

I. CALL MEETING TO ORDER

A Reorganization meeting of the Berkeley Township Board of Education was held on Tuesday, January 5, 2021, at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, NJ. Adequate notice of this meeting was given by publication in the Asbury Park Press on January 13, 2020 and by posting the notice in all district schools, the District website, Office of the Board of Education, and the Berkeley Township Municipal offices in accordance with the provisions of the Open Public Meetings Act. The Business Administrator/Board Secretary called the meeting to order at 7:00 p.m.

II. FLAG SALUTE

The meeting was opened with a salute to the flag and a moment of silence for our servicemen and women.

III. ROLL CALL

PRESENT: Mrs. Bacchione, Mr. Bowens, Mr. Guarascio, Mr. MacMoyle,
Mr. Pellecchia, Mrs. Shedlock and Mr. Ytreboe

ABSENT: Mr. Fisher

ALSO PRESENT: Dr. James Roselli, Superintendent
Laura Gingerelli, CPA, Business Administrator/Board Secretary
Jack Sahradnik, Board Attorney

IV. RESULTS OF ANNUAL SCHOOL BOARD ELECTION

RESOLVED that the Berkeley Township Board of Education accept the *official* results of the 2020 Annual School Election.

Three Members of the Board of Education:
Jennifer Bacchione (3-year term)
Tom Guarascio (3-year term)
Dave Ytreboe (3-year term)

MOTION by Mr. MacMoyle to accept the official results of the Annual School Board Election

SECOND by Mrs. Shedlock

ROLL CALL VOTE: (7 Ayes, 0 Nays, 0 Abstains). Motion carries.

V. SWEARING IN OF NEW BOARD MEMBERS

Business Administrator/Board Secretary Laura Gingerelli administers the Oath of Office to Mrs. Bacchione, Mr. Guarascio and Mr. Ytreboe.

Re-elected Board Members take their seats.

VI. APPOINTMENT OF BOARD MEMBER

RESOLVED that the Berkeley Township Board of Education appoint Anne Marie Trethaway to fill the board vacancy.

MOTION by Mr. Pellecchia to appoint Anne Marie Trethaway as a new board member.

SECOND by Mr. Guarascio

ROLL CALL VOTE: (7 Ayes, 0 Nays, 0 Abstains). Motion carries.

VII. SWEARING IN OF NEW BOARD MEMBER

Business Administrator/Board Secretary Laura Gingerelli administers the Oath of Office to Mrs. Trethaway.

New Board Member takes her seat.

VIII. RE-ORGANIZATION

1. Nominations For Office Of President:

Business Administrator/Board Secretary calls for nomination for *Office of President*. Mr. Gurascio nominates Mrs. Bacchione. Mr. Ytreboe seconds the nomination. Mrs. Bacchione accepts the nomination.

Motion carries upon Roll Call Vote (8 Ayes, 0 Nays, 0 Abstains) that Mrs. Bacchione be President.

President is seated.

Business Administrator turns the meeting over to the President.

2. Nominations For Office Of Vice President

President calls for nomination for *Office of Vice President*. Mr. Bowens nominates Mrs. Shedlock. Mr. Guarascio seconds the nomination. Mrs. Shedlock accepts the nomination.

Motion carries upon Roll Call Vote (8 Ayes, 0 Nays, 0 Abstains) that Mrs. Shedlock be Vice President.

Vice President is seated.

President Bacchione read the following statement:

Good Evening,

I want to start by thanking the Board for appointing me as President. It continues to be an honor to serve the Berkeley Township School Community. I think those words are more true now as we, as a community, have dealt with the most unusual and difficult school year in quite some time.

2020 had a lot of firsts, including virtual board meetings. Some things helped make our lives easier to communicate as a board which we learned from and will continue. Although, I hope to never make another video.

While the circumstances are discomfoting for everyone, our teachers, staff, administrators, and students have shown they are resilient and adapted to this unusual school year. On behalf of the Board, I thank them all for their efforts so far.

Thank you to Mrs. Shedlock as my Vice President last year and continues to be this year. You were a great help and always there when I called. Thank you.

As we start this New Year, there is reason for optimism. Two vaccines have been approved and the District is constantly evaluating and improving provision of educational services. Winter is a few more months, but Spring is on the horizon and likely to bring us ever so much closer to normal.

The Berkeley Township Board of Education is committed to getting back to normal, to opening our schools safely and smartly, and to building on what has been learned from the forced experiment that the 2020-2021 school year has been. I look forward to promoting and continuing to improve this school community as Board President.

Happy and Healthy New Year.

