

**BERNARDS TOWNSHIP BOARD OF EDUCATION
BASKING RIDGE, NEW JERSEY
REGULAR BOARD AGENDA MINUTES
NOVEMBER 25, 2002
EXECUTIVE SESSION 6:30 P.M.
REGULAR SESSION 8:00 P.M.
CEDAR HILL SCHOOL**

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**BERNARDS TOWNSHIP BOARD OF EDUCATION
BASKING RIDGE, NEW JERSEY
REGULAR MEETING MINUTES
NOVEMBER 25, 2002
EXECUTIVE SESSION 6:30 P.M.
REGULAR SESSION 8:00 P.M.
CEDAR HILL SCHOOL**

The meeting was called to order at 6:30 p.m. by President Bracaglia.

I. Salute to Flag

II. Roll Call

PRESENT: Ms. Borushko, Ms. Bossart, Ms. Bracaglia, Mr. Byrne, Mr. Carlucci, Mr. Miller, Ms. Seitz (arrived at 6:38 p.m.), Ms. Woolford (arrived at 7:29 p.m.), 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 - 6:31 - 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; 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. Bossart, seconded by Mr. Carlucci, and approved by all present, the Board recessed into closed executive session at 6:31 p.m.

On motion by Mr. Miller, seconded by Ms. Bossart, and approved by all present, the Board returned to public session at 8:00 p.m.

The Board reconvened the regular meeting in the Cedar Hill All-Purpose Room at 8:07 p.m.

V. **Regular Session - Call to Order - 8:07 p.m. – Cedar Hill School All-Purpose Room**

VI. **Public Forum on Agenda Items**

Comments were made regarding the retirement of the middle school principal and the high school photography trip.

VII. **Student Representative's Report**

VIII. **President's Report**

IX. **Superintendent's Report**

Board Member Georgeann Borushko recognized Sandy Salvo for her volunteer efforts at the Bernards Township Public Library.

1) Business Administrator Joseph Barcellona updated the Board on the current school enrollment.

BE IT RESOLVED THAT

2) The Bernards Township Board of Education does hereby approve Ski Team trip to Mount Snow, Vermont scheduled from December 13 through December 15, 2002.

3) The Bernards Township Board of Education does hereby approve Ridge High School photography class trip to San Francisco, California from April 17 through April 22, 2003.

4) The Bernards Township Board of Education does hereby approve Ridge High School orchestra and concert band members' participation in Music in the Parks Festival in Williamsburg, Virginia from April 3 through April 6, 2003.

On motion by Ms. Seitz, seconded by Ms. Zarabara, Items #2-4 were approved by the following roll call vote:

- “Ayes” - Ms. Borushko, Ms. Bossart (except Item #3), Mr. Byrne, Mr. Carlucci, Mr. Miller, Ms. Seitz, Ms. Woolford, Ms. Zarabara, Ms. Bracaglia (except Item #4)
“Noes” - Ms. Bossart (only Item #3)
“Abstain” - Ms. Bracaglia (only Item #4)

X. Approval of Minutes

Regular Board Minutes – October 28, 2002
Executive Session Minutes – October 28, 2002
Regular Board Minutes – November 11, 2002
Executive Session Minutes – November 11, 2002

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

- “Ayes” - Ms. Borushko (except 11/11/02 Regular and Executive Minutes)
Ms. Bossart, Mr. Byrne (except 11/11/02 Regular and Executive Minutes),
Mr. Carlucci, Mr. Miller, Ms. Seitz, Ms. Woolford, Ms. Zarabara,
Ms. Bracaglia
“Noes” - None
“Abstain” - Ms. Borushko (only 11/11/02 Regular and Executive Minutes)
Mr. Byrne (only 11/11/02 Regular and Executive Minutes)

XI. Resolutions

FINANCE

BE IT RESOLVED THAT

1) The Bernards Township Board of Education does hereby approve a list of disbursements dated November 25, 2002 consisting of warrants in the amount of \$4,875,832.93.

