

REGULAR MEETING
OF THE
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION
September 15, 2008

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, September 15, 2008 at 7:00 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 and the Courier News newspapers on September 11, 2008. 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: Frank A. Blandino, Gregory Gillette, Judith C. Haas, Neil Hudes, Steven Paget, and Marc J. Rosenberg

David T. Lin arrived at 8:10 p.m.

MEMBERS ABSENT: John Donnadio and Wolfgang Schneider

ALSO PRESENT: Dr. Edward Forsthoffer, III, Superintendent of Schools, Dr. Lisa M. Antunes, Assistant Superintendent of Schools, Mr. Scott Rocco, Assistant Superintendent for Personnel Mr. Aiman Mahmoud, School Business Administrator/Board Secretary, and Mr. Gerald Eckert, Assistant School Business Administrator/Assistant Board Secretary

Executive Session

A motion was made by Mr. Paget and seconded by Mr. Gillette that the board adopt a resolution to go into executive session at 7:00 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 matter to be discussed is a personnel matter.
2. The matter 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.

Approval of Minutes

A motion was made by Mr. Paget and seconded by Mr. Gillette to approve the minutes from regular meeting held on August 18, 2008.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Paget and seconded by Mr. Rosenberg to approve the minutes of the executive session held on August 18, 2008.

Upon call of the question, the motion carried unanimously.

Correspondence

None

Board Recognition/Awards

Dr. Forsthoffer recognized 2002 alumnus, Jessica Galli, for winning a gold and silver medal in the 2008 Para Olympics and setting a new world record in the 400 meter race.

New Business

None

Superintendent's Report

Dr. Forsthoffer reported that the students and faculty have returned for the new school year. The students all seemed to be in good spirits as they start the new year. He noted that the district did experience some problems with transportation during the first couple of weeks but that the issues are being addressed.

Dr. Forsthoffer updated the board on the high school scheduling issue that was raised by Mr. Lin at the board meeting of September 8, 2008. He stated that there few scheduling issues during the first few days of school. He noted that the goal next year is to send the schedules out prior to the opening of school.

Time was allowed for questions and comments from the board and public on the superintendent's report.

Action Agenda

Public Comments

None

CURRICULUM & INSTRUCTION

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

Approve the Submission of the following Grant Applications

Approve the submission of the following grant applications for the 2008-2009 school year:

IDEA, Basic	\$1,576,555
IDEA, Preschool	50,308

Resolve to Amend the NCLB FY2008 Application

Resolve to amend the NCLB FY2008 application to incorporate funds carried over from FY2007 in the amount of:

Title I	\$986.00
Title I SIA	\$4,744.00
Title IIA	\$28,015.00
Title IID	\$1,267.00
Title III	\$30,822.00

Approve the Submission of the following NCLB Grant Applications for FY 2009

Approve the submission of the following grant applications for FY 2009:

Title I	\$304,358.00
Title II Part A	\$123,115.00
Title II Part D	\$2,527.00
Title III	\$30,286.00
Title IV	\$14,932.00

Amend Curriculum Writing approved at the August 18, 2008 Board Meeting as follows

Rescind Carrie Lansberry's approval to write Instrumental Music grades 7-8 curriculum (not to exceed 20 hours).

Approve Ciji Syvarth to write Instrumental Music grades 7-8 curriculum (not to exceed 20 hours).

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

PERSONNEL

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

Retirements and Resignations

Name	Location	Position	Reason	Effective Date	Dates of Employment
Michelle Alfaro	Transportation	Bus Aide	Resigned	9/1/2008	10/16/2006 – 9/4/2008 2 years service
Linda Sikorsky	Auten Road Intermediate	Permanent Lunch Aide	Resigned	9/1/2008	12/4/1998 – 9/1/2008 10 years service

Leaves of Absence

Name	Location	Position	Type of Leave	Dates of Leave
Anne Harcar	Hillsborough High School	Art teacher	Family LOA	9/3/2008 – 11/26/2008
Faith Krasnansky	Amsterdam School	Grade 3 Teacher	Disability/family LOA	12/1/2008 – 4/16/2009
Sheila Marce	Amsterdam School	Grade 1 Teacher	Disability/family LOA	11/26/2008 - 4/28/2009
Tara Penyak	Hillsborough Elementary/ Triangle School	World Language Teacher	Intermittent family LOA	2008-2009 school year
Allison Skobo	Amsterdam School	Grade 1 teacher	Disability/family/child care LOA	12/8/2008 - 6/30/2009
Victoria Weisgarber	Sunnymead School	Academic Support Instructor	Family LOA	9/2/2008 – 10/31/2008
Christina Winkler	ARIS	Academic Support Instructor	Disability/family LOA	12/4/2008 – 3/27/2009

