

REGULAR MEETING  
OF THE  
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION  
September 17, 2007

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, September 17, 2007 at 7:30 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 September 12, 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: John Donnadio, Gregory Gillette, David T. Lin, Steven D. Paget, and Marc J. Rosenberg

MEMBERS ABSENT: Frank Blandino, Neil Hudes, and Wolfgang Schneider

ALSO PRESENT: Dr. Edward Forsthoffer, III, Superintendent of Schools, Dr. James Dwyer, Interim 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

Approval of Minutes

A motion was made by Mr. Rosenberg and seconded by Mr. Paget to approve the minutes of the special meeting held on August 6, 2007.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Paget and seconded by Mr. Donnadio to approve the minutes of regular meeting held on August 20, 2007.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Paget and seconded by Mr. Gillette to approve the minutes of executive session held on August 20, 2007.

Upon call of the question, the motion carried with unanimously.

Release of Executive Session Minutes to the Public

A motion was made by Mr. Paget and seconded by Mr. Gillette to approve the release of the executive session minutes as listed on Schedule A to the public.

Upon call of the question, the motion carried unanimously.

Correspondence

Correspondence was recognized from teachers at Amsterdam School and the Hillsborough Band Parents' Association.

The correspondence from the band parents' association was a request to permit a one-hour extension to the curfew at the stadium from 9:30 p.m. to 10:30 p.m. for the band festival competition. Mr. Venanzi reported that he informed the president of the band parents' association that there would be no problem with the request which has been honored for the last two years unless there was an objection from the board. No objection was raised.

Board Recognition/Awards

Dr. Forsthoffer welcomed the 2007/08 new teachers. Each principal introduced new building staff to the public.

Responding to the introductions, Dr. Forsthoffer added that the new staff is a talented group of individuals.

Mr. Lin extended a warm welcome to the new staff in joining the district.

New Business

Mr. Donnadio questioned if the public information officer will complete a press release highlighting the new teachers.

Dr. Forsthoffer announced that a press release was planned.

Mr. Donnadio expressed that board members need to be more accessible to the public and would like the communications committee to consider having board members voluntarily post e-mail addresses or cell phone numbers on the district website.

Mr. Rosenberg explained that while it is true that board members should be more accessible to the public, previous board discussion showed that the majority of the board did not want to post personal information. Mr. Rosenberg suggested the possibility of giving the board members a Hillsborough e-mail address, keeping it separate from personal e-mail.

Superintendent's Report

Dr. Forsthoffer expressed his feeling that the new staff will make a positive impact on the district.

He announced that Wednesday, September 19, is the official ribbon cutting ceremony for the high school's new writing center.

Dr. Forsthoffer also reminded the public that the high school band, current NJ Group 4 Champions, will be highlighted at an exhibition to be held at the Hillsborough High School field on October 13. He invited the public to come out and support the band.

Dr. Forsthoffer announced that Dr. Antunes is doing well waiting for the arrival of her baby and then noted that that this was the last board meeting for Mr. Venanzi and Mrs. Wells, recognizing contributions made to the district and wishing them well.

Dr. Forsthoffer referred to Mr. Venanzi to discuss the bond refunding.

Mr. Venanzi announced that the district was successful in negotiating a private bond refunding for approximately \$9 million in outstanding debt in accordance with all requirements of the local finance board. The district achieved the minimum amount of savings required, which was 3% net present value. Gross savings in debt service interest amounts to \$392,000 over a 14 month period, which translates to \$25,000-\$30,000 per year.

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

Action AgendaPublic Comment

None

CURRICULUM & INSTRUCTION

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

Approval of the following Science curriculum

Grade Kindergarten - revised

Grade TP - revised

Grade 1 - revised

Grade 2 - revised

Grade 3 - revised

Grade 4 - revised

Grade 5 - revised

Grade 6 - revised

Grade 7 - revised

Grade 8 - revised

Geophysical Science - Grade 9 - new (Honors)/revised (Standard, CP)

Biology - Grade 10 - revised  
Chemistry - Grades 10-11 - revised  
Introductory Chemistry and Physics - Grade 11 - revised  
Physics - Grades 11-12 - revised  
Environmental Science - Grades 11-12 - revised  
Advanced Geophysical Science - Honors - Grade 12 - revised

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. Donnadio that the board of education approve the personnel agenda as follows:

#### Resignations

Helene Caliguari, instructional assistant, Woods Road School, effective August 31, 2007.

