

I. CALL MEETING TO ORDER

A Berkeley Township Board of Education Regular Meeting was held on Tuesday, February 28, 2023, 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 7, 2023 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.

III. ROLL CALL

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

ABSENT: Mr. Guarascio, Mr. MacMoyle and Mr. Ytreboe

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

IV. PRESIDENT'S REPORT

Good evening everyone.

The Berkeley Township Board of Education mourns the loss of our former student, Adriana Kuch, and offers our heartfelt condolences to the family. While we are Board Members, we are parents first. Our inherent instinct is to protect our children. When making decisions about what is best for Berkeley students, our mindset is the same – protect the children. So, as Board Members, our first thoughts were 'what have we done and what can we do to support our students and families, and make sure our schools are a safe and welcoming learning environment.

I spoke to our Superintendent to make sure we are up on the most current training and best practices for educators in addressing and remedying harassment, intimidation, and bullying. We are.

Nevertheless, we asked for an updated training last week to make sure we are operating in compliance with the amendments resulting from Mallory's law. We reviewed our obligations under the Memorandum of Agreement with Law Enforcement to report incidents where the conduct is an offense under New Jersey's Code of Criminal Justice. We embedded social, emotional learning into our curriculum and enhanced our SEL supports. And we have assessed and made necessary updates to our HIB policy.

We are going to continue to be proactive in preventing and addressing bullying. As a mother and a Board Member, I speak on behalf of the Board when I say that we will ensure that the children in Berkeley Township School remain safe, supported, and ready to learn.

I'm happy to report that the Bus Driver who had an incident last week is home and recovering.

It's budget season and the board has been meeting with our Business Administrator and Superintendent to ensure we make the best and most cost-effective decisions for our district for the 23/24 school year.

This concludes the president's report.

V. SUPERINTENDENT'S REPORT

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

VI. PUBLIC COMMENT ON AGENDA ITEMS

None

VII. COMMITTEE REPORTS

Policy: Mrs. Bacchione reported that the Policy Committee met tonight, February 28, 2023 and reviewed the policy changes and revisions that are on the agenda for their first reading.

Finance: Mr. Coffey reported that the Finance Committee met tonight, February 28, 2023 and reviewed all bills, claims and purchase orders that are on the agenda for approval.

Buildings and Grounds: Mr. Bowens reported that the Buildings and Grounds Committee met tonight, February 28, 2023 and discussed the change order for the window replacement capital project at Bayville School. He shared that the change order will result in \$74,849 cost savings. Most of the savings resulted from not having to use an allowance that was built into the original price projection, using existing roller shades and not replacing the frieze board which was in good condition.

VIII. SUPERINTENDENT'S AGENDA

MOTION by Mrs. Shedlock that upon recommendation of the Superintendent, Items A1-A16 be approved.

SECOND by Mrs. Trethaway

ROLL CALL VOTE: (6 Ayes, 0 Nays, 0 Abstain) Motion carries.

A. PERSONNEL RESOLUTIONS

1. Retirements/Resignations

Recommend the Board accept the retirements/resignations of the following staff members:

Name	Position/School	Reason	Effective
a) Shawn Livingston	Teacher - HMP	Retirement	1/1/24
b) Michael DiMaria	Cafe Aide - BTE	Resignation	2/28/23
c) Clifford Schiel	P/T Custodian - HMP	Resignation	2/21/23
d) Deborah Immerso	Media Specialist - HMP	Retirement	7/1/23
e) Ryan Enright	Custodian - HMP	Resignation	2/24/23

2. New Hires

Recommend the Board approve the following new hires, in the position listed, for the 2022-2023 school year, pending completed paperwork:

Name	Position/School	Effective	Salary
a) Danielle Bartochek	P/T Custodian - HMP 4 hrs.	TBD	Contractual

3. Leave(s) of Absence

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

- a) I.D. #7082-Aide-CBW:
Extension of leave of absence from 1/30/23 through 2/17/23.
- b) I.D. #5699-Technology-Dist:
Medical leave of absence from 1/25/23 through 2/22/23.
- c) I.D. #6946-Teacher-BTE:
Maternity leave of absence from 5/22/23 through 1/26/24.
- d) I.D. #6878-Aide-CBW:
Extension of medical leave of absence from 2/15/23 through 2/26/23.

