

**BERNARDS TOWNSHIP BOARD OF EDUCATION
BASKING RIDGE, NEW JERSEY
REGULAR MEETING MINUTES INDEX
DECEMBER 18, 2006
EXECUTIVE SESSION 7:00 P.M.
REGULAR SESSION 8:00 P.M.
WILLIAM ANNIN MIDDLE SCHOOL**

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BASKING RIDGE, NEW JERSEY
REGULAR MEETING MINUTES
DECEMBER 18, 2006
EXECUTIVE SESSION 7:00 P.M.
REGULAR SESSION 8:00 P.M.
WILLIAM ANNIN MIDDLE SCHOOL**

The meeting was called to order at 7:00 p.m. by President Carlucci.

I. Salute to Flag

II. Roll Call

PRESENT: Mr. Byrne, Mr. Carlucci, Ms. Carlsson, Mr. Koch, Ms. McGowan,
Ms. Smith, Ms. Stevens, Ms. Winter, Ms. Woolford, Dr. Goger,
Ms. Rudolph, Mr. Smith

ABSENT: None

III. Statement of Public 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 – 7:01 p.m. – William Annin Middle School Faculty Dining Room

BE IT RESOLVED that the Bernards Township Board of Education shall meet in closed session to discuss the following: litigation; review of qualifications of persons under consideration for employment; matters pertaining to specific personnel; confidential student matters; 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. Carlsson, seconded by Ms. Winter, and approved by all present, the Board recessed into closed executive session at 7:01 p.m.

On motion by Ms. Carlsson, seconded by Mr. Koch, and approved by all present, the Board returned to public session at 8:11 p.m.

The Board reconvened the regular meeting in the William Annin Middle School Auditorium at 8:16 p.m.

V. **Regular Session – Call to Order – 8:16 p.m. – William Annin Middle School Auditorium**

VI. **Student Representative’s Report**

VII. Construction Manager Dan Del Mar from Epic Management, Inc. presented a construction management update and responded to questions from the Board of Education.

VIII. **Superintendent’s Report**

- 1) Superintendent Valerie A. Goger presented a report on class size and the possible effect of budget constraints during the 2007-08 school year.
- 2) Supervisor of Fine and Practical Arts Chris High presented a report on the third grade instrumental music program.

IX. **Public Forum on Agenda Items**

Comments were made regarding the possibility of combining honors and AP classes at the high school, increase in class size, and support for the 3rd grade music program. Comments also included full day vs. half day kindergarten and pay-to-play for extra activities.

X. **Approval of Minutes**

November 20, 2006 – Regular Session
November 20, 2006 – Executive Session
December 1, 2006 – Regular Session

The December 1, 2006 minutes were amended to indicate that Mr. Byrne voted no on the Ridge High School ski team trip

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

- “Ayes” – Mr. Byrne, Mr. Carlucci, Ms. Carlsson (except December 1, 2006), Mr. Koch (except November 20, 2006), Ms. McGowan, Ms. Smith, Ms. Stevens, Ms. Winter (except December 1, 2006), Ms. Woolford
- “Noes” – None
- “Abstain” – Ms. Carlsson (only December 1, 2006), Mr. Koch (only November 20, 2006), Ms. Winter (only December 1, 2006)

XI. Committee Reports

FINANCE

BE IT RESOLVED THAT

- 1) The Bernards Township Board of Education does hereby approve a list of disbursements dated December 18, 2006 consisting of warrants in the amount of \$7,081,100.12.
- 2) The Bernards Township Board of Education acknowledges receipt of November 2006 Financial Reports from the Board Secretary, the November 2006 Board Secretary’s Monthly Certification of Budgetary Line Item Status, the monthly Investment Report for November 2006; 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 line item transfers totaling \$254,634.80 to the 2006-07 school budget, list on file in the Board office.
- 4) The Bernards Township Board of Education does hereby approve disposal of equipment, list on file in the Board office.

