

**BERNARDS TOWNSHIP BOARD OF EDUCATION  
BASKING RIDGE, NEW JERSEY  
REGULAR BOARD MINUTES INDEX  
DECEMBER 16, 2002  
EXECUTIVE SESSION 7:00 P.M.  
REGULAR SESSION 8:00 P.M.  
CEDAR HILL SCHOOL**

- I. **Salute to Flag** – page 91
- II. **Roll Call** – page 91
- III. **Statement of Public Meeting Notice** – page 91
- IV. **Executive Session - 7:05 p.m. – Board Conference Room** – page 91
- V. **Regular Session - Call to Order - 8:17 p.m. – Cedar Hill School All-Purpose Room** – page 92
- VI. **Public Forum on Agenda Items** – page 92
  - 1) Note Receipt of quotes for Door Security Systems – page 92
  - 2) Award Quote from **Maffey’s Security Group** for Door Security Systems - page 92
- VII. **Student Representative’s Report** – page 92
- VIII. **President’s Report** – page 93
- IX. **Superintendent’s Report**
  - 1) Facility Committee Report – page 93
  - 2) Approval District Professional Development Plan 2003-04 – page 93
- X. **Approval of Minutes** – page 93
- XI. **Resolutions**
  - Finance**
    - 1) Acknowledge Receipt of November, 2002 Financial Reports – page 93
    - 2) Approve Line Item Transfers to 2002-03 Budget – page 94
    - 3) Approve Transfer of Funds – page 96
    - 4) Accept Tuition Student 2002-03 School Year – page 96

- 5) Approve Out-of-District Placement – page 96
- 6) Designate Individual to Sign Checks – page 96
- 7) Approve Submission of IDEA Preschool Carry-Over Application – page 96
- 8) Approve Submission IASA Entitlement Report, Project Serve Final Report and IASA Carry-Over Funds – page 96
- 9) Approve Disposal of Equipment – page 96

### **Personnel**

- 1) Approve Leave of Absence **Kristie Arnold** Reading Specialist Oak Street School – page 97
- 2) Approve Leave of Absence **Denise Callaway** Grade 4 Teacher Mount Prospect School – page 97
- 3) Approve Change in Assignments or Salaries 2002-03 School Year – page 97
- 4) Appoint **Julie Spoerl** Computer Teacher Oak Street School 2002-03 School Year – page 98
- 5) Approve Emergent Hiring **Pedro Rocha** Spanish Teacher Ridge High School – page 98
- 6) Approve Emergent Hiring **Kristen Winters-Johnson** Special Education Teacher William Annin Middle School 2002-03 School Year – page 98
- 7) Approve Emergent Hiring **Tracey Blanchard** Social Studies Teacher William Annin Middle School - page 98
- 8) Approve Emergent Hiring **Deana Capp** Instructional Aide Oak Street School 2002-03 School Year – page 98
- 9) *Appoint **Carleen Kane** Instructional Aide Oak Street School 2002-03 School Year (Tabled) – page 98*
- 10) Appoint **Jay Roussey** Permanent Substitute Ridge High School – page 99
- 11) Approve Emergent Hiring **Robert Baly** Interim Principal William Annin Middle School – page 99
- 12) Approve Extracurricular Assignments 2002-03 School Year – page 99
- 13) Approve Volunteer Paraprofessional Aide 2002-03 School Year – page 99
- 14) Approve Substitute Teachers 2002-03 School Year – page 99

### **Policy**

- 1) Approve Policies on First Reading – page 100

XII. **Public Forum on Other Than Agenda Items** – page 100

XIII. **Board Forum** – page 100

XIV. **Adjournment** – page 100

**BERNARDS TOWNSHIP BOARD OF EDUCATION  
BASKING RIDGE, NEW JERSEY  
REGULAR MEETING MINUTES  
DECEMBER 16, 2002  
EXECUTIVE SESSION 7:00 P.M.  
REGULAR SESSION 8:00 P.M.  
CEDAR HILL SCHOOL**

The meeting was called to order by at 7:00 by President Bracaglia.

**I. Salute to Flag**

**II. Roll Call**

PRESENT: Ms. Borushko, Ms. Bossart, Ms. Bracaglia, Mr. Carlucci (arrived at 7:10 p.m.), Mr. Miller, Ms. Woolford, Ms. Zarabara

ABSENT: Mr. Byrne, Ms. Seitz

**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 - 7:05 - 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; matters pertaining to specific personnel; confidential matters of security; 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. Woolford, seconded by Ms. Zarabara, and approved by all present, the Board recessed into closed executive session at 7:05 p.m.