- e) I.D. #5959-Teacher-BTE:
Medical leave of absence from 1/26/23 through 2/10/23.
- f) I.D. #4770-Custodian-HMP:
Medical leave of absence from 2/13/23 through 5/13/23.
- g) I.D. #5575-Aide-HMP:
Medical leave of absence from 2/21/23 through 3/31/23.
- h) I.D. #6848-Teacher-BTE:
Maternity leave of absence from 5/8/23 through 12/22/23.
- i) I.D. #7002-Teacher-BAY:
Revised maternity leave from 2/21/23 through 12/8/23.
- j) I.D. #4982-Cafe-CBW:
Medical leave of absence from 2/13/23 through 3/10/23.

4. Start Date

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

Name	Position	Effective
a) Jeanna Culp	G & T/Tech. - HMP	2/13/23
b) Jennifer Craig	Physical Therapist - CST	3/27/23
c) Ryan Stamps	Transportation - District	3/1/23

5. Substitute(s)

Recommend the Board approve the following substitute(s) for the assignment(s) listed for the 2022-2023 school year, pending completed paperwork:

Name	Position
a) Joann Rodriguez	Custodian
b) Barbara Trokan	Teacher/Aide
c) Cheryl Burns-Landecho	Aide/Clerical Worker
d) Isabella Grippaldi	Teacher/Aide
e) Cora Yesko	Teacher/Aide

f) Tracilynn Crouse	Bus Driver
g) Kayla McKenzie	Aide
h) Brian Shiflett	Custodian
i) Michael DiMaria	Aide
j) Clifford Schiel	Custodian

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

6. **Preschool STEAM Night**

Recommend the Board approve the following preschool teachers to work Preschool STEAM Night for 2 hours on 3/23/23 at their contractual rate of pay:

a) Jennifer Bell	m) Lauren Frank
b) Dana Reuning	n) Jackie Matteo
c) Patricia Dozois	o) Megan Drake
d) Danielle Pineno	p) Ariel Maffia
e) Danielle Austin	q) Kimberly Woodman
f) Patricia Robinson	r) Jade Gunsheski
g) Donna Palumbo	s) Jessica Silverstein
h) Michelle Iozzia	t) Allison Mitchell
i) Jillian Scalpati	u) Chelsea Conaty
j) Caitlin Farley	v) Donna Condello
k) Heather Ettari	w) Jaimee Jones
l) Melanie Rebenksi	

7. **Gifted & Talented Enrichment Program**

Recommend the Board approve Jeanna Culp as a teacher for the after school Gifted & Talented Enrichment Program at HMP for the remaining 22 sessions, for Grades K-2 and Grade 5, to run twice a week for one hour each day, at the contractual rate of pay.

8. Coordinators, Sponsors & Clubs - Spring Cycle

Recommend the Board approve the following **revisions** for the Spring Cycle of Clubs to be held at BTE:

Sponsor	Club
a) Victoria Guy - Coordinator & Sponsor	Photography (in place of Kickball)
b) Jamie Robertelli (replaces M. Tomaini)	Art

Club dates to run Thursday's - Session A: Mar. 2,9,16,23,30; Session B: Apr. 20,27; May 4,11,18 - after school for 1 hr. - 1:50 pm - 2:50 pm)

9. Intramural Soccer

Recommend the Board approve the following staff members for the after school Intramural Soccer Program at the Berkeley Township Elementary School to take place on Mondays and Wednesdays from 1:50 pm - 2:50 pm, beginning in March and ending in June, at their contractual rate of pay. Aides will be used on an as needed basis:

a) Victoria Guy	b) Rita Starnier	c) Michelle Hess - Nurse
------------------------	-------------------------	---------------------------------

10. Student Teacher Placements

Recommend the Board approve the following Student Teacher Placements for the 2022-2023 school year:

Name	Assigned to	Start Date	Requirements
a) Stefanie Caton	Donna Lapczynski - CBW	2/6/23	280 Hrs/26 Days
b) Danielle Kelly-Altman	Theresa Pasqualetto - CBW	Spring Semester	100 Hours

11. ESL Family Nights

Recommend the Board approve Susana Conforti as a teacher for two ESL Family Nights, not to exceed 6 total hours, at her contractual rate of pay, paid out of Title III Grant Funds.

12. Before/After School Learning Academies

Recommend the Board approve Susana Conforti as a teacher for the Before/After Learning Academies Program, 21 sessions, for 1 hour daily, at her contractual rate of pay, paid through ARP Grant funds.

