

**I. CALL MEETING TO ORDER:**

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, February 24, 2015, at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, New Jersey. Board Vice President, Edward Cammarato called the meeting to order at 5:30 p.m. Adequate notice of this meeting was given by publication in the *Asbury Park Press* on January 13, 2015 and by posting the notice in all district schools, Office of the Board of Education, and the Berkeley Township Municipal Offices in accordance with the provisions of the Open Public Meetings Act.

**II. FLAG SALUTE:**

The Meeting was opened with a Salute to the Flag. Mr. Cammarato asked for a moment of silence for our military.

**III. ROLL CALL:**

**PRESENT:** Edward Cammarato, Keith Fisher, Thomas Guarascio,  
Noriko Kowalewski and David Ytreboe

**ABSENT:** John MacMoyle, Patrick Mooney, Stephen Pellecchia  
and Louis Tuminaro

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

**IV. SUPERINTENDENT'S REPORT:**

**1. SCHOOL REPORTS**

**Bayville School:**

- Commission for the Blind did an eye screening of all Pre-School and Kindergarten students.
- Feb. 8-9 - PTA Fundraiser at TGIF. Good time had by all who participated.
- Young Consumers Program - ShopRite visit - 3rd grade.
- Annual Jump Rope for Heart - students participated in jumping rope and visiting centers showing harmful effects of smoking, sugar amounts in soft drinks, nutritional value of foods, and self-esteem activities. Blood pressure screenings were provided by the school nurse for all participants.

**H. & M. Potter School:**

- Feb. 3 - Mimi's Bookworks with Dr. DeClerico - After School Program.
- Feb. 4 - Honor Roll Breakfast - provided by PTA - 8:15-8:45 am.
- Feb. 5 - Young Consumers Program - ShopRite visit - 3rd grade.

- Feb. 6 - Spirit Day.
- Feb. 9 - Comic Book Club with Dr. Zito - Grades 2 & 3 - After School Program.
- Feb. 9-12 - Wear Team Carly shirts.
- Feb. 12 - Wear Red Day for the American Heart Association.
- Feb. 18 - Comic Book Club with Dr. Zito - Grade 4.
- Feb. 19 - Chinese New Year Parade.
- Feb. 23-27 - Friendship Fun Week:
  - Monday: No Name Calling Day
  - Tuesday: Team Day - wear your favorite team attire
  - Wednesday: Respect Differences Day
  - Thursday: Dress like a Friend Day
  - Friday: Potter Spirit Day

**Clara B. Worth School:**

- Pay it Forward February - students, staff and families used compliment cash and gave anonymous compliments to staff and students that were hung throughout the building.
- Bulletin Board Family Night - students and their families were invited back to school to enjoy the Interactive Bulletin Boards.
- Kindergarten 100th Day Celebration.
- Wear Red Day for Carly and the American Heart Association.
- Computer Night for Grade 3 students and families - 75 participants.
- Art Night for Grade 2 students and families - over 100 participants.
- Dental presentations for Grades K-3 from Department of Education.

**Berkeley Township Elementary School:**

- Teaming up with MATES Outreach program. BTES is now raising terrapins to be released in the wild.
- Several Grade 6 classrooms constructed children's books and read them to kindergartners at Bayville School.
- Completed a PARCC infrastructure test in preparation for the upcoming assessments in March.
- Helped raise heart disease awareness by hosting Carly Fetzer, BTES alum, currently battling this disease.

**2. SUPERINTENDENT'S REPORT**

**Jan. 22**

Administrative Meeting at BOE.

**Jan. 29/30**

Attended Techspo Conference with Dr. Zito.

**Feb. 3**

Articulation Meeting with Central Regional Administration and Board of Education with Berkeley Administration and Board of Education - Tour of Central Regional High School.

**Feb. 5**

Ocean County Superintendents Roundtable - Southern Regional School District.

**Feb. 6**

Visited Holiday City to inform about our Senior Boot Camp May 4, 5, 6 at HMP to assist seniors with use of computer/smartphones. Training provided by our staff and students.

