

I. CALL MEETING TO ORDER

A Reorganization meeting of the Berkeley Township Board of Education was held on Tuesday, January 4, 2022, 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 9, 2021 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.

III. ROLL CALL

PRESENT: Mrs. Bacchione, Mr. Bowens, Mr. Coffey, Mr. Guarascio,
Mr. Pellecchia, Mrs. Shedlock and Mrs. Trethaway

ABSENT: Mr. MacMoyle and Mr. Ytreboe

ALSO PRESENT: Dr. James Roselli, Superintendent
Tyler Verga, CPA, Business Administrator/Board Secretary
Mathew Thompson, Board Attorney

IV. RESULTS OF ANNUAL SCHOOL BOARD ELECTION

RESOLVED that the Berkeley Township Board of Education accept the *official* results of the 2021 Annual School Election.

Four Members of the Board of Education:
Douglas Bowens (3-year term)
James Coffey (1-year term)
John MacMoyle (3-year term)
Anne Marie Trethaway (3-year term)

MOTION by Mrs. Bacchione to accept the official results of the Annual School Board Election

SECOND by Mr. Guarascio

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

V. SWEARING IN OF NEW BOARD MEMBERS

Business Administrator/Board Secretary Tyler Verga administers the Oath of Office to Mr. Bowens, Mr. Coffey and Mrs. Trethaway

Re-elected Board Members take their seats.

VI. RE-ORGANIZATION

1. Nominations For Office Of President:

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

Motion carries upon Roll Call Vote (7 Ayes, 0 Nays, 0 Abstains) that Mrs. Bacchione be President.

The Business Administrator turns the meeting over to the President.

2. Nominations For Office Of Vice President

The President calls for nomination for the *Office of Vice President*. Mr. Pellecchia nominates Mrs. Shedlock. Mrs. Trethaway seconds the nomination. Mrs. Shedlock accepts the nomination.

Motion carries upon Roll Call Vote (7 Ayes, 0 Nays, 0 Abstains) that Mrs. Shedlock be Vice President.

Recommend approval of Reorganization Items 3-15.

MOTION by Mr. Bowens

SECOND by Mrs. Shedlock

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

1. Recommend Approval of the Following

Recommend the Board approve the following through January 2023 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.

2. 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 2022-2023 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 2022-2023 School Year:

504 Officer	Debra Fierra
Accountability Officer (Title I-V/PEA)	Melissa Gallagher
Accountability Officer - IDEA	Debra Fierra
ADA Officer	Daniel Prima
Affirmative Action Officer	Keith McShaffrey
Affirmative Action Officer/Title IX Coordinator	Cara Burton
AHERA Representative	John Skinner
Asbestos Management Officer	John Skinner
Assistant Coordinator of Transportation Services	Tammy Higgins
Attendance Officer	Officer Scott Selby (\$2,800)
Board Secretary	Tyler Verga
Buildings & Grounds Supervisor (Acting)	Michael Caufield (\$55 per day)
Certifying Officer	Emalisa Haller
Certifying Officer Supervisor	Tyler Verga
Civil Service Appointing Authority	Tyler Verga
Conscientious Employee Protection Rep.	Steve Rieder
Continuing Disclosure Agent	Phoenix Advisors, LLC
Custodian of Records	Tyler Verga
Custodian of Records (Alternate)	Jena Pisacreta
Department of Children & Families Liaison	Guidance Counselors
HAZCOM Instructor	John Skinner
HIB Coordinator	Debra Fierra
Homeless Education Liaison	Debra Fierra/Amy Coppinger
Indoor Air Quality Designee	John Skinner
IPM Coordinator	John Skinner
Legal Newspapers	<i>Asbury Park Press/Berkeley Times</i>
Missing/Abused Children Liaison	Guidance Counselors
Private Schools for Disabled Supervisor	Cheryl Ernest
Public Agency Compliance Officer	Tyler Verga
Purchasing Agent	Tyler Verga
Safety Coordinator	John Skinner
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
Treasurer of School Monies	Carmen Memoli, CPA (\$3,500)

10. 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.

11. 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.

12. 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.

13. 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.)

14. BOARD MEETING SCHEDULE FOR JANUARY 2022 – JANUARY 2023
(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

2022

Tuesday, January 25, 2022

Tuesday, February 22, 2022

Tuesday, March 29, 2022

Tuesday, April 26, 2022 - Public Hearing on the Budget

Tuesday, May 24, 2022

Tuesday, June 28, 2022

NO REGULAR MEETING IN JULY

Tuesday, August 9, 2022

Tuesday, September 27, 2022

Tuesday, October 25, 2022

NO REGULAR MEETING IN NOVEMBER

Tuesday, December 6, 2022

2023

Tuesday, January 3, 2023 – 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.

