

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

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, December 17, 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 December 14, 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: Gregory Gillette, Neil Hudes, David T. Lin, Steven Paget, and Wolfgang Schneider

Frank A. Blandino, David Kanaby and Marc J. Rosenberg arrived at 6:35 p.m.

MEMBERS ABSENT: John Donnadio

ALSO PRESENT: Dr. Edward Forsthoffer, Superintendent of Schools, Dr. James Dwyer, Interim Assistant Superintendent of Schools, and Mr. Jeffrey R. Scott, Interim School Business Administrator/Board Secretary

Executive Session

A motion was made by Mr. Lin and seconded by Mr. Paget that the board adopt a resolution to go into executive session at 6:02 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 negotiations with the HEA, the employment of administrative personnel, and a student disciplinary matter.
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.

Messrs. Blandino, Kanaby, and Rosenberg arrived at 6:35 p.m.

The board reconvened in public session at 7:35 p.m.

Approval of Minutes

A motion was made by Mr. Kanaby and seconded by Mr. Paget to approve the minutes of the special meeting held on November 1, 2007.

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

A motion was made by Mr. Kanaby and seconded by Mr. Paget to approve the minutes of the public work meeting held on November 12, 2007.

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

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

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

A motion was made by Mr. Kanaby and seconded by Mr. Paget to approve the minutes of the regular meeting held on November 19, 2007.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Kanaby and seconded by Mr. Paget to approve the minutes of the executive session held on November 19, 2007.

Upon call of the question, the motion carried unanimously.

Correspondence

None

Board Recognition/Awards

Dr. Forsthoffer introduced Mr. Ray Fantuzzi, band parent volunteer, who spoke about the many accomplishments and numerous awards received by the Hillsborough High School Marching Band. He thanked all of the parents for their support and introduced Mrs. Linda Mackiw, Band Parent Association President.

Mr. Fantuzzi stated that the marching band, comprised of 93 students, recently participated in a national competition held at the Raven's Football Stadium in Baltimore, Maryland, and placed 3rd nationally. A video presentation of the band's performance at that competition was then shown.

Dr Forsthoffer congratulated Mrs. Julia Haran, band director, Mr. Fantuzzi, and all of the student's and their families on their many accomplishments.

New Business

Mr. Michael Detsis thanked the district for their efforts in improving communications with the high school and said that he has noticed a vast

improvement. He then questioned whether board meetings can be made available for viewing "on demand" on the district website.

Dr. Forsthoffer stated that he will check with the technology director, Mr. Joel Handler, on the possibility of doing so and report on his findings at a later date.

Superintendent's Report

Dr. Forsthoffer spoke briefly about the development of the district goals, which the board worked on developing at a special meeting held on November 1.

He stated that traditionally the district goals and objectives are developed earlier; however, with his recent arrival, it was decided to hold off on their development so that he could participate. He has prepared a one page summary of the goals that have been identified. He expects by May that the district will develop a strategic plan and map out the philosophy of the school district and direction to move in over the next five years.

Dr. Forsthoffer then introduced Mrs. Leonore Johnston, director of special services, to speak about the goals and development Camp HEART, a shared services program that runs during the summer for students with special needs.

Mrs. Johnston stated that last year, she had worked closely with Mr. Richard Resavy, Hillsborough Township Recreation Director, in the development of Camp Heart, identifying goals with the assistance of parent surveys. She stated that they have achieved most of the goals and are continuing to develop additional goals as identified.

Mrs. Johnston outlined a typical day of a child participating in the program and identified 3 major objectives that they continue to work on as outlined below:

- Continue to decrease the number of transitions students experience during the recreation component of the day.
- Provide age-appropriate activities for middle school and high school-aged students.
- Provide inclusive setting with typical peers

Mrs. Johnston closed by stating that she looks forward to the continued growth and success of Camp HEART.

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

Mr. Paget commented on a request by parents to have information on the program disseminated in a more timely fashion.

Mrs. Johnston responded by stating that parents are advised at their child's individual IEP meetings which take place throughout the year.