2) The Bernards Township Board of Education acknowledges receipt of October, 2002 Financial Reports from the Board Secretary, the Board Secretary’s Monthly Certification of Budgetary Line Item Status, and the monthly investment report for October, 2002 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:

11-000-100-565-00-07	District Wide Tuition to County Special Services District	\$100,000.00
11-000-219-390-00-07	Child Study Team Medical Evaluations	\$3,500.00
11-000-221-600-00-08	Supervisor Supplies	\$1,000.00
11-000-222-600-00-01	Ridge High School Library Supplies	\$6,675.20
11-000-223-500-00-04	Liberty Corner Staff Development Workshop and Travel	\$1,500.00
11-000-240-440-00-04	Liberty Corner School Copier Costs	\$5,000.00
11-000-240-600-00-02	William Annin Middle School Administrative Supplies	\$12,000.00
11-000-261-420-00-02	William Annin MS Maintenance Purchased Services	\$3,600.00
11-000-270-512-83-01	Ridge High School Transportation - Forensic	\$1,500.00
11-190-100-106-00-10	District Wide School Aide Salary	\$5,000.00
11-190-100-610-00-04	Liberty Corner School Unrestricted Supplies	\$10,500.00
11-190-100-610-00-06	Mount Prospect School Unrestricted Supplies	\$3,500.00
11-190-100-610-03-02	William Annin Middle School Language Arts Supplies	\$2,000.00
11-190-100-610-04-06	Mount Prospect School Fine Arts Supplies	\$400.00
11-190-100-640-02-01	Ridge High School Science Textbooks	\$400.00
11-190-100-640-02-08	Supervisor Science Textbooks	\$500.00
11-190-100-640-03-08	Supervisor Language Arts Textbooks	\$200.00
11-191-100-500-00-03	Cedar Hill School Kindergarten Other Purchased Services	\$265.00
11-204-100-640-00-02	William Annin Middle School Learning Language Disabled Textbooks	\$400.00
20-213-200-600-03-11	District Distance Learning Supplies 02-03	\$100.00
20-250-200-100-02-10	IDEA OT/PT Salaries 01-02	\$1,725.00
20-250-200-105-02-10	IDEA CST Secretary Salary 01-02	\$1,086.00
20-450-200-600-02-10	Class Reduction Supplies 01-02	\$1,127.07
20-451-100-101-02-10	Project Serve Salaries 01-02	<u>\$832.50</u>
		\$162,810.77

From:

11-000-100-566-00-07	District Tuition to Private Schools for Handicapped	\$100,000.00
11-000-219-592-00-07	Child Study Team Workshops and Travel	\$3,500.00
11-000-222-320-00-01	Ridge High School Purchased Supplies	\$6,675.20
11-000-240-320-00-04	Liberty Corner School Administration Professional Services	\$500.00
11-000-240-890-00-04	Liberty Corner School Administrative Other	\$1,000.00
11-000-261-420-00-10	District Maintenance Purchased Services	\$3,600.00
11-120-100-101-55-10	Elementary Substitute Salaries	\$5,000.00
11-190-100-610-00-02	William Annin Middle School General Supplies	\$2,000.00

11-190-100-610-00-04	Liberty Corner School Unrestricted Supplies	\$5,000.00
11-190-100-610-01-02	William Annin Middle School Math Instructional Supplies	\$3,000.00
11-190-100-610-02-01	Ridge High School Science Supplies	\$400.00
11-190-100-610-02-02	William Annin Middle School Science Supplies	\$3,000.00
11-190-100-610-02-08	District Supervisor Science Supplies	\$500.00
11-190-100-610-03-08	Supervisor Language Arts Instructional Supplies	\$1,200.00
11-190-100-610-04-04	Liberty Corner School Fine Arts Supplies	\$5,200.00
11-190-100-610-08-04	Liberty Corner School Core Content Supplies	\$1,800.00
11-190-100-640-00-04	Liberty Corner School Unrestricted Textbooks	\$3,500.00
11-190-100-640-00-06	Mount Prospect School Unrestricted Textbooks	\$3,500.00
11-190-100-640-02-02	William Annin Middle School Science Textbooks	\$3,000.00
11-190-100-640-03-02	William Annin Middle School Language Arts Textbooks	\$3,000.00
11-191-100-610-00-03	Cedar Hill School Kindergarten Supplies	\$265.00
11-204-100-101-00-10	Teacher Salaries Learning Language Disabled	\$400.00
11-230-100-600-00-06	Mount Prospect School Resource Room Supplies	\$400.00
11-401-100-610-83-01	Ridge High School Forensics Supplies	\$1,500.00
20-213-400-730-03-11	District Distance Learning Equipment 02-03	\$100.00
20-250-100-101-02-10	IDEA Teacher Salaries 01-02	\$2,811.00
20-450-200-500-02-10	Class Size Reduction Workshops and Travel 01-02	\$1,127.07
20-451-200-320-02-10	Project Serve Purchased Technical Services 01-02	<u>\$832.50</u>
		\$162,810.77

