

I. CALL MEETING TO ORDER

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, February 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 the families of the 17 students who were victims of the tragic shootings in Parkland, Florida.

III. ROLL CALL

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

ABSENT: Mr. Cammarato

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

IV. EXECUTIVE SESSION

A motion was made by Mr. Pellecchia, seconded by Mr. Guarascio, and all in favor that the Board move to Executive Session at this time, 6:35 pm, for the purpose of personnel and HIB matters. Expected to reconvene in 15-20 minutes. Action will be taken.

V. MOTION TO RECONVENE

A motion was made by Mr. Guarascio, seconded by Mr. Pellecchia, and all in favor that the Board reconvene into public session at this time, 6:55 pm.

VI. ROLL CALL

PRESENT: Mrs. Bacchione, Mr. Fisher, Mr. MacMoyle, Mr. Guarascio
Mr. Pellecchia, Mr. Reuter and Mr. Ytreboe

ABSENT: Mr. Cammarato

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

VII. PRESIDENT'S REPORT

President Ytreboe thanked Mrs. Warchol for watching his daughter at the meeting.

I am sure all of us have seen the tragedy that took place in Parkland, Florida two weeks ago. I am hoping that our leaders at the national level, as well as at the state level, will be able to find a solution that will make our schools safe for our students and staff. I do know that at the local level, our district administration, town leadership and the Berkeley Township Police Department are doing all that they can to ensure that all of our children are safe.

Tonight our Safety Committee will report on a recent safety meeting to discuss our district initiatives with regard to school safety.

I am also excited to report that our district hosted a successful Ed Camp for Ocean County educators. It was an event that took place at the H&M Potter School on Friday, February 23rd. I was in attendance and was pleased to see some of our staff members as facilitators. The food was also top notch and got rave reviews. I would like to thank the administrators and staff who made this event possible.

I would like to remind the Board of Education that Read Across America is approaching, and if any member can read to a class, that would be fantastic. I would also like to thank the Board of Education for their support during my first month in office as President.

I will conclude my report with excitement as I allow Dr. Roselli to spread the good news of a recent national publication profiling our district.

VIII. SUPERINTENDENT'S REPORT

Thank you, Mr. President.

Extremely proud of the recent article published in February 2018 issue of District Administrator magazine highlighting many wonderful programs that occur throughout our school district, including:

Regular Board Meeting

- ESY
- Camp Paw
- Bridge Program
- Operation Schoolhouse
- Project Starfish
- Steam - Camp Invention
- Makerspace
- Unified Sports Club

Dr. Roselli read a letter from Mr. Cammarato thanking the Board for their support during his daughter's hospitalization.

The District hosted the 5th annual Ocean Ed Tech Expo on February 23rd at H&M Potter. Many districts throughout Ocean County and Mr. Ytreboe attended.

Administration hosted a School Security meeting on Monday, February 26th with members of the BTSD, BTPD and Councilman Bacchione and Mayor Amato to review and discuss all security protocols and initiatives - in addition to a School Security Committee meeting this evening with BOE members.

Proud to announce Teachers of the Year and Education Support Staff Member of The Year:

BAY	-	Jennifer Herner
CBW	-	Melissa Davenport
HMP	-	Anna McDowell
BTE	-	William Turanyi
Support Staff - Vicky Tillett, Keyboarding Clerk, CBW		

We will recognize all recipients at a future BOE Meeting.

All BOE members have received, in their agenda packet, a copy of the letter from the BT Fire Officials regarding the completion of work by our B & G Department to satisfy all fire codes. Thank you B & G staff and Administrators at Bayville School.

Attended 2nd Berkeley Township School District Strategic Planning meeting hosted at the Berkeley Township Elementary School - involving parents, community members, and BTSD staff and focusing on things to improve in the District. Thank you to everyone who attended and for their input.

Please visit our BTBOE Facebook page to see the many wonderful activities going on throughout our district on a daily basis.

This concludes my Superintendent's Report.

IX. PUBLIC DISCUSSION ON AGENDA ITEMS

Dawn Kuch, a bus driver, parent and grandmother in Berkeley Township School District suggested that the classrooms be numbered on the outside windows.