15. 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.

VII. PUBLIC COMMENT

None

VIII. 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.

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!

IX. REGULAR BUSINESS

Recommend approval of Regular Business Items 1-11.

MOTION by Mrs. Shedlock

SECOND by Mr. Bowens

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

1. Retirement/Resignation

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

Name	Position/School	Reason	Effective
a) Lorraine Nichols	Bus Aide - District	Resignation	12/21/21

2. New Hire

Recommend the Board approve the following new hire, in the position listed, for the 2021-2022 school year, pending completed paperwork:

Name	Position/School	Effective	Salary
a) Zachary Colla	Music Teacher - HMP	TBD	Contractual

3. Start Date

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

Name	Position	Effective
a) Lisette Roman-Ramos	Spec. Ed. Aide - CBW	1/5/22

4. Leaves of Absence

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

- a) I.D. #5110-Teacher-CBW:
Medical leave of absence from 12/21/21 through 5/31/22.
- b) I.D. #6866-Aide-CBW:
Leave of absence from 1/17/22 through 1/7/22.

- c) I.D. #5463-Clerical Worker-CBW:
Medical leave of absence from 12/6/21 through 1/31/22.
- d) I.D. #5723-Bus Aide-Trans:
Medical leave of absence from 12/7/21 through 1/31/22.
- e) I.D. #5422-Teacher-BAY:
Maternity leave of absence from 2/7/22 through 6/16/22.
- f) I.D. #6157-Clerical Worker-Main:
Medical leave of absence from 12/15/21 through 1/17/22.
- g) I.D. #6952-Aide-HMP:
Medical leave of absence from 1/13/22 through 1/28/22.

5. Substitutes

Recommend the Board approve the following substitute(s) for the assignments listed for the 2021-2022 school year pending completed paperwork:

Name	Position
a) Laura Giannico	Teacher
b) Katie Rhinehart	Teacher

Note: All substitute aides approved by the Board will be able to substitute as school/teacher aides and bus attendants.

6. After School STEAM Teachers

Recommend the Board approve the following staff members as teachers for the After School STEAM Program, to run for 40 sessions, at their contractual rate of pay (paid through Title IV Grant Funds), effective 1/4/22:

Name/School	Position
a) Michael Peterson	Teacher
b) Susana Conforti	Teacher

7. Bylaws/Policies/Regulations

Recommend the Board approve the First Reading of the Bylaws/Policies/Regulations listed below:

P 9150 School Visitors

8. Payment of Bills

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

Various check numbers voided and replaced with checks 50384 through 50402.

(Attachment 1)

Bills List dated December 20, 2021

Check numbers 50403 through 50505 \$ 521,998.20

Check numbers 50506-50507 voided due to printing error.

Bills List dated December 21, 2021

Check numbers 50508-50509 \$ 43,260.38

(Attachment 2 & 3)

Purchase Orders numbered 22-0919 through 22-1035

\$ 450,911.84

Purchase Orders numbered 22-1036 through 22-1041

\$ 41,809.23

(Attachment 4 & 5)

9. Travel

RESOLVED, that the Berkeley Township Board of Education approve the following travel:

<u>Name</u>	<u>Seminar/Workshop</u> <u>(Registration &/or Mileage)</u>	<u>Dates</u>	<u>Not to</u> <u>Exceed</u>
a) Robert Martin	Stormwinds Web-Based Various Technology Courses (Virtual) (Registration)	1/15/22-2/28/23	\$1290
b) Marianne Cicco	Making Best Use of Google Classroom for Grades K-6, Bureau of Education & Research, Cherry Hill, NJ	1/31/22	\$279

10. Transportation

Recommend the Berkeley Township Board of Education approve the following transportation jointure:

Host District	Student ID	Dates	School	Per Diem Rates
a) Central Regional	999555	12/6/21-6/30/22	Jackson Regional Day	TBD
b) MOESC	65789 65788	12/6/21-6/20/22	Washington St. Elementary School Toms River	\$103.46

11. Amended ESEA Grant Funding

Recommend the Berkeley Township Board of Education approve the following amended ESEA Grant funding for the 2021-22 school year:

- | | | |
|----|-----------|-----------|
| a) | Title IIA | \$ 64,654 |
| b) | Title IV | \$ 26,581 |

X. ADJOURNMENT

A motion was made by Mr. Guarascio to adjourn the meeting. Second by Mrs. Shedlock.
All in favor. Meeting adjourns at 7:10 pm.

Respectfully submitted,



Tyler Verga, CPA
Business Administrator/Board Secretary