Mr. Lin questioned whether last year's goals were based on an assessment of the prior year and whether the goals for the upcoming year were based on the results of that assessment.

Mr. Lin also commented on the analysis of the suspension report for the month of November noting two spikes in the area of failure to serve detention and theft and asked if this spike was typical of this time of year.

Dr. Forsthoffer responded that although the numbers have increased, it is not atypical. In relation to the suspensions related to theft, he attributes that to better diligence on the part of the staff in identifying students who are stealing, particularly in the area of small food items in the cafeteria.

Mr. Lin stated that he would like to see an analysis done of last years suspensions to see if this in fact a trend or an anomaly.

Action Agenda

Public Comments

None

CURRICULUM & INSTRUCTION

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

Acceptance of Grant

Accept the following grants:

<u>Grant</u>	<u>Amount</u>
IDEIA Consolidated Basic	\$1,552,142
IDEIA Consolidated Preschool	\$54,204
P.E.A.C.E. Grant Somerset County United Way (Hillsborough High School)	\$1,000

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

Leaves of Absence

Kerrie DeAntonio, special education/resource center teacher, Auten Road Intermediate School, disability/family leave of absence, effective February 4, 2008 through April 30, 2008.

Dena Deretchin, instructional assistant, Woods Road School, family leave of absence as needed due to health reasons, effective 2007-2008 school year.

Moira Smith, math teacher, Hillsborough High School, disability/family leave of absence, effective April 7, 2008 through June 30, 2008.

Revised Leaves of Absence

Natalie Crisafulli, math teacher, Hillsborough Middle School, disability/family leave of absence, from effective October 1, 2007 through March 14, 2008 to disability/family/child care leave of absence effective October 1, 2007 through June 30, 2008.

Patricia Donatelli, .714 accounting clerk, business office, from family leave of absence, as needed due to medical reasons, to family leave of absence, as needed to care for sick family member, effective 2007-2008 school year.

Christine Haas, English teacher, Hillsborough High School, from family leave of absence effective January 2, 2008 through March 18, 2008 to disability/family leave of absence, effective December 3, 2007 through March 14, 2008.

Carrie Lansberry, music teacher, Auten Road Intermediate School, disability/family/child care leave of absence, from effective December 17, 2007 through June 30, 2008 to effective December 7, 2007 through June 30, 2008.

Revised Long Term Substitute

Marc Angelone, long term substitute, music teacher, Auten Road Intermediate School, from effective December 17, 2007 through June 30, 2008 to effective December 7, 2007 through June 30, 2008, replacing Carrie Lansberry, (leave of absence).

SALARY: \$45,412 PRORATED BA Step 1

Erin Becker, long term substitute, grade 3, Hillsborough Elementary School, from effective September 1, 2007 through January 2, 2008 to effective September 1, 2007 through January 28, 2008, replacing Frances Carnes (emergency sick bank).

SALARY: \$45,412 PRO RATED BA Step 1

Contract Change

Eric Rosenthal, from .333 health & physical education teacher, Hillsborough High School, to .5 health & physical education teacher, Hillsborough High School, effective January 2, 2008 through June 30, 2008

SALARY: \$45,412 PRO RATED BA Step 1

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.

Principal

Lisa Heisel, principal, Triangle Elementary, effective January 22, 2008, replacing B. Godett (resigned).

SALARY: \$105,000 PRO RATED

Long Term Substitute

Richard Bencivenga, long term substitute, English teacher, Hillsborough High School, effective December 3, 2007 through March 14, 2008, replacing Christine Haas (leave of absence).

SALARY: \$45,412 PRORATED BA Step 1

Lisa Murphy, long term substitute, instructional assistant, Triangle School, effective December 13, 2007 through April 30, 2008, replacing Eileen Mitzak (leave of absence).

SALARY: \$23,300 PRORATED Step 1

Tracy Rood, long term substitute, special education/resource center teacher, Auten Road Intermediate School, effective January 2, 2008 through January 28, 2008, replacing Linda Marino (leave of absence).

