

REGULAR MEETING  
OF THE  
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION  
March 19, 2007

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, March 19, 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 13, 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, Steven D. Paget, Edward Plaskon, Marc J. Rosenberg, and Steven J. Sloan

Wolfgang Schneider arrived at 7:15 p.m.  
David T. Lin arrived at 7:30 p.m.  
David Kanaby 7:33 p.m.

MEMBERS ABSENT: None

ALSO PRESENT: 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 arrived at 7:30 p.m.

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 the evaluations of the superintendent and board secretary.
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.

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Regular Meeting

Mr. Schneider arrived at 7:15 p.m.

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

Messrs. Lin and Venanzi, Dr. Antunes, and Mrs. Wells arrived at 7:30 p.m.

#### Approval of Minutes

A motion was made by Mr. Paget and seconded by Mrs. Haas to approve the minutes of the executive session held on February 12, 2007.

Upon call of the question, the motion carried with seven members voting in favor and Mr. Hudes abstaining.

A motion was made by Mrs. Haas and seconded by Mr. Sloan to approve the minutes of the work meeting held on February 12, 2007.

Upon call of the question, the motion carried with seven members voting in favor and Mr. Hudes abstaining.

A motion was made by Mr. Paget and seconded by Mrs. Haas to approve the minutes of the regular meeting held on February 26, 2007.

Upon call of the question, the motion carried with seven members voting in favor and Mr. Hudes abstaining.

Mr. Kanaby arrived at 7:33 p.m.

#### Release of Executive Session Minutes

A motion was made by Mr. Paget and seconded by Mr. Rosenberg to release the executive session minutes to the public as referenced in Schedule A.

Upon call of the question, the motion carried unanimously.

#### Correspondence

None

#### Board Recognition

Dr. Antunes recognized the Mock Trial team who went undefeated in the county tournament, to win its third county championship. She then introduced Mr. Fenster, advisor, who presented the nine student team members. Mr. Fenster requested that the board and administration consider banners to recognize academic teams, similar to those hanging in the school for athletic teams.

Mr. Fenster then introduced the 14 Debate Team members. The team won the Best Large Delegation award at the Philadelphia Model United Nations conference in February. Mr. Fenster also announced the six individual team winners. The team will be attending the Rutgers Model Congress in April.

Dr. Antunes recognized the high school Robotics team who recently won the Autodesk Animation Award at the NJ Regional. The team also earned the Chairman's Award which was awarded by F.I.R.S.T. (For Inspiration and Recognition of Science and Technology). This award qualifies the team for the Championship competition in Atlanta in April. This past weekend, the team also competed in a regional competition in Annapolis, Maryland. They won the robotics competition as well as the "GM Industrial Design Award." This award allows the team an opportunity to publish the design process in a book. Mr. Chernoff, robotics advisor, recognized the 65 student team members.

#### New Business

Mr. Rosenberg, in accord with Mr. Fenster, requested that the district initiate a way to implement the recognition of academic programs with banners in the gym, similar to sport teams. President Plaskon agreed to discuss the issue with Dr. Lake.

Mr. Lin discussed an advisory from the FBI and Homeland Security reported last Friday on CNN regarding recent suspicious activity by foreigners driving school buses. Mr. Lin informed the public that bus drivers must obtain a commercial drivers license and must undergo the fingerprinting process. He also stated that our district is doing what we should be regarding this issue.

#### Superintendent's Report

None

#### Action Agenda

#### Public Comments

None

#### CURRICULUM & INSTRUCTION

A motion was made by Mrs. Haas and seconded by Mr. Schneider that the board of education approve the curriculum and instruction agenda as follows:

#### Course Title Changes - High School

<u>Current</u>	<u>Proposed</u>
Introduction to Math Analysis	Selected Topics of College Math
Functional Reading 1	Functional Literacy 1
Functional Reading 2	Functional Literacy 2

New Course Proposal - Applications of Mathematics - Grades 11-12  
Approval of New Text - Pre-calculus - Grades 11-12

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

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

Retirement

Nicholas DeLiberato, REACH teacher, middle school, effective July 1, 2007. Mr. DeLiberato has worked for the district for 24 years.

Resignations

Joseph Campos, long term substitute Spanish teacher, Triangle/Hillsborough Elementary Schools, effective March 26, 2007.

Laura Mulholland, biology teacher, high school, effective June 30, 2007.

Howard Van Salisbury, mathematics teacher, high school, effective June 30, 2007.

