

WORK/SPECIAL MEETING  
OF THE  
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION  
March 12, 2007

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, March 12, 2007 at 6:30 p.m. in the cafeteria of the Auten Road Intermediate School in the School District.

In accordance with the State's Sunshine Law, adequate notice of this meeting was provided in the Board's annual meeting notice. This notice was also provided to the Hillsborough Beacon, Somerset Messenger Gazette, and Courier News newspapers on March 7, 2007. The notice is also posted in the Board of Education office and a copy has been sent to the Township Clerk and Township Public Library.

ROLL CALL

MEMBERS PRESENT: Judith C. Haas, Neil Hudes, David T. Lin, Steven D. Paget, Edward Plaskon, Marc J. Rosenberg, and Steven J. Sloan

MEMBERS ABSENT: David Kanaby and Wolfgang Schneider

ALSO PRESENT: Dr. Karen Lake, Superintendent of Schools, Dr. Lisa Antunes, Assistant Superintendent of Schools, Mr. Thomas M. Venanzi, Assistant Superintendent for Business/Board Secretary, and Mrs. Annette Wells, Assistant to School Business Administrator/Assistant Board Secretary

Executive Session

A motion was made by Mrs. Haas and seconded by Mr. Sloan that the board adopt a resolution to go into executive session at 6:32 p.m.

WHEREAS, the Open Public Meetings Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting of which the public body discusses certain matters for which confidentiality is required as permitted in Section 7B of the act.

RESOLVED, by the Board of Education of the Township of Hillsborough in the County of Somerset and State of New Jersey as follows:

1. The following matters to be discussed are a legal matter pertaining to an employee grievance, an employee disciplinary matter, and a request from employees regarding use of the emergency sick leave bank.
2. The matters discussed in executive session shall be disclosed to the public when the need for confidentiality no longer exists.

Upon call of the roll, the motion carried with a unanimous vote recorded.

The board reconvened in public session at 7:30 p.m.

Board Recognition

Dr. Lake welcomed the public to the meeting and introduced the district athletic director, Mike Fanizzi. The following athletes were recognized:

- Taryn O'Connor was a Meet of Champions winner in the shot put. Her personal best was 47' 6". Taryn finished 1<sup>st</sup> in NJSIAA, and 6<sup>th</sup> in the nation.
- Assistant Coaches Charlie Davis & Lou Foranoce introduced the girls' basketball team, who finished this year as Skyland Conference Delaware East Champions with a 19-6 record.
- Head Coach, Pat Verney, and Assistant Coach, Phil Schambach, introduced the boys' ice hockey teams. The varsity team completed the season as the Van Cott Cup Champions - New Jersey Ice Hockey League - Central White Division.
- Coach Todd Sudol and Assistant Coach, Adele Morgan, introduced the boys' swimming team, who were the NJSIAA Central "B" Champions for the fourth year in a row.

Mr. Fanizzi announced that there are 500-600 winter session athletes at Hillsborough High School. He acknowledged all athletes even though they may not have won a championship.

President Plaskon thanked the parents for supporting the children. He also thanked the coaches for coaching the athletes, instilling values, teaching them how to compete and representing Hillsborough well.

Dr. Lake added that the record of wins and losses doesn't matter. The fact that the athletes go out and participate makes them a winner. She also thanked the parents and Mr. Fanizzi.

Mr. Fanizzi also acknowledged two wrestlers: Frank McLaughlin who took 2<sup>nd</sup> place in the State competition, and John Mangini who wrestled injured and finished 6<sup>th</sup>.

2007-08 Budget

Mr. Sloan, finance committee chair, reported that the committee met last week to make some adjustments to the proposed budget. Instant alert was added at a cost of \$18,000 from anticipated health insurance savings. Substitute salaries were discussed, however the committee felt the \$80 per day was competitive enough not to make any changes. Mr. Sloan added that the committee was pleased with the budget and that there were no reductions in personnel or programs. He also stated that this budget contains the lowest tax increase in many years.

There were no comments or questions from the board or the public.

President Plaskon announced that the special board meeting for the public hearing and to adopt the final budget will be held on March 26, at 7:30 in the Auten Road School cafeteria.

#### Committee Reports

##### Finance Committee

Mr. Sloan, finance committee chairperson, announced that there is no additional report

##### Township Committee Liaison

No report.

##### Facilities Committee

Mr. Lin, facilities committee chairperson, reported that the next meeting is planned for early April.

##### Personnel Committee

Mr. Hudes, personnel committee chairperson, reported on the following topics reviewed by the committee at the February 27 and March 6 meetings:

- Salary recommendations for non-represented staff
- Reviewed Superintendent Job Description
- Status of 2 current employees
- Limited response to exit surveys
- Current vacancies - Director of Human Resources, Director of Guidance and ARIS Principal.
- Volunteer background checks/policy
- Tenure dates for administrative positions
- Succession planning - Administrative team

Mr. Hudes updated the board and public on the Superintendent Search. The committee made recommendations and changes to the proposed process for superintendent search based on feedback from the board at the February 26 meeting.

- The profile of candidates will be provided to the full board.
- The President will be included in the preliminary interviews (6-8 candidates)
- The full board will interview the final candidates (goal is 4)

The committee also discussed contract provisions to negotiate with the superintendent candidate.