SALARY: \$45,412 PRORATED BA Step 1

Assistant Business Administrator

*Gerald Eckert, Assistant Business Administrator, business office, effective January 2, 2008 through June 30, 2008, replacing Annette Wells (resigned).

SALARY: \$67,000 PRORATED

Purchasing Assistant

Lizabeth Martello, purchasing assistant, business office, effective January 2, 2008 through June 30, 2008, replacing Amy Brandwein (resigned).

SALARY: \$36,000 PRORATED

Instructional Assistant

Karen Bohnhorst, .5 instructional assistant, Woods Road School, effective December 3, 2007 through June 30, 2008, new position.

SALARY: \$23,300 PRORATED Step 1

Saman Khan, instructional assistant, Woods Road School, effective January 2, 2008 through June 30, 2008, new position.

SALARY: \$23,300 PRORATED Step 1

Evelyn Mansfield, .5 instructional assistant, district, effective January 2, 2008 through June 30, 2008, new position.

SALARY: \$23,300 PRORATED Step 1

Martha McDonald, instructional assistant, high school, effective January 4, 2008 through June 30, 2008, new position.

SALARY: \$25,834 PRORATED Step 4

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Cynthia Mignella, instructional assistant, Sunnymeade School,
effective December 10, 2007 through June 30, 2008.
SALARY: \$23,300 PRORATED Step 1

Patricia Vlattas, instructional assistant, Hillsborough Elementary School,
effective December 10, 2007 through June 30, 2008, new position.
SALARY: \$23,300 PRORATED Step 1

Permanent School Aide

Donna Mikesh, permanent school aide 2 hrs/20 minutes/per day, Hillsborough
Elementary School, effective December 18, 2007 through June 30, 2008,
replacing Sharon Bitten (retired).
SALARY: \$14.56/hour

Coaches - Stipend

Barrie Quick, assistant softball coach, effective 2007-2008 coaching
season, replacing Brandon Wiater (advanced to first assistant).
STIPEND: \$5,185 Step 1

Brandon Wiater, first assistant softball coach, effective 2007-2008
coaching season, replacing Charlie Davis (resigned from coaching position).
STIPEND: \$5,925 Step 3

Substitute Teachers - \$80/day

Ernest Bernhard	Beth Jameson	Michael Smolinka
Nancy Dawson	Brieanna Innamorato	
Matthew Douglas	Nicole Marie Lenart	
Anne Duque	Daniel Misiur	
Caitlin Dziejzik	Nicholas Rotondi	
Rachel Griffiths	Manimekalai Sivakumar	

Substitute Nurse - \$100/day

Beth Jameson

Substitute Clerical - \$10.25/hour

Manimekalai Sivakumar

Substitute Library Assistant - \$11.72/hour

Manimekalai Sivakumar

Substitute Permanent School Aide - \$7.90/hour

Manimekalai Sivakumar

Substitute Bus Driver - \$20/hour

Teresa Sanchez

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Substitute Bus Aide - \$17.44/hour

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Teresa Sanchez

Substitute Custodian - \$9.35/hour

Teresa Sanchez

Mentors

Mentor

Mentee

Mary LaPlaca	Amy Gibbons
Karin Benton	Richard Bencivenga

Student Teachers

Grace Buchanan, The College of New Jersey, to do her student teaching as an elementary LDTC, Hillsborough Elementary School, effective January 22, 2008 through May 2, 2008.

Cooperating Teacher Grade (s)

Carol Webb	K-4
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Stephanie Moore, The College of New Jersey, to do her practicum internship in elementary education, Hillsborough Elementary School, effective January 22, 2008 through May 9, 2008

Cooperating Principal Grade (s)

Michael Volpe	K-4
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Extra Coverage

Approve the following math teachers for extra coverage at Hillsborough High School replacing Joseph Filipone (disability), effective December 7, 2007 through January 2, 2008:

Maggie Hintz	Rachel Reither
Mary Klobusicky	Maria Szijj

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

Instructional Assistant

A motion was made by Mr. Paget and seconded by Mr. Blandino to approve the appointment of the following instructional assistant

Jeanine Reilly, .5 instructional assistant, Woods Road School, effective January 2, 2008 through June 30, 2008, new position.
SALARY: \$23,300 PRO RATED Step 1

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

A motion was made by Mr. Paget and seconded by Mr. Blandino that the board of education approve the appointment of the following teacher

Thomas Sharples, social studies/REACH teacher, Hillsborough Middle School, effective January 2, 2008 through June 30, 2008, replacing Christy Kanaby (resigned).