Leaves of Absence

Rebecca Barajas, media specialist, Amsterdam School, disability/family leave of absence effective February 21, 2007 through June 30, 2007.

Amy Casale, REACH teacher, Triangle School, disability/family leave of absence effective April 30, 2007 through November 23, 2007.

Susan Lamonica, instructional assistant, Hillsborough Elementary School, federal family leave of absence effective March 13, 2007 through March 30, 2007.

Revised Leave of Absence

Sandra Thomassen, grade 4 teacher, Triangle School, from disability/family/unpaid child care leave of absence effective September 12, 2006 through March 30, 2007 to disability/family/unpaid child care leave of absence effective September 12, 2006 through June 30, 2007.

Contract Change

Cathy Mazich, clerical assistant, business office, from 3.5 hours/day to 4 hours/day effective March 20, 2007 through June 30, 2007.  
SALARY: \$17,695 PRO RATED Step 1

Toni Marchick, from full-time instructional assistant, middle school, to .5 instructional assistant, Sunnymead, effective April 10, 2007.  
SALARY: \$25,087 PRO RATED Step 4

Lauren Kolaya, long term substitute grade 4 teacher, Triangle School, from effective September 12, 2006 through March 30, 2007 to effective September 12, 2006 through June 30, 2007 replacing Sandra Thomassen.  
SALARY: \$43,478 PRO RATED BA Step 1

Michelle Thatcher, long term substitute grade 3 teacher, Woodfern School, from effective October 9, 2006 through April 13, 2007 to effective October 9, 2006 to June 30, 2007 replacing Patricia Marino.  
SALARY: \$43,478 PRO RATED                      BA                      Step 1

#### Termination of Contract

Diane Ruddock, instructional assistant, middle school, effective March 30, 2007.

#### Appointments

##### Teacher

Amy Hoffman, .5 kindergarten teacher, Triangle School, effective January 23, 2007 through June 30, 2007 replacing Ilene Champion (in district transfer).  
SALARY: \$43,478 PRO RATED                      BA                      Step 1

##### Custodian

Jan Balut, custodian, high school, effective March 20, 2007 through June 30, 2007 replacing Jan Dziwak (in district transfer).  
SALARY: \$27,309 PRO RATED                      Step 1

##### Coaches

Matthew Varhley, assistant coach boys' spring tennis, high school, effective 2006-2007 coaching season replacing Minh Dang (resigned from coaching position).  
STIPEND: \$3,370                      Step 2

##### Permanent School Aide

Helga Hill, permanent school aide 2 days/week/2 hrs 10 min/day, Amsterdam School, effective March 20, 2007 replacing Gina Cymbalista.  
SALARY: \$14.14/hour                      Step 1

##### Substitute Teacher - \$80/day

Laura DeCicco  
Jennifer Geller  
Krystal McGinnis  
Linda Tancs  
Cathleen Fay  
Brian Lime  
Debra Michel

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

#### FINANCE

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

Acceptance of Monthly Financial Reports

Accept the monthly financial reports of the Assistant Superintendent for Business/Board Secretary and the Treasurer of School Moneys for the month of February 28, 2007 and in compliance with N.J.A.C. 6:20-2.13 (e) that the Board of Education certify that no major account or fund has been overexpended and that as of this report sufficient funds are available to meet the district's financial obligation for the remainder of this fiscal year.

Approval of Monthly Bills

Approve the monthly bills as reviewed by the finance committee as follows:

General Operating:           \$7,905,228.03

Approval of Line Item Transfers

Approve the following line item transfers in the 2006-07 general fund budget:

FROM:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-190-100-610-01-06	Inst. Supp-HHS Art	1,684
11-190-100-610-05-02	Inst. Supp-Sunny Math	1,683
11-190-100-610-05-11	Inst. Supp-Sunny Comp Ed.	384
11-190-100-610-12-00	Inst. Supp-Auten	71
11-190-100-610-12-03	Inst. Supp-Auten Science	655
11-190-100-610-12-04	Inst. Supp-Auten Social Studies	595
11-402-100-600-01-00	Athletics-HHS Supplies/Materials	839
11-000-217-600-00-00	Extraordinary Services-Supplies/Materials	5,000
11-000-222-600-01-00	Libraries-HHS Supplies/Materials	1,176
11-000-240-600-01-00	Sch Admin-HHS Supplies/Materials	7,391
11-000-240-600-06-00	Sch Admin-Triangle Supplies/Materials	299
11-000-270-518-00-00	Transportation-Cont Serv ESC	45,300
		<u>65,077</u>