On motion by Ms. Woolford, seconded by Mr. Carlucci, and approved by all present, the

Board returned to public session at 8:05 p.m.  
The Board reconvened the regular meeting in the Cedar Hill All-Purpose Room at 8:17 p.m.

V. **Regular Session - Call to Order - 8:17 p.m. – Cedar Hill School All-Purpose Room**

VI. **Public Forum on Agenda Items**

Comments were made regarding William Annin Middle School interim principal position and the school door access control systems proposal.

BE IT RESOLVED THAT

1) The Bernards Township Board of Education does hereby note receipt of the following quotes for door access control systems:

Maffey's Security Group	\$15,816.32
Bingham Communications, Inc.	\$16,125.00
Sonitrol Security Systems	\$17,292.00
The Radio Man	\$19,581.00
CES Corporation	\$21,960.00

2) The Bernards Township Board of Education does hereby award the low quote to **Maffey's Security Group** to install five access control systems at a cost of \$15,816.32, with an additional system to be installed at Ridge High School at an approximate cost of \$3,200.

Ms. Borushko moved and Mr. Miller seconded, Items #1 & 2 were amended to change the wording from "security" to "door access control."

Items #1 & 2 were approved, by the following roll call vote:

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

VII. **Student Representative's Report**

Student Representative James Gates reported on snow closing, sports' programs at the high school and the Sadie Hawkins "Sweetheart Dance".

## VIII. **President's Report**

Mayor Al LiCata presented the Board with a donation from Pharmacia of the Elementary & Secondary Video Science Program.

## IX. **Superintendent's Report**

- 1) Committee Member William Draper presented the Facility Committee Report.

BE IT RESOLVED THAT

- 2) The Bernards Township Board of Education does hereby approve the District Professional Development Plan 2003-04 for submission to the County Professional Development Committee.

On motion by Ms. Bossart, seconded by Ms. Woolford, Item #2 was approved by all present.

## X. **Approval of Minutes**

Regular Board Minutes – November 25, 2002  
Executive Session Minutes – November 25, 2002

On motion by Ms. Zarabara, seconded by Mr. Miller, the foregoing was approved by all present.

## XI. **Resolutions**

### **FINANCE**

BE IT RESOLVED THAT

- 1) The Bernards Township Board of Education acknowledges receipt of November 2002 Financial Reports from the Board Secretary, the Board Secretary's Monthly Certification of Budgetary Line Item Status, the monthly Investment Report for November, 2002 and the Treasurer's Report for September, 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.

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

From:

11-000-216-320-00-07	District Speech Consultants	\$16,000.00
11-000-217-320-00-07	District OT/PT Purchased Services	\$120,000.00
11-000-218-104-00-10	Guidance Counselor Salaries	\$10,000.00
11-000-219-104-00-10	Child Study Team Professional Staff Salaries	\$2,000.00
11-000-219-890-00-07	Child Study Team Miscellaneous	\$2,500.00
11-000-221-110-00-12	Human Resources Summer Salaries	\$8,000.00
11-000-222-890-00-05	Oak Street School Library Other	\$900.00
11-000-223-102-00-10	Staff Development Supervisor Salaries	\$7,200.00
11-000-223-105-00-10	Staff Development Secretary Salaries	\$10,000.00
11-000-223-500-00-11	Technology Staff Development Workshop and Travel	\$134.00
11-000-223-500-02-08	Supervisor Science Staff Development Workshop and Travel	\$1,000.00
11-110-100-101-00-10	Kindergarten Teacher Salaries	\$60,000.00
11-120-100-101-00-10	Elementary Teacher Salaries	\$45,000.00
11-120-100-101-08-10	Elementary Core Content Teacher Salaries	\$39,500.00
11-130-100-101-00-10	Middle School Teacher Salaries	\$45,000.00
11-130-100-101-05-10	Middle School Social Studies Teacher Salaries	\$45,000.00
11-130-100-101-07-10	Middle School World Languages Teacher Salaries	\$45,000.00
11-140-100-101-00-10	Ridge High School Teacher Salaries	\$58,000.00
11-140-100-101-05-10	Ridge High School Social Studies Teacher Salaries	\$16,000.00
11-140-100-101-06-10	Ridge High School Physical Education Teacher Salaries	\$34,000.00
11-140-100-101-08-10	Ridge High School Core Curriculum Teacher Salaries	\$90,000.00
11-190-100-500-04-08	Supervisor of Fine Arts Travel and Workshops	\$1,000.00
11-190-100-610-02-01	Ridge High School Science Supplies	\$400.00
11-190-100-610-02-08	District Supervisor Science Supplies	\$716.00
11-190-100-610-03-08	Supervisor Language Arts Instructional Supplies	\$1,500.00
11-190-100-610-05-01	Ridge High School Social Studies Supplies	\$1,000.00
11-190-100-610-08-06	Mount Prospect School Undistributed Supplies	\$1,000.00
11-190-100-610-84-01	Ridge High School Band Supplies	\$10.00
11-190-100-610-85-01	Ridge High School Orchestra Supplies	\$2,078.73
11-190-100-640-00-06	Mount Prospect School Undistributed Textbooks	\$1,200.00
11-190-100-640-04-01	Ridge High School Fine Arts Textbooks	\$300.00
11-190-100-890-00-01	Ridge High School Miscellaneous	\$2,422.84
11-191-100-500-00-04	Liberty Corner School Kindergarten Other Purchased Services	\$250.00
11-191-100-610-00-03	Cedar Hill School Kindergarten Supplies	\$785.00
11-204-100-101-00-10	Teacher Salaries Learning Language Disabled	\$37,500.00
11-214-100-101-00-10	Teacher Salaries Autistic	\$26,000.00
11-215-100-101-00-10	Teacher Salaries Pre-school Disabled	\$20,000.00
11-216-100-106-00-10	District Wide Full-Time Pre-school Handicapped Aide Salaries	\$3,000.00
11-230-100-101-00-10	District Wide Basic Skills Salaries	\$10,000.00
11-401-100-610-00-01	Ridge High School Co-curricular Supplies	\$1,015.65
12-000-221-730-00-11	District Technology Equipment	<u>\$10,000.00</u>
		\$775,412.22