**Feb. 12**

Many staff & community members - Support Team Carly – Former BTSD student Carly Fetzer - Current Central Regional student - Congenital Heart Disorder.

**Feb. 19**

Administrative Meeting at BOE.

**Feb. 20**

HMP - 1st Annual Berkeley/Manchester School Districts Techspo - assisting teachers to implement technology in classroom to support student achievement.

**Feb. 24**

Ocean County Superintendents Roundtable - Ocean County College.

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

None.

**VI. COMMITTEE REPORTS:****1. Buildings & Grounds/Cafeteria/Transportation: Stephen Pellecchia, Chairperson (not in attendance)**

No report.

**2. Consolidated Shared Services: John MacMoyle, Chairperson (not in attendance)**

No report.

**3. Education/Policy: Keith Fisher, Chairperson**

The Education Committee met on February 11 with members of the Central Regional Board of Education, faculty and administration. We discussed, among other things, our math program and how it has worked for our kids. It may not be easy, but it allows children to better understand how to get to a solution. They are open to what works for us and look to see what they may institute for the future. They also discussed with us our summer programs that are very successful. I believe they are successful because of our staff who run them. We also discussed how we implement our Facebook Page. It was evident to me that we continue to lead in the education and communication with the students and parents of Berkeley Township. It was a great meeting that showed that both administration and faculty continue to work

together for our children. I think what gets lost in the perception that Berkeley and Central do not work together is that those kids at Central were our students at one time--our successes. Why would we not want to streamline the education with Central; we want them to be the best that they can be.

David Ytreboe commented that he attended the meeting and the Central Regional Math Supervisor from Central was also in attendance and said there is continuity in math with our students coming into 7<sup>th</sup> grade.

Edward Cammarato agreed that there is the public perception of animosity between the two districts but when he sat at that meeting that was clearly not the case.

**4. Finance: Edward Cammarato, Chairperson**

On February 11, the Finance Committee met to review the preliminary budget which is not yet ready to be presented to the public. The Governor gave his State of the State address today, so we will not get the numbers until Friday. Hopefully by Tuesday of next week, we will be able to update the budget for the upcoming meeting.

The Finance Committee reviewed and approved the bills list and purchase orders.

**5. Personnel & Negotiations: Keith Moooney, Chairperson (not in attendance)**

No report.

**6. School Safety: Tom Guarascio, Chairperson**

No report.

**VII. SUPERINTENDENT'S AGENDA:**

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

SECOND by Mr. Guarascio.

ROLL CALL VOTE: (5 Ayes, 0 Nays, 0 Abstains). Motion carries.

**A. PERSONNEL RESOLUTIONS:**

**1. Resignation:**

**ACTION**

Recommend the Board accept the resignation of Jennifer Leicht, teacher aide assigned to the Clara B. Worth School, effective 3/2/15.

**2. Leave(s) of Absence: ACTION**

Recommend the Board approve a leave of absence for the following staff members (start and end dates for maternity leaves are subject to change):

- a) I.D. #4762-RC-5-BTE:  
Medical leave of absence to start 2/3/15 and continue through 2/27/15.
- b) I.D. #6110-Cust.-BTE:  
Medical leave of absence to start 2/2/15 and continue through 2/17/15.
- c) I.D. #5043-Cafe-HMP:  
Medical leave of absence to start 3/6/15 and continue through 5/1/15.
- d) I.D. #4915-Gr. 5-BTE:  
Medical leave of absence to start 3/17/15 and continue through 5/8/15.
- e) I.D. #5481-Secty.-Adm. Office:  
Medical leave of absence to continue through 3/23/15.