Mr. Hudes reported that on Monday, March 5, Leadership Advantage consultants for the superintendent search met with various stakeholders (parents, teachers, union representatives,

administrators) in the community to collect criteria and qualities desired in the new superintendent.

Mr. Hudes added that the board will be meeting with Leadership Advantage on Thursday, March 15 at 7:00 p.m.

Mr. Hudes reminded the board to return evaluations for the Superintendent and Board Secretary.

#### Communications Committee

Mrs. Haas, communications committee chairperson, reported that the committee met prior to tonight's meeting. Items discussed are:

- Budget newsletter
- Listserv e-alert

Mrs. Haas announced that the budget document and Superintendent's PowerPoint presentation are on the website. The public can utilize the website for questions and comments on the budget. She also encouraged the public to complete the superintendent survey on the Superintendent Search Link set up through the Board of Education Link on the district website.

Mrs. Haas reported that there are currently 3000 people signed up for Listserv.

#### Special Projects Committee

Mr. Rosenberg, special projects committee chairperson, reported that the committee met on February 22. The committee met with Marie Bilik and Gwen Thornton from NJSBA to discuss Goal Setting and the Strategic Plan.

Mr. Rosenberg reported that the board needs to develop a new five-year strategic plan. It was recommended to begin the planning process approximately a year from now to give the new superintendent a chance to get acclimated to the district.

Mr. Rosenberg also reported that the goal setting should be done by the board as a whole. The process should take place this June or July, after the new superintendent comes on board. From these goals, action plans will be generated. In the future, goal setting should take place in May after the reorganization meeting.

Mr. Rosenberg also added that if we have an interim superintendent for an extended period of time, the board will have to revisit the timelines.

#### Negotiations Committee

No report.

Time was allowed for questions and comments from the board and public on committee reports.

Review of February Board Meeting Minutes

The board reviewed the minutes from the public meeting and executive session held on February 12 and the public action meeting held on February 26.

The board also reviewed executive session minutes to be released to the public.

The board will act on the approval of these minutes at the March 19 regular meeting.

Other Business from the Public

Mr. Scott Boyer, parent in the district, raised the issue of bullying in the schools. He asked for district policy and procedures administered at the various schools, as well as, on buses to and from school.

Dr. Lake stated that the board's policy is available on the district website. Dr. Lake responded with the procedures in place and hierarchy for handling a bullying situation. She added that there are numerous instances where the curriculum addresses bullying and there are methods of discipline dealing with children who don't follow the rules.

Mr. Boyer stated that his primary concern is that the board has a public policy and procedure to deal with bullying. He also requested that the board keep this issue in the forefront, even through the transition of a new superintendent.

Action AgendaPublic Comments

None

PERSONNEL

A motion was made by Mr. Rosenberg and seconded by Mr. Paget that the board of education approve the personnel agenda as follows:

AppointmentsDirector of Guidance

Hillary Charney, Director of Guidance, effective May 14, 2007 (or sooner if released by current district) through June 30, 2007 replacing Edward McNeil (resigned).

SALARY: \$105,000 PRO RATED

Upon call of the roll, the motion carried with a unanimous vote recorded.

FINANCE

A motion was made by Mr. Lin and seconded by Mr. Sloan that the board of education approve the finance agenda as follows:

Approval of 2007-08 Tentative Budget

Approve the following 2007-08 tentative budget as listed on Schedule A for advertising purposes:

General Fund	\$93,353,726
Special Revenue Fund	\$ 1,796,020
Debt Service Fund	\$ 5,479,459
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TOTAL	\$100,629,205

Commissioner Cap

Approve the applications of the following commissioner cap adjustments to the 2007-08 school budget as follows:

Capital Outlay	\$1,602,030
Special Education	253,902

Resolution for Capital Outlay Commissioner Cap Adjustment

Approve the following resolution pertaining to a commissioner cap adjustment for capital outlay expenditures in the 2007-08 tentative budget:

WHEREAS, the 2007-08 capital outlay budget includes the following items: instructional, medical, athletic and office equipment, maintenance and transportation vehicles and equipment, and facility projects, and

WHEREAS, the budgeted cost for these capital outlay expenses is \$2,206,390 and

WHEREAS, the original 2006-07 capital outlay budget was \$2,152,277, and

WHEREAS, the maximum eligible amount for a commissioner cap adjustment for capital outlay is \$1,602,030 for the 2007-08 school year, and

WHEREAS, the school district requires the entire amount of \$1,602,030 as a capital outlay commissioner cap adjustment in order to implement all budgeted items included in the 2007-08 capital outlay budget, and

WHEREAS, all items included in the capital outlay budget must be completed in the 2007-08 school year in order to implement the district's long range facility plan needs; meet the instructional needs of the district in order to provide a thorough and efficient education; maintain our periodic plans for equipment replacement; and provide equipment essential to the administration of necessary school level activities

NOW THEREFORE BE IT RESOLVED, that the Board of Education approve the submission of this resolution along with the approved 2007-08 tentative budget to the Somerset County Superintendent for review and approval.

Maximum Expenditure for District Travel

Establish \$92,170 as the maximum expenditure for all district travel related reimbursements for the 2007-08 budget.

Upon call of the roll, the motion carried with a unanimous vote recorded.

Adjournment

A motion was made by Mrs. Haas and seconded by Mr. Rosenberg to adjourn the meeting at 8:40 p.m.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Thomas M. Venanzi  
Assistant Superintendent for Business/  
Board Secretary