To:

11-000-216-100-00-10	District Speech Salaries	\$16,000.00
11-000-217-106-00-10	District One-to-One Aides	\$120,000.00
11-000-218-105-00-10	Guidance Secretary Salaries	\$18,000.00
11-000-219-105-00-10	Child Study Team Secretary Salaries	\$2,000.00
11-000-219-592-00-07	Child Study Team Workshops and Travel	\$2,500.00
11-000-221-105-00-10	District Supervisor Secretary Salaries	\$10,000.00
11-000-221-600-00-08	Supervisor Supplies	\$2,000.00
11-000-222-110-00-10	District Librarian Salaries	\$7,200.00
11-000-222-600-00-05	Oak Street School Library Supplies	\$900.00
11-000-223-800-00-11	District Supervisor's Staff Development Other	\$134.00
11-000-240-103-00-10	District Building Administrative Salaries	\$68,000.00
11-000-240-105-00-10	District Administrative Secretary Salaries	\$82,000.00
11-120-100-101-04-10	Elementary Fine Art's Teacher Salaries	\$16,000.00
11-120-100-101-07-10	Elementary World Language Teacher Salaries	\$6,500.00
11-130-100-101-01-10	Middle School Mathematics Teacher Salaries	\$3,000.00
11-130-100-101-03-10	Middle School Language Arts Teacher Salaries	\$68,000.00
11-130-100-101-55-10	Middle School Substitute Costs	\$19,000.00
11-140-100-101-01-10	Middle School Mathematics Teacher Salaries	\$34,000.00
11-140-100-101-02-10	Middle School Science Teacher Salaries	\$16,000.00
11-140-100-101-03-10	Ridge High School Language Arts Teacher Salaries	\$41,000.00
11-140-100-101-04-10	Ridge High School Fine Arts Teacher Salaries	\$58,000.00
11-140-100-101-07-10	Ridge High School World Language Teacher Salaries	\$19,000.00
11-140-100-101-55-10	High School Substitute Costs	\$30,000.00
11-190-100-106-00-10	General School Aide Salaries	\$17,000.00
11-190-100-610-00-01	Ridge High School General Supplies	\$2,422.84
11-190-100-610-00-06	Mount Prospect School Unrestricted Supplies	\$600.00
11-190-100-610-00-11	Supervisor of Technology Supplies	\$10,000.00
11-190-100-610-04-06	Mount Prospect School Fine Arts Supplies	\$400.00
11-190-100-610-06-03	Cedar Hill School Physical Education Supplies	\$450.00
11-190-100-610-85-01	Ridge High School Orchestra Supplies	\$10.00
11-190-100-640-02-01	Ridge High School Science Textbooks	\$400.00
11-190-100-640-02-08	Supervisor Science Textbooks	\$716.00
11-190-100-640-03-08	Supervisor Language Arts Textbooks	\$1,500.00
11-190-100-640-05-08	Supervisor Social Studies Textbooks	\$1,000.00
11-191-100-500-00-03	Cedar Hill School Kindergarten Other Purchased Services	\$335.00
11-191-100-610-00-04	Liberty Corner School Kindergarten Supplies	\$250.00
11-191-100-610-00-06	Mount Prospect School Kindergarten Supplies	\$1,200.00
11-204-100-106-00-10	Aide Salaries Learning Language Disabled	\$35,000.00
11-207-100-106-00-10	Aide Salaries Audio-Impaired	\$2,500.00
11-214-100-106-00-10	Aide Salaries Autistic	\$26,000.00
11-215-100-106-00-10	Aide Salaries Pre-school Disabled	\$20,000.00
11-216-100-101-00-10	Full-Time Pre-school Handicapped Aide Salaries	\$3,000.00
11-240-100-101-00-10	Bilingual Teacher Salaries	\$10,000.00
11-401-100-610-85-01	Ridge High School Orchestra Supplies	<u>\$3,394.38</u>
		\$775,412.22