5) The Bernards Township Board of Education does hereby approve the following out-of-district placements for the 2006-07 school year:

| <u>Student #:</u> | <u>School:</u> | <u>Program Type:</u> | <u>Tuition:</u> |
|-------------------|--|---------------------------------|-----------------|
| 82110 | Somerset Co. Alternative Academic High School | School year | \$12,826 |
| 79246 | Somerset Co. Alternative Academic High School | School year 12/7/06-6/30/07 | \$11,866 |
| 92742 | Somerset Co. Alternative Academic High School | School year 12/18/06-6/30/07 | \$11,255 |
| TOTAL: | | | \$35,947 |

6) The Bernards Township Board of Education does hereby accept a donation from the Oak Street School PTO as follows:

| <u>Item/Quantity:</u> | <u>Placement Location:</u> | <u>Amount:</u> |
|-----------------------|--|----------------|
| Smartboards/5 | 4 th & 5 th grade classrooms | \$ 7,600 |
| Dell PCs/15 | 2 nd , 3 rd & 4 th grade classrooms | \$12,300 |
| TOTAL: | | \$19,900 |

7) The Bernards Township Board of Education does hereby approve **Somerset County Educational Services Commission** to administer the district's Non-Public School Individuals with Disabilities Education Improvement Act (IDEIA) funds for the 2006-07 school year. A 5% administrative fee will be included in the grant amount.

8) The Bernards Township Board of Education does hereby approve the fees for expert trial witnesses as follows:

Mark Mintz, M.D.

Hourly rate review of materials, report preparation, telephone consultation, etc. \$400
 Hourly rate for depositions \$500
 Daily rate for trial testimony \$4,750

Richard Foxx, Ph.D.

Hourly rate review of materials, report preparation, telephone consultation, etc. \$500
 Hourly rate for depositions & testimony \$500
 Travel time \$250/hour

9) The Bernards Township Board of Education does hereby approve submission of a discretionary grant application entitled **The Governor's Initiative on Autism** in the amount of \$448,443.

10) The Bernards Township Board of Education does hereby acknowledge receipt of the **FY 2006 Comprehensive Annual Financial Report** and adopt the corrective action plan as follows:

Finding #1

The capital asset records were not updated for the additions and disposals of capital assets and calculation of depreciation expense for the audit year.

Recommendation #1

The District should have adequate internal control procedures over its capital assets to ensure that capital assets records are periodically updated for additions, disposals and depreciation.

Corrective Action Plan

American Appraisal has been engaged to do a Capital Asset Appraisal of buildings, land improvements, contents, and bar code tagging.

Person Responsible

H. Ronald Smith/
Interim Board Sec.

Completion Date

March 1, 2007

Finding #2

A review of expenditures revealed certain payments were made which did not have sufficient supporting documentation.

Recommendation #2

That payments to vendors contain sufficient supporting documentation.

Corrective Action Plan

Implement a new procedure with reference to backup materials in the accounts payable function (procedure approved by district auditor).

Person Responsible

H. Ronald Smith/
Interim Board Sec.

Completion Date

December 1, 2006

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

- “Ayes” – Mr. Byrne, Mr. Carlucci, Ms. Carlsson, Mr. Koch, Ms. McGowan, Ms. Smith, Ms. Stevens, Ms. Winter, Ms. Woolford
- “Noes” – None
- “Abstain” – None

PERSONNEL

BE IT RESOLVED THAT

- 1) The Bernards Township Board of Education does hereby approve the resignation of **Dorothy Sharko** Instructional Aide Cedar Hill School effective on or before December 20, 2006.
- 2) The Bernards Township Board of Education does hereby approve an unpaid Federal Family Leave for **Margaret Zuchowski** Special Education Teacher William Annin Middle School effective December 15, 2006 through March 22, 2007.
- 3) The Bernards Township Board of Education does hereby approve the following change in assignments and/or locations:

| <u>Name:</u> | <u>From:</u> | <u>To:</u> |
|---------------------|---|---|
| Gina Tenga | Assistant Principal Ridge High School, July 1, 2006 through January 31, 2007, at a salary of \$57,364 | Assistant Principal Ridge High School Ridge High School July 1, 2006 through June 30, 2007 at a salary of \$101,396 |
| Kathleen Dusebout | Assistant Principal Ridge High School January 29, 2007 through June 30, 2007 at a salary of \$44,378 | Assistant Principal Cedar Hill School effective January 29, 2007 through June 30, 2007 at a salary of \$44,378 |
| Fran Calvaruso | Business Teacher Ridge High School at a salary of Step 9 MA \$53,641 effective September 1, 2006 through January 31, 2007 as a replacement for Gina Tenga salary prorated to reflect start date to an actual salary of \$26,820 | Business Teacher Ridge High School at a salary of Step 9 MA \$53,641 effective September 1, 2006 through June 30, 2007 as a replacement for Gina Tenga. |
| Chris Gemra | William Annin Middle School | Cedar Hill School |
| Greg Zaleski | William Annin Middle School | Cedar Hill School |
| Danielle Tracy | Liberty Corner School | William Annin Middle School |
| Peter Bimbi | Oak Street School | Liberty Corner School |

| | | |
|--------------------|--|--|
| Denise Turner | Paid Child Care Leave effective September 1, 2006 through October 2, 2006 utilizing 20 personal illness days and an unpaid Federal Family Leave effective December 5, 2006 through February 1, 2007 returning February 2, 2007 | Paid Child Care Leave effective September 1, 2006 through October 2, 2006 utilizing 20 personal illness days and an unpaid Federal Family Leave effective December 5, 2006 through March 13, 2007 and unpaid Child Care Leave effective March 14, 2007 through June 30, 2007 |
| Christine Hanusi | Social Studies Teacher Ridge High School effective September 1, 2006 through September 22, 2006 then an unpaid Federal Family Leave effective September 23, 2006 through December 16, 2006 and unpaid child care leave effective December 17, 2006 through January 22, 2007 returning January 23, 2007 | Social Studies Teacher Ridge High School effective September 1, 2006 through September 22, 2006 then an unpaid Federal Family Leave effective September 23, 2006 through December 16, 2006 and unpaid child care leave effective December 17, 2006 through June 30, 2007 |
| Lisa Latchaw | .5 Assistant Indoor Winter Track \$2,145/1 years/0 points/\$0 | Assistant Indoor Winter Track \$4,290/1 years/0 points/\$0 |
| Richard Thomasey** | .5 Assistant Indoor Winter Track \$2,145 | Assistant Indoor Winter Track \$4,290 |
| Jasmine Talsania | Instructional Aide Cedar Hill at a salary of Step 5 \$22.78 7.5 hours per day 183 days effective September 7, 2006 through June 22, 2007 | Instructional Aide Cedar Hill at a salary of Step 5 \$22.78 7.5 hours per day 183 days effective September 7, 2006 through January 9, 2007 and an Instructional Aide PEACH program Liberty Corner School at a salary of Step 5 \$22.78 per hour 6.5 hours per day 4 days per week effective January 10, 2007 through June 22, 2007 |
| Nick Beykirch | Assistant Musical-Set Design William Annin Middle School \$3,008 | Assistant Musical-Set Design William Annin Middle School \$1,808 |

| | | |
|-----------------|--|---|
| Katie Killinger | Instructional Support Teacher Oak Street at a salary of Step 1 BA \$20,290 effective September 1, 2006 through January 31, 2007 as a maternity leave replacement Denise Turner | Instructional Support Teacher Oak Street at a salary of Step 1 BA \$40,587 effective September 1, 2006 through June 30, 2007 as a maternity leave replacement Denise Turner |
|-----------------|--|---|

4) The Bernards Township Board of Education does hereby approve the emergent hiring of **Bonnie Brooks** Math Teacher Ridge High School at a salary of Step 17 MA \$67,881 effective March 26, 2007 through June 30, 2007 as a maternity leave replacement for Michele Kilpatrick.

5) The Bernards Township Board of Education does hereby approve the emergent hiring of **Cynthia Conti** Special Education Teacher William Annin Middle School at a salary of Step 2 BA \$41,398 effective December 4, 2006 through June 30, 2007 as a medical leave replacement.

6) The Bernards Township Board of Education does hereby approve the emergent hiring of **Diana Pritsker** Grade 2 Teacher Cedar Hill School at a salary of Step 2 BA \$41,398 effective December 11, 2006 through June 30, 2007 prorated to an actual salary of \$26,904 as a maternity leave replacement for Megan Van Pelt.