Two parents discussed their concerns regarding the change of school hours at H&M Potter. The parents advised that they need to be at work by 9 a.m. and with the change of hours, this is not possible. Dr. Roselli noted that Y Kids will be at their administrative meeting on Thursday to discuss a reduced rate for before care.

David Ytreboe mentioned that there are 63 homeless students who require busing and the time to transport these students between schools is too tight for efficient busing. This has initiated the change in hours at HMP.

Councilman Bacchione discussed his attendance at the Safety Committee meeting. He complimented Dr. Roselli, all staff and administration and noted how safe he felt all of the District's schools are.

Dr. Roselli recognized Mayor Amato's attendance tonight as well as at the Safety Committee meeting on Monday. He thanked Councilman Bacchione, Mayor Amato, and Chief DiMichele.

Mr. Ytreboe discussed teaching students empathy and social skills so that students will hopefully not become disenfranchised.

Mr. Pellecchia thanked Dr. Roselli, the staff and police. He does not have children in this district but he does have grandchildren in another district, and he feels secure that our children are protected.

X. COMMITTEE REPORTS

Buildings & Grounds

Mr. MacMoyle met tonight to discuss the water test stations installed by Aqua and discussed with Jack Sahradnik the District's potential ability to recoup costs.

Finance

Mrs. Shedlock reviewed all Bills Lists and Purchase Order Reports and all were in order and approved.

School Safety

Councilman Baccione, Mayor Amato, Mr. Ytreboe, Mr. Guarascio and Mrs. Shedlock met with Dr. Roselli at CBW. They reviewed drills with regard to protocols and frequency and discussed remaining ahead of the curve. The Committee will look to future upgrades. Mr. Ytreboe noted police officers' presence.

XI. SUPERINTENDENT'S AGENDA

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

SECOND by Mr. Fisher.

ROLL CALL VOTE: 8 Ayes, 0 Nays, 1 Abstain (Mrs. Bacchione on Item #2). Motion carries.

A. PERSONNEL RESOLUTIONS

1. Resignation

Recommend the Board approve the resignation of the following staff member:

Name	Position	Effective
Shannon Enright	Teacher Aide - BTE	2/9/18

2. New Hires

Recommend the Board approve the appointment of the following individuals in the position listed, for the 2017-2018 school year, pending all required paperwork:

Name	Position/School/Hours	Effective	Salary
Ariel Clark	Teacher Aide-PSD-HMP-2.5 daily	2/28/18	Contractual
Rebecca Maurer	Teacher Aide-MD-BTE-5.0 daily	2/28/18	Contractual
Ulrich Mueller	Exec. Director of Physical Facilities	3/28/18	Contractual
Kimberly Helling	School Nurse - CBW	TBD	Contractual
Christina Warchol	Spec.Ed. Teacher-CBW	2/28/18	Contractual

3. Leave(s) of Absence

Recommend the Board approve a leave of absence (new or revised) for the following staff members (start and end dates subject to change):

- a) I.D. #6458-Teacher Aide-HMP:
Medical leave of absence to start 1/8/18 and continue through 1/23/18.
- b) I.D. #6367-Teacher-BTE:
Maternity leave of absence to start 3/16/18 and continue through 6/30/18.
- c) I.D. #4745-Transportation.:
Extension of medical leave of absence from 2/1/18 through 2/28/18.
- d) I.D. #6365-Teacher-CBW:
Maternity leave of absence to start 2/28/18 and continue through 5/11/18.
- e) I.D. #5777-Transportation:
Medical leave of absence to start 2/2/18 and continue through TBD.

4. **Substitutes**

Recommend the Board approve the following substitutes for the assignments listed below for the 2017-2018 school year:

Name	Position
Kimberly Helling	School Nurse
Robin Keyes	Bus Attendant
Holly Lantz	Teacher
Shannon Pustae	Teacher/Aide
Maria Rosen	Bus Attendant
Thomas Vigilante	Bus Attendant

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 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
Nicole Beyer	I.D. #6365-Teacher-CBW	02/28/18-05/11/18
Hanna Wiczorek	I.D. #6367-Teacher-BTE	03/16/18-06/30/18

6. Nurse for Fun Fest

Recommend the Board approve Erica Cofone as the School Nurse for the March Fun Fest at the Berkeley Township Elementary School on 3/9/18, from 2:00 pm to 4:00 pm, at the hourly contractual rate of pay.

