

**BERNARDS TOWNSHIP BOARD OF EDUCATION
BASKING RIDGE, NEW JERSEY
REGULAR BOARD MINUTES INDEX
FEBRUARY 24, 2003
EXECUTIVE SESSION 6:45 P.M.
REGULAR SESSION 7:00 P.M.
CEDAR HILL SCHOOL**

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**BERNARDS TOWNSHIP BOARD OF EDUCATION
BASKING RIDGE, NEW JERSEY
REGULAR MEETING MINUTES
FEBRUARY 24, 2003
EXECUTIVE SESSION 6:45 P.M.
REGULAR SESSION 7:00 P.M.
CEDAR HILL SCHOOL**

The meeting was called to order at 6:45 p.m. by President Bracaglia.

I. Salute to Flag

II. Roll Call

PRESENT: Ms. Bossart (arrived at 6:47 p.m.), Ms. Bracaglia, Mr. Byrne,
Mr. Carlucci (arrived at 6:52 p.m.), Mr. Miller (arrived at 6:58 p.m.),
Ms. Seitz, Ms. Woolford, Ms. Zarabara

ABSENT: None

III. Statement of Public Meeting Notice

This was a Regular Meeting of the Board of Education of Bernards Township. Notice of the time and place of this meeting was provided and copies of that resolution were forwarded to the official newspapers as designated by the Board of Education and to the Township Clerk and a copy of the notice was posted on the bulletin board of the Board of Education Offices in accordance with P.L. 1975 Chapter 231A.

IV. Executive Session - 6:46 - p.m. – Board Conference Room

BE IT RESOLVED that the Bernards Township Board of Education shall meet in closed session to discuss the following: review of qualifications of persons under consideration for employment or appointment; matters pertaining to contracts; and further

BE IT RESOLVED that the matters discussed in closed session will be disclosed to the public as soon as and to the extent that such disclosure can be made without adversely affecting the public interest or without violation of the confidentiality of personnel.

On motion by Ms. Seitz, seconded by Ms. Woolford, and approved by all present, the Board recessed into closed executive session at 6:46 p.m.

On motion by Ms. Zarabara, seconded by Mr. Byrne, and approved by all present, the Board returned to public session at 7:00 p.m.

The Board reconvened the regular meeting in the Cedar Hill All-Purpose Room at 7:06 p.m.

V. **Regular Session - Call to Order - 7:06 p.m. – Cedar Hill School All-Purpose Room**

VI. **Interview of Candidates for Board Vacancy and Appointment of New Board Member**

The Board of Education interviewed four candidates applying for the vacancy on the Board of Education. Lynn Lewis, Susan Carlsson, Bill Koch and Monique Loh were asked to share their background, philosophy of education, perception of school board responsibilities, personal strengths and short- and long-term goals.

On motion by Ms. Seitz, seconded by Mr. Carlucci, and approved by all present, the Board of Education recessed into closed executive session at 7:55 p.m. The Board of Education returned to public session at 8:24 p.m.

By unanimous roll call vote William Koch was appointed to fill the 14-month Board term.

Ms. Woolford left the meeting at 8:30 p.m.

VII. **Public Forum on Agenda Items**

VIII. **Student Representative's Report**

Katie Nahnybida (filling in for Student Representative James Gates) reported that the \$1,000 profit from the Valentine's Dance will be utilized for Field Day. She also commented on student reaction to recent teacher dismissals.

IX. **President's Report**

X. **Approval of Minutes**

Regular Board Minutes – January 27, 2003

Executive Session Minutes – January 27, 2003

Regular Board Minutes – February 10, 2003 (**meeting canceled due to inclement weather**)

Executive Session Minutes – February 10, 2003 (**meeting canceled due to inclement weather**)

On motion by Ms. Zarabara, seconded by Ms. Seitz, the foregoing was approved by the following roll call vote:

“Ayes” - Ms. Bossart, Mr. Byrne, Mr. Carlucci, Ms. Seitz, Ms. Woolford,
Ms. Zarabara, Ms. Bracaglia
“Noes” - None
“Abstain” - Mr. Koch, Mr. Miller