**3. Approval of Long-term Substitutes: ACTION**

Recommend the Board approve the following individuals as 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):

<u>Name</u>	<u>In For</u>	<u>Effective</u>
Jordan Naso	I.D. #5728-Gr. 5-BTE	02/10/15-05/15/15
Joanna Mulholland	I.D. #4915-Gr. 5-BTE	03/17/15-05/08/15

**4. Approval of Camp Paw/ESY Programs: ACTION**

Recommend the Board approve the 2015 Camp Paw/Extended School Year programs, to run Monday through Thursday, July 6 to August 6, at the Clara B. Worth School, as follows:

- Camp Paw - 8:15 am - 1:45 pm (6 Teachers/ 6 Counselors)
- Camp Paw - 8:00 am - 2:00 pm (Head Counselor)
- Camp Paw - 8:00 am - 2:30 pm (Teacher-In-Charge)
- ESY - 8:00 am -12:00 pm

**5. Transfer: ACTION**

Recommend the Board approve the transfer of the following individual in the position listed for the 2014-15 school year:

<u>Name</u>	<u>Position</u>	<u>Effective</u>
Brynne Chacon (Replaces Debbie Fierra, now Director of Special Services)	LLD (CBW) to LDT-C (CST)	On or about 3/16/15

**6. New Hire: ACTION**

Recommend the Board approve the following individual in the position listed for the 2014-15 school year:

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Effective</u>
Jean Marie Stefanacci	School Psychologist	\$100 per diem	2/25/15

**7. Renewal of Contract: ACTION**

Recommend the Board approve the contract for the Business Administrator/Board Secretary for the 2015-2016 school year as approved by the County Superintendent.

**8. Approval of Internship: ACTION**

Recommend the Board approve Michael Casale, student at Monmouth University, to complete 75 hours of his Administrative internship under the guidance and supervision of a school principal. Dan Prima, Principal, Clara B. Worth School, will supervise him effective 2/2/15 through 6/30/15.

**9. Nurse for Fun Fest: ACTION**

Recommend the Board approve Barbara Pinheiro as the School Nurse for the February Fun Fest at the Berkeley Township Elementary School on 2/27/15, from 2-4 pm, at the hourly contractual rate of pay.

**10. Team Building Activities: ACTION**

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

- Karen Roth - Art
- Kristen Reiser - Phys.Ed.
- Janet Beck - Music
- Melia Hoffman - Library
- Melissa Davenport - Technology

**11. Approval of Drama Program Teachers: ACTION**

Recommend the Board approve the following individuals for the Drama Program at the Clara B. Worth School, not to exceed \$1,000 each, for the 2014-15 school year:

Kristy Roth Arlene Comstock Dana Vannella Janet Beck

**12. Approval of Coordinators, Sponsors & Clubs: ACTION**

Recommend the Board approve the Coordinators, Sponsors, and Clubs for the Spring 2015 Cycle. (Coordinators will be paid for 1.5 hours at the hourly supplemental rate, and Sponsors will be paid for 1 hour at the hourly supplemental rate per club meeting date):

<u>Sponsor</u>	<u>Club</u>
<b>BTE</b> - Heather Melanson, Coordinator	Recycled Crafts
Luke Hurley	Chess
Lisa Maione	Fun Math/Science
Tracy Smith	STEM
Michael Conforti	Archery
Joseph Zaccone	Fitness
Vicky Guy, Substitute	
<b>CBW</b> - Cara Burton, Coordinator	Science
Kristy Roth	Sports Fitness
Robyn Romano	Technology
Denise Mannarino	Arts & Crafts
Michelle Speidel	Creative Writing
Stephanie Violante	Gaming
Donna Culetto, Substitute	
<b>HMP</b> - Jason Miller, Coordinator	PAWPEER Mentor
Kevin Waldron	PAWPEER Mentor
Joan Richie	Drama
Christina Lee	Drama
Terry Felumero	Drama
Thomas Ettari	Superhero
<b>BAY</b> - Diane Fraone, Coordinator	Needlepoint
Nicole Ettari	Art Club
Nina Britton	Garden
Michele Warchol	“On Your Feet”
Meredith Trembulak	Lego Quest
April Salerno	Junior Fitness Boot Camp
Kathleen Bechtle, Substitute	

**13. Substitutes: ACTION**

Recommend the Board approve the following individuals as substitutes for the assignments listed below during the 2014-2015 school year:

**A. Non-Instructional:**

- Donna DeSilva.....Aide
- Michael Venezia, Jr.....Custodian

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

**B. Instructional:**

- Stephen Hensel.....Teacher
- Elaine Koslowski.....Teacher

**14. Approval of Bus Driver: ACTION**

Recommend the Board approve Maxwell Murray as a full-time bus driver for the 2014-15 school year, at the contractual rate of pay, for 6.5 hours daily, effective 3/2/15.