Mrs. Shedlock read the following statement:

Good Evening,

Thank you President Bacchione for the opportunity to serve with you again. Last year was certainly one that no one expected or has ever experienced before and I truly believe that you handled it very well. I am very appreciative for the opportunity to work with you last year and I am excited to work with you once again this year. Together we can continue to move forward and bring changes to the district for the better.

Recommend approval of Reorganization Items 3-16.

MOTION by Mr. MacMoyle

SECOND by Mr. Pellecchia

ROLL CALL VOTE: (8 Ayes, 0 Nays, 0 Abstain). Motion carries.

3. Recommend Approval of the Following

Recommend the Board approve the following through January 2022 as required by the New Jersey State Certification and Monitoring Regulations:

- a. all Curriculum and Texts/Materials for major subject areas taught in the school district; and
- b. all existing Board of Education Bylaws, Policies and Regulations; and
- c. all other programs and services offered by the school district within the financial ability to pay and within the parameters of the school budget; and
- d. all job descriptions.

4. Petty Cash Account Approval

Move that the Board approve the following non-replenishable petty cash accounts with a maximum for any one expenditure of \$20:

Account	Amount	Signature
Bayville School	\$100	Principal
Berkeley Twp. Elementary School	\$100	Principal
Business Office	\$150	Business Administrator/Board Secretary
Annex	\$150	Director of Special Services or Director of Curriculum
Clara B. Worth School	\$100	Principal
H. & M. Potter School	\$100	Principal
Maintenance	\$150	Executive Director of Physical Facilities
Transportation	\$150	Supervisor of Pupil Transportation

5. Official Depository and Signature

Move that the Board approve the following bank accounts with corresponding signatures:

OCEAN FIRST

Account Name	Signature
Cafeteria	Board President, Business Administrator, Treasurer
Class Trip Account	Business Administrator
General Fund (Operating)	Board President, Business Administrator, Treasurer
Payroll	Treasurer
Payroll Agency	Treasurer
Capital, Emergency & Maintenance Reserves	Board President, Business Administrator, Treasurer

6. Parliamentary Procedures

Move that the Board adopt *Roberts Rules of Order 12th Edition* as its parliamentary authority.

7. Depositories for Investment of Funds

Move that the Board approve the following institutions for the 2021-2022 School Year as depositories of school funds:

Bank of New York
Lakeland Bank
NJ/ARM (NJ Asset & Rebate Management Program)
Ocean First Bank
PNC Bank
Santander Bank
State of N.J. Cash Management Fund
TD Bank
Wells Fargo

8. Payment of Bills between Board Meetings

Move that the Board approve payment of bills between board meetings when non-payment of same would be detrimental to the operations of the district.

9. Approval of Appointments

Recommend the Board approve the following appointments for the 2020-2021 School Year:

504 Officer
Accountability Officer (Title I-V/Pre-School Exp)
Accountability Officer - IDEA
ADA Officer

Dr. Jeffery Zito
Dr. Jeffery Zito
Debbie Fierra
Dan Prima

Affirmative Action Officer	Keith McShaffrey
Affirmative Action Officer/Title IX Coordinator	Cara Burton
AHERA Representative	Ulrich Mueller
Asbestos Management Officer	Ulrich Mueller
Attendance Officer	Officer Scott Selby (\$2,800)
Board Secretary	Laura Gingerelli
Buildings & Grounds Supervisor (Acting)	Michael Caufield
Certifying Officer	Emalisa Haller
Certifying Officer Supervisor	Laura Gingerelli
Civil Service Appointing Authority	Laura Gingerelli
Conscientious Employee Protection Rep.	Steve Rieder
Continuing Disclosure Agent	Phoenix Advisors, LLC
Custodian of Records	Laura Gingerelli
Custodian of Records (Alternate)	Jena Pisacreta
Department of Children & Families Liaison	Rebecca Melanson
HAZCOM Instructor	Ulrich Mueller
HIB Coordinator	Dr. Jeffery Zito
Homeless Education Liaison	Dr. Jeffery Zito
Indoor Air Quality Designee	Ulrich Mueller
IPM Coordinator	Ulrich Mueller
Legal Newspapers	<i>Asbury Park Press/Berkeley Times</i>
Missing/Abused Children Liaison	Rebecca Melanson
Private Schools for Disabled Supervisor	Cheryl Ernest
Public Agency Compliance Officer	Laura Gingerelli
Purchasing Agent	Laura Gingerelli
Safety Coordinator	Ulrich Mueller
School Physician	Dr. Harry Larkin (\$7,000)
School Safety Specialist	Michael Conforti (\$3,000)
Tax Shelter Annuity Companies	Equitable, MetLife, VALIC, Lincoln Investment
Testing Agency - Employment	Dafeldecker Associates
Testing Agency - Pre-Employment	Worknet Occupational Medicine
Third Party Administrator for TSA	Plan Connect
Transportation Supervisor (Acting)	Tammy Higgins
Treasurer of School Monies	Carmen Memoli, CPA (\$3,500)

10. Purchasing Agent

Move that the Board appoint Laura Gingerelli as Qualified Purchasing Agent (QPA) with authorization to award contracts up to the bid threshold as set by the State of New Jersey and the quote threshold at 15% of the bid threshold.