4) The Bernards Township Board of Education does hereby acknowledge receipt of the 2001-2002 Comprehensive Annual Financial Report and adopts the following Corrective Action Plan to address audit recommendations.

Recommendation 1

That all Surety Bonds be in compliance with N.J.A.C.

Corrective Action Plan

~~✍~~ The Business Administrator will immediately contact the bond surety consultant and increase the bond to the required level.

Persons Responsible: Business Administrator and Bond Surety Consultant

Completion Date: Immediately

~~✍~~ The Business Administrator will review the Treasurer of School Monies bond during the development of the annual budget to insure it is in accordance with regulations.

Person Responsible: Business Administrator

Completion Date: January each year

Recommendation 2

That greater care be taken in the preparation of the Application for School State Aid.

Corrective Action Plan

~~✍~~ The Business Administrator will conduct a pre-ASSA meeting with all involved staff members to review procedures.

Person Responsible: Business Administrator and selected staff members

Completion Date: September 15, 2002

~~✍~~ The Director of Special Services and Child Study Team members will review the placement of each special education student for accuracy.

Person Responsible: Director of Special Services and Child Study Team

Completion Date: October 1, 2002

~~✍~~ The Director of Technology will work with school secretaries to ensure that their electronic registers are accurate.

Person Responsible: Director of Technology and school secretaries

Completion Date: October 10, 2002

~~✍~~ School secretaries will compare actual enrollment to electronic registers by using class rosters.

Person Responsible: School secretaries and classroom teachers

Completion Date: October 10, 2002

~~✍~~ The Business Administrator will enter and check all information in the ASSA report.

Person Responsible: Business Administrator and Business Administrator's Secretary

Completion Date: October 30, 2002

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

<u>Student #:</u>	<u>School:</u>	<u>Tuition:</u>
201909	Ridge High School	\$8,746.00

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

<u>Student #:</u>	<u>School:</u>	<u>Program Type:</u>	<u>Tuition:</u>
89057	Hunterdon Learning Center	School year	\$20,757.50
			11/25/02-6/20/03

7) *The Bernards Township Board of Education does hereby note receipt of the following quotes for door security systems: (Tabled)*

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

8) *The Bernards Township Board of Education does hereby accept the low quote from **Maffey's Security Group** to install five security door systems at a cost of \$15,816.3. (Tabled)*

9) *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. (Tabled)*

On motion by Mr. Byrne, seconded by Ms. Zarabara, Items #1-6 were approved and Items #7-9 were tabled by the following roll call vote:

“Ayes” - Ms. Borushko, Ms. Bossart, Mr. Byrne, Mr. Carlucci, Mr. Miller,
Ms. Seitz, 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 accept the resignation of **Carmen Fernandez** Spanish Teacher Ridge High School effective on or before January 6, 2003.
- 2) The Bernards Township Board of Education does hereby accept the resignation of **Gerard Kelly** Social Studies Teacher William Annin Middle School effective on or before January 13, 2003.
- 3) The Bernards Township Board of Education does hereby accept the resignation of **Kevin Meany** Permanent Substitute Ridge High School effective December 1, 2002.
- 4) The Bernards Township Board of Education does hereby accept the resignation **David Emma** as Academic League and Academic Decathlon effective September 1, 2002.

5) The Bernards Township Board of Education does hereby approve a unpaid family leave for **Darlyne Pieper** Grade 3 Teacher Cedar Hill School effective November 14, 2002 through December 31, 2002.

6) The Bernards Township Board of Education does hereby approve a paid maternity leave of absence for **Sara Mastroianni** Grade 5 Liberty Corner School from February 14, 2003 through April 7, 2003 utilizing 32 personal illness days then an unpaid Federal Family Leave from April 8, 2003 through June 30, 2003.

