

**BERKELEY TOWNSHIP
BOARD OF EDUCATION MEETING
BERKELEY TOWNSHIP ELEMENTARY SCHOOL AUDITORIUM
MARCH 26, 2019 - 6:00 PM
AGENDA**

- I. CALL REGULAR MEETING TO ORDER - "Adequate notice of this meeting was given by publication in the Asbury Park Press on March 20, 2019, 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
- III. ROLL CALL
- IV. EXECUTIVE SESSION
- V. ROLL CALL
- VI. PRESIDENT'S REPORT
- VII. SUPERINTENDENT'S REPORT (Attachment #1)
- VIII. PUBLIC DISCUSSION ON AGENDA ITEMS
- IX. COMMITTEE REPORTS
- X. SUPERINTENDENT'S AGENDA
- XI. BUSINESS ADMINISTRATOR'S AGENDA
- XII. OLD BUSINESS
- XIII. NEW BUSINESS
- XIV. PUBLIC DISCUSSION ON NON-AGENDA ITEMS
- XV. ADJOURNMENT

MISSION STATEMENT

We will provide every student with a safe, supportive, inclusive and collaborative learning environment. In partnership with families and our community, we will foster innovative thinkers in a diverse and ever changing world.

X. SUPERINTENDENT'S AGENDA**A. PERSONNEL RESOLUTIONS****1. Rescind Appointment**

Recommend the Board rescind the appointment of Joseph Rebis as a Part-time Custodian assigned to the Clara B. Worth School for the 2018-2019 school year.

2. New Hire

Recommend the Board approve the following new hire, in the position listed, effective 3/27/19:

Name	Position	Salary
Jessica Furnari	Custodian - Part-time - CBW	Contractual ♦

♦Paid through PEEA Funding

3. Revised start date

Recommend the Board approve a revised start date for the following new hires:

Name	Position/School/Hours	From	To
a) Brandon Furnari	Custodian - Part-time - BAY - 4 pm-8 pm	2/27/19	3/4/19
b) Barbara Mennicucci	Custodian - Part-time - HMP - 4 pm-8 pm	2/27/19	3/4/19
c) Laura Baldwin	Aide - BAY - 6 hours/daily	2/27/19	3/5/19

4. 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. #5567-Aide-CBW:
Unpaid medical leave of absence to start 3/4/19 and continue through 3/29/19.
- b) I.D. #4344-Cafe-CBW:
Medical leave of absence to start 2/26/19 and continue through 3/27/19.
- c) I.D. #4770-Custodian-HMP:
Medical leave of absence to start 3/7/19 and continue through 4/5/19.

- d) I.D. #5707-Teacher-BAY:
Medical leave of absence from 3/8/19 and continue through 6/11/19.
- e) I.D. #4439-Aide-BTE:
Extension of medical leave of absence from 4/1/19 and continue through 4/30/19.
- f) I.D. #5248-Clerical Worker-Adm. Off:
Medical leave of absence to start 3/27/19 and continue through 4/12/19.
- g) I.D. #5534-Teacher-CBW:
Maternity leave of absence to start 9/3/19 and continue through 11/1/19.
- h) I.D. #5495-Teacher-Annex:
Medical leave of absence to start 4/2/19 and continue through 5/11/19.

5. Substitutes

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

Name	Position
a) Beth Ann Collis	Aide/Clerical Worker
b) Diana Ynoa	Teacher/Aide
c) Thomas Koenig	Teacher
d) Stephanie Bender	Aide

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

6. Eligibility of Non-Resident Pupils

Recommend the Board approve attendance at the Berkeley Township Schools for the following non-resident pupils for the 2019-2020 school year:

I.D. #	Grade	School
a) 999344 - (Returning)	4	BAY
b) 999283 - (Returning)	4	HMP
c) 999284 - (Returning)	4	HMP
d) 999758 - (Returning)	2	BAY

e) 999749 - (Returning)	2	BAY
f) 999920 - (Returning)	5	BTE
g) 999922 - (Returning)	4	CBW
h) 1000125 - (Returning)	1	CBW
i) 014 - (New)	4	CBW
j) 015 - (New)	K	CBW
k) 016 - (New)	K	CBW

7. Drama Club Assistant

Recommend the Board approve Karen Roth, for her assistance in the Drama Club production of "Cinderella" at the Clara B. Worth School, for 1.5 hours per night at the contractual rate of pay, on the evenings of 4/2/19 and 4/3/19.