XI. Resolutions

PERSONNEL

WHEREAS the Superintendent has presented the following recommendations; now therefore

BE IT RESOLVED THAT

- 1) The Bernards Township Board of Education does hereby accept the resignation of **Mary Castro** Permanent Substitute Liberty Corner School effective January 30, 2003.
- 2) The Bernards Township Board of Education does hereby accept the resignation of **Kristen Mehrbach** Social Studies Teacher Ridge High School effective April 13, 2003.
- 3) The Bernards Township Board of Education does hereby accept the resignation of **Margaret French** Secretary Liberty Corner School effective June 30, 2003 for the purpose of retirement, with regret.
- 4) The Bernards Township Board of Education does hereby accept the resignation of **Rosemarie Woldin** Secretary Curriculum effective June 30, 2003 for the purpose of retirement, with regret.
- 5) The Bernards Township Board of Education does hereby accept the resignation of **Jamie Max** as Freshman Boys' Lacrosse coach.
- 6) The Bernards Township Board of Education does hereby approve an unpaid family leave for **Jamie Max** Social Studies Teacher Ridge High School effective March 3, 2003 through May 30, 2003.
- 7) The Bernards Township Board of Education does hereby approve a paid maternity leave of absence for **Jamie Bray** Special Education Teacher William Annin Middle School effective May 8, 2003 through June 25, 2003 utilizing 32 personal illness days an unpaid family leave from June 26, 2003 through November 21, 2003 and then an unpaid child care leave from November 22, 2003 through June 30, 2004.

- 8) The Bernards Township Board of Education does hereby approve a paid maternity leave of absence for **Kerry Harper** English Teacher William Annin Middle School effective May 29, 2003 through June 25, 2003 utilizing 20 personal illness days, an unpaid family leave from June 26, 2003 through November 21, 2003 and then an unpaid child care leave from November 22, 2003 through June 30, 2004.
- 9) The Bernards Township Board of Education does hereby approve a paid maternity leave of absence for **Renee Kiernan** Special Education Teacher William Annin Middle School effective May 5, 2003 through June 25, 2003 utilizing 36 personal illness days and then an unpaid family leave effective June 26, 2003 through November 21, 2003 returning to work on November 24, 2003.
- 10) The Bernards Township Board of Education does hereby rescind the appointment of **Steve Richards** as .5 Assistant Musical-Set Design for the 2002-03 school year.
- 11) The Bernards Township Board of Education does hereby appoint **Karen Maresca** Social Studies Teacher Ridge High School at a salary of Step 5 BA \$39,571.00 effective February 24, 2003 through June 30, 2003 at an actual salary of \$16,818.
- 12) The Bernards Township Board of Education does hereby appoint **Barbara Sherman** as Special Education long term substitute at a per diem rate of \$182.00 effective January 2, 2003.
- 13) The Bernards Township Board of Education does hereby appoint **Marilyn Askin** Instructional Aide Liberty Corner School at a salary of Step 1 \$17.24 per hour 6.5 hours per day 58 days effective March 24, 2003 through June 24, 2003 at an actual salary of \$6,499.
- 14) The Bernards Township Board of Education does hereby appoint **Jenna Jackson** Permanent Substitute Liberty Corner School effective February 3, 2003 through June 24, 2003 at a per diem rate of \$90.
- 15) The Bernards Township Board of Education does hereby appoint **Jennifer Gillio** Instructional Aide for mini units at a salary of \$17.75 per hour 1 hour 15 minutes per session effective March 3, 2003 through April 28, 2003.