Move that the Board approve the QPA to purchase off the State Contract and/or County Bid Portal, GSA, ESCNJ, WSCA and/or from Purchasing Consortiums when in the best interest of the district.

11. Resolution with Motor Vehicle Commission

Resolution to continue limited online access program government entity memorandum of understanding between Motor Vehicle Commission and Berkeley Township Board of Education to verify information relating to a holder of a commercial driver's license as required by the "Commercial Motor Vehicle Safety Act," 49 U.S.C. App §2710 et seq.

12. Credit for Unused Sick Leave from Another District

WHEREAS, N.J.S.A. 18A:30-3.2 allows a Board of Education that employs any person who has an accumulation of sick leave days from another school district in New Jersey to grant partial or full credit for such days; and

WHEREAS, the new employee shall provide a Certificate issued by the prior district showing the unused sick leave balance.

NOW, THEREFORE, BE IT RESOLVED that the Berkeley Township Board of Education will credit such employee with up to ten (10) days sick leave in accordance with N.J.S.A. 18A:30-3.4.

13. Code of Ethics

RESOLVED that the Berkeley Township Board of Education reaffirm its commitment to the Code of Ethics for school board members as outlined in Title 18A:12-24.1.

14. Post-Retirement Contributions to 403(b) Plans

The Berkeley Township Board of Education approves the payment for unused sick days for retiring employees be made only to the employees' 403(b) accounts as an Employer Contribution. Participants need a minimum of 30 sick days and a minimum of \$2,500 to be eligible. (This action is permitted under the Economic Growth and Tax Relief Reconciliation Act of 2001 amended Section 403(b) of the Internal Revenue Code of 1986.)

15. BOARD MEETING SCHEDULE FOR JANUARY 2020 – JANUARY 2021
(N.J.S.A. 18A:10-6)

All meetings to be held at Berkeley Township Elementary School Auditorium beginning at 7:00 p.m. Pursuant to provisions of the Open Public Meetings Act, the Board designates the following dates for Regular Meetings unless otherwise modified by a Resolution of the Board.

REGULAR BUSINESS MEETINGS

2021

Tuesday, January 26, 2021

Tuesday, February 23, 2021

Tuesday, March 23, 2021

Tuesday, April 27, 2021 - Public Hearing on the Budget

Tuesday, May 25, 2021

Tuesday, June 22, 2021

NO REGULAR MEETING IN JULY

Tuesday, August 10, 2021

Tuesday, September 28, 2021

Tuesday, October 26, 2021

NO REGULAR MEETING IN NOVEMBER

Tuesday, December 7, 2021

2022

Tuesday, January 4, 2022 – Reorganization Meeting

In those cases where the above schedule may conflict with holidays or other pending matters of the Board, additions, deletions and/or re-schedules will be advertised.

16. Travel Expenditures

WHEREAS, the Berkeley Township Board of Education is required pursuant to N.J.S.A. 18A:11-12 to adopt policy and approve travel expenditures by district employees and board members using local, State, or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, the Board of Education has determined that the training and informational programs sponsored by the Superintendent Roundtable, Ocean County Association of School Business Officials, New Jersey Association of School Business Officials, Ocean County School Boards Association, MOCSSIF (Monmouth Ocean Counties Shared Services Insurance Fund), New Jersey Dept. of Education, Systems 3000, and New Jersey School Boards Association are directly related to and within the scope of board members' and employees' duties; and

WHEREAS, the Board of Education has determined that participation in the above mentioned training and informational programs requires school district travel expenditures and that this travel is critical to the instructional and operational needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, the Board of Education has determined that the school district travel expenditures to said programs are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and

WHEREAS, the Board of Education finds that a mileage reimbursement rate equal to that as specified by the Office of Management & Budget is a reasonable rate; and

WHEREAS, the Board of Education has determined that participation in said training and informational programs are in compliance with the district policy on travel;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the attendance of the school board members and district employees to said training and informational programs, and the costs of attendance, including all registration fees, are statutorily authorized travel expenditures provided that such expenditures are within the annual maximum travel expenditure amount.