8. Donation

Recommend the Board approve the acceptance of \$500 from the Kite Foreign Student Service LLC on behalf of our support of the cultural exchange program.

9. Increment Withholding

Recommend the Board withhold the salary increment for the 2019-2020 school year for I.D. #5547.

10. Student Teacher Placement

Recommend the Board approve the following student teacher placement for the 2018-2019 school year:

Name	Assigned To	Start Date	Requirements
Thomas Koenig	BTE - Sharon Ofsanko	April, 2019	8 hours

11. Club Dates & Substitute

Recommend the Board approve the following dates, in lieu of one previously approved, and a substitute for the clubs listed at the H. & M. Potter School:

Teacher/Club	From	To
a) Marianne Cicco - Chess	3/6/19	5/22/19
b) Kayla Crick - Dance (Gr. 3)	5/1/19	5/22/19
c) Kim Tacon - Yoga	3/6/19	5/22/19

(These clubs will still have only 10 sessions total.)

Rebecca Melanson - Substitute Teacher (as needed)

12. Teacher Mentor

Recommend the Board approve Sandra Cotten as the teacher mentor for Susana Conforti for the 2018-2019 school year, at a stipend of \$1000, to be paid over 30 weeks by the individual mentee through the Business Office.

B. OTHER BOARD ITEMS

1. HIB Report Update/Suspensions-Students/Staff/Violence & Vandalism

- a) Recommend the Berkeley Township Board of Education approve the HIB Report for the period February 27, 2019 to March 26, 2019 as discussed in Executive Session.
- b) Recommend the Berkeley Township Board of Education approve the Suspension Report for the period January 1, 2019 to March 26, 2019 as discussed in Executive Session.
- c) Recommend the Berkeley Township Board of Education approve the Violence & Vandalism Report for the period January 1, 2019 to March 26, 2019 as discussed in Executive Session.

2. Out-of-District Placement

Recommend the Board approve out-of-district placement for the following student for the 2018-2019 school year:

I.D. #1000675 - New Road School - effective on or about 3/12/19 through 6/30/19
(Tuition contract will be available in the Business Office.)

3. Homebound Instruction

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

I.D. #999829 - eff. 2/12/19 - Aimee Roma will provide instruction max. 5 hours/week
I.D. #997412 - eff. 3/1/19 - Dan Cooney will provide instruction max. 5 hours/week

4. Services for the NJ Commission for the Blind 2018-2019

Recommend the Board approve the following student to receive services from the NJ Commission for the Blind at the levels and costs listed, for the 2018-2019 school year, effective 1/28/19 - 6/30/19:

I.D. #1000563 - Level 1 - \$966

5. Use of Facilities

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

BAY

Camp Invention

Monday, June 24, 2019 - Thursday, June 27, 2019

8:00 am - 4:30 pm

APR, C Wing, Gym

6. Three-Year Comprehensive Equity Plan (Available in Superintendent's Office)

Recommend the Board approve the following:

- a) Resolution authorizing the Affirmative Action Team to conduct the needs assessment and develop a comprehensive equity plan.
- b) Resolution authorizing the submission of the proposed Three-Year Comprehensive Equity Plan for the school years 2019-2020 through 2021-2022.

7. Job Descriptions (Available in Superintendent's Office)

Recommend the Board approve the newly created job descriptions for the following:

- a) stipend/extra pay positions
- b) certificated/non-certificated support staff

8. First Reading of ByLaws/Policies/Regulations

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

Policy 2422	Health & Physical Education - Revised/Mandated
Policy 2610	Educational Program Evaluation - Revised/Mandated
Policy 4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing - Revised/Mandated
Policy/Reg 5330.04	Administering an Opioid Antidote - New/Mandated
Policy 5337	Service Animals - Revised/Recommended
Policy/Reg 5519	Dating Violence at School - New/Mandated
Policy 5756	Transgender Students - New/Mandated
Regulation 7230	Gifts, Grants and Donations - Revised
Policy/Reg 7440	School District Security - New/Mandated
Policy 8860	Memorials - Revised/Suggested

9. Second Reading of ByLaws/Policies/Regulations

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

Policy/Reg 5111	Eligibility of Resident/Non Resident Pupils - Revised/Mandated
Policy/Reg 1550	Equal Employment /Anti-Discrimination Practices - Revised/Mandated
Policy/Reg 5350	Student Suicide Prevention - Revised/Mandated
Policy 8462	Reporting Potentially Missing or Abused Children - Revised/Mandated
Policy 5533	Student Smoking - Revised/Mandated
Policy/Reg 5561	Use of Physical Restraint and Seclusion Techniques for Students w/ Disabilities - Revised/Mandated
Policy 8561	Procurement Procedures for School Nutrition - New/Recommended