16) The Bernards Township Board of Education does hereby approve the following salary guide advancements for the 2002-03 school year:

<u>Name:</u>	<u>From:</u>		<u>To:</u>	
Barbara House	4 BA	\$38,757.00	4 BA+30	\$41,470.00
Liana LaVecchia	6 BA	\$40,402.00	6 BA+30	\$43,230.00
Maryann Jones	20 MA	\$71,394.00	20 MA+30	\$77,342.00
Lisa Argenziano	2 BA+30	\$39,782.00	2 MA	\$41,938.00
Melanie Dorr	7 BA	\$41,250.00	7 BA+30	\$44,138.00
Carrie Hall	8 BA	\$42,117.00	8 MA	\$47,508.00
Brad McClain	4 BA	\$38,757.00	4 BA+30	\$41,470.00
Lisa Latchaw	3 BA	\$37,960.00	3 BA+30	\$40,617.00

17) The Bernards Township Board of Education does hereby approve the following extracurricular assignments for the 2002-03 school year:

<u>School:</u>	<u>Assignment:</u>	<u>Staff Member:</u>	<u>2002-03 Stipend/Longevity:</u>
WA	Lighting Supervisor	Steve Richards	\$27.00 per hour
RH	Director-Spring Drama	Jaye Barre	\$1,960.00
RH	Assistant Musical –Technical	Robert Ottmann	\$2,515.00
WA	.5 Assistant Musical-Set Design	Jessica Demcsak	\$1,257.50
RH	Assistant Girls' Track	George Villar	\$4,218.00

18) The Bernards Township Board of Education does hereby approve the emergent hiring of the following individuals in the assignments listed for home based students for the 2002-03 school year in accordance with the provision of their Individual Education Plan:

<u>Name:</u>	<u>Assignment:</u>	<u>Hourly Rate:</u>
Kathleen Lubarsky	Occupational Therapist	\$60.00
Rekha Gupta	Home Instruction	\$37.69
Pete Klein	Instructional Aide	\$17.24
Allison Kelly	Instructional Aide	\$17.24
Alexandra Siegal	Teacher of the Handicapped	\$26.00
Jennifer Carlos	Speech Language Specialist	\$26.00 (January – June 2003)
Jennifer Carlos	Instructional Aide	\$17.24 (December 2002)

19) The Bernards Township Board of Education does hereby approve the following Instructional and School Aides to be paid for required Autistic training:

<u>Name:</u>	<u>Amount:*</u>
Ann Campbell	\$ 68.96
Stefanie Fedora	\$142.00
Jennifer Gillio	\$ 88.75
Beth McCoy	\$116.37
Karen Lai	\$124.25
Marta Popovich	\$ 86.20
Christine Sheils	\$119.81
Susan Truppa	\$ 91.45
Violetta Vanderhelm	\$ 91.45
Mildred Waale	\$ 86.20
Laurie Friedlander-Zimering	\$ 73.16

*Payment made from IDEA Grant

20) The Bernards Township Board of Education does hereby approve the following substitute teachers for the 2002-2003 school year at rate of \$80.00 per day:

Nancy Cummo*+
Judy Sachs*+
Gina Pagliaro*
Susan MacDonald-DeLucas+
Christopher Cook
Elizabeth Walsh+
Mark Kroen*+
Frank Jason*+

*Subject to receipt of certificate

+Emergent Hiring

21) The Bernards Township Board of Education does hereby approve the placement of the following student intern for the 2002-03 school year:

<u>Name:</u>	<u>College/University:</u>	<u>Assignment:</u>
Elizabeth Cozine	College of St. Elizabeth	Language Arts/Ms. Thorpe January 2003 – May 2003

On motion by Ms. Seitz, seconded by Ms. Zarabara, Items #1-21 were approved by the following roll call vote:

“Ayes” - Ms. Bossart, Mr. Byrne, Mr. Carlucci, Mr. Miller, Ms. Seitz,
Ms. Zarabara, Ms. Bracaglia

“Noes” - None

“Abstain” - Mr. Koch

POLICY

BE IT RESOLVED THAT

1) The Bernards Township Board of Education does hereby approve the following policies on First Reading:

- a) Policy File Code: 2340 District Sponsored Travel-Study Trips
- b) Policy File Code: M2341 Field Trips
- c) Policy File Code: 5310 Health Examinations (Pupils)

2) The Bernards Township Board of Education does hereby approve the following policies on Second Reading & adopt said policies:

- a) Policy File Code: 0131.1 Policy Dissemination
- b) Policy File Code: M2430 Extracurricular Attendance
- c) Policy File Code: 5512 Harassment, Bullying and Hazing
- d) Policy File Code: 9162 Athletic Code of Conduct

On motion by Ms. Zarabara, seconded by Mr. Miller, Items #1 & 2 were approved by the following roll call vote:

- “Ayes” - Ms. Bossart, Mr. Byrne (except Policy File Codes: 2340, M2341, M2430), Mr. Carlucci, Mr. Miller, Ms. Seitz, Ms. Zarabara, Ms. Bracaglia
“Noes” - Mr. Byrne (only Policy File Codes: 2340, M2341, M2430)
“Abstain” - Mr. Koch

XII. Superintendent’s Report

1) Business Administrator Joseph Barcellona presented revenue and expenditure portions of the 2003-04 School Budget.

Ms. Woolford returned to the meeting at 9:00 p.m.

XIII. Resolutions

FINANCE

BE IT RESOLVED THAT

1) The Bernards Township Board of Education does hereby approve a list of disbursements dated February 24, 2003 consisting of warrants in the amount of \$5,093,905.10.

2) The Bernards Township Board of Education acknowledges receipt of January 2003 Financial Reports from the Board Secretary, the Board Secretary's Monthly Certification of Budgetary Line Item Status, the monthly Investment Report for January 2003 and the Treasurer's Report for December 2002 certifying that all reports are in agreement and further

BE IT RESOLVED that pursuant to N.J.A.C.6:20-2.13(e), the Bernards Township Board of Education, after review of the Secretary's Monthly Financial Report and upon consultation with the appropriate district officials, and to the best of their knowledge, certifies that as of the date of the Secretary's Monthly Financial Report, no major account or fund has been overexpended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3) The Bernards Township Board of Education does hereby approve the following line item transfers to the 2002-03 school budget:

To:

11-000-222-600-00-02	William Annin School Library Supplies	\$386.71
11-000-222-600-00-05	Oak Street School Library Supplies	\$1,800.00
11-000-222-600-00-06	Mount Prospect School Library Supplies	\$500.00
11-000-223-800-00-11	Technology Supervisor's Miscellaneous	\$134.00
11-000-230-331-00-10	District Legal Services	\$25,000.00
11-000-230-590-00-10	District Superintendent Travel	\$35,000.00
11-000-240-600-00-01	Ridge High School Administrative Supplies	\$1,500.00
11-000-261-420-00-01	Ridge High School Maintenance Purchased Services	\$2,024.00
11-000-261-420-00-02	William Annin School Maintenance Purchased Services	\$1,621.00
11-000-261-420-00-04	Liberty Corner School Maintenance Purchased Services	\$1,195.00
11-000-261-420-00-05	Oak Street School Maintenance Purchased Services	\$1,050.00
11-000-261-420-00-06	Mount Prospect School Maintenance Purchased Services	\$1,675.00
11-000-261-420-00-10	District Maintenance Purchased Services	\$50,000.00
11-000-270-518-00-10	Educational Services Commission Special Education Transp.	\$100,000.00
11-190-100-610-00-11	Supervisor of Technology Supplies	\$10,000.00
11-190-100-610-03-08	Supervisor Language Arts Instructional Supplies	\$2,000.00
11-190-100-610-04-01	Ridge High School Fine Arts Supplies	\$1,800.00
11-190-100-610-05-01	Ridge High School Fine Arts Supplies	\$500.00
11-190-100-610-07-01	Ridge High School World Language Supplies	\$25.00
11-190-100-610-13-06	Mount Prospect Enrichment Supplies	\$2,000.00
11-190-100-640-04-08	Supervisor Fine Arts Textbooks	\$870.00
11-190-100-890-00-06	Mount Prospect Miscellaneous	\$1,800.00
11-204-100-610-00-04	Liberty Corner School Learning Language Disabled Supplies	\$100.00
20-270-200-600-C2-10	Title IIA Carryover 02-03 Supplies	\$14,950.00
20-280-100-300-C2-10	Title IV Carryover 02-03 Purchased Professional Services	\$3,000.00
20-280-100-600-C2-10	Title IV Carryover 02-03 Supplies	\$3,071.00
20-280-200-300-03-10	Title IV 02-03 Purchased Professional Services	\$183.00
20-280-200-580-C2-10	Title IV Carryover 01-02 Workshop/Travel	<u>\$2,000.00</u>
		\$264,184.71