3) The Bernards Township Board of Education does hereby transfer \$15,816.32 from Fund Balance to District Maintenance and Grounds Services account 11-000-261-420-00-10.

4) 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>
201905	Ridge High School	\$8,746.00

5) The Bernards Township Board of Education does hereby approve the following out-of-district placement or the 2002-03 school year:

<u>Student #:</u>	<u>School:</u>	<u>Program Type:</u>	<u>Tuition:</u>
97071	Somerset County Alternative Program Secondary	School year effective 12/5/02	\$155.00 per diem/45 days

6) The Bernards Township Board of Education does hereby designate the following individual to sign checks on the following account for the 2002-03 school year:

Liberty Corner PEACH Petty Cash – Principal

7) The Bernards Township Board of Education does hereby approve submission of the IDEA Preschool Carry-Over application from Fiscal Year 2002 in the amount of \$64,479.35.

8) The Bernards Township Board of Education does hereby authorize submission of the final Improving America's Act (IASA) Entitlement Report, the Project Serve final report and submission of the \$24,501.00 IASA Carry-Over funds.

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

On motion by Mr. Carlucci, seconded by Ms. Zarabara, Items #1-9, were approved by the following roll call vote:

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



**PERSONNEL**

WHEREAS the Superintendent has presented the following recommendations; now therefore

BE IT RESOLVED THAT

- 1) The Bernards Township Board of Education does hereby approve a paid maternity leave of absence for **Kristie Arnold** Reading Specialist Oak Street School effective March 21, 2003 through May 27, 2003 utilizing 40 personal illness days then an unpaid Family Leave from May 28, 2003 through October 22, 2003 and then an unpaid Child Care Leave from October 23, 2003 through June 30, 2004.
- 2) The Bernards Township Board of Education does hereby approve an unpaid leave of absence for **Denise Callaway** Grade 4 Mount Prospect School for the 2003-2004 school year.
- 3) The Bernards Township Board of Education does hereby approve the following change in assignments or salaries for the 2002-03 school year:

**Name:**  
Susan Truppa

**From:**  
.5 Instructional Aide Mount Prospect School Step 3 \$18.29 per hour, 3.25 hours, 183 days effective 9/5/02-6/24/03 and .5 Special Education Teacher Mount Prospect School at a salary Step 9 BA \$21,501.00 effective 9/1/02-6/30/03

**To:**  
.5 Instructional Aide Mount Prospect School, Step 3 \$18.29 per hour, 3.25 hours, 59 days effective 9/5/02-12/3/02 and .5 Special Education Teacher Mount Prospect School at a salary of Step 9 BA \$21,501.00 prorated to \$6,451.00 to reflect effective date of 9/1/02-12/3/02 and Special Education Teacher Mount Prospect School at a salary of Step 9 BA \$43,001.00 prorated to reflect effective date of 12/04/02 – 6/30/03 at an actual salary of \$30,101.