Revised Leaves of Absence

Name	Location	Position	From	To	Effective
Joanie Layden	Hillsborough Middle School	Grade 7 Literacy Teacher	Disability/family LOA	Disability/family/ child care LOA	9/4/2008 – 6/30/2009

Name	Location	Position	From	To	Effective
Tina Pikulin	Hillsborough Middle School	Grade 7 Math Teacher	Disability/family LOA	Disability/family/child care LOA	9/2/2008 – 6/30/2009
Shelley Garraway	Woods Road School	Speech	Disability/family/child care LOA	Disability/family/child care LOA	9/19/08-2/11/09

Transfer/Change in Appointment

Name	From	Location	To	Location	Reason	Effective
Henry Goodhue	Special Education/ Resource Center Teacher	HES/ARIS	Special Education/ Resource Center Teacher	ARIS	Department Reorganization	9/1/2008 – 6/30/2009

Change in Contract

Name	From	Location	To	Location	Reason	Effective	Salary
Carla Kerrigan	.5 Speech Teacher	ARIS	Full time Speech Teacher	ARIS	Vacancy	9/22/2008-6/30/2009	\$68,820 PR BA+15 Step 20
Jeanine Reilly	Permanent Lunch Aide	Woods Road School	.5 Instructional Assistant	Woods Road School	New Position	9/16/2008 – 6/30/2009	\$24,988 PR Step 2

Rescind Contract

Name	Position	Location	Rescind Contract	Effective
Taryn Furmato	Mentor	Hillsborough High School	2008-2009 Mentor Contract	9/4/2008 – 4/24/2009
Briana Dixon	Musical Stage Director Advisor	Hillsborough High School	2008-2009 Co-Curricular Advisor Contract	2008 – 2009 School Year

Appointments 2008-2009

Approve the appointment of the following personnel for the 2008-2009 school year. The appointment of those marked with an (*) will be contingent upon approval as per N.J.S.A. 18A:6-7.2 et. Seq.

Teachers

Name	Teacher	Location	Replacing	Effective	Salary
Amy Drylewicz	.5 Special Education/ Resource Center Teacher	Hillsborough Elementary School	Henry Goodhue (in district transfer)	9/1/2008 – 6/30/2009	\$47,080 PR BA Step 1
*Diane Ford	.5 Speech Teacher	District	New Position	9/16/2008 – 6/30/2009	\$54,840 PR MA Step 7
Cheryl Romano	Special Education/ Resource Center Teacher	Woods Road School	Brian Donovan (resigned)	9/1/2008 – 6/30/2009	\$49,190 BA Step 4

Lunch Aide

Name	Position	Location	Replacing	Effective	Salary
Donna Fitzgerald	Permanent Lunch Aide	Auten Road Intermediate School	Linda Sikorsky (resigned)	9/16/2008-6/30/2009	\$15.20/hour Step 1
Meredith Ramsey	Permanent Lunch Aide	Woods Road School	Jeanine Reilly (accepted I/A position)	9/16/2008-6/30/2009	\$15.20/hour Step 1

Long Term Substitutes

Name	Long Term Substitute	Location	Replacing	Effective	Salary
Susan Marks	Long Term Substitute Academic Support Instructor	Sunnymead School	Victoria Weisgarber (leave of absence)	9/1/2008 – 10/31/2008	\$47,080 PR BA Step 1

Co-Curricular Advisors

Name	Co-Curricular Club	Location	Effective	Stipend
Melissa Blevins	Musical Stage Director	Hillsborough High School	2008-2009 School Year	\$1,164
Christine Micu	Musical Stage Director	Hillsborough High School	2008-2009 School Year	\$1,164
Barbara Szabo	Chorus	ARIS	2008-2009 School Year	\$593

Coaches

Name	Coaches	Location	Effective	Stipend
Byron Martin	Assistant Coach – Boys Lacrosse	Hillsborough High School	2008-2009 Coaching Season	\$4,926 Step 1
Ashley Miller	Assistant Coach – Girls Gymnastics	Hillsborough High School	2008-2009 Coaching Season	\$3,112 Step 1
Kristin Vincent	Assistant Coach – Girls JV Tennis	Hillsborough High School	2008-2009 Coaching Season	\$3,370 Step 1

