cherry Hill (registration)	1/15/19	\$275
f) Angela Frawley	BER-Workshop in Cherry Hill (registration)	1/15/19	\$275
g) Jesica Iannucci	BER-Workshop in Cherry Hill (registration)	1/15/19	\$275
h) Dr. Zito	SJDLP (South Jersey Data Leaders Partnership)- District Member in Voorhees (mileage)	1/22, 3/19, 4/9, 5/21, 2019	\$125
i) Jennifer Bacchione	NJSB Workshop in Trenton (registration)	1/25/2019	\$149
j) Dr. Roselli	NJASA TECHSPO '19 in Atlantic City (registration)	1/31 - 2/1, 2019	\$450
k) Dr. Zito	NJASA TECHSPO '19 in Atlantic City (registration)	1/31 - 2/1, 2019	\$450
l) Joe Reid	NJASA TECHSPO '19 in Atlantic City (registration)	1/31 - 2/1, 2019	\$450
m) Dan Prima	ASCD Empower 19 Workshop in Chicago	3/15-3/19, 2019	\$2,000

8. Tuition Contract Approval

Recommend the Board approve the Tuition Contract Agreement with Toms River Regional School District for Student with State I.D. #2101168326, effective September 5, 2018, with an annual tuition amount of \$12,714.00.

9. Extension of Contract

Recommend the Board approve an extension of the contract with Lenox, Socey, Formidoni, Giordano, Cooley, Lang & Casey for Legal Services Employment & Labor Issues at an hourly rate of \$175 from January 1, 2019 through June 30, 2019.

XI. OLD BUSINESS

None

XII. NEW BUSINESS

None

XIII. PUBLIC DISCUSSION ON NON-AGENDA ITEMS

None

XIV. EXECUTIVE SESSION

None

XV. ADJOURNMENT

A motion was made by Mr. Guarascio to adjourn the meeting. Second by Mrs. Shedlock. All in favor. Meeting adjourns at 7:11 pm.

Respectfully submitted,



Laura Gingerelli, CPA, RSBA
Business Administrator/Board Secretary