

**I. CALL MEETING TO ORDER**

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, December 3, 2019, at the Berkeley Township Elementary School Auditorium, 10 Emory Avenue, Bayville, NJ. Mrs. Bacchione called the meeting to order at 7:00 p.m. Adequate notice of this meeting was given by publication in the Asbury Park Press on January 8, 2019 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.

**II. FLAG SALUTE**

The meeting was opened with a salute to the flag and a moment of silence for resident and parent Jason Bedell's speedy recovery.

**III. ROLL CALL**

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

**ABSENT:** None

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

**IV. PRESENTATIONS**

Dr. Roselli presented Mr. Trethaway, Superintendent of Manchester School District, with a certificate and congratulated him on being awarded Superintendent of the Year. Mayor Carmen Amato also presented Mr. Trethaway with a Proclamation.

Jerry W. Conaty, CPA, RMA, CFE of Holman Frenia Allison, PC gave a presentation reviewing the 2018-2019 Comprehensive Annual Financial Report.

**V. PRESIDENT'S REPORT**

Good evening. I hope everyone had a nice Thanksgiving. November was a busy month with the teacher's convention, parent/teacher conferences and the election.

Congratulations to Michele, Edward and Steve for winning. We look forward to working together another three years with them on the Board.

December is upon us suddenly and there is much to do to prepare for the New Year.

Dr. Roselli and I met with Dr. Parlapanides from Central Regional, along with Central Regional Board President Lou Tuminaro and Denise Pavone-Wilson, to discuss the school calendar for 20-21. Our goal as a District and Board is to have matching calendars for the best interest of the students and families attending both Districts. We hope to approve the calendar at the January or February board meeting.

On behalf of the Board, I would like to wish everyone happy, safe and healthy holidays and a Happy New Year.

This concludes the President's report. Thank you.

#### **VI. SUPERINTENDENT'S REPORT**

Dr. Roselli noted his report is included as Attachment 1. He highlighted some of the items.

#### **VII. PUBLIC DISCUSSION ON AGENDA ITEMS**

None

#### **VIII. COMMITTEE REPORTS**

**Finance:** Mr. Cammarato reported that the Finance Committee met on Monday, December 2, 2019. They reviewed the audit with Jerry Conaty. Mr. Cammarato encouraged the Board to read through the audit to have a better understanding of it. All bills, claims and purchase orders were also reviewed and approved.

#### **IX. SUPERINTENDENT'S AGENDA**

**MOTION** by Mr. Pellecchia that upon recommendation of the Superintendent Items A1-A17 be approved.

**SECOND** by Mrs. Shedlock

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 0 Abstain) Motion carries.

**A. PERSONNEL RESOLUTIONS**

**1. Resignation**

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

Name	Position	Effective
a) Jean Marie Caboy	School Psychologist - CST	1/7/20
b) Joseph Zaccone	Teacher - BD - BTE	1/27/20

**2. New Hire**

Recommend the Board approve the following new hire in the position listed:

Name	Position	Salary	Effective
a) Sharon Levine	School Psychologist - CST	Ph.D. - Step 2 - \$57,250	TBD

**3. Rescind Appointment**

Recommend the Board rescind the appointment of the following new hires:

Name	Position	Effective
a) Gina Smodi	Secretary - HMP	11/4/19
b) Jessica Mayers	Bus Attendant - Transportation	11/18/19

**4. Leave of Absence**

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

- a) I.D. #6582-Aide-HMP:  
Extension of medical leave of absence (unpaid) from 11/11/19 and continue through 12/17/19.
- b) I.D. #6750-Aide-HMP:  
Extension of medical leave of absence (unpaid) from 11/26/19 and continue through 12/16/19.

