

I. CALL MEETING TO ORDER:

A Berkeley Township Board of Education Regular Meeting was held on Wednesday, February 3, 2016 at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, New Jersey. Board President, Edward Cammarato, 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 29, 2016 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 serving overseas.

III. ROLL CALL:

PRESENT: Keith Fisher, Tom Guarascio, John MacMoyle, Steve Pellecchia,
Lou Tuminaro, David Ytreboe and Edward Cammarato

ABSENT: Robert Martino and Gerard Reuter

ALSO PRESENT: Laura Gingerelli, CPA, Business Administrator/Board Secretary
Jack Sahradnik, Board Attorney

IV. PRESIDENT'S REPORT:

Edward Cammarato presented a plaque to former Board President, Lou Tuminaro, honoring him for his service to the Berkeley Township residents and District. Lou Tuminaro thanked all of the Board Members, Administrators and Dr. Roselli for their support during his term and advised that he is passing the presidency on to good hands.

Mr. Cammarato discussed the snow day closings and advised of the very-involved process when making the decision to close the schools for weather-related issues. Mr. Cammarato thanked Barbara Fitzpatrick and apologized for any inconvenience caused by the closures.

Mr. Cammarato mentioned that, although Dr. Roselli and he have gone to great lengths, the Central Regional School District and Berkeley Township School District calendars will more than likely not be the same next year. Mr. Cammarato called the Central Regional Superintendent but did not hear back from him. Mr. Cammarato wanted to make it known that if the calendars do not coincide, it is not Berkeley Township School District's fault.

V. PUBLIC DISCUSSION ON AGENDA ITEMS:

None.

VI. COMMITTEE REPORTS:

Finance: John MacMoyle, Chairperson

The Finance Committee met to review the Bills and Claims Lists and Purchase Order Report which have all been approved.

VII. SUPERINTENDENT'S AGENDA

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

SECOND by Mr. MacMoyle.

ROLL CALL VOTE: (7 Ayes, 0 Nays, 2 Abstains - Mr. Fisher and Mr. MacMoyle on Item 10). Motion carries.

A. PERSONNEL RESOLUTIONS

1. Resignation/Retirement

Recommend the Board accept the resignation/retirement of the following staff members:

Name	Position	Effective
Christinya Leifert	Teacher Aide - BAY	1/7/16 Resignation
Patrick Sullivan	Supervisor - Bldgs. & Grounds	1/15/16 Resignation
Diane McGowan	Cafeteria Worker - BAY	6/30/16 Retirement

2. New Hires

Recommend the Board approve the following appointments at the hourly contractual rate of pay effective 1/28/16:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hours</u>
Chelsea Conaty*	Teacher Aide	Bayville School	5.5 hours/day
Hara Nemeth	Teacher Aide	H. & M. Potter	2.5 hours/day

*Ms. Conaty replaces a Teacher Aide who resigned.

3. 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 for maternity leaves are subject to change):

- a) I.D. #5518-CBW:
Medical leave of absence to start 1/6/16 and continue through 3/24/16.
- b) I.D. #6289-HMP/Gr. 2:
Medical leave of absence to start 1/26/16 and continue through 2/19/16.
- c) I.D. #5900-CBW/Gr. 2:
Child rearing leave of absence to start 3/14/16 and continue through 6/10/16.

4. Substitutes

Recommend the Board approve the following individuals as substitutes for the assignments listed below for the 2015-2016 school year:

Instructional:

Laura Dougherty	Teacher
Dana Gramo	Teacher
Samantha Zienkiewicz	Teacher

Non Instructional:

Janet Monahan	Bus Attendant
Darlene Cofone	Clerical

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

5. Long-term Substitutes

Recommend the Board approve the following 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):

Name	In For	Effective
Donna Zappala	Denise Mannarino-BSI-2-CBW	12/7/15-6/30/16
Stephanie Marino	I.D. #5518-CBW	1/6/16-3/24/16
Susan Cameron	I.D. #5510-LLD-BAY	11/24/15-1/19/16

6. Mentor Program

Recommend the Board approve the following teacher perform as a Mentor for the 2015-16 school year retroactive to 9/2/15, at a stipend of \$550, to be paid over 30 weeks by the individual mentee through the Business Office:

<u>Mentor</u> Thomas Ettari	<u>Mentee</u> Emily Rodriguez
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7. Salary Adjustment

Recommend the Board approve a salary adjustment for the following individuals, effective 1/1/16 (Does not include longevity):

Name	From	To	Reason
Brendan Keats	\$47,422 (Step 2-BA)	\$51,722 (Step 2-MA+30)	College Credits
Katherine Zaccone	\$48,562 (Step 3-BA)	\$50,462 (Step 3-BA+15)	College Credits

8. Long-Term Interim Supervisor

Recommend the Board approve Michael Caufield as the Long-Term Interim Supervisor of Buildings and Grounds, at the rate of \$70 per diem, retroactive from 1/16/16. (Once the position for Supervisor of Buildings and Grounds is filled, Mr. Caufield will be the intermittent supervisor at \$55 per diem.)

9. Transfer/Reassignment

Recommend the Board approve the transfer/reassignment of the following staff member(s) for the remainder of the 2015-16 school year:

<u>Name</u>	<u>From</u>	<u>To</u>	<u>Hours</u>	<u>Date</u>
Denise Mannarino	BSI-2, CBW	Gr. 2, CBW	N/A	12/07/15 (Retro)
Marylou Bartelli	Secretary, HMP	Secretary, Elem. Ed.	8:00-4:00	02/08/16
Christine Adelhelm	Secretary, Elem. Ed.	Secretary, HMP	8:00-4:00	02/08/16

10. Attainment of Superintendent's Goals

- a) Recommend the Board approve the attainment of Superintendent Qualitative Merit Goal #1 for the 2015-2016 school year.
- b) Recommend the Board approve the attainment of Superintendent Qualitative Merit Goal #2 for the 2015-2016 school year.

11. Affirmative Action Team

Recommend the Board approve the authorization of an Affirmative Action Team to develop a needs assessment and a Comprehensive Equity Plan, to be implemented over a 3-year time period, and submit an annual Statement of Assurance of its implementation and progress. The team will consist of Dr. Jeffrey Zito, Cara Burton, Michael Conforti and Keith McShaffrey.

12. Increase in Hours

- a) Recommend the Board approve the following bus driver/bus attendant increase in hours due to enrollment, retroactive to 1/21/16:

<u>Name</u>	<u>Additional Run</u>
Cathy Hogrebe (driver)	11:00 am - 12:15 pm
Debbie Albanese (attendant)	11:05 am - 12:05 pm

- b) Recommend the Board approve the following teacher aide increase in hours effective 1/27/16:

<u>Name</u>	<u>From</u>	<u>To</u>
Tyler Kelly	5.5 hours/day	6 hours/day

13. Shift Change

Recommend the Board approve a shift change for the following custodial workers retroactive to 1/15/16:

<u>Name</u>	<u>From</u>	<u>To</u>
John Stochel	3:30 pm - 11:30 pm	12:30 pm - 8:30 pm
Richard Morano	12:30 pm - 8:30 pm	3:30 pm - 11:30 pm

14. Camp Invention Program and Staff

Recommend the Board approve Camp Invention to run June 27 - 30, 2016 from 8:00 am - 4:00 pm at Bayville School. Michael Conforti will be Administrator-in-Charge and Amanda McKenna will be Program Coordinator; both will be paid by Camp Invention.

15. Internship(s)

- a) Recommend the Board approve Alexandra Burns, Occupational Therapist student at Richard Stockton College, to complete Level I Fieldwork observation (no direct student contact) under the direction of Carol Kiersnowski, Occupational Therapist, effective on or about 2/3/16 through 4/13/16.
- b) Recommend the Board approve Katherine Zaccone (employee), LDT-C student at Monmouth University, to complete 60 hours of LDT-C related work under the direction of Charissa Palazzo, LDT-C, effective June 2016 through December 2016.

B. OTHER BOARD ACTION

MOTION by Mr. Tuminaro that upon recommendation of the Superintendent Items B1 – B5 be approved.

SECOND by Mr. Pellecchia.

ROLL CALL VOTE: (7 Ayes, 0 Nays, 0 Abstains). Motion carries.