7) The Bernards Township Board of Education does hereby approve a paid maternity leave of absence for **Jessica LaBar-Twomey** Grade 1 Liberty Corner School from April 7, 2003 through May 23, 2003 utilizing 29 personal illness days then an unpaid Federal Family Leave from May 24, 2003 through October 18, 2003 and then an unpaid Child Care Leave from October 19, 2003 through June 30, 2004.

8) The Bernards Township Board of Education does hereby approve a paid maternity leave of absence for **Jennifer Hughes** Grade 5 Oak Street School from January 2, 2003 through February 27, 2003 utilizing 36 personal illness days then an unpaid Federal Family Leave from February 28, 2003 through May 23, 2003 and then an unpaid Child Care Leave from May 24, 2003 through June 30, 2003.

9) The Bernards Township Board of Education does hereby approve a paid maternity leave of absence for **Jenna Yiu** Special Education William Annin Middle School from January 2, 2003 through February 28, 2003 utilizing 37 personal illness days then an unpaid Federal Family Leave from March 1, 2002 through May 24, 2003 and then an unpaid Child Care Leave from May 25, 2003 through June 30, 2003.

10) The Bernards Township Board of Education does hereby approve an unpaid leave of absence for **Lisa Cerullo** English Teacher William Annin Middle School from January 16, 2003 through June 30, 2003.

11) The Bernards Township Board of Education does hereby approve the following change in assignments and/or salaries for the 2002-03 school year:

<u>Name:</u>	<u>From:</u>	<u>To:</u>
Steve Isaacs	.5 Computer Web Club \$415.00 William Annin Middle School	.5 Computer Web Club \$768.50 William Annin Middle School
Rachel Johnson	.5 Computer Web Club \$415.00 William Annin Middle School	.5 Computer Web Club \$768.50 William Annin Middle School
Barbara Erickson	Assistant Cross Country Coach \$2,392.00	Assistant Cross Country Coach \$1,793.50

Barbara Alfieri	Instructional Aide Mount Prospect School at a salary of Step 1 \$17.24 per hour 6.5 hours per day 40 days effective September 10, 2002 through November 11, 2002 at an actual salary of \$4,482.00.	Instructional Aide Mount Prospect School at a salary of Step 1 \$17.24 per hour 6.5 hours per day 180 days effective September 10, 2002 through June 24, 2003 at an actual salary of \$20,171.00
Linda Nollkamper	Approve a paid maternity leave of absence from November 21, 2002 through January 29, 2003 utilizing 40 personal illness days and then an unpaid Family Leave from January 30, 2003 through April 24, 2003 and an unpaid Child Care Leave from April 25, 2003 through June 30, 2003.	Approve a paid maternity leave of absence from September 9, 2002 through January 23, 2003 utilizing 83 personal illness days and 2 personal business days and then an unpaid Family Leave from January 24, 2003 through April 18, 2003 and then an unpaid Child Care Leave from April 19, 2002 through June 30, 2003.

12) The Bernards Township Board of Education does hereby approve the emergent hiring of **Renee Bickar** Special Education Teacher Liberty Corner School and Oak Street School at a salary of step 19 MA \$66,460 effective January 2, 2003 through June 30, 2003 at an actual salary of \$39,879.00.

13) The Bernards Township Board of Education does hereby approve the emergent hiring of **Daniel J. Friedman** Science Teacher Ridge High School at a salary of 18 PhD \$70,088.00 effective November 11, 2002 through June 30, 2003 at an actual salary of \$54,312.00.

14) The Bernards Township Board of Education does hereby approve the emergent hiring of **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.

15) The Bernards Township Board of Education does hereby approve the emergent hiring of **Shari Longo** as Grade 5 Teacher Oak Street at a salary of Step 1 BA+30 \$38,963.00 effective January 2, 2003 through June 30, 2003 at an actual salary of \$23,377.00 as a maternity leave replacement for Jen Hughes.

16) The Bernards Township Board of Education does hereby appoint **Linda Mullen** Special Education Teacher Oak Street School effective October 4, 2002 through December 20, 2002 at a per diem rate of \$182.07.