**5. Transfer**

Recommend the Board approve the following transfer for the 2019-2020 school year at the contractual rate of pay, effective 12/4/19:

Name	From	To
a) Mary Fitzgerald-Tuzzo	Cafeteria Aide - HMP	Secretary - HMP

**6. Substitutes**

Recommend the Board approve the following substitute(s) for the assignment(s) listed for the 2019-2020 school year:

Name	Position
a) Melanie France	Custodian
b) Carlee Harrison	Clerical Worker
c) Christopher Mitchell	Teacher/Aide/Custodian
d) Katherine Grady	Aide/Clerical Worker

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

**7. 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
a) Jessica Roth	I.D. #5714-Teacher-HMP	12/4/19 - 5/1/20

**8. Student Teacher Placements**

Recommend the Board approve the following student teacher placements for the 2019-2020 school year:

<b>Name</b>	<b>Assigned To</b>	<b>Start Date</b>	<b>Requirements</b>
a) Thomas Ettari	Andrea Cimino	Spring Semester	150 Hours
b) Dana Scutro	Tara O'Brien	Spring Semester	Clinical Internship (Student Teaching)
c) Cheryl Moskwa	Nicole Langer	February	15 Hours

**9. Start Date**

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

<b>Name</b>	<b>Position</b>	<b>Effective</b>
a) Sandy Hollan	Spec.Ed. Aide - PSD - HMP	11/25/19
b) Michelle Psaras	Spec.Ed. Aide - PSD - HMP	11/21/19

**10. Intramural Floor Hockey Coordinators**

Recommend the Board approve the following staff members in the positions listed for Intramural Floor Hockey, to be held after school during the months of January, February and March at the Berkeley Township Elementary School, at their hourly contractual rate of pay, not to exceed 35 hours:

<b>Name</b>	<b>Position</b>
a) Kirk Burr	Coordinator
b) Carolyn Anderson	Coordinator
c) Lindsay Quigley	Substitute Coordinator

**11. Internship**

Recommend the Board approve Klaudia Patryn, an Occupational Therapist student at Stockton University School of Health Sciences, to complete Level I Fieldwork, under the direction of Carol Kiersnowski, Occupational Therapist for the district, effective on or about 1/29/20 through 4/26/20 (one day per week for 10 weeks).

## 12. Preschool Literacy Night

Recommend the Board approve the following staff members, for Preschool Literacy Night, to be held on 12/12/19, paid through the McKinney-Vento "Project Starfish" Grant, not to exceed 2.5 hours, as listed:

Name/School	Name/School	Name/School
a) Heather Ettari - CBW	k) Lauren Frank - HMP	u) Carly Komorowski - CBW
b) Danielle Austin - CBW	l) Danielle Perez - BAY	v) Kathleen Breden - CBW
c) JoAnn Donachy - HMP	m) Daniella Pineno - BAY	w) Jessica Burlew - CBW
d) Alyssa Mancini - CST	n) Jillian Scalpati - BAY	x) Dana Reuning - HMP
e) Allison Mitchell - BAY	o) Jacqueline Matteo - BAY	y) Kelly Emberson - CBW
f) Patricia Robinson - BAY	p) Chelsea Horsch - BAY	z) Megan Drake - HMP
g) Lisa Zarra - BAY	q) Kaitlin Coghlan - CBW	aa) Sara Yost - HMP
h) Susana Conforti - BAY	r) Chelsea Conaty - CBW	bb) Donna Condello - CBW
i) Donna Palumbo - HMP	s) Ariel Clark-Maffia - CBW	cc) Lisa Maione - HMP
j) KimberlyWoodman- HMP	t) Jennifer Bell - CBW	dd) Jessica Silverstein - HMP

## 13. Change of Hours

Recommend the Board approve a change of hours for the following cafeteria aides, effective 1/6/20:

Name	From	To
a) Maria Rosen - BAY	3.5 hours daily	4.5 hours daily
b) Ellen Hughes - BAY	4.5 hours daily	3.5 hours daily

## 14. Salary Adjustment

Recommend the Board approve a salary adjustment for the following individuals, effective 1/1/20 (Does not include longevity):