SALARY: \$45,412 PRORATED BA Step 1

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

Dr. Forsthoffer took a minute to congratulate and introduce Lisa Heisel on her appointment this evening as Triangle School Principal

Mrs. Heisel thanked the board for the opportunity to service not only as the new principal of Triangle School, but for her previous position of vice-principal at Hillsborough Middle School

FINANCE

A motion was made by Mr. Paget 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 Interim School Business Administrator/Board Secretary and the Treasurer of School Moneys for the month of November 30, 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: \$8,522,326.64

Line Item Transfers

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

FROM:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11-000-261-420-04-58	Misc. - HES	54
11-000-251-592-00-00	Bus. Services Other Purch. Services	337
11-000-262-610-00-65	Supplies - District Projects	105
11-190-100-610-04-00	Inst. Supplies HES Undist.	89
11-190-100-610-05-00	Inst. Supplies Sunny Undist.	76
11-204-100-610-12-00	LLD Supplies - Auten	3

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<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11-000-270-518-00-00	Trans. Contracted Services ESC	421
11-190-100-610-01-00	HS Supplies	4,998
11-204-100-610-06-00	LLD Supplies - Triangle	623
11-000-252-340-00-00	Info Tech Purchased Services	54,402
11-000-100-566-00-00	Tuition - Private Schools in NJ	94,766
		<u>155,874</u>

TO:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11-000-213-500-02-00	HMS Drug Testing	1,761
11-000-100-564-00-00	Spec. Ed. Tuition Voc/Tech	6,000
11-000-216-100-08-00	Related Services WR Speech Sal.	1,910
11-000-251-440-00-00	Lease Purchase of Copiers	337
11-000-261-420-04-50	Boiler Service - HES	54
11-000-262-610-00-00	General Supplies	105
11-190-100-610-04-03	Inst. Supplies HES Science	89
11-190-100-610-05-21	Inst. Supplies Sunny K	76
11-204-100-106-00-00	New Staff LLD	36,000
11-204-100-610-04-00	LLD Supplies - HES	3
11-213-100-101-02-00	RC Teacher Salaries HMS	39,984
11-190-100-610-01-09	HHS PE Supplies	421
11-000-221-600-09-11	Improvement of Instruction Supplies	623
11-000-251-440-00-00	Lease Purchase Copiers	54,402
12-212-100-730-00-00	Equipment Multiple Disabilities	9,111
12-140-100-730-01-07	HS Music Equipment	4,998
		<u>155,874</u>

Approve the following line item transfers to the 2007-08 special revenue budget:

FROM:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
20-231-200-200-00-00	Title I Employee Benefits	1,494
20-034-100-101-01-00	REBEL Salaries	500
		<u>1,994</u>

TO:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
20-231-200-100-00-00	Title I Salaries - PERS Srvc	1,494
20-034-100-600-01-00	REBEL Supplies and materials	500
		<u>1,994</u>

Approve the following line item transfers to the 2007-08 debt service budget:

FROM:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
40-701-510-834-00-00	Debt Service-Interest on Bonds	50,000

TO:

<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
40-701-510-910-00-00	Debt Service-Principal on Bonds	50,000

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

ADMINISTRATIVE

A motion was made by Mr. Lin and seconded by Mr. Blandino 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 A*.

Policies

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

First Reading

Policy #8130 - School Organization - *Schedule B*

Approval of Outside Educational Placements

Approve the outside educational placements for the 2007-2008 school year as listed on *Schedule C*.