**15. Approval of Bus Aide: ACTION**

Recommend the Board approve Debra Faella as a full-time bus aide for the 2014-15 school year, at the contractual rate of pay, for 6 hours daily, effective 3/2/15.

**B. OTHER BOARD ITEMS:**

MOTION by Mr. Guarascio that upon recommendation of the Superintendent Items B1 and B2 be approved.

SECOND by Mr. Ytreboe.

ROLL CALL VOTE: (5 Ayes, 0 Nays, 0 Abstains). Motion carries.

**1. HIB Report Update: ACTION**

There are 0 HIB reports for the month of February, 2015.

**2. Approval of Calendar: ACTION**

Recommend the Board approve the school calendar for the 2015-16 school year.  
**(Attachment S1)**



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

MOTION by Mr. Fisher that upon recommendation of the Business Administrator Items B1 – B7 be approved.

SECOND by Mr. Guarascio.

ROLL CALL VOTE: (5 Ayes, 0 Nays, 2 Abstains – Ms. Kowalewski on Item 1 and Mr. Fisher on Item 3). Motion carries.

**1. Minutes: ACTION**

RESOLVED that the Minutes of the Regular Board Meeting held on January 20, 2015 be approved.

**2. Payment of Bills: ACTION**

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

Bills List ( <b>Attachment B1</b> ) dated February 24, 2015	
Checks numbered 37650-37753. ....	\$1,249,896.55
Bills List ( <b>Attachment B1-a</b> ) dated February 24, 2015	
Checks numbered 37754-37809. ....	\$ 96,546.33
Purchase Order Report ( <b>Attachment B2</b> ) listing Purchase	
Orders numbered 15-01123 through 15-01231 totaling .....	\$ 89,404.10

**3. Payroll Approval: ACTION**

BE IT RESOLVED that the monthly payroll be approved:

Payroll – January 2015 .....	\$1,889,591.38
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**4. Appropriation Transfers: ACTION**

BE IT RESOLVED that the Appropriation Transfers for the month of December 2014 to the 2014-2015 budget be approved. (**Attachments B3**)

**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, 2014, 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 B4)**

**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 month ended December 31, 2014, and that the Board Secretary’s Report and Treasurer of School Monies Report are in agreement.

**(Attachments B5)**

**7. Travel Approvals: ACTION**

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

<b>Name</b>	<b>Seminar/Workshop</b>	<b>Dates</b>	<b>Not to Exceed</b>
Spafford, Shannon	Handwriting Without Tears (K-5)	3/2/15	\$305.00
Reid, Joe (REVISED) Originally approved 10/21/14 for \$249.00	EdTech NJ Summit (Google for Education)	3/14-3/15/15	\$299.00
Sullivan, Patrick	NJ School Buildings & Grounds Expo 2015	3/16-3/18/15	\$230.00
Guarascio, Kim	Increase Student Learning with Technology	3/20/2015	\$235.00
Verderosa, Marie	Legal Issues When Schools Provide Applied Behavior Analysis	3/20/15	\$38.00
Peterson, Michael	Increase Student Learning with Technology	3/20/2015	\$235.00
Peters, Laurie	Close Reading Strategies	3/27/2015	\$239.00

MOTION by Mr. Fisher that upon recommendation of the Business Administrator Items B8 – B14 be approved.

SECOND by Mr. Guarascio.

ROLL CALL VOTE: (5 Ayes, 0 Nays, 0 Abstains). Motion carries.