XI. BUSINESS ADMINISTRATOR'S AGENDA**1. Minutes**

a) RESOLVED that the Minutes of the Regular Meeting held on February 26, 2019 be approved. **(Attachment 2)**

b) RESOLVED that the Minutes of the Executive Session held on February 26, 2019 be approved. **(Attachment 3)**

2. Payment of Bills

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

Check numbers 45060 and 45099 damaged. Voided and replaced with check numbers 45126 and 45127

Bills List dated March 26, 2019	
Check numbers 45128 through 45252	\$649,294.16
(Available in the Board Office)	

Purchase Order Report listing	
Purchase Orders numbered 19-01673 through 19-01824	\$462,277.26
(Available in the Board Office)	

3. Payroll Approval

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

February 15, 2019	\$1,139,155.27
February 28, 2019	\$1,122,577.32

4. Appropriation Transfers

BE IT RESOLVED that the Appropriation Transfers for the month of February 2019, be approved. **(Available in the Board Office)**

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 February 28, 2019 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. **(Available in the Board Office)**

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 February 28, 2019 and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement. **(Available in the Board Office)**

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) Beth Persong	Semi Spring Regional Workshop in Trenton (mileage)	4/1/19	\$30
b) Victoria Bueti	Summit Professional Education - Developing Effective Sensory Diets / Online (registration paid through IDEA Funds)	4/11/19	\$200
c) Carol Kiersnowski	Astronaut Training - Sound Activated Vestibular-Visual Protocol / Online (registration paid through IDEA Funds) <i>See enclosed</i>	4/12 & 4/13, 2019	\$425
d) Karen Quartuccio	New Jersey Speech-Language-Hearing Association Annual Convention Long Branch, NJ (registration paid through IDEA Funds)	5/2/19	\$300
e) James D. Roselli	NJASA Spring Leadership Conference 2019 Atlantic City, NJ (registration and mileage)	5/15-17, 2019	\$700

8. Revised Travel Funding Source

RESOLVED that the Berkeley Township Board of Education approve the change in funding source from Title I to Title II for the ISTE EdTech Conference in Philadelphia on June 23-26, 2019.

9. Transportation

Recommend the Berkeley Township Board of Education approve the following transportation jointure:

Host District	Student ID	Dates	School	Per Diem Rates
MOESC	1000675	3/12/19-6/30/19	New Road School	\$129.02 (Total for 2 students. Student ID 997905 previously approved.)

10. 2019-2020 Tentative Budget

BE IT RESOLVED that the Board approve the tentative budget for the FY 2019-20 School Year for submission to the Executive County Superintendent for review:

	Budget	Local Tax Levy
Total General Fund	\$34,630,384	\$29,100,000
Total Special Revenue Fund	5,030,908	N/A
Total Debt Service Fund	<u>1,964,625</u>	<u>1,964,625</u>
Totals	\$41,625,917	\$31,064,625

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 the Board will transfer \$236,520 from Emergency Reserve to fund health benefits increases; and

BE IT FURTHER RESOLVED that a meeting will be held at the Berkeley Township Elementary School, 10 Emory Avenue, Bayville, New Jersey on April 30, 2019 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2019-20 School Year; and

BE IT FURTHER RESOLVED that travel expense for the 2019-20 School Year shall not exceed \$70,000.

11. Transfer of Funds

WHEREAS, the Berkeley Township Board of Education sponsored a self funded State Unemployment Insurance Trust; and;

WHEREAS, the district switched to a contributory basis with the State, and;

WHEREAS, the balance in the Trust is no longer utilized, and;

WHEREAS, the program has a Net Position (Cash Balance) of \$199,250.32, plus any accrued interest earning,

NOW THEREFORE BE IT RESOLVED, that the Cash Balance, plus accrued interest be transferred into the General Fund.

12. Disposal of Vehicle

Recommend the Berkeley Township Board of Education approve the disposal of a 2000 Ford E-350 Van, VIN #1FTSE34L9YHA21443.

XII. OLD BUSINESS

XIII. NEW BUSINESS

XIV. PUBLIC DISCUSSION ON NON-AGENDA ITEMS

XV. ADJOURNMENT