Resolution Regarding Facility Project in the 2007-08 Budget

Approve the following resolution regarding a project in the 2007-08 budget:

WHEREAS, the Hillsborough Board of Education approved a contract for professional architectural services with Nam Kim Park for the development of plans and specifications for a facility project to be included in the 2007-08 Budget; and

WHEREAS, this facility project is required to be submitted to the State Department of Education; and

WHEREAS, this facility project will be totally funded through local sources since it is considered to be other capital projects; and

WHEREAS, it is necessary to approve an amendment to the district's long-range facility plan;

NOW, THEREFORE BE IT RESOLVED that the Hillsborough Board of Education approves the submission of the following other capital project not eligible for State funding and as an amendment to the district's long-range facility plan:

SCHOOLSTATE PROJECT NO.

Hillsborough High School
Emergency Generator

2170-030-08-2000

Auten Road Intermediate School
Electrical Upgrade in room 222

Not assigned yet

Approve the Overnight Trips as Listed

School	Group/Team	Destination	Dates	Schedule
HMS	Team C	Fairview Lake YMCA Camp Fairview Lakes, NJ	3/19/08 - 3/20/08	D

Approval of 2007-2008 District Goals & Objectives

Approval of the district's goals and objectives as listed on *Schedule E*.

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

INFORMATIONAL

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

School	Dates	Times
Amsterdam School	November 16, 2007	2 minutes
	November 27, 2007	1 minute 15 seconds
Auten Road Intermediate	November 29, 2007	3 minutes 30 seconds
	November 30, 2007	2 minutes 30 seconds
Hillsborough Elementary	November 28, 2007	1 minute
	November 29, 2007	1 minute 10 seconds
Sunnymead School	November 28, 2007	1 minutes 45 seconds
	November 29, 2007	1 minute 31 seconds
Triangle Elementary	November 5, 2007	1 minute 36 seconds
	November 14, 2007	1 minute 47 seconds
Woodfern Elementary	November 19, 2007	1 minute 4 seconds
	November 27, 2007	1 minute 16 seconds
Woods Road Elementary	November 2, 2007	3 minutes 1 seconds
	November 29, 2007	1 minute 15 seconds
Hillsborough Middle School	November 22, 2007	2 minutes 15 seconds
	November 29, 2007	2 minutes 20 seconds
Hillsborough High School	November 13, 2007	2 minutes 30 seconds
	November 27, 2007	2 minutes 30 seconds

Suspensions for the month of November:

Hillsborough High School = 30

Hillsborough Middle School = 1

Auten Road Intermediate = 0

Elementary Schools = 1 (Triangle)

Old Business

Mrs. Lorraine Soisson spoke on the appointment of Mrs. Lisa Heisel as principal of Triangle School. She thanked the administration for the opportunity to serve on the selection committee and noted that it was a

very smooth and transparent process. She congratulated Mrs. Heisel on her appointment.

Mr. Detsis questioned a line item transfer related to middle school drug testing and requested clarification on what this was for.

Dr. Forsthoffer explained that this cost was related to a middle school student who was suspected of being under the influence. He noted that this cost was extraordinary due to special circumstances. District policy dictates that a student must be tested within two hours of being suspected. Because the parents were unavailable to transport their child for testing, the local rescue squad was dispatched to transport this student to the hospital emergency room for evaluation, causing the additional costs. Dr. Forsthoffer is working with the police department and rescue squad to stream line the process in order to prevent such costs.

Announcements by the President

President Hudes noted that at the last board meeting, there was discussion of changing the date of the January work meeting. After polling the board, it was decided that the meeting would be changed from January 14 to January 3. The main topic of discussion at that meeting will be the public hearing on the proposed random drug testing policy.

He closed the meeting by wishing everyone a safe and happy holiday.

Adjournment

A motion was made by Mr. Blandino and seconded by Mr. Paget to adjourn the meeting at 8:32 p.m.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Jeffrey R. Scott
Interim School Business Administrator/
Board Secretary