IX. PUBLIC COMMENT

None

X. SUPERINTENDENT'S REPORT

Good evening. I hope everyone enjoyed the winter recess and had a Happy New Year.

I would like to thank our Board Members for their service throughout the school year and especially during the month of January, School Board Recognition Month in New Jersey. We recognize the efforts of these volunteers who strive to provide the resources to meet the needs of our students. Thank you for your dedication and service.

Congratulations to Mrs. Bacchione, Mr. Guarascio, Mr. Ytreboe and Mrs. Trethaway.

Please continue to follow our Berkeley Township School District Facebook page to see the wonderful activities occurring in our schools on a daily basis.

This concludes my Superintendent's Report. Thank you!

XI. PRESENTATION

Mrs. Bacchione presented Mr. Cammarato with a plaque and a proclamation for his years of service on the Board.

Mr. Cammarato stated that seven years went by so fast. He expressed his appreciation and thanked the Board. He will miss working with everyone. He congratulated Mrs. Trethaway on her appointment to the Board.

Mr. Pellecchia thanked Mr. Cammarato for his years of service on the Board. He stated that he never thought Mr. Cammarato could be replaced but seeing Mrs. Trethaway he knows she will do great things for the Board.

XII. REGULAR BUSINESS

Recommend approval of Regular Business Items 1-9.

MOTION by Mr. Pellecchia

SECOND by Mrs. Shedlock

ROLL CALL VOTE: (8 Ayes, 0 Nays, 0 Abstain). Motion carries.

1. Resignation

Recommend the Board accept the resignation of the following staff member:

Name	Position/School	Reason	Effective
a) Ellen Hughes	Cafeteria Aide - BAY	Resignation	1/19/21

2. Leaves of Absence

Recommend the Board approve a leave of absence (new or revised) for the following staff member (start and end dates are subject to change):

- a) I.D. #5267-Trans-District:**
Leave of absence to start 11/22/20 and continue through 12/22/20.
- b) I.D. #5582-Teacher-HMP:**
Medical leave of absence to start 12/17/20 and continue through 4/16/21.

3. New Hires

Recommend the Board approve the following new hire, in the position listed, for the 2020-2021 school year:

Name	Position/School	Effective	Salary
a) Kaitlyn Brandenburg	PS Aide-BAY-6 hrs/daily	TBD*	Contractual
b) Albina Loubach Goncalves	PS Aide-CBW-6 hrs/daily	TBD*	Contractual
c) Melissa Lefkus	Cafe Aide-CBW-4 hrs/daily	TBD*	Contractual

*Pending completed paperwork

4. Long-term Substitute

Recommend the Board approve the following long-term substitute meeting the criteria established by the Superintendent, at the rate of \$100 per diem (start and end dates are subject to change):

Name	In For	Effective
Aimee Zettel	I.D. #4996-Teacher-BTE	2/1/21 - 6/1/21

5. Start Date

Recommend the Board approve the start date for the following new hires:

Name	Position	Effective
a) Vaile Jensen	Aide - BAY (6 hrs. daily)	1/6/21
b) Laura Hatcher	Teacher - BAY - Gr. 4	2/1/21

6. Bus Drivers Hours

Recommend the Board approve the hours for the following new hire effective on or about 1/14/21:

Name	Hours
a) Mary Gajewski	6:15 am-9:45 am & 11:05 am - 2:35 pm Total - 7 hrs - 4 days/wk.

Recommend the Board approve new hours for the following:

Name	Hours
b) Lillian Lewis	6:15 am-9:45 am & 11:05 am - 2:50 pm Total - 7.25 hrs.
c) Patricia Kalinowski	5:45 am-9:45 am & 11:05 pm-2:50 pm Total 7:75 hrs.

7. Rescind Employment

Recommend the Board rescind the employment of Alexia Germinario as an aide assigned to the H. & M. Potter School, effective 12/1/20.

8. Preschool Operational Plan

Recommend the Board approve the Preschool Operational Plan for the 2021-2022 school year.

9. Payment of Bills

BE IT RESOLVED that the following items as reviewed by the Finance Committee be approved:

Bills List dated January 5, 2021

Check numbers 48842 through 48966

\$ 1,131,396.13

(Attachment 1)

Mrs. Bacchione read a letter of resignation from Board Member Keith Fisher. She thanked him for his years of service on the Board.

XIII. ADJOURNMENT

A motion was made by Mr. Guarascio to adjourn the meeting. Second by Mr. MacMoyle.

All in favor. Meeting adjourns at 7:20 pm.

Respectfully submitted,



Laura Gingerelli, CPA,RSBA

Business Administrator/Board Secretary