

**I. CALL MEETING TO ORDER**

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, March 26, 2019, at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, NJ. Mr. Ytreboe called the meeting to order at 6:00 p.m. 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, 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 military.

**III. ROLL CALL**

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

**ABSENT:** None

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

**IV. PRESENTATION**

Patrick Carrigg, Esq. gave a presentation on the School Ethics Act.

**V. EXECUTIVE SESSION**

A motion was made by Mrs. Shedlock and seconded by Mr. Guarascio that the Board move to Executive session at this time, 6:22 p.m. for the purpose of personnel and student matters . Action will be taken after the Executive Session concludes. The Board expects Executive Session to last at least one hour.

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 0 Abstain) Motion carries.

A motion was made by Mr. Pellecchia to reconvene into open session at this time, 8:05 p.m.

Second by Mr. Cammarato

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 0 Abstain) Motion carries.

**VI. ROLL CALL**

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

**ABSENT:** None

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

**VII. PRESIDENT'S REPORT**

Good Evening everyone. Thankfully the weather has been nice the last few weeks. Our delayed opening on Friday, March 1st, Read Across America Day. Despite the weather several guest readers were able to attend. I was given the privilege of reading on Monday, March 4th at CBW to Mrs. Moyer's second grade class in the library with Mr. Hoffman. The book was a very interesting view of what happened to Humpty Dumpty after his fall helping you think outside the box. The students and I enjoyed it very much. Thank you to Mrs. Hoffman, Mrs. Moyer and Principal Mrs. Burton for having me. Also, thank you to all the guest readers and board members who were able to attend during Read Across America Week.

There have been lots of activities in the district the last couple weeks. Mr. Cammarato was the judge at the Future Chefs Event.

Looking forward to the DARE graduation on Thursday, March 28th.

The board has been actively reviewing the budget for 2019-2020, along with finance, personnel, education and policy committees meeting this month.

This concludes the President's report. Thank you.

**VIII. SUPERINTENDENT'S REPORT**

Dr. Roselli read the Superintendent's Report. **(Attachment 1)**

**IX. PUBLIC DISCUSSION ON AGENDA ITEMS**

None

## X. COMMITTEE REPORTS

**Education:** Mrs. Shedlock reported that the education committee met on Monday March 18, 2019 and discussed many topics including:

### Kid's Corner

- ❖ Program for special needs students in 2nd - 7th grade, where they are cared for from 2:30pm until 5:30pm.
- ❖ This takes place at C.B.W.
- ❖ This program is through the Family Resource Network and is at no cost to the district.
- ❖ There are currently 5 students enrolled and maxes out at 6.
- ❖ The program seems to be going well so far.

### Extended School Year (ESY) and Camp PAW:

- ❖ Scheduled to begin on Monday June 24, 2019

### Preschool: 2018 - 2019 School Year

- ❖ 15 Full time classrooms
- ❖ 3 half day with AM and PM sessions
- ❖ 18 Total Classrooms between the three schools

### Preschool: 2019 - 2020 School Year

- ❖ Under the Preschool Expansion Grant (PEA) expand to 25 general education full day preschool classrooms between the three schools
- ❖ 2 more Full Day Special Education Preschool Classrooms
  - Preschool Disabled children age into the program at ages 3 and 4, so these classes could potentially grow
- ❖ 27 Totals Preschool Classrooms
- ❖ Enrollment is currently full and new students registering are being placed in a waitlist

### Preschool Staffing: 2019 - 2020 School Year

- ❖ 9 - 10 Classroom Teachers
- ❖ About 10 Classroom Aides
- ❖ 1 Bilingual Teacher
- ❖ PIRT (Preschool Intervention and Referral Team)
- ❖ 1 Master Teacher (As per the Funding)
- ❖ 1 additional social worker
- ❖ 3 Part time nurses
- ❖ Bus Aides - Still looking to hire or come up with a solution

### Math Challenge

- ❖ 3rd, 4th, and 5th graders
- ❖ 11 perfect scores

#### Rubicon and Link It!

- ❖ Completely done
- ❖ Teachers can use the entire site
- ❖ QSAC can go in and see what we are doing remotely
- ❖ Able to pull data to see where the district is strong and weak
- ❖ Able to make sure we are hitting all of the key components we need to for state testing
- ❖ Easy to adjust and make changes
- ❖ Pacing guides so all teachers in the same grades are on the timelines
- ❖ As the state updates and makes changes, the software automatically makes the changes as well

#### Honor Roll

- ❖ Still discussing the changes that are coming to honor roll for the 2019 - 2020 school year
- ❖ Will have readings for the June and August board meetings

#### Professional Development

- ❖ With the state aid money that is being given to us to help Potter, we have a guest speaker coming in who is going to give us an exact breakdown of the testing results and scores so that we can see where we need to improve and can better understand what is going on
- ❖ *Writing with Spice* is another workshop for Potter that we are looking forward to having for our writers who are struggling