Jennifer Wilczewski	Grade 3 Teacher Cedar Hill School at a salary of Step 3 MA \$42,819.00 effective November 18, 2002 through December 31, 2002 then on a month to month basis as a medical leave replacement	Grade 3 Teacher Cedar Hill School at a salary of Step 3 MA \$42,819.00 effective November 18, 2003 through January 15, 2003 as a medical leave replacement and then Gifted & Talented Teacher Cedar Hill School at a salary of Step 3 MA \$42,819.00 effective January 16, 2003 through June 30, 2003 as a maternity leave replacement for Erin Angelo
---------------------	--	--

4) The Bernards Township Board of Education does hereby appoint **Julie Spoerl** Computer Teacher Oak Street School at a salary of Step 7 MA \$46,530.00 effective November 25, 2002 through June 30, 2003 prorated to an actual salary of \$33,269.00 to reflect start date.

5) The Bernards Township Board of Education does hereby approve the emergent hiring of **Pedro Rocha** Spanish Teacher Ridge High School at a salary of Step 9 PhD \$53,289.00 effective January 6, 2003 through June 30, 2003 prorated to an actual salary of \$31,441 to reflect start date.

6) The Bernards Township Board of Education does hereby approve the emergent hiring of **Kristen Winters-Johnson** Special Education Teacher William Annin Middle School at a salary of Step 1 MA \$41,075.00 effective January 2, 2003 through June 30, 2003 as a maternity leave replacement for Jenna Yiu prorated to an actual salary of \$24,645.00 to reflect start date.

7) The Bernards Township Board of Education does hereby approve the emergent hiring of **Tracey Blanchard** Social Studies Teacher William Annin Middle School at a salary of Step 2BA \$37,179.00 effective on or before January 13, 2003 through June 30, 2003 to be prorated to reflect start date.

8) The Bernards Township Board of Education does hereby approve the emergent hiring of **Deana Capp** Instructional Aide Oak Street School at a salary of Step 1 \$17.24 per hour 6.5 hours per day 116 days effective December 16, 2002 through June 24, 2003 at an actual salary of \$12,999.00 to reflect start date.

9) *The Bernards Township Board of Education does hereby appoint **Carleen Kane** Instructional Aide Oak Street School at a salary of Step 1 \$17.24 per hour 6.5 hours per day 115 days effective December 17, 2002 through June 24, 2003 at an actual salary of \$12,887. (Tabled)*

10) The Bernards Township Board of Education does hereby appoint **Jay Roussey** as Permanent Substitute Ridge High School at a per diem rate of \$90.00 effective December 2, 2002 through June 24, 2003.

11) The Bernards Township Board of Education does hereby approve the emergent hiring of **Robert Baly** as Interim Principal William Annin Middle School at a per diem rate of \$500.00 effective on or before January 27, 2003 through June 30, 2003.

12) 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>
RH	Assistant Winter Track	Daniel Gregory	\$3,587.00
RH	Activities Supervisor	Tim Donahue	\$20.00 per hour
RH	Activities Supervisor	David Coster	\$20.00 per hour

13) The Bernards Township Board of Education does hereby approve the following volunteer paraprofessional aide for the 2002-03 school year:

Robert Woodward      Assistant Wrestling

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

Judith Wilkins\*+  
Barbara Yeargin\*+  
Doreen Burchett\*+  
Paul Miller+  
Pam Burns\*  
Thomas Kitts\*+  
Robert Woodward

\*Subject to receipt of certificate  
+Emergent Hiring

On motion by Ms. Bossart, seconded by Ms. Woolford, Items #1-8 & Items 10-14 were approved and Item #9 was tabled by the following roll call vote:

“Ayes” - Ms. Borushko, Ms. Bossart, Mr. Carlucci (except Item #3 Jennifer Wilczewski), Mr. Miller, Ms. Woolford, Ms. Zarabara (except Item #3 Jennifer Wilczewski)  
“Noes” - Ms. Zarabara (only Item #3 Jennifer Wilczewski)  
“Abstain” - Mr. Carlucci (only Item #3 Jennifer Wilczewski)

## **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: 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. Woolford, seconded by Ms. Zarabara, Item #1 a-c were approved, as amended, and Item #1 d was approved by the following roll call vote:

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

### **XII. Public Forum on Other Than Agenda Items**

Comments were made regarding the instrumental music concert at Ridge High School, exit interviews, snow closing and an update on filling the position of Director of Guidance.

### **XIII. Board Forum**

Comments were made regarding the testing report presentation at the January 27 Board meeting.

### **XIV. Adjournment**

On motion by Ms. Borushko, seconded by Mr. Carlucci, and approved by all present, the meeting was adjourned at 10:07 p.m.

Respectfully submitted,

Margaret Alexander  
Assistant Board Secretary