Nina Casperson, permanent school aide, Amsterdam School, effective September 1, 2007.

Nina Casperson, substitute caller grades K-8, district, effective September 19, 2007.

Peach Draper, grade 4 teacher, Woods Road School, effective August 24, 2007.

Peach Draper, head field hockey coach, Hillsborough High School, effective 2007-2008 school year.

Robyn Friedlander, transportation supervisor, district, effective October 29, 2007.

Leonore Johnston, supervisor of special services, district, effective October 29, 2007.

Joanne Krause, math supervisor, district, effective October 26, 2007.

Susan Marks, instructional assistant, Triangle School, effective August 31, 2007.

Debra McKenna, permanent school aide, Triangle School effective September 21, 2007.

Korin Oliver, reading specialist, Hillsborough Elementary School, effective December 31, 2007.

#### Leaves of Absence

Lisa Antunes, assistant superintendent for curriculum & instruction, district, disability/family leave of absence, effective September 11, 2007 through December 31, 2007.

Christine Lubas, permanent school aide, Hillsborough Elementary School, unpaid leave of absence, effective September 1, 2007 through September 30, 2007.

Tara Penyak, Spanish teacher, Hillsborough Elementary School, family leave of absence as needed for medical reasons, effective September 1, 2007 through June 30, 2008.

#### Revised Leaves of Absence

Katrina Delacruz, instructional assistant, Triangle School, unpaid leave of absence, from effective September 1, 2007 through December 10, 2007 to effective September 1, 2007 through December 12, 2007.

LeighAnne Johnson, grade 7, social studies teacher, Hillsborough Middle School, family leave of absence, from effective September 1, 2007 through November 2, 2007 to effective September 1, 2007 through November 9, 2007.

Robin Pidany, special education teacher, Hillsborough Middle School, disability/family leave of absence, from effective September 1, 2007 through November 15, 2007 to effective September 1, 2007 through November 28, 2007.

#### Revised Summer Extended School Year Program

Michelle Cromwell, special education teacher, 2007 summer extended school year program from \$284.35/per day to \$312.92/per day.

#### Rescind Contract 2007-2008

Jennifer Lyon, long term substitute, grade 7 math teacher, Hillsborough Middle School, effective October 1, 2007 through March 14, 2008.

#### Change in Contract

Approve the change in contracts for the 2007-2008 school year as listed on *Schedule B*.

Lisa Burgos, from long term substitute, basic skills instructor, Sunnymead School, to basic skills instructor, Sunnymead School (increase in enrollment), effective September 1, 2007 through June 30, 2008.

SALARY: \$48,142

BA+30

Step 2

Robert DelPrete, from interim principal, Auten Road Intermediate School, to interim principal, Woods Road School, effective September 18, 2007.

SALARY: \$500 per diem

Ian Progin, from per diem substitute guidance counselor, Hillsborough High School to guidance counselor, Hillsborough High School effective September 1, 2007 through June 30, 2008.

SALARY: \$50,392

MA

Step 3

Scott Rocco, from principal, Woods Road School, to director of human resources, district, effective October 9, 2007.

SALARY: \$124,000

PRO-RATED

Charlene Salvito, from .5 instructional assistant, Hillsborough High School, to full time instructional assistant, Hillsborough High School, effective September 17, 2007 through June 30, 2008.

SALARY: \$24,116 PRORATED

Step 2

#### Transfer/Change in Appointment

Jagruti Tolia, from instructional assistant, Triangle School, to instructional assistant, Auten Road Intermediate School, effective September 17, 2007 through June 30, 2008.

#### Appointments for 2007 - 2008

Approve the appointment of the following personnel for the 2007-2008 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.

#### Long Term Substitute

Marcus Barry, long term substitute, grade 7, social studies teacher, Hillsborough Middle School, effective September 1, 2007 through November 9, 2007, replacing LeighAnne Johnson (leave of absence).