**8. Receipt of Bids for Re-Roof of H. & M. Potter School: ACTION**

RESOLVED that the Berkeley Township Board of Education acknowledge receipt of the following bids at the bid opening on February 3, 2015, at 2:00 p.m. in the Board Office for the Re-Roof of H. & M. Potter School in Bayville, New Jersey, as follows:

<b>Company</b>	<b>Amount</b>
MTB Contracting LLC	\$ 733,000
Arch-Concept Construction	887,000
Noble Roof & Sheet Metal	889,745
Roof Management Inc.	891,000
J. Wilhelm Roofing Co.	973,700
D.A. Nolt Inc.	1,021,741
Winchester Roofing Corp.	1,098,002

**9. Rejection of All Bids for Re-Roof of H. & M. Potter School and Approval to Re-Bid: ACTION**

**WHEREAS**, on February 3, 2015 the Board of Education received bids for the project entitled, “Proposed Roof System at H. & M. Potter School” (hereinafter the “Project”); and

**WHEREAS**, the lowest bid was withdrawn and the remainder of the bids substantially exceed the Board of Education’s appropriation for the goods or services.

**NOW, THEREFORE, BE IT RESOLVED** by the Berkeley Township Board of Education, State of New Jersey, as follows:

All bids received on the Project are hereby rejected in accordance with the provisions of N.J.S.A. 18A:18A-22 and the Business Administrator is authorized to re-bid.

**10. Out-of-District Placements for 2014-15: ACTION**

Recommend the Board approve out-of-district placement for the following students for the 2014-15 school year inclusive of ESY: (Contracts available in the Business Office)

<b>Student ID</b>	<b>School Attending</b>	<b>Tuition</b>
995874	Alpha School	\$61,627
995869	Alpha School	\$61,627
997466	Lehmann School	\$66,378
995647	New Road School	\$58,212
997905	New Road School	\$58,212
997038	Ocean Academy	\$52,182
994386	Regional Day School	\$61,250
994896	SOAR-Central Regional	\$31,116

**11. Professional Development for Certified Staff: ACTION**

Recommend the Board approve an additional \$2,000 to increase travel under the Title II grant.

**12. Request for Proposals: ACTION**

RESOLVED that the Berkeley Township Board of Education authorize Business Administrator Laura Venter to release the following Requests for Proposals for the 2015-2016 School Year:

- a. Legal Services
- b. Auditor
- c. Property Casualty Insurance Broker
- d. Health Insurance Broker
- e. Labor Negotiations Legal Services

**13. 2015-2016 Tentative Budget: ACTION**

BE IT RESOLVED to approve the tentative budget for the FY 2015-16 School Year for submission to the Executive County Superintendent for review:

	<b>Budget</b>	<b>Local Tax Levy</b>
Total General Fund	\$31,093,276	\$26,708,133
Total Special Revenue Fund	962,594	N/A
Total Debt Service Fund	<u>1,924,600</u>	<u>1,924,600</u>
<b>Totals</b>	<b><u>\$33,980,470</u></b>	<b><u>\$28,632,733</u></b>

And to advertise said tentative budget in the Asbury Park Press in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a Public Hearing be held at the Berkeley Township Elementary School, Bayville, New Jersey, on May 5, 2015 at 5:30 p.m. for the purpose of conducting a public hearing on the budget for the 2015-2016 School Year; and

BE IT FURTHER RESOLVED that the Berkeley Township Board of Education requests the approval of a capital reserve withdrawal in the amount of \$400,000. The District intends to utilize these funds for the Boiler Replacement Project at the H.&M. Potter School; and

BE IT FURTHER RESOLVED that travel expense for the 2015-2016 school year shall not exceed \$60,000.

**14. Seaside Park De-Annexation Petition:**

**ACTION**

Recommend that the Berkeley Township Board of Education authorize the Business Administrator to issue a purchase order to the Board Attorney for an additional \$5,000 to continue representation of the Board in the pending Seaside Park de-annexation petition.

**IX. OLD BUSINESS:**

None.

**X. NEW BUSINESS:**

None.

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

None.

**XII. ADJOURNMENT:**

MOTION by Mr. Guarascio, second by Mr. Fisher, and all in favor that the meeting be adjourned at 5:52.

Respectfully submitted,



Laura Venter, CPA, RSBA  
Business Administrator/Board Secretary