From:

11-000-221-320-00-11	Technology Supervisors Purchase Technical Services	\$10,000.00
11-000-222-320-00-02	William Annin School Library Purchased Technical Services	\$22.13
11-000-222-320-00-05	Oak Street School Library Purchased Technical Services	\$1,800.00
11-000-222-890-00-02	William Annin School Library Miscellaneous	\$364.58
11-000-222-890-00-06	Mount Prospect School Library Miscellaneous	\$500.00
11-000-223-500-00-11	Technology Staff Development Workshop and Travel	\$134.00
11-000-230-339-00-10	District Wide Other Professional Services	\$15,000.00
11-000-230-890-00-10	District Wide Administrative Other	\$28,500.00
11-000-261-420-00-10	District Maintenance Purchased Services	\$9,365.00
11-000-261-600-00-10	District Maintenance Supplies	\$10,000.00
11-000-262-100-00-10	District Cafeteria Aide's Salary	\$5,000.00
11-000-262-520-00-10	District Liability Insurance	\$10,000.00
11-110-100-101-00-10	Kindergarten Teacher Salaries	\$10,000.00
11-120-100-101-00-10	Elementary Teacher Salaries	\$50,000.00
11-120-100-101-08-10	Elementary Core Content Teacher Salaries	\$20,000.00
11-130-100-101-00-10	Middle School Teacher Salaries	\$20,000.00
11-130-100-101-02-10	Middle School Science Teacher Salaries	\$20,000.00
11-140-100-101-00-10	Ridge High School Teacher Salaries	\$10,000.00
11-140-100-101-05-10	Ridge High School Social Studies Teacher Salaries	\$10,000.00
11-140-100-101-06-10	Ridge High School Physical Education Teacher Salaries	\$5,000.00
11-190-100-610-00-01	Ridge High School General Supplies	\$525.00
11-190-100-610-04-08	Supervisor of Fine Arts Instructional Supplies	\$870.00
11-190-100-640-00-06	Mount Prospect General Textbooks	\$1,800.00
11-190-100-640-01-08	Supervisor Mathematics Textbooks	\$2,000.00
11-204-100-640-00-04	Liberty Corner School Learning Lang. Disabled Textbooks	\$100.00
20-280-100-101-02-10	Title IV Teacher Salaries 01-02	\$400.00
20-280-100-300-02-10	Title IV Consultant 01-02	\$2,621.00
20-280-100-600-03-10	Title IV Supplies 02-03	\$183.00
20-280-200-200-02-10	Title IV Benefit 02-03	\$60.00
20-280-200-320-02-10	Title IV Consultant 01-02	\$3,000.00
20-280-200-500-02-10	Title IV Workshop/Travel	\$1,828.00
20-280-200-600-02-10	Title IV Support Supplies 02-03	\$162.00
20-450-100-101-02-10	Class Reduction Teacher Salaries	\$4,875.00
20-450-200-100-02-10	Class Reduction Support Salaries	\$6,000.00
20-450-200-200-02-10	Class Reduction Benefits	\$2,143.00
20-450-200-320-02-10	Class Reduction Consultant	\$137.50
20-450-200-500-02-10	Class Reduction Professional Services	\$1,333.50
20-450-200-580-02-10	Class Reduction Workshop/Travel	\$91.00
20-450-200-600-02-10	Class Reduction Supplies	<u>\$370.00</u>
		\$264,184.71

4) The Bernards Township Board of Education does hereby approve the following out-of-district placements for the 2002-03 school year

<u>Student #:</u>	<u>School:</u>	<u>Program Type:</u>	<u>Tuition:</u>
00005	Douglass Development Disabilities Center	School year – effective 2/3/03 – 6/13/03	\$32,627.80
00178	Somerset Academy	45 day placement – effective 2/4/03	\$155.00 per diem
01173	Newmark School	School year – effective 2/24/03 – 6/23/03	\$14,403.48

5) The Bernards Township Board of Education does hereby approve disposal of equipment as per list on file in the Board office.