SALARY: \$45,412 PRORATED

BA

Step 1

Erin Becker, long term substitute, grade 3 teacher, Hillsborough Elementary School, effective September 1, 2007 through November 30, 2007, replacing Fran Carnes (disability).

SALARY: \$45,412 PRORATED

BA

Step 1

Kelly Klingman, long term substitute, special education teacher, Hillsborough Middle School, effective September 1, 2007 through November 15, 2007, replacing Robin Pidany (leave of absence).

SALARY: \$45,412 PRORATED

BA

Step 1

Melissa Maes, long term substitute, transitional primary teacher, Triangle School, effective September 1, 2007 through June 30, 2008, replacing Robyn Beer (leave of absence).

SALARY: \$45,412

BA

Step 1

Lisa Murphy, long term substitute, instructional assistant, Triangle School, effective September 1, 2007 through December 12, 2007, replacing Katrina Delacruz (leave of absence).

SALARY: \$23,300 PRORATED

Step 1

Tracy Rood, long term substitute, special education teacher, Auten Road Intermediate School, effective September 21, 2007 through December 21, 2007, replacing Sharon Thiero (leave of absence).  
SALARY: \$45,412 PRORATED BA Step 1

Eric Rosenthal, .667 long term substitute, health & physical education teacher, Hillsborough High School, effective September 10, 2007 through November 16, 2007, replacing Tierra Hicks (leave of absence).  
SALARY: \$45,412 PRORATED BA Step 1

#### Teacher

Jessica Catera, grade 2 teacher, Amsterdam School, effective September 1, 2007 through June 30, 2008, new position.  
SALARY: \$46,672 BA+15 Step 1

Danae Goodhart, special education/resource center teacher, Hillsborough Middle School, effective September 1, 2007 through June 30, 2008, replacing Marissa Sladek (resigned).  
SALARY: \$48,792 MA Step 1

Cassandra Hamms, .5 ESL teacher, Woodfern School, effective September 1, 2007 through June 30, 2008, replacing Dana Schmitz (in district transfer).  
SALARY: \$49,592 PRORATED MA Step 2

Julia Lytwyn, special education/autism teacher, Hillsborough High School, effective September 1, 2007 through June 30, 2008, replacing Michael Wong (resigned).  
SALARY: \$45,412 BA Step 1

Ellen Richards, grade 4 teacher, Woods Road School, effective September 1, 2007 through June 30, 2008, replacing Peach Draper (resigned).  
SALARY: \$48,872 BA Step 6

Joanne Rimmler, special education teacher, Hillsborough High School, effective September 1, 2007 through June 30, 2008, replacing Ron Sczerbak (retired).  
SALARY: \$50,392 MA Step 3

Michele Tyler, special education/resource center teacher, Hillsborough High School, effective October 15, 2007 through June 30, 2008, replacing Danielle Dunn (resigned).  
SALARY: 46,212 PRORATED BA Step 2

#### Instructional Assistant

Matthew Burton, instructional assistant, Woodfern School, effective September 1, 2007 through June 30, 2008 (new position).  
SALARY: \$23,300 Step 1

Carey Erdman, .5 instructional assistant, Woods Road School, effective September 10, 2007 through June 30, 2008, replacing Helene Caliguari (resigned).

SALARY: \$23,300 PRORATED

Step 1

Joseph Monahan, instructional assistant, out-of-district student, effective September 1, 2007 through June 30, 2008 (new position).

SALARY: \$23,300

Step 1

Souad Saad, .5 instructional assistant, out-of-district student, effective September 1, 2007 through June 30, 2008 (new position).

SALARY: \$23,300 PRORATED

Step 1

Jagruti Tolia, instructional assistant, Triangle School, effective September 1, 2007 through June 30, 2008, replacing Susan Marks (in district transfer).

SALARY: \$23,300

Step 1

#### Ten Month Curriculum Secretary

Donna Volpe, 10-month curriculum secretary, effective September 24, 2007 through June 30, 2008, replacing Jan Frasher (in-district transfer).

SALARY: \$29,747 PRORATED

Step 6

#### Permanent School Aide

Tamara DeLeo, permanent school aide, Woodfern School, one hour per day, effective September 17, 2007 through June 30, 2008, replacing Dawn Tacopino (resigned).