7. Club Sponsors/Aide - Spring Cycle

a) Recommend the Board approve the following as Sponsors for the Spring 2018 Cycle, to run for 10 sessions for 1 hour at the hourly supplemental rate per club meeting date, effective 2/27/18:

Name	Club
Christina Lee - HMP	Drama Dance
Paige Deckler - BAY	Play Choreographer

b) Recommend the Board approve Denise Giordano, Aide, for one (1) additional hour after school, at the contractual rate per club meeting date, to assist two (2) special needs students in the "Gaming Club". (Club dates: 2/27; 3/6, 13, 20, 27; 4/10, 17, 24; 5/1, 8)

8. Change of Location/Hours

Recommend the Board approve a change of location/hours for the following staff member:

Name	AM Location/Position	PM Location/Position	Effective
Chelsea Conaty	AM - HMP - Long Term Sub Teacher - PS (3 hours)+	PM - BAY - Aide (2.75 hours)*	2/5/18 - 6/30/18

+Will be paid her regular hourly salary plus an additional \$12.50 per diem

*Increase of .25 hours per day

9. Team Building Activities

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 for an assigned grade level during the 2017-2018 school year:

Name	Activity
Melissa Davenport	Technology
Melia Hoffman	Literacy
Kristen Reiser	Gym
Megan Conrad	Music
Karen Roth	Art

10. Teacher Mentor

Recommend the Board approve the following teacher to perform as a Mentor, at the stipend listed, to be paid by the mentee (amount prorated based on length of assignment):

Mentor	Mentee	Stipend
Amy Coppinger	Chelsea Conaty	\$558.85 (prorated balance)

11. Student Teacher Placements

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

Name	Assigned To	Start Date	Requirements
Dakota Montemarano	HMP - L. Letizia	Spring, 2018	50 Hours
Vanessa Nin-Rios	CBW - K. Collins/J. Fleming	Spring, 2018	50 Hours
Bridget Spina	HMP - L. Walstrom	Spring, 2018	50 Hours
Nicolette Benitez	BTE - S. Ofsanko	Spring, 2018	50 Hours
Joelle Donnelly	CBW - C. Bartolotti	Spring, 2018	50 Hours
Danielle Cutrone	BAY - A. McKenna	Spring, 2018	50 Hours

12. Additional Bus Driver Hours

Recommend the Board approve the following additional hours for the bus drivers listed below:

Name	Hours	Reason	Effective
Cathy Hogrebe	5:45 am - 6:30 am (.75 hours)	Transport displaced students from Seaside to BTE	2/1/18
Robert Martin	11:10 am - 12:25 pm (1.25 hours)	Transport new Pre-school students to HMP	2/5/18
Dawn Kuch	11:10 am - 12:10 pm (1 hour)	Transport new Pre-school students to HMP	2/5/18

B. OTHER BOARD ITEMS

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

SECOND by Mr. Guarascio.

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

B. OTHER BOARD ITEMS

1. HIB Report Updates

- 2 HIB Investigations conducted January 24, 2018 to February 27, 2018.
- 0 HIB affirmed January 24, 2018 to February 27, 2018.

2. Homebound Instruction

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

I.D. #997744 - eff. 1/31/18 - Instruction provided by Paige Deckler

3. Out-of-District Placement

Recommend the Board approve the Out-of-District Placement with a one-on-one Paraprofessional for the following student for the 2017-2018 school year:

I.D. #995869 - effective 1/3/18 - Alpha School

4. NJQSAC Equivalency Application

Recommend the Board approve the New Jersey Department of Education QSAC Equivalency Application.