Substitutes

Teachers - \$80/day			
Elizabeth Abate	Elizabeth Aleo	Geralynn Basilone	Holly Bodzas
Mary Boylan	Margaret Bright	Tracy Furtis-Caudle	William Daly
Dana Davis	David DeWolfe	Lucien Foranoce	Logan Fowler
Jennifer Geller	Nevean Khalil	Thomas Klug	Esther Koll
Cornelius Maloney	Daniel Matejek	Aaron McKay	Siobhan O’Brien
Katelyn Powers	Linda Rozycki	Dana Rude	Thomas Taibe
Arlene Vastano	Robert Venezia		

Instructional Assistants - \$80/day			
Elizabeth Abate	Elizabeth Aleo	Mary Boylan	Tracy Furtis-Caudle
Danie Matejek	Siobhan O’Brien	Katelyn Powers	Arlene Vastano

Library Assistants - \$11.72/hour	Bus Aides - \$19.06/hour	Secretary - \$10/25/hour	Lunch Aide - \$7.90/hour	Nurses - \$100/day
Siobhan O’Brien	Paulina Gonzalez	Jo-Anne Barnes	Jo-Anne Barnes	Mary Lynn Lazar
Katelyn Powers	Bianca Kozik	Siiobhan O’Brien		Mary Liotta
Arlene Vastano	Joanne Pignatore	Sharon Slinksy		Krista Williams
		Arlene Vastano		

Mentors

Mentor	Mentee
Claire Westphal	Amy Drylewicz
LeeAnn Wyble Best	Julie Ullmeyer

Mentor	Mentee
Lynn Mound	Jen Braverman
Kelly Muldoon	Carlye Dymburt
Vickie Whittle	John Yaros
Christine Kirsche	Clare McEnroe
JoAnn Beggington	Rachel Griffith
Kelly Owens	Mindi Graham

Intramural Advisors and Other District Activities

Approve the assignment of intramural advisors as well as other district activities for the 2008-2009 school year as listed on *Schedules II-A and II-B*.

Student Teaching

Name	University	Grade Level/Subject Area	School	Effective	Cooperating Teacher
Brittany DeNitzio	The College of New Jersey	Special Education	Woods Road	1/20/2009 – 5/1/2009	Patty Powers – Special Ed./Resource Center Teacher

Extra Period Coverage

Name	Position	Building	Extra Coverage	Effective
Michael Bober	Art Teacher	Hillsborough High School	10 th Period	9/4/2008 – 1/28/2009
Martin Thomas	Applied Technology	Hillsborough High School	9 th Period	9/4/2008 – 1/28/2009
Veronique deGroot	Art	Hillsborough High School	2 nd Period	1/29/2009 – 6/30/2009
Anthony Cordasco	Industrial Technology	Hillsborough High School	10 th Period	1/29/2009 – 6/30/2009

Group Changes

Approve the group changes for the following personnel effective September 1, 2008 through June 30, 2009 as listed on *Schedule II-C*.

Termination of Contract

The Board of Education shall act to terminate the employment agreement with Lynn Popelka, Supervisor of Transportation, effective November 14, 2008, pursuant to the sixty day termination clause contained therein.

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

FINANCE

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

Acceptance of Monthly Financial Reports

Accept the monthly financial reports of the School Business Administrator/Board Secretary and the Treasurer of School Moneys for the month of August 31, 2008 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.

Approval of Monthly Bills

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

General Operating: \$8,951,919.59

Approval of Line Item Transfers

Approve the line item transfers in the 2008-09 general fund as listed on *Schedule III-A*.

Change Order

Approve the following change order:

Project: Cabinets/Toilets Replacement at Three Schools

Contractor: Oradell Construction

Change Order No.: GC-5

Change Order Amount: \$19,620.02

Description:

Additional work performed at Sunnymead School since January 2, 2008

Bids for Pupil Transportation Routes

The following transportation bid was received on August 18, 2008:

<u>ROUTE</u>	<u>FIRST STUDENT</u>	<u>JAMES HAGER</u>	<u>BARKER BUS</u>
ATH HS	\$105.00 hr.	NO BID	\$65.00 hr

Rescind the awarding of the bid to First Student for the high school athletic route (ATH HS) at the rate of \$105/hr and award the bid to Barker Bus at the rate of \$65/hr as the lowest responsible bidder.