**Finance:** Mr. Cammarato reported that the finance committee met on March 18, 2019 and discussed the following:

- All Bills/Claims/Purchase Orders have been reviewed and approved up through and including the date of Tuesday, March 26, 2019. No additions are permitted to be added at the conclusion of the Monday, March 19, 2019 Finance Committee Meeting.
- \$199,250.32 in unallocated funds are being reapportioned back into the general budget account (cash on hand), and aforementioned monies will remain unallocated to any expense throughout the 2018-2019 school year. (notice BA Agenda item 11)
- The Business Administrator provided a very exciting and insightful flyer for Recession Proofing your School District. I specifically call the boards attention to the two (2) passages of "Hire Sparingly" and "Save, Save, Save." Respectively these two (2) items cover the holistic costs of total compensation packages when thinking about healthcare and pension costs, as well as an enlightening section about the Los Angeles CA school district and their 1.8 billion dollar reserves.
- Any and all admin travel expenses remain on hold until the BA and the Finance Committee complete their audits. This is an area of concern for excessive expenditures.
- The BTSD received an appreciation letter and a check in the amount of \$500.00 from Jing Holm regarding a Chinese exchange student who came to the BTSD. This will be addressed in more detail in the Superintendent report.

**Policy:** Mr. MacMoyle reported that the policy committee met tonight and discussed the policies that are on the agenda for a first reading and last month's first readings are on for a second reading tonight. Policy number 5330.04 has been put on hold.

**Personnel:** Mr. Ytreboe reported that the personnel committee on March 18,2019 and discussed Items 1-12 being presented on tonight's agenda.

**X. PUBLIC DISCUSSION ON AGENDA ITEMS**

None

**XI. SUPERINTENDENT'S AGENDA**

**MOTION** by Mr. Cammarato that upon recommendation of the Superintendent Items A1-A13 be approved.

**SECOND** by Mr. Fisher

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 0 Abstain) Motion carries.

**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:

<b>Name</b>	<b>Position/School/Hours</b>	<b>From</b>	<b>To</b>
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. #5607-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:

<b>Name</b>	<b>Position</b>
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:

<b>I.D. #</b>	<b>Grade</b>	<b>School</b>
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.

**13. Resignation**

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

Name	Position	Effective
Brianna Ferguson	Aide - CBW	4/5/19

**B. OTHER BOARD ITEMS**

**MOTION** by Mr. Cammarato that upon recommendation of the Superintendent Items B1-B9 be approved.

**SECOND** by Mr. Pellecchia

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 0 Abstain) Motion carries.

**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 Student Safety Data Systems 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 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

**XII. BUSINESS ADMINISTRATOR'S AGENDA**

**MOTION** by Mr. MacMoyle that upon recommendation of the Business Administrator Items 1-7 be approved.

**SECOND** by Mrs. Shedlock

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 4 Abstain) Mr. Fisher on Item 3, Mr. Guarascio on Item 1a and 1b, Mr. MacMoyle on Item 3 and Mr. Pellicchia on Item 1a and 1b. Motion carries.

**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  
**(Attachment 4)**

Purchase Order Report listing  
Purchase Orders numbered 19-01673 through 19-01824 \$462,277.26  
**(Attachment 5)**

**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. **(Attachment 6)**

**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. **(Attachment 7)**

**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. **(Attachment 8)**

**7. Travel**

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

<u>Name</u>	<u>Seminar/Workshop (Registration &amp;/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

**MOTION** by Mrs. Shedlock that upon recommendation of the Business Administrator Items 8-13 be approved.

**SECOND** by Mr. MacMoyle

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 0 Abstain) Motion carries.

**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:

	<b>Budget</b>	<b>Local Tax Levy</b>
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.

**13. Transportation**

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

Host District	Student ID	Dates	School	Per Diem Rate
MOESC	A.C.	3/29/19-6/30/19	Florence Township Riverfront Middle School	\$308.06*

*\*Will be reimbursed from the State of New Jersey*

**XIII. OLD BUSINESS**

None

**XIV. NEW BUSINESS**

None

**XV. PUBLIC DISCUSSION ON NON-AGENDA ITEMS**

A member of the public questioned whether there was enough space for 25 new preschool classrooms. Mr. Fisher responded that this was reviewed by the Board and this will be able to be accomplished with very little construction by better using the space that is already available.

A member of the public stated that he is concerned with what is happening with Jason Miller. He believes that Mr. Miller has gone above and beyond for his children. He has a child with special needs and would put his own reputation on the line for him.

A member of the public also expressed that she was there in support of Jason Miller. Mr. Miller has been there for her daughter. She has a child that attends Regional Day School. He is missed and they want him back with the students. This is not fair and doesn't make any sense.

**XVI. ADJOURNMENT**

A motion was made by Mr. Guarascio to adjourn the meeting. Second by Mrs. Shedlock.  
All in favor. Meeting adjourns at 8:26 pm.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "L. Gingerelli".

Laura Gingerelli, CPA, RSBA  
Business Administrator/Board Secretary