17) The Bernards Township Board of Education does hereby appoint **Nancy Carlin** Instructional Aide Oak Street School Resource Room at a salary of \$17.24 per hour 1 hour per day effective October 23, 2002 to end of assignment.

18) The Bernards Township Board of Education does hereby approve **Diane Reilly** to be paid at a salary of \$50.00 per hour for translation services on special education reports for a total of \$225.00.

19) The Bernards Township Board of Education does hereby approve a stipend in the amount of \$5,000.00 for **Frank Howlett**, Assistant Principal Ridge High School to coordinate high school guidance and scheduling duties for the 2002-03 school year.

20) 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	Asian Club	Graham Cleaves	\$ 830.00
RH	Assistant Forensics	Laurie Johnson	\$2,334.00
RH	Head Fencing	Vyacheslav Danylov	\$4,218.00 (Parent Paid)
RH	Academic League	Myles Keegan	\$2,060.00
OS	Technology Specialist	Julie Spoerl	\$2,276.00 (December-June)
OS	Audio Visual	Julie Spoerl	\$1,553.00 (December-June)
RH	Assistant Cross Country	Tim Mooney	\$1,793.50
RH	Freshman Boys' Basketball	Kris Kohler	\$5,007.00

21) The Bernards Township Board of Education does hereby approve the following teachers to serve as mentors for classified students for the 2002-03 school year:

<u>Name:</u>	<u>Rate:</u>
Sue Allen-Scerbo	\$37.69 per hour
Erin Bowden	\$37.69 per hour
Matthew Cohen	\$37.69 per hour
Barbara Erickson	\$37.69 per hour
Kathy Horvath	\$37.69 per hour
Myles Keegan	\$37.69 per hour
Tom Napier	\$37.69 per hour
Carrie O'Connell	\$37.69 per hour
Kris Selwood	\$37.69 per hour
Marion Stewart	\$37.69 per hour
Adam Wright	\$37.69 per hour

22) 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:

Ryan Harrington
Anne Havrilla*+
Sheila Raju*+
Daniel J. Friedman*+
Vivian Fentress*+
Barbara Lubin+
Edward Adler*+
Jamie Grys*+
Jennifer Creed*+
Allan Smialowicz*+
Pamela Luthy
Anjan Loft*+

*Subject to receipt of certification
+Emergent Hiring

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

Dario Camara	Forensics
Stephanie Abramovitz	Forensics

24) The Bernards Township Board of Education does hereby accept the resignation of **Joan Tonnarelli** Principal William Annin Middle School effective February 1, 2003 for the purpose of retirement. Amendment: In view of the extraordinary dedication to the students of Bernards Township exhibited by Ms. Tonnarelli during her term of service, it is with sincere regret and much reluctance that the Board accepts her resignation.

25) The Bernards Township Board of Education does hereby approve the emergent hiring of **Karen Vreeland** Assistant Principal William Annin Middle School at a salary of \$75,000 to be prorated to reflect start date of on or before January 25, 2003 through June 30, 2003 as a maternity leave replacement for Amy Stickley.

26) The Bernards Township Board of Education does hereby approve a sabbatical leave for **Scott Bush** Social Studies Teacher William Annin Middle School for the 2003-04 school year.

On motion by Mr. Carlucci, seconded by Mr. Byrne, and approved by all present, Item #24 was amended as noted.

On motion by Ms. Seitz, seconded by Ms. Woolford, Items #1-26 were approved by the following roll call vote:

“Ayes” - Ms. Borushko, Ms. Bossart, Mr. Byrne, Mr. Carlucci, Mr. Miller (except Item #26), Ms. Seitz, Ms. Woolford, Ms. Zarabara, Ms. Bracaglia
“Noes” - Mr. Miller (only Item #26)
“Abstain” - None

XII. Public Forum on Other Than Agenda Items

Comments were made regarding refinancing of bonds, Director of Guidance position and elementary grading system.

XIII. Board Forum

Comments were made regarding world language and meeting with the Township Committee on December 10.

XIV. Adjournment

On motion by Ms. Borushko, seconded by Ms. Bossart, and approved by all present, the meeting was adjourned at 9:27 p.m.

Respectfully submitted,

Margaret Alexander
Assistant Board Secretary