Transportation Renewal Agreement

Rescind the renewal of the following transportation agreement:

<u>Contractor</u>	<u>Multi Contract#</u>	<u>Route #</u>	<u>Cost for 07-08</u>	<u>CPI 2.89%</u>	<u>08-09</u>
Frank Valcheck	BSE4	TBPS	\$9,722	\$280.97	\$10,003

Transportation Renewal Agreements

Approve the following transportation renewal agreements for the 2008-09 school year:

<u>Multi Contract #</u>	<u>Route #</u>	<u>Cost 07-08</u>	<u>CPI 2.89%</u>	<u>Cost for 08-09</u>
(James Hager)				
FO7A	AWA5	47,419	1,370.41	48,789
	IAR3	46,483	1,343.36	47,826
	IAR5	50,955	1,472.60	52,428
	AWAO	51,787	1,496.64	53,284
	TSAO	45,859	1,325.33	47,184
(Frank Valcheck)				
MCA Y	MCA Y	43,644	1,261.32	44,905

Miscellaneous Door Replacement at Hillsborough High School, Hillsborough Middle School, Sunnymead School, and Woods Road School

The following bids were received on August 13, 2008 for miscellaneous door replacement at four schools:

<u>Vendor</u>	<u>Base Bid</u>
Catel, Inc.	\$51,853.13
Smitty's Door Services, Inc.	59,650.00
C & M Door Controls, Inc.	82,000.00
Automatic Door Systems, LLC.	94,500.00
De Sapio Construction, Inc.	124,160.00

Rescind the awarding of a contract to Catel, Inc. for its low bid low bid of \$51,853.13 for the miscellaneous door replacement at Hillsborough High School, Hillsborough Middle School, Sunnymead School, and Woods Road School and award the bid to Smitty's Door Services, Inc. as the next lowest responsible bidder.

Mr. Gillette asked why the board is rescinding the contract that was awarded to Catel, Inc. for the various door installations.

Mr. Mahmoud responded by stating that the lowest bidder, Catel, Inc., made a mistake and could not honor their bid; therefore, the contract is being awarded to the next lowest bidder.

Mr. Blandino asked about the change order for Oradell Construction.

Mr. Mahmoud explained that this change order was the result of a delay to a summer project from 2007 due to the discovery of asbestos at the Sunnymeade School.

Mrs. Haas asked why the district is rescinding a contract awarded to First Student for the high school athletic route and awarding it to another contractor.

Mr. Mahmoud explained that this was being done to correct a mistake that was made in the award of this contract.

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

ADMINISTRATIVE

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

Approve the Professional Travel Related Expenses as Listed:

Approve the Professional Travel Related Expenses as listed on *Schedule IV- A*.

Policies

The policy committee has recommended the following policies be included for consideration as follows:

Policies for First Reading:

<u>Schedule</u>	<u>Policy #</u>	<u>Policy Name</u>
<i>IV-F</i>	0142.1	Nepotism
<i>IV-G</i>	0174	Legal Services
<i>IV-H</i>	0177	Professional Services
<i>IV-I</i>	1570	Internal Controls
<i>IV-J</i>	1620	Administrative Employment Contracts
<i>IV-K</i>	5512.01	Harassment, Intimidation and Bullying
<i>IV-L</i>	6111	Special Education Medicaid Initiative Program (SEMI)
<i>IV-M</i>	6320	Purchases Subject to Bid
<i>IV-N</i>	6360	Political Contributions
<i>IV-O</i>	6362	Contributions to Board Members and Contract Awards
<i>IV-P</i>	6423	Expenditures for Non-employee Activities, Meals and Refreshments
<i>IV-Q</i>	6470	Payment of Claims
<i>IV-R</i>	6510	Payroll Authorization
<i>IV-S</i>	6831	Withholding or Recovering State Aid
<i>IV-T</i>	7410	Maintenance and Repair
<i>IV-U</i>	7650	School Vehicle Assignment, Use, Tracking, Maintenance and Accounting
<i>IV-V</i>	9120	Public Relations Program

<u>Schedule</u>	<u>Policy #</u>	<u>Policy Name</u>
<i>IV-W</i>	9541	Student Teacher/Interns

Policies for Second Reading:

<u>Schedule</u>	<u>Policy #</u>	<u>Policy Name</u>
<i>IV-X</i>	0110	Identification
<i>IV-Y</i>	0147	Board Member Compensation and Expenses
<i>IV-Z</i>	1400	Job Descriptions
<i>IV-AA</i>	2411	Guidance Counseling
<i>IV-BB</i>	2464	Gifted and Talented Pupils
<i>IV-CC</i>	2610	Educational Program Evaluation
<i>IV-DD</i>	3244	Professional Development/In-service Training