SALARY: \$14.56/per hour

Step 1

Constance Goska, permanent school aide, Triangle School, 1 hour/30 minutes per day, effective September 1, 2007 through June 30, 2008, replacing Jagruti Tolia (in district transfer).

SALARY: \$14.56/per hour

Step 1

Melinda Maggio, permanent school aide, Amsterdam School, 40 minutes per day, effective September 1, 2007 through June 30, 2008.

SALARY: \$14.56/per hour PRORATED

Step 1

Deborah Mershon, permanent school aide, Amsterdam School, 2 hours/10 minutes per day, effective September 1, 2007 through June 30, 2008, replacing Nina Casperson (resigned).

SALARY: \$14.56/per hour

Step 1

#### Substitute Caller - Grades K-8

Carolyn Jones-White, substitute caller, grades K-8, effective September 20, 2007 through June 30, 2008, replacing Nina Casperson (resigned).

STIPEND: \$7,900 PRORATED

Coaches - Stipend

Lyndsay Samenfeld, head field hockey coach, Hillsborough High School, effective 2007-2008 coaching season, replacing Peach Draper (resigned).

STIPEND: \$6,781

Intramural Advisors and Other District Activities

Approve the assignments of intramural advisors as well as other district activities for the 2007-2008 school year as listed on *Schedules C and D*.

Co-Curricular Advisor - Stipend

Jeff Kampf, COTIC advisor (citizens of the international community), Hillsborough High School effective 2007-2008 school year.

STIPEND: N/A

Joe McLean, Science Olympiad advisor, Hillsborough Middle School, effective 2007-2008 school year.

STIPEND: \$3,154

Substitute Teachers - \$80/day

Elizabeth Abate	Malgorzata Filipowicz
Lisa Berry	Jennifer Geller
Stephanie Bocchino	Sarah Landon
William Daly	David Pincus
Alvin Darvin	Linda Rudio
Nicole Falso	Hedily Wendover
Karen Stollery	

Substitute Permanent School Aide - \$7.90/hour

Meredith Ramsey

Substitute Clerical - \$10.25/hour

Robin Kimmelman  
Karen Stollery

MentorsMentee

Susan Marks  
Kelly Klingman  
Eric Rosenthal  
Melissa Maes  
Jessica Catera  
Cassandra Hamm  
Craig Cebula  
Danae Goodhart

Mentor

Nancy Levinski  
CarolAnn Pennachio  
Steve Molinaro  
Lisa Domanski  
Leslie Huesing  
Elaine Langdon  
Rozlyn Adams  
Kim Lopez

Ashley Smith

Hilda Williams

Business Administrator/Board Secretary

Be it resolved that the Hillsborough Board of Education authorizes the superintendent of schools, after consultation with the Personnel Committee and the board president, to employ an interim school business administrator/board secretary beginning October 1, 2007 or as soon thereafter as possible. The superintendent will notify the Board of actions taken under this provision at the next regular meeting of the Board of Education.

Speech Therapist

Julia Howard, speech therapist, Hillsborough High School effective October 1, 2007 through June 30, 2008 replacing Helena Craveiro (resigned).

SALARY: \$52,252 PRO-RATED MA Step 6

Student Teachers

Michelle Costello, College of New Jersey, to do her 100 practicum hours at Woodfern School, effective September 18, 2007 through December 2007.

Cooperating TeacherGrade(s)

Matthew Hoffman

Principal

Amy Crane, College of New Jersey, to do her 100 practicum hours at Woods Road School, effective September 18, 2007 through December 2007.

Cooperating TeacherGrade(s)

Scott Rocco

Principal

Todd Sudol, College of New Jersey, to do his 100 practicum hours at Hillsborough High School, effective September 18, 2007 through January 2008.

Cooperating TeacherGrade(s)

Mike Fanizzi

Athletic Director

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

Dr. Forsthoffer introduced Scott Rocco as the newly appointed director of human resources.

Mr. Rocco addressed the public with regard to his new assignment, thanking his peers, building principals, supervisors, and members of the public who stayed to support him.

