

**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**

- I. **Salute to Flag** – page 143
- II. **Roll Call** – page 143
- III. **Statement of Public Notice** – page 143
- IV. **Executive Session – 7:01 p.m. – William Annin Middle School Faculty Dining Room** – page 143
- V. **Regular Session – Call to Order – 8:16 p.m. – William Annin Middle School Auditorium** – page 144
- VI. **Student Representative’s Report** – page 144
- VII. **Construction Management Update** – Dan Del Mar Epic Management, Inc. – page 144
- VIII. **Superintendent’s Report**
 - 1) Class Size Presentation – Superintendent Valerie A. Goger – page 144
 - 2) Third Grade Instrumental Music Presentation – Supervisor of Fine and Practical Arts Chris High – page 144
- IX. **Public Forum on Agenda Items** – page 144
- X. **Approval of Minutes** – page 144
- XI. **Committee Reports**
 - Finance Committee**
 - 1) Approve List of Disbursements Dated December 18, 2006 – page 145
 - 2) Acknowledge Receipt of November 2006 Financial Reports – page 145

- 3) Approve Line Item Transfers to 2006-07 Budget – page 145
- 4) Approve Disposal of Equipment – page 145
- 5) Approve **Out-of-District Placements** 2006-07 School Year – page 146
- 6) Accept Donation Oak Street School PTO – page 146
- 7) Approve **Somerset County Educational Services Commission**
Administer the 2006-07 Non-Public School Individuals with Disabilities
Education – page 146
- 8) Approve Expert Trial Witnesses – page 146
- 9) Approve Submission of **The Governor’s Initiative on Autism** Grant –
page 146
- 10) Acknowledge Receipt of **FY 2006 Comprehensive Annual Financial
Report** & Adopt Corrective Action Plan – page 147

Personnel Committee

- 1) Accept resignation of **Dorothy Sharko** Instructional Aide Cedar Hill School
– page 148
- 2) Approve an Unpaid Federal Family Leave **Margaret Zuchowski** –
page 148
- 3) Approve Change In Assignments, Salaries, and Dates of Employment
2006-07 School Year – page 148
- 4) Approve Emergent Hiring **Bonnie Brooks** Math Teacher Ridge High
School 2006-07 School Year – page 150
- 5) Approve Emergent Hiring **Cynthia Conti** Special Education Teacher
William Annin Middle School 2006-07 School Year – page 150
- 6) Approve Emergent Hiring **Diana Pritsker** Grade 2 Cedar Hill School
2006-07 School Year – page 150
- 7) Approve Emergent Hiring **Linda Blaber** Instructional Aide Oak Street
School 2006-07 School Year – page 150
- 8) Approve Emergent Hiring **Sarah Dawson** Instructional Aide Cedar Hill
School 2006-07 School Year – page 150
- 9) Appoint **Dawn Calderone** Instructional Aide Cedar Hill School 2006-07
School Year – page 150
- 10) Approve Emergent Hiring **Dolores Demsia** Instructional Aide Cedar Hill
School 2006-07 School Year – page 150
- 11) Approve Emergent Hiring **Jessica Rothschild** Instructional Aide Liberty
Corner School 2006-07 School Year – page 151
- 12) Approve Emergent Hiring **Laura Pelos** Instructional Aide Cedar Hill
School – page 151
- 13) Appoint Extracurricular Assignments 2006-07 School Year – page 151
- 14) Approve Student Placement 2006-07 School Year – page 151
- 15) Approve Substitute Teachers 2006-07 School Year – page 152

Policy Committee

- 1) Approve Policy on First Reading – page 152
- 2) Approve Policy on Second Reading & Adopt – page 152

Curriculum Committee

- 1) Approve Change in Course Titles Effective September 2007 – page 153
- 2) Approve Change in Course Titles Effective September 2006 – page 154
- 3) Approve Curriculum Revision Effective September 2006 – page 154

XII. **Public Forum on Other Than Agenda Items** – page 154

XIII. **Board Forum** – page 154

XIV. **Adjournment** – page 154

**BERNARDS TOWNSHIP BOARD OF EDUCATION
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
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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
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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