7) The Bernards Township Board of Education does hereby approve the emergent hiring of **Linda Blaber** Instructional Aide Autistic Class Oak Street at a salary of Step 1 \$20.24 per hour 7.5 hours 111 days effective January 2, 2007 through June 22, 2007.

8) The Bernards Township Board of Education does hereby approve the emergent hiring of **Sarah Dawson** Instructional Aide Autistic Cedar Hill School at a salary of Step 1 \$20.24 per hour 7.5 hours per day 111 days effective January 2, 2007 through June 22, 2007.

9) The Bernards Township Board of Education does hereby appoint **Dawn Calderone** Instructional Aide Cedar Hill School at a salary of Step 1 \$20.24 per hour 6.5 hours per day 132 days effective November 22, 2006 through June 22, 2007.

10) The Bernards Township Board of Education does hereby approve the emergent hiring of **Dolores Demsia** Instructional Aide Autistic Class Cedar Hill School at a salary of Step 1 \$20.24 per hour 6.5 hours per day 116 days effective December 18, 2006 through June 22, 2007.

11) The Bernards Township Board of Education does hereby approve the emergent hiring of **Jessica Rothschild** Instructional Aide Liberty Corner School Autistic Class at a salary of Step 1 \$20.24 per hour 7.5 hours per day 116 days effective December 18, 2006 through June 22, 2007 at an actual salary of \$17,609.

12) The Bernards Township Board of Education does hereby appoint **Laura Pelos** Instructional Aide Cedar Hill School at a salary of Step 1 \$20.24 per hour 3 hours per day 113 days effective December 18, 2006 through June 22, 2007 at an actual salary of \$6,861.

13) The Bernards Township Board of Education does hereby appoint the following individuals to the extracurricular assignments listed below:

| <u>Name:</u> | <u>Position:</u> | <u>Payment/Longevity:</u> |
|-----------------|------------------------------|------------------------------|
| Tony Mottola | Winter Fitness 3X Week RHS | \$1,548/0 years/0 points/\$0 |
| Nick Gregorio | Winter Fitness 3X Week RHS | \$1,548/0 years/0 points/\$0 |
| Tony Mottola | Spring Fitness 4X Week RHS | \$2,064/0 years/0 points/\$0 |
| Matthew Shoban | Freshmen Boys' Basketball | \$5,988 |
| Sarah Mahoney | Assistant Winter Track RHS | \$4,290/0 years/0 points/\$0 |
| Jessica Demcsak | Assistant Musical-Set Design | \$1,200/4 years/0 points/\$0 |

14) The Bernards Township Board of Education does hereby approve the following student placement 2006-07 School Year:

| <u>Name:</u> | <u>College/University:</u> | <u>Assignment/Dates:</u> |
|--------------------|----------------------------|--|
| Viraj Lal | Rutgers | Elementary Music/Michelle Kagel MPS 1/15/07-3/2/07 |
| Viraj Lal | Rutgers | Secondary Music/Barbara Retzko RHS 3/05/07-5/11/07 |
| Michele DeAngelis | Caldwell College | Elementary & Special Education/ Michelle Licata & Linda LaSalle CHS 1/22/07-5/11/07 |
| Greg Zaleski | Caldwell College | Elementary & Special Education/ Mary Beth Jablonski & Melissa Edwards CHS 1/22/07-05/11/07 |
| Sandra Dello Russo | Fairleigh Dickinson | Elementary Grade 5/Jamie Mauro LCS 1/22/07-5/11/07 |
| Joanne Diglio | College of St. Elizabeth | Elementary/Theresa Foy OSS 1/16/07-5/04/07 |
| Zack Alexander | Penn State | Physical Education /John Fico LCS 1/08/07 |
| Zack Alexander | Penn State | Physical Education/Ed Russell WAMS 01/09/07 |

| | | |
|----------------|------------|---|
| Zack Alexander | Penn State | Physical Education/Tom Blackwell RHS 1/10/07 |
| Emily Ford | Rutgers | Library & Information Science/ Kathy Hedden WAMS 1/16/07-5/04/07 |

15) The Bernards Township Board of Education does hereby approve the following substitute teachers for the 2006-07 school year at a salary of \$80 per day and \$120 per day for substitute nurses:

James Granuzzo+
Luis Paceco
Peter Moran+
Luis Pacheco+*
Jennifer Raphaels+*
Sarah T. Williams+