Approve Overnight Trip as Listed

School	Group/Team	Destination	Dates	Schedule
HMS	8 th Grade	Gettysburg National Military Park/ Hershey Park	6/4/2009 – 6/5/2009	<i>IV-EE</i>

Approve Field Trips Destinations as Listed:

- Academy of Natural Sciences in Philadelphia, Philadelphia, PA
- Forest Lodge, Warren, NJ
- Environmental Education Center, Basking Ridge, NJ
- Franklin Institute, Jersey City, NJ
- Lakota Wolf Preserve, Columbia, NJ
- Liberty Science Center, Jersey City, NJ
- McCarter Theatre, Princeton, NJ
- Norz Hill Farms, Hillsborough, NJ
- Philadelphia Museum of Art, Philadelphia, PA
- Poricy Park, Red Bank, NJ
- Princeton University, Princeton, NJ
- Rutgers University, New Brunswick, NJ
- Raritan Valley Community College, North Branch, NJ
- Sterling Mines Museum, Ogdensburg, NJ
- Unami Farms, Hillsborough, NJ
- Waterloo Village, Stanhope, NJ

Approve the Crisis Management Plan for 2008-2009

Approve the District Crisis Management Plan for the 2008-2009, a copy of which is kept on file in the office of the Assistant Superintendent for Curriculum & Instruction.

Approve the District Organizational Chart for 2008-2009

Approve the district organizational chart for 2008-2009 as listed on *Schedule IV-FF*.

Approval of Outside Educational Placement

Approve the outside educational placement as listed on *Schedule IV-GG*.

Approval of Job Descriptions

Approve the job descriptions for the Superintendent of Schools, Assistant Superintendent for Curriculum & Instruction, Assistant Superintendent for Personnel and School Business Administrator/Board Secretary as listed on *Schedules IV-HH, IV-II, IV-JJ, IV-KK*.

Mr. Rosenberg pointed out that the policies are now presented more clearly in the board packet. He also stated that all of the districts policies are now available on the district website.

Mr. Hudes asked about the approval of field trips on the agenda.

Dr. Forsthoffer stated that this is just a list of acceptable destinations for field trips in accordance with the new fiscal regulations.

Mr. Rosenberg stated that the Franklin Institute should be listed as Philadelphia not Jersey City.

Ms. Haas commented that the nepotism policy is becoming a bylaw. She pointed out that there was an inconsistency in the policy that should be corrected.

Ms. Hass initiated a lengthy discussion on policies 6360, 6362 and 9541.

Mr. Lin arrived at 8:10 p.m.

Several board members articulated differing opinions on these policies.

After a lengthy discussion, it was decided to accept all policies for first reading and refer them back to the policy committee for further discussion.

The board had a brief discussion on the new organization chart.

The board agreed that the policy committee should meet with Mr. Rocco to compare the policies against the job descriptions.

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

Approve the Professional Travel Related Expenses for Board Members as Listed:

A motion was made by Mr. Paget and seconded by Mr. Gillette that the board of education approve the Professional Travel Related Expenses as listed on *Schedule IV-B* – Board Member 1 of 4.

Upon call of the roll, the motion carried with five members voting in favor and Mr. Blandino and Mrs. Haas abstaining.

A motion was made by Mr. Gillette and seconded by Mr. Blandino that the board of education approve the Professional Travel Related Expenses as listed on *Schedule IV-C* – Board Member 2 of 4.

Upon call of the roll, the motion carried with five members voting in favor and Mrs. Haas and Mr. Hudes abstaining.

A motion was made by Mr. Paget and seconded by Mr. Lin that the board of education approve the Professional Travel Related Expenses as listed on *Schedule IV-D* – Board Member 3 of 4.

Upon call of the roll, the motion carried with six members voting in favor and Mrs. Haas abstaining.

A motion was made by Mr. Paget and seconded by Mr. Blandino that the board of education approve the Professional Travel Related Expenses as listed on *Schedule IV-E* – Board Member 4 of 4.

Upon call of the roll, the motion carried with five members voting in favor and Mrs. Haas and Mr. Rosenberg abstaining.

Old Business

Bryan Miller asked for an update on the energy drink ban in the middle school.

Dr. Forsthoffer responded by stating that nothing has changed and it is still in effect.

Announcements by the President

None

Adjournment

A motion was made by Mr. Paget and seconded by Mr. Blandino to adjourn the meeting at 8:42 pm.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Aiman Mahmoud
School Business Administrator/
Board Secretary