

Hillsborough Township Board of Education

March 28, 2011

Executive Session – 6:30 p.m.

Regular Monthly Meeting/Budget Hearing Agenda – 7:30 p.m.

Hillsborough High School Auditorium

1. Call to Order – Open Public Meeting Act – Roll Call - Pledge of Allegiance

In accordance with the State's Sunshine Law of New Jersey, adequate notice of this meeting of the Hillsborough Township Board of Education was provided on March 23, 2011 to the Hillsborough Beacon and Courier News.

2. Approval of Minutes

Date: February 14, 2011 Public and Executive Session (Attachment 2.1)

Date: February 28, 2011 Public and Executive Session (Attachment 2.2)

3. Correspondence (Attachment 3)

Correspondence to the board was received from the following people regarding the 2011-12 Election/Budget:

| Name | Date | Name | Date |
|------------------------|---------------|--|----------------|
| Michelle Daly | March 4, 2011 | Ellen Devlin | March 8, 2011 |
| Carole and John Kuzian | March 4, 2011 | Demetrios Vekris | March 8, 2011 |
| Lisa Dickholtz | March 4, 2011 | Angela Grieco | March 9, 2011 |
| Deborah A. Myers | March 4, 2011 | Jennifer Roberts | March 9, 2011 |
| Richard Novak | March 4, 2011 | Toni Lorenc | March 9, 2011 |
| Tara Romano | March 7, 2011 | Leslie Alexander | March 10, 2011 |
| Dennis McDonald | March 7, 2011 | Pranav Trivedi | March 10, 2011 |
| Myra Bauza-Cruz | March 7, 2011 | Monica Anicito | March 11, 2011 |
| Tim Locke | March 7, 2011 | Karen Galanowsky | March 12, 2011 |
| Catherine Payne | March 8, 2011 | Nanchun Lin | March 14, 2011 |
| Walter Galanowsky | March 8, 2011 | Elizabeth Gwiazdowski & Mary Horowitz of Four Season Child Care Center | March 16, 2011 |
| Kenneth Mccathern | March 8, 2011 | Cindy Lingg, Shari Arcuri, Susan Jefferson | March 17, 2011 |
| Joseph Hammer | March 8, 2011 | | |

4. New Business

New business from the public and board (maximum of 30 minutes). Those wishing to address the board regarding new business may do so at this time. However, the board typically will not address those issues at this time. Issues raised may be referred to the administration, board committee or placed on a future work session agenda, if warranted.

5. Superintendent’s Report

6. Public Hearing on the 2011-2012 Budget

7. Comments from the Board/Public Regarding Action Agenda

8. Action Agenda

A. Curriculum & Instruction

The superintendent recommends that the board of education approve the curriculum and instruction agenda as follows:

A-1 Motion to Dispose of the Following Textbooks

| Name | Author(s) | Publisher | Copyright | Quantity |
|---------------------------|---|------------------|-----------|----------|
| A Message of Ancient Days | Armento, deAlva, Nash, Salter, Wilson, Wixson | Houghton Mifflin | 1997 | 86 |
| America Will Be | Armento, deAlva, Nash, Salter, Wilson, Wixson | Houghton Mifflin | 1997 | 141 |

A-2 Motion to Approve HEF Curriculum Grant Awards

Approve the HEF Curriculum Grant Awards in the amount of \$3,540.00 as listed on Attachment A-2.

A-3 Motion to Approve HEF General Grant Award

Approve the HEF General Grant Award in the amount of \$1,500 as listed on Attachment A-3.

A-4 Motion to Approve the Submission of the Following Grant Application

Approve the NJSBAIG/ERIC North 2011 Safety Grant in the amount of \$21,974 as listed on Attachment A-4.

A-5 Motion to Approve the Submission of the Following Grant

Approve submission of the “2011 Be Heard School Grant” for SoundPost classroom portable voice amplification systems as listed on Attachment A-5.

A-6 Motion to Approve and Intent to Apply for Autism Speaks Grant

Motion to approve and intent to apply for the 2011-2012 Family Services Community Grants program through Autism Speaks as listed on Attachment A-6.

A-7 Motion to Approve Science Vertical Articulation Sessions

Approve science vertical articulation sessions on March 24, 2011 and April 6, 2011 as follows:

| Science Vertical Articulation | | | |
|-------------------------------|-------------|----------------|---------------------|
| Name | Grade Level | Date | Stipend |
| Marquardt, Elizabeth | 1 | March 24, 2011 | Not to exceed \$150 |
| Golden, Barbara | 2 | March 24, 2011 | Not to exceed \$150 |
| Preisler, Stephanie | 3 | March 24, 2011 | Not to exceed \$150 |
| Losanno, Ralph | 4 | March 24, 2011 | Not to exceed \$150 |
| Pinard, Amy | 5 | March 24, 2011 | Not to exceed \$150 |
| Hughes, Mary Elizabeth | 6 | March 24, 2011 | Not to exceed \$150 |
| Gross, Deborah | 7 | March 24, 2011 | Not to exceed \$150 |
| Yessman, Terri | 8 | March 24, 2011 | Not to exceed \$150 |
| Billey, Janet | Biology | March 24, 2011 | Not to exceed \$150 |
| Meyer, Carmel | Chemistry | March 24, 2011 | Not to exceed \$150 |
| LaCorte, Kathleen | Env. Sci. | March 24, 2011 | Not to exceed \$150 |
| Dragoiu-Luca, Tiberiu | Physics | March 24, 2011 | Not to exceed \$150 |
| Holmlund, Kathleen | TP | March 24, 2011 | Not to exceed \$150 |
| Marquardt, Elizabeth | 1 | April 6, 2011 | Not to exceed \$150 |
| Golden, Barbara | 2 | April 6, 2011 | Not to exceed \$150 |
| Preisler, Stephanie | 3 | April 6, 2011 | Not to exceed \$150 |
| Losanno, Ralph | 4 | April 6, 2011 | Not to exceed \$150 |
| Tuller, Jennifer | 5 | April 6, 2011 | Not to exceed \$150 |
| Hughes, Mary Elizabeth | 6 | April 6, 2011 | Not to exceed \$150 |
| Christodoulides, Maria | 7 | April 6, 2011 | Not to exceed \$150 |
| Gill, Robert | 8 | April 6, 2011 | Not to exceed \$150 |
| Billey, Janet | Biology | April 6, 2011 | Not to exceed \$150 |
| Meyer, Carmel | Chemistry | April 6, 2011 | Not to exceed \$150 |
| LaCorte, Kathleen | Env. Sci. | April 6, 2011 | Not to exceed \$150 |
| Betro, Maria | K | April 6, 2011 | Not to exceed \$150 |
| Friel, Lisa | TP | April 6, 2011 | Not to exceed \$150 |

A-8 Motion to Approve the Professional Development Plan for 2011-2012

Approve submission of the Hillsborough Township School District's Professional Development Plan for 2011-2012 to the office of the Somerset Executive County Superintendent of Schools as listed on Attachment A-8.

B. Personnel

The superintendent recommends that the board of education approve the personnel agenda as follows:

B-1 Motion to Approve Retirements and Resignations

Retirements

Bush, Kathleen, Triangle School, Education Media Specialist, retirement effective June 1, 2011. Dates of Employment September 1, 2000 through June 1, 2011.

Butler, Carol, District, Language Arts Supervisor, retirement effective June 1, 2011. Dates of employment September 1, 1973 through June 1, 2011.

Coviello, Karen, Auten Road Intermediate School, vice principal, retirement effective July 1, 2011. Dates of employment September 1, 1986 through June 1, 2011.

Naklicki, Ursula, Triangle School, school nurse, retirement effective June 1, 2011. Dates of employment September 1, 1988 through June 1, 2011.

Spears, William, Hillsborough High School, chemistry teacher, retirement effective July 1, 2011. Dates of employment September 1, 1977 through July 1, 2011.

Verhoorn, Marygrace, Sunnymead School, lunch aide 2 hours/20 mins./day, retirement effective April 1, 2011. Dates of employment October 8, 1979 through April 1, 2011.

Zacharko, Olga, Sunnymead School, art teacher, retirement effective July 1, 2011. Dates of employment September 1, 1975 through