Name	From	To	Reason
a) JoAnn Donachy	\$89,685 (Off 1-MA)	\$90,085 (Off 1-MA+15)	College Credits
b) Thomas Ettari	\$72,200 (Step 14-BA)	\$74,300 (Step 14-BA+30)	College Credits

c) Jaime Poggioli	\$51,250 (Step 2-BA)	\$53,150 (Step 2-BA+15)	College Credits
d) Steven Poppe	\$54,850 (Step 2-MA)	\$55,650 (Step 2-MA+30)	College Credits
e) Christine Warchol	\$51,250 (Step 2-BA)	\$53,150 (Step 2-BA+15)	College Credits

**15. Play Coordinators**

Recommend the Board rescind approval of the following:

a) Teresa Cerankowskii - Play Coordinator - CBW
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Recommend the Board approve the following replacement Play Coordinator for producing and directing a school play for the 2019-2020 school year, for a minimum of 25 hours, not to exceed a total of \$1,100:

b) Michelle Speidel - Play Coordinator - CBW
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**16. Resignation**

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

Name	Position	Effective
a) Amber Dombecki	Teacher Aide - BTE	1/17/20
b) Cheryl Moskwa	Teacher Aide - HMP	12/3/19
c) Sandy Hollan	Teacher Aide - HMP	12/3/19

**17. Rescind Appointment**

Recommend the Board rescind the appointment of the following new hire:

Name	Position	Effective
a) Marcella Muzik-McNally	Bus Attendant - Transportation	12/4/19

**IX. SUPERINTENDENT'S AGENDA**

**MOTION** by Mr. Pellecchia that upon recommendation of the Superintendent Items B1-B5 be approved.

**SECOND** by Mr. Guarascio

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 0 Abstain) Motion carries.

**B. OTHER BOARD ITEMS**

**1. HIB Update**

  0   HIB investigations conducted/affirmed - October 30-December 3, 2019  
  0   HIB's from October 30-December 3, 2019

**Violence & Vandalism/Suspensions/HIB Updates**

  1   Violence & Vandalism - September 1-December 3, 2019  
  3   Suspensions - September 1-December 3, 2019  
  0   HIB's - September 1-December 3, 2019

**2. Preschool Expansion Aid Program Plan**

Recommend the Board approve the Preschool Expansion Aid Program Plan for the 2020-2021 school year.

**3. Out-of-District Placement**

Recommend the Board approve Out-Of-District Placement for the following student for the 2019-2020 school year:

I.D. #1001160 - Regional Day School, Jackson, NJ - effective 11/11/19

**4. Additional Field Trip**

Recommend the Board approve the following additional field trip for the 2019-2020 school year:

Urban Air Adventure Park  
1256 Indian Hill Road  
Toms River, NJ 08755

**5. First Reading of ByLaws/Policies/Regulations**

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

Pol/Reg 2560 Live Animals in School - Revised

**X. BUSINESS ADMINISTRATOR'S AGENDA**

**MOTION** by Mr. Cammarato that upon recommendation of the Business Administrator Items 1-7 be approved.

**SECOND** by Mr. Pellecchia

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 3 Abstain) Mr. Fisher Abstains on Items 1 and 3, Mr. Guarascio Abstains on Item 3 and Mr. MacMoyle Abstains on Item 3. Motion carries.

**1. Minutes**

- a) RESOLVED that the minutes of the Regular Meeting held on October 29, 2019 be approved. **(Attachment 2)**
- b) RESOLVED that the minutes of the Executive Session held on October 29, 2019 be approved. **(Attachment 3)**

**2. Payment of Bills**

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

Bills List #1 dated December 3, 2019 Check numbers 46726 through 46893	\$1,742,866.46
Bills List #2 dated December 3, 2019 Check numbers 46894 through 46900 <b>(Attachments 4 &amp; 5)</b>	\$ 2,391.89
Purchase Orders numbered 20-00900 through 20-01043 <b>(Attachment 6)</b>	\$ 378,391.15

**3. Payroll Approval**

BE IT RESOLVED that the bi-monthly payroll periods ending be approved:

October 15, 2019	\$1,206,774.03
October 30, 2019	\$1,206,277.83

**4. Appropriation Transfers**

BE IT RESOLVED that the Appropriation Transfers for the month of October 2019, be approved.  
**(Attachments 7)**

**5. Board Secretary's Report**

RESOLVED that through the adoption of this resolution, we, the Berkeley Township Board of Education, pursuant to N.J.A.C. 6A:23-2.11(c)4 certify that as of October 31, 2019, after review of the Board Secretary's monthly financial reports (appropriations section) and upon consultation with the Business Administrator and other appropriate district officials, that to the best of our knowledge no major account or fund has been over expended in violation of N.J.A.C.6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.  
**(Attachments 8)**

**6. Report of the Treasurer of School Monies**

RESOLVED that the Berkeley Township Board of Education accept the Report of the Treasurer of School Monies for the month ended October 31, 2019 and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement.  
**(Attachments 9)**

**7. Travel**

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

<u>Name</u>	<u>Seminar/Workshop</u>	<u>Dates</u>	<u>Not to Exceed</u>
Marianne Cicco	LBIF Arts and Science, Loveladies (registration)	2/6/20	\$85
Isabella Appignani	New Jersey Associate For Health Physical Education Recreation and Health Annual Convention, W. Long Branch (registration)	2/24 - 2/25, 2020	\$130

**MOTION** by Mr. Guarascio that upon recommendation of the Business Administrator Items 8-11 be approved.

**SECOND** by Mr. Pellecchia

**ROLL CALL VOTE:** (9 Ayes, 0 Nays, 0 Abstain) Motion carries.

**8. Transportation**

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

Host District	Student ID	Dates	School	Per Diem Rates
MOESC	G.R.	9/4-9/12/19	Walnut Street School, Toms River, to/from Bayville	\$160.36
MOESC	1000470 1000368	9/4-9/12/19	CBW to/from Toms River	\$63.83 each
MOESC	1000404	10/29/19-6/30/20	CBW to/from Toms River	\$224.72
MOESC	1001160	11/11/19-6/30/20	Jackson Regional Day School to/from Bayville	\$63.19
MOESC	1000385	11/11/19-6/30/20	Bayville School to/from Seaside	\$106.56

**9. Third Party Administrator (TPA) for 403b and 457 Retirement Plans**

RESOLVED, that the Berkeley Township Board of Education hereby approves PlanConnect, LLC as the Third Party Administrator for its Sections 403b and 457 plans of the Internal Revenue Code of 1986, as amended, pursuant to the Hold Harmless and Third Party Administrative Agreement between the Berkeley Township Board of Education and PlanConnect, LLC, attached hereto and made a part hereof.

**10. Disposal/Sale/Donation of Obsolete Equipment and Library Materials**

Recommend the Board approve the following:

- a) Disposal and/or sale of obsolete equipment as per the attached list.  
(Attachment 10)
- b) Disposal and/or donation of library materials as per the attached list.  
(Attachment 11)

**11. Accept Comprehensive Annual Financial Report and Auditor's Management Report**

RESOLVED, that the Berkeley Township Board of Education accept with no recommendations the Comprehensive Annual Financial Report as of June 30, 2019 and the Auditor's Management Report for the 2018-19 school year as prepared by the firm of Holman Frenia Allison, P.C.

**XI. OLD BUSINESS**

None

**XII. NEW BUSINESS**

None

**XIII. PUBLIC DISCUSSION ON NON-AGENDA ITEMS**

Mr. Cammarato asked Dr. Roselli if there have been any changes made to Board Policy and Regulation 5600 Student Discipline/Code of Conduct. Dr. Roselli stated that he is not aware of any changes or violation of this policy whereby teachers are being told not to reprimand students.

**XIV. ADJOURNMENT**

A motion was made by Mr. Guarascio to adjourn the meeting. Second by Mrs. Shedlock. All in favor. Meeting adjourns at 7:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "L. Gingerelli".

Laura Gingerelli, CPA, RSBA  
Business Administrator/Board Secretary