TO:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-190-100-640-05-01	Textbooks - Sunny Reading	2,067
11-000-219-390-00-00	CST-Evaluations	5,000
11-000-221-600-09-11	Improv of Inst-Technology	4,480
11-000-262-610-10-57	Other Oper/Maint-Grounds supplies	839
11-000-270-503-00-00	Transportation-Aid in Lieu of	7,800
11-000-270-511-00-00	Transportation-Cont Serv To/From School	7,391
11-000-270-512-00-00	Transportation-Cont Serv Other than To/From	37,500
		<u>65,077</u>

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

ADMINISTRATIVE

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

Resolution Establishing Annual School Threshold for Business Travel

Approve the following resolution establishing an annual school threshold for district business travel:

WHEREAS, the Hillsborough Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive prior approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only as described in NJOMB Circular Letter 06-02, including amendments or revisions thereto, a threshold amount below which Board approval is not required; and

WHEREAS, the Board of Education establishes, for regular district business travel only, an annual school year threshold of \$4,200 per staff/Board member where prior Board approval shall not be required unless this annual threshold for a staff/Board member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable are excluded from the requirements of N.J.A.C. 6A:23B-1.1 et seq.;

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable up to \$4,200 per year.

Approve the Overnight Trips as Listed

School	Group/Team	Destination	Dates	Schedule
HHS	Robotics	Robotics National Competition Atlanta, GA	4/11/07 - 4/15/07	<u>B</u>
HHS	Math League	American Regional Math League Penn State University State College, PA	6/1/07 - 6/2/07	<u>C</u>
HHS	Track Team	Outdoor National Competition A&T Univ., North Carolina	6/15/07 - 6/17/07	<u>D</u>

Approve the Professional Travel Related Expenses as Listed

Approve the professional travel related expenses as listed on Schedule E.

Acceptance of Donation

Accept the following donation:

<u>Donor</u>	<u>Description</u>
Comverse	40 Monitors
3M Company	3 Digital Media Systems

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

INFORMATIONAL

Emergency drills were held during the month of February as follows:

School	Dates	Times
Amsterdam Elementary	February 12, 2007	1 minute
	February 27, 2007	1 minute
Auten Road Intermediate	February 23, 2007	2 minutes 30 seconds
	February 28, 2007	2 minutes 30 seconds
Hillsborough Elementary	February 13, 2007	1 minute 5 seconds
	February 15, 2007	1 minute 40 seconds
Sunnymead Elementary	February 21, 2007	1 minute 23 seconds
	February 27, 2007	1 minute 25 seconds
Triangle Elementary	February 2, 2007	1 minute 39 seconds
	February 21, 2007	1 minute 38 seconds
Woodfern Elementary	February 20, 2007	1 minute 8 seconds
	February 21, 2007	1 minute 10 seconds
Woods Road Elementary	February 12, 2007	2 minutes 1 second
	February 13, 2007	2 minutes 7 seconds
Hillsborough Middle School	February 8, 2007	2 minutes 13 seconds
	February 21, 2007	2 minutes 12 seconds
Hillsborough High School	February 28, 2007	2 minutes 30 seconds

Suspensions for the month of February:

- High School = 17
- Middle School = 6
- Auten Road Intermediate = 6
- Elementary schools = 1 (Woodfern)

Old Business

Mr. Schneider discussed the issue of our districts substitute pay. He thanked Dr. Lake for researching other districts and pointed out that comparatively, Hillsborough falls somewhere in the middle. Mr. Schneider requested that the district research substitute pay in more detail prior to finalizing the budget. Issues to consider are: paying different amounts for certificated substitutes vs. non-certificated and paying long-term substitutes more to keep them in-district and provide greater continuity for the students. Mr. Sloan stated that the recommendation of the finance committee was to not make any changes in substitute pay this year in light of budgetary constraints and a desire to keep taxes lower.



President Plaskon asked Mr. Schneider to work with one or two other board members to present a proposal to the board on substitute pay.

Mr. Sloan agreed to work on the committee with Mr. Schneider.

Announcements by the President

President Plaskon announced that a special meeting will be held on Monday, March 26, in the Auten Road School Cafeteria at 7:30 p.m. to finalize the 2007/08 budget. The preliminary budget was sent and approved by the County Superintendent. The board will be approving the final budget at the March 26 meeting for public vote on Tuesday, April 17.

Adjournment

A motion was made by Mr. Hudes and seconded by Mr. Paget to adjourn the meeting at 8:00 pm.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Thomas M. Venanzi  
Assistant Superintendent for Business/  
Board Secretary