13. Teacher Mentor

Recommend the Board approve the following teacher to perform as a Mentor at the stipend listed, to be paid by the Mentee:

Mentee	Mentor	Stipend
a) Jeanna Culp	Regina Avenoso	\$550 over 30 weeks (prorated as needed)

14. Sidebar Agreement

Recommend the Board approve the Sidebar Agreement between the Berkeley Township Board of Education and the Berkeley Township Education Association.

15. Settlement Agreement and Release

Recommend the Board approve the Settlement Agreement and Release entered into between the Berkeley Township Board of Education and P.H. to resolve and settle all outstanding issues involved in dispute.

16. Change of Hours

Recommend the Board approve the change of hours for the following Custodians for the 2022-2023 school year, effective 3/1/23:

Name	From	To
a) Justin Troiano - BAY	1:00 pm - 9:00 pm	6:00 am - 2:00 pm
b) Diane Hernandez-Jordan	2:30 pm - 10:30 pm	1:00 pm - 9:00 pm

VIII. SUPERINTENDENT'S AGENDA

MOTION by Mr. Coffey that upon recommendation of the Superintendent Items B1-B4 be approved.

SECOND by Mrs. Shedlock

ROLL CALL VOTE: (6 Ayes, 0 Nays, 0 Abstain) Motion carries.

B. OTHER BOARD ITEMS

1. HIB Report Update

0 HIB Investigations conducted - Jan. 24, 2023 - Feb. 27, 2023

0 HIB's affirmed from Jan. 24, 2023 - Feb. 27, 2023

0 HIB alleged - Jan. 24, 2023 - Feb. 27, 2023

Suspensions Update

10 Suspensions - Jan. 24, 2023 - Feb. 27, 2023

2. Field Trip

Recommend the Board approve the following field trip for the 2022-2023 school year:

Joint Base McGuire-Dix-Lakehurst
3021 McGuire Blvd.
Lakehurst, NJ 08641

3. Calendar 2023-2024

Recommend the Board approve the school calendar for the 2023-2024 school year.
(Attachment 2)

4. First Reading of New/Revised ByLaws/Policies/Regulations

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

Policy 0152	Board Officers (Revised)
Policy 0161	Call, Adjournment, and Cancellation (Revised)
Policy 0162	Notice of Board Meetings (Revised)
Policy/Reg 2423	Bilingual and ESL Education (Revised/Mandated)
Policy 2425	Emergency Virtual or Remote Instruction Program (Revised/Mandated)
Reg 2425	Emergency Virtual or Remote Instruction Program (New/Mandated)
Policy/Reg 5200	Attendance (Revised/Mandated)
Policy 5512	Harassment, Intimidation, or Bullying (Revised/Mandated)
Policy 8140	Student Enrollments (Revised/Mandated)
Reg 8140	Enrollment Accounting (Revised/Mandated)
Policy/Reg 8330	Student Records (Revised/Mandated)
Reg 8420.2	Bomb Threats (Revised/Mandated)
Reg 8420.7	Lockdown Procedures (Revised/Mandated)
Reg 8420.10	Active Shooter (Revised/Mandated)

Abolished:

Policy 1648.11	The Road Forward COVID-19-Health and Safety
Policy 1648.13	School Employee Vaccination Requirements

IX. BUSINESS ADMINISTRATOR'S AGENDA

MOTION by Mr. Bowens that upon recommendation of the Business Administrator Items 1-13 be approved.

SECOND by Mrs. Ornstein.

ROLL CALL VOTE: (6 Ayes, 0 Nays, 0 Abstain) Motion carries.

1. Minutes

RESOLVED that the minutes of the following meetings be approved:

- a) Minutes of the Regular Meeting held on January 24, 2023. **(Attachment 3)**
- b) Minutes of the Executive Session held on January 24, 2023.

2. Payment of Bills

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

Check number 52330 voided and replaced with check number 52445

Bills List dated February 28, 2023

Check numbers 52446-52614	\$2,172,114.17
---------------------------	----------------

(Attachment 4)

Purchase Orders numbered 23-1324 through 23-1571	\$2,128,878.69
--	----------------

(Attachment 5)

3. Payroll Approval

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

January 15, 2023	\$1,393,056.47
January 31, 2023	\$1,343,111.48

4. Appropriation Transfers

BE IT RESOLVED that the Appropriation Transfers for the month of January 2023, be approved.
(Attachments 6)

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 January 31, 2023, 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 7)**

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 months ended January 31, 2023, and that the Board Secretary's Report and Treasurer of School Monies Report are in agreement. **(Attachments 8)**