FINANCE

A motion was made by Mr. Paget and seconded by Mr. Gillette 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 August 31, 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:       \$9,036,392.00

Line Item Transfers

Approve the following line item transfers in the 2007-08 general fund budget:

## FROM:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11-000-100-566-00-00	Tuition-Priv Sch for Handicap	9,700
11-190-100-610-12-00	Inst. Supp.-ARIS	936
11-000-216-100-01-00	Related Services-HHS Sal	31,297
11-000-221-102-09-15	Improv of Inst-Dept Supv Sal	1,390
11-000-240-600-01-00	Sch Admin-HHS Supplies	43
11-000-291-270-00-00	Emp Benefits-Med Prem	20,000
11-213-100-101-01-00	Res Ctr-HHS Teacher Sal	13,700
11-214-100-101-01-00	Autistic-HHS Teacher Sal	4,000
		<u>81,066</u>

## TO:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11-000-100-567-00-00	Tuition-Out of State	9,700
11-000-221-600-09-11	Improv of Inst-Computer Supp	2,326
11-000-230-331-00-00	Gen Admin-Legal Fees	20,000
11-000-251-440-00-00	Bus Serv-Rental of Equipment	43
11-204-100-101-00-00	LLD-Teacher Salaries	8,000
11-204-100-106-06-00	LLD-Triangle Inst Asst Sal	23,297
11-215-100-101-08-00	PD-WR Teacher Salaries	700
11-215-100-106-08-00	PD-WR Inst Asst Salaries	17,000
		<u>81,066</u>

Joint Transportation Agreements

Approve the following joint transportation agreement with the Bridgewater-Raritan School District for the 2007-08 school year:

<u>Host</u>	<u>Route No.</u>	<u>Destination</u>	<u>Amount</u>
Bridgewater	PO3p	From Immaculata	\$281.91

Approve participation in the Middlesex Educational Services Commission coordinated transportation services for the 2007-08 school year as needed throughout the school year.

Approval of State Contract Vendor

Approve the following vendor for state contract purchasing for the 2007-08 school year:

<u>Commodity/Service</u>	<u>Vendor</u>	<u>State Contract #</u>
Office Furniture	Tanner Furniture Inc.	A56538

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

Administrative

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

Professional Travel Related Expenses

Approve the Professional Travel Related expenses as listed on *Schedule E*.

Approve the Overnight Trips as Listed

School	Group/Team	Destination	Dates	Schedule
HHS	Model United Nations	Philadelphia Model UN Philadelphia, PA	2/21/08- 2/24/08	F
HHS	Model Congress	Penn Model Congress Philadelphia, PA	2/28/08 - 3/02/08	G
HHS	Model Congress	Rutgers Model Congress New Brunswick, NJ	4/17/08 - 4/20/08	H

Policies

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

Second Reading

Policy #2415.20 - No Child Left Behind Complaints - *Schedule I*  
 Policy #5307 - Nursing Services Plan - *Schedule J*  
 Policy #5308 - Pupil Health Records - *Schedule K*

Policy #5310 - Health Services - *Schedule L*

Policy #5332 - Do Not Resuscitate Orders - *Schedule M*

Policy #5335 - Treatment of Asthma - *Schedule N*

School Nursing Plan for 2007-2008

Approve the School Nursing Plan for the 2007-2008 school year as included in the Quality Assurance Annual Report as listed on Schedule O.

Approval of Resolution Regarding Commissioner of Education Decision

Approve the resolution regarding the commissioner of education decision in the matter of David Kanaby (agency docket #202-7/07) as listed on *Schedule P*.

Acceptance of Donations

Accept the following donations:

<u>Donor</u>	<u>Description</u>
Charlene Weicksel	Rhythm Instruments for the Triangle School vocal music program
Stephanie Yowell	Framed picture of the Declaration of Independence

Approval of the 2007-2008 District QAAR Student Performance Goals and Objectives

Approve the 2007-2008 district QAAR student performance goals and objectives as presented at the September 10, 2007 board meeting, a copy of which is kept on file in the office of the Assistant Superintendent for Curriculum & Instruction.

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

Old Business

None

Announcements by the President

None

Adjournment

A motion was made by Mr. Paget and seconded by Mr. Gillette to adjourn the meeting at 8:37 p.m.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Thomas M. Venanzi  
Assistant Superintendent for Business/  
Board Secretary