1. HIB Report Update

There were 0 HIB reports for the months of September 1, 2015 - December 31, 2015.

2. Out-of-District Placement

Recommend the Board approve out-of-district placement for the following student for the dates noted:

I.D. #997821 - Children's Center of Monmouth County - effective on or about 12/7/15 through 1/13/16 at the tuition rate of \$283.26 per diem.

3. Approval of School Trips

Recommend the Board approve the following school trips for the 2015-16 school year:

Robert J. Miller Air Park, 101 Airport Road, Bayville, NJ
Bayville Post Office, 801 Atlantic City Blvd., Bayville, NJ

4. Use of Facilities

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

BTE

Stokes Celebration (NJSOC)
Auditorium, Gym, Playground/Ballfield, Cafeteria
Friday, April 22, 2016 - 5:00 pm - 9:00 pm
Saturday, April 23, 2016 - 9:00 am - 1:00 pm

Camp Paw Graduation
Auditorium
Tuesday, August 9, 2016 - 8:00 am - 2:00 pm

HMP

The Lion King
APR
Wednesday, April 13 & Friday, April 15, 2016 - 5:00 pm -10:00 pm

Camp Paw Parent Meeting
Library & APR
Tuesday, June 14, 2016 - 3:30 pm - 7:00 pm

5. 2016 Calendar Change

Recommend the Board approve February 8, 2016 as a 4 hour session (AM) for students and an Inservice (PM) for Teaching Staff. (This day was originally an Inservice for Teaching Staff only - no students).

VIII. BUSINESS ADMINISTRATOR'S AGENDA

MOTION by Mr. Guarascio that upon recommendation of the Business Administrator Items 1 – 7 be approved.

SECOND by Mr. Tuminaro.

ROLL CALL VOTE: (7 Ayes, 0 Nays, 2 Abstains - Mr. Fisher on Items 1 and 3 and Mr. MacMoyle on Item 3). Motion carries.

1. Minutes

RESOLVED that the Minutes of the Regular Meeting held on December 1, 2015 be approved.

RESOLVED that the Minutes of the Reorganization Meeting and Executive Session held on January 5, 2016 be approved.

2. Payment of Bills

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

Bills List dated 8/30/2015	
Check number 38703 (Attachment 1)	\$ 8,043.08
Bills List (Attachment 2) dated December 15, 2015	
Checks numbered 39215-39310	\$ 393,626.63
Bills List (Attachment 3) dated January 8, 2016	
Checks numbered 39311-39312	\$ 2,248.29
Bills List (Attachment 4) dated January 26, 2016	
Checks numbered 39313-39472	\$1,465,677.71
Purchase Order Report (Attachment 5) listing Purchase	
Orders numbered 16-00919 through 16-01174 totaling.	\$ 322,654.64

3. Payroll Approval

BE IT RESOLVED that the monthly payroll be approved:

Payroll – November 2015.	\$1,888,710.74
Payroll – December 2015.	\$1,877,667.63

4. Appropriation Transfers

BE IT RESOLVED that the Appropriation Transfers for the months of November and December 2015 to the 2015-2016 budget be approved. (**Attachments 6 and 7**)

5. Board Secretary's Report

RESOLVED that through the adoption of this resolution, we, the Berkeley Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4 certify that as of November 30, 2015 and December 31, 2015, after review of the 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 8 and 9**)

6. Report of the Treasurer of School Monies

RESOLVED that the Berkeley Township Board of Education accept the Report of the Treasurer of School Monies for the months ended November 30, 2015 and December 31, 2015 and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement. (**Attachments 10 and 11**)

7. Travel Approvals

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

Name	Seminar/Workshop	Dates	Not to Exceed
Waldron, Kevin	MC3 Winter Summit and Mileage	2/17/2016	\$165
Fierra, Debbie Ernst, Cheryl	Brett DiNovi and Associates - "An Insiders Guide on Tactics Used by Attorneys and Advocated against Schools"	2/18/16	\$300
Appignani, Isabella	2016 NJAHPERD Annual Convention	2/22 and 2/23/2016	\$125
Colarusso, Mike	2016 NJAHPERD Annual Convention	2/22 and 2/23/2016	\$125
Ettari, Heather	2016 Pre-K Conference	2/23/2016	\$242
Parga, Claudine	2016 Pre-K Conference	2/23/2016	\$242
Poppe, Amy	2016 Pre-K Conference	2/23/2016	\$242
Burton, Cara	Women's Leadership Conference	3/9/16	\$202
Clemente, Eileen	Using Evidence Based, Standardized Tests and Measures	3/13/2016	\$199
Pecelli, Helen	Current Best Strategies for 2nd Grade	3/14/2016	\$239
Langer, Nicole	Current Best Strategies for 2nd Grade	3/14/2016	\$239
Prima, Daniel	The Science of Imagination: Cultivating Curiosity and Creativity in Our Schools	4/7 through 4/9/2016	\$2,000
Caufield, Michael	National Playground Safety Institute/Playground Safety Inspectors Certification and Exam	4/13, 4/14 and 4/15/2016	\$625
Higgins, Tammy	Fleet Management Workshop	5/14, 5/21 and 6/4/2016	\$400
Higgins, Tammy	Routing and Scheduling	4/2, 4/9, 4/16, 4/23, 4/30 and 5/7/2016	\$600
Zito, Jeff	Mileage for MC3 and CSI Meetings		
Cameron, Nick Catalano, Corey Podesta, Wayne	Microsoft Certification Bootcamps	Virtual Training/24 Months	\$8,970

MOTION by Mr. Pellecchia that upon recommendation of the Business Administrator Items 8 – 14 be approved.

SECOND by Mr. Guarascio.

ROLL CALL VOTE: (7 Ayes, 0 Nays, 0 Abstains). Motion carries.

8. Approve Certification of W-2's

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

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

9. Jointure Contracts

Recommend the Board approve the following transportation jointures:

Host District	Joiner District	Student I.D.	School Attending	Dates	Amount
Central Regional	Berkeley Township	997038	New Road	12/2/15-6/30/16	Jointure approved on 8/18/15
MOESC	Berkeley Township	997821	Children's Center of Monmouth County	12/7/15-1/13/16	\$181.76 per diem
MOESC	Berkeley Township	999054 998096	CBW	1/15/16-6/16/16	\$166.85 per diem

10. Renewal of Contract for Refuse Removal

Recommend that the Board approve, in accordance with N.J.S.A. 18A:18A-42, the contract with Republic Services of New Jersey, 1861 Wayside Road, Tinton Falls, New Jersey, for Refuse Removal for the two-year period beginning July 1, 2016 through June 30, 2018 for all locations in the amount of \$3,355/month from September through June and \$989/month for July and August.

11. Fixed Asset Disposal

Recommend the Board approve the disposition of the following assets:

Fixed Asset	Location	TAG #
Milk Cooler	CBW	00245
Reach-In Freezer	CBW	00264
Reach-In Refrigerator	CBW	00253
Saber Auto Scrubber	CBW	00006
Saber Auto Scrubber	HMP	00854

12. Transfer from OceanFirst to Harmony Bank

Move that the Board approve the transfer of funds from the OceanFirst SUI Account (Account No. 23006001571) to Harmony Bank SUI Account (Account No. TBD).

13. Professional Development for Certified Staff

Recommend the Board approve an additional \$7,000 to increase travel.

14. Signature on Depository Account

Move that the Board approve Business Administrator as signer on Harmony Bank SUI Account (Account No. TBD).

IX. OLD BUSINESS

None.

X. NEW BUSINESS

Lou Tuminaro asked if the District is trying to change polling places out of our schools as it is a safety issue. Mr. Cammarato advised that everything is being done to make the change and that the Ocean County Board of Elections makes the decision. He requested that if anyone in the public has contacts at the Board of Elections if they would reach out to them.

XI. PUBLIC DISCUSSION OF NON-AGENDA ITEMS

None.

XII. ADJOURNMENT

MOTION by Mr. Pellecchia, second by Mr. Tuminaro, and all in favor that the meeting be adjourned at 6:53.

Respectfully submitted,



Laura Gingerelli, CPA, RSBA

Business Administrator/Board Secretary