7. Travel

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

<u>Name</u>	<u>Seminar/Workshop (Registration &/or Mileage)</u>	<u>Dates</u>	<u>Not to Exceed</u>
a) Melisa Balton	Foreign Language Educators of New Jersey: Maximizing language development across three modes 9AM-3PM in Monroe Township, NJ (registration)	5/4/2023	\$149
b) Melisa Balton	2023 Foreign Language Educators of New Jersey Annual Conference in New Brunswick, NJ (Rutgers) (registration)	3/17/23- 3/18/23	\$280
c) Aimee Roma	Teaching Students With Autism: Strategies for Success (Virtual) (registration)	2/29/2023	\$115
d) Laurie Peters	Monmouth Ocean Educational Services Commision (MOESC) Using Data to Increase Productive School Performance in Tinton Falls, NJ (registration)	3/14/2023	\$75
e) Zachary Colla	Northern New Jersey Orff Schulwerk Association Franklin Willis Presents "Teach Me About Hip Hop" at the Hunziker Hall William Paterson University in Wayne, NJ (registration)	3/25/2023	\$130
f) Melissa Gallagher	Spring 2023 Education Career Expo at Stockton University in Galloway, NJ (mileage)	3/22/2023	\$20
g) Mariela Osorio	Foreign Language Educators of New Jersey: Maximizing language development across three modes 9AM-3PM in Monroe Township, NJ (registration)	5/4/2023	\$149

8. Transportation

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

Host District	Student ID	Dates	School	Per Diem Rate
MOESC	1000866	2/1-6/21/23	Jackson Regional Day School	TBD

9. Accept the Annual Comprehensive Financial Report and Auditor's Management Report

RESOLVED, that the Berkeley Township Board of Education accept with no recommendations the Annual Comprehensive Financial Report as of June 30, 2022 and the Auditor's Management Report for the 2021-22 school year as prepared by the firm of Holman Frenia Allison, P.C.

10. Bus Maintenance Shared Services Agreement with Central Regional School District

Recommend the Board approve the continuation of Shared Services Agreement for Bus Maintenance with Central Regional School District for the three-year period from July 1, 2023 - June 30, 2026 as follows:

Year 1: \$244,035.63 payable in 12 installments of \$20,336.30
Year 2: \$256,237.41 payable in 12 installments of \$21,353.12
Year 3: \$269,049.28 payable in 12 installments of \$22,420.77

11. Courier Shared Services Agreement with Central Regional School District

Recommend the Board approve the continuation of Shared Services Agreement for Courier Services with Central Regional School District for the three-year period from September 1, 2023 through June 30, 2026 as follows:

Year 1: \$11,970.00
Year 2: \$12,569.00
Year 3: \$13,197.00

12. Request for Proposals

Recommend the Board authorize the Business Administrator to release the following Requests for Proposals for the 2023-2024 School Year:

- a) Auditor
- b) Property Casualty Insurance Broker
- c) Health Insurance Broker
- d) Legal Services
- e) Legal Services: Special Education, Student Matters
- f) Legal Services: Employment and Labor Issues
- g) Legal Services: Conflict Attorney
- h) Food Services

13. Change Order for Bayville School Window Replacement

Recommend the Board approve the following Construction Change Order as recommended by Settembrino Architects:

Panoramic Window and Door System Change Order #1:

The Contract is changing as follows:

TOTAL DEDUCT CHANGE ORDER

1. Unused Allowance	\$50,000
2. Roller Shades	\$24,275
3. Frieze Board	<u>\$11,650</u>
TOTAL	\$85,925

TOTAL ADD CHANGE ORDER

1. Boiler Louver	\$ 2,036
2. Additional AC Sashes (4)	<u>\$ 9,040</u>
TOTAL	\$11,076

TOTAL NET DEDUCT CHANGE ORDER: \$74,849

X. OLD BUSINESS

None

XI. NEW BUSINESS

None

XII. PUBLIC DISCUSSION ON NON-AGENDA ITEMS

None

XII. EXECUTIVE SESSION

A motion was made by Mrs. Shedlock that the Board move to executive session at this time, 7:12 p.m. for the purpose of personnel matters. Second by Mrs. Trethaway. No action will be taken after the Executive Session concludes. All in favor.

XIV. ADJOURNMENT

A motion was made by Mrs. Shedlock to adjourn the open portion of the meeting. Second by Mrs. Trethaway. All in favor. Meeting adjourns at 7:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Tyler Verga", written in dark ink.

Tyler Verga, CPA
Business Administrator/Board Secretary