5. Second Reading of Bylaws/Regulations/Policies

Recommend the Board approve the second reading of the ByLaws/Regulations/Policies listed below:

Reg 8451	Control of Communicable Disease - Revised/Mandated
Policy 8454	Management of Pediculosis - New/Recommended
Reg 5440	Honoring Pupil Achievement - Revised
Policy/Reg 1240	Evaluation of Superintendent - Revised/Mandated
Policy 1511	Board of Education Website Accessibility - New/Suggested
Policy/Reg 3126	District Mentoring Program - Revised/Recommended
Policy/Reg 3240	Professional Development for Teachers & School Leaders - Revised/Mandated
Policy 2622	Student Assessment - Revised/Mandated
Policy/Reg 3160	Physical Examination (Teaching Staff) - Revised/Mandated
Policy/Reg 4160	Physical Examination (Support Staff) - Revised/Mandated
Policy 7446	School Security Program - New/Recommended
Policy 8530	Records Retention - New/Recommended

XII. BUSINESS ADMINISTRATOR'S AGENDA

MOTION by Mr. Guarascio that upon recommendation of the Business Administrator Items 1-8 be approved.

SECOND by Mr. Pellecchia.

ROLL CALL VOTE: 8 Ayes, 0 Nays, 5 Abstains (Mrs. Bacchione on Item 2, Mr. Fisher and Mr. MacMoyle on Item 3, Mr. Reuter on Item 1 and Mrs. Shedlock on Item 8). Motion carries.

1. Minutes

- a) RESOLVED that Minutes of the Regular Meeting held on January 23, 2018 be approved. **(Attachment 1)**

- b) RESOLVED that the Minutes of the Executive Session held on January 23, 2018 be approved. **(Attachment 2)**

2. Payment of Bills

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

Bills Lists dated February 27, 2018
Check numbers 43000 through 43151 \$1,479,634.98
(Attachment 3)

Check number 42993 Voided Check
Check number 42992 (Replaced Lost Check No. 42781)
Check number 42991 (Replaced Lost Check No. 42575)
(Attachment 4)

Bills List dated February 7, 2018 and February 12, 2018
Check numbers 42994 through 42999 \$ 55,010.69
(Attachment 5)

Purchase Order Report listing
Purchase Orders numbered 18-01252 through 18-01466 \$ 788,375.80
(Attachment 6)

3. Payroll Approval

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

January 15, 2018 \$1,022,434.28
January 31, 2018 \$1,018,791.16

4. Appropriation Transfers

BE IT RESOLVED that the Appropriation Transfers for the month of December 2017, be approved.
(Attachment 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 December 31, 2017, after review of the Board Secretary's monthly financial reports (appropriations section) and upon consultation with

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the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C. 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. **(Attachment 8)**

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 month ended December 31, 2017 and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement. **(Attachment 9)**

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>
Jeff Zito & Kevin Waldron	Presentation for All Ocean County School District Homeless Liaisons in Brick (mileage)	3/6/18	\$25.00
Mike Caufield	101 - Basic Training & Basic CORE Topics Grounds - Pesticide Training (registration)	3/19/18	\$105.00
Kevin Waldron	Intervention & Referral Services (I&RS) The Next Generation (mileage)	3/20/18	\$25.00
Jeff Zito & Debbie Fierra	Kean University's Teacher Job Fair - Union (registration)	3/28/18	\$75.00
Jeff Zito	Stockton's 2018 Teacher Interview Days Career Fair At Stockton (mileage)	4/30/18	\$25.00
Mike Caufield	103-B Turf, Standard & Alternative Insect Disease & Weed Control Methods Grounds - Pesticide Training (registration)	4/18/18	\$160.00
Joe Reid	Upgrading Your Skills to Windows Server 2016	6/2018	\$2,995.00

8. Transportation Jointure

Recommend the Board approve the following transportation jointure:

Host District	Student ID #	Dates	School	Per Diem
Central Regional	999891	2/23/18-6/20/18	Jackson Regional Day	TBD

XIII. OLD BUSINESS

None.

XIV. NEW BUSINESS

Dr. Roselli thanked all Administrators for second Strategic Planning Meeting with all stakeholders and brainstorming to make the District future ready. We are attempting to make all buildings "future ready."

XV. PUBLIC DISCUSSION ON NON-AGENDA ITEMS

None.

XVI. ADJOURNMENT

Mr. Guarascio made a motion to adjourn the meeting. Second by Mr. Pellecchia. All in favor.
Meeting adjourns at 7:28 p.m.

Respectfully submitted,



Laura Gingerelli, CPA, RSBA
Business Administrator/Board Secretary