6) The Bernards Township Board of Education does hereby authorize the Board Secretary to conduct a drawing for the position on the ballot for the 2003 Annual School Election on Wednesday, March 6, at 10:00 a.m. in the Board conference room.

7) The Bernards Township Board of Education does hereby designate the following schools as official polling sites for the 2003 School Board Election to be held on Tuesday, April 15, 2003 between the hours of 2:00 p.m. and 9:00 p.m.

Cedar Hill School – Districts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 17, 18, 19
Mount Prospect School – Districts 16, 20, 21, 22, 23, 24

8) The Bernards Township Board of Education does hereby approve a resolution to join the Educational Risk Insurance Consortium – North, a fund within the New Jersey School Boards Association Insurance Group for three consecutive years beginning on July 1, 2003 until June 30, 2006.

WHEREAS, the New Jersey School Boards Insurance Act, Assembly 1373, enacted and signed by the Governor in 1983, enables school districts to cooperate with each other to make the most efficient use of their powers and resources on a basis of mutual advantage in the areas of insurance and self-insurance and related services; and

WHEREAS, the Board of Education of Bernards Township School District desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and

WHEREAS, the New Jersey School Boards Association Insurance Group and its bylaws provide a basis for securing this protection for member districts;

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BERNARDS TOWNSHIP SCHOOL DISTRICT:

THAT the Board of Education of the Bernards Township School District joins with other school districts in organizing and becoming members of the Subfund of the New Jersey School Boards Association Insurance Group (Educational Risk Insurance Consortium); and

THAT, by adoption and signing of this resolution, the Board of Education is hereby joining the Subfund of the New Jersey School Boards Association Insurance Group (Educational Risk Insurance Consortium) effective the date indicated below, and for the duration of three consecutive years for the following coverage:

Errors & Omissions
Workers' Compensation

9) The Bernards Township Board of Education does hereby accept the following tuition student for the 2002-03 school year:

<u>Student #:</u>	<u>School:</u>	<u>Tuition:</u>
2026120-JM	William Annin School	\$8,772.00

10) The Bernards Township Board of Education does hereby approved the initial budget for submission to the Somerset County Superintendent of Schools for approval to advertise prior to the Public Hearing on March 24, 2003 and that the Business Administrator be authorized to make revisions as required:

Maximum Permitted Net Budget	
Before Spending Growth Limitation Adjustments	\$51,447,101.00
Statutory Adjustment Requests	\$ 155,928.00
Changes in Enrollment	\$ 1,915,944.00
Capital Outlay Expenditures	\$ 880,395.00
Non-remote Transportation Costs	\$ 313,120.00
Special Education Costs in Excess of \$40,000.00	\$ 68,060.00
Maximum Permitted Net Budget	\$54,780,548.00
 Proposed 2003-2004 Net Budget	 \$54,375,641.00

On motion by Ms. Zarabara, seconded by Mr. Byrne, Items #1-10 were approved by the following roll call vote:

"Ayes" - Ms. Bossart, Mr. Byrne, Mr. Carlucci, Mr. Koch, Mr. Miller, Ms. Seitz,
Ms. Woolford, Ms. Zarabara, Ms. Bracaglia
"Noes" - None
"Abstain" - None

XIV. Public Forum on Other Than Agenda Items

Comments were made regarding the Schoolwide Enrichment Model.

XV. Board Forum

Comments were made regarding the Board meeting with the Township Council, Municipal Alliance and Challenge Day funding, science fairs and World Language Five-Year Study.

XVI. Adjournment

On motion by Mr. Koch, seconded by Mr. Carlucci, and approved by all present, the meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Margaret Alexander
Assistant Board Secretary