*Subject to County Approval
+Subject to Fingerprint Clearance

On motion by Ms. Woolford, seconded by Ms. Carlsson, Items #1-15 were approved by the following roll call vote:

“Ayes” – Mr. Byrne, Mr. Carlucci, Ms. Carlsson, Mr. Koch, Ms. McGowan,
Ms. Smith, Ms. Stevens, Ms. Winter, Ms. Woolford
“Noes” – None
“Abstain” – None

POLICY COMMITTEE

BE IT RESOLVED THAT

1) The Bernards Township Board of Education does hereby approve the following policy on first reading:

a) Policy File Code: 2342 District Sponsored Overnight Co-Curricular Trips

2) The Bernards Township Board of Education does hereby approve the following policy on second reading & adopt said policy:

a) Policy File Code: M6422 Purchases Not Budgeted

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

“Ayes” – Mr. Byrne, Mr. Carlucci, Ms. Carlsson, Mr. Koch, Ms. McGowan,
Ms. Stevens, Ms. Smith, Ms. Winter, Ms. Woolford
“Noes” – None
“Abstain” – None

CURRICULUM COMMITTEE

BE IT RESOLVED THAT

1) The Bernards Township Board of Education does hereby approve the following course title changes effective September 2007:

| <u>From:</u> | <u>To:</u> |
|---|---|
| Wind Ensemble (Honors Eligibility) 3 days, 3 credits and Symphony Orchestra 2 days, 2 credits | Wind Ensemble/Symphony Orchestra (Honors Eligibility) 5 credits, 5 days |
| French I | Novice French First Year |
| French II | Novice French Second Year |
| French III | Intermediate French First Year |
| French IV | Intermediate French Second Year |
| French III Honors | Intermediate French First Year Honors |
| French IV Honors | Intermediate French Second Year Honors |
| Spanish I | Novice Spanish First Year |
| Spanish II | Novice Spanish Second Year |
| Spanish III | Intermediate Spanish First Year |
| Spanish IV | Intermediate Spanish Second Year |
| Spanish III Honors | Intermediate Spanish First Year Honors |
| Spanish IV Honors | Intermediate Spanish Second Year Honors |
| Italian I | Novice Italian First Year |
| Italian II | Novice Italian Second Year |
| Italian III | Intermediate Italian First Year |
| Italian IV | Intermediate Italian Second Year |
| Italian III Honors | Intermediate Italian First Year Honors |
| Italian IV Honors | Intermediate Italian Second Year Honors |
| Japanese I | Novice Japanese First Year |
| Japanese II | Novice Japanese Second Year |
| Japanese III | Intermediate Japanese First Year |
| Japanese IV | Intermediate Japanese Second Year |
| Japanese III Honors | Intermediate Japanese First Year Honors |
| Japanese IV Honors | Intermediate Japanese Second Year Honors |

2) The Bernards Township Board of Education does hereby approve the following course title change effective September 2006:

| | |
|---|---|
| <u>From:</u> Wind Ensemble (honors eligibility) full year 3 credits/ Symphony Orchestra full year 2 days | <u>To:</u> Wind Ensemble (honors eligible) full year 5 credits |
|---|---|

3) The Bernards Township Board of Education does hereby approve the following revision to curriculum implementation as of September 2006:

Language Arts: Journalism (RHS)

On motion by Ms. Winter, seconded by Ms. Carlsson, Items #1-3 were approved by the following roll call vote:

“Ayes” – Mr. Carlucci, Ms. Carlsson, Mr. Koch, Ms. McGowan, Ms. Stevens,
Ms. Smith, Ms. Winter, Ms. Woolford
“Noes” – Mr. Byrne
“Abstain” – None

XII. Public Forum on Other Than Agenda Items

No comments were made.

XIII. Board Forum

Comments were made regarding the school budget, the new county position of “Super Superintendent”, the access road at Ridge High School, and a request that the Curriculum Committee review the elementary world language program.

XIV. Adjournment

On motion by Ms. Carlsson, seconded by Ms. Winter, and approved by all present, the meeting was adjourned at 11:00 p.m.

Respectfully submitted,

H. Ronald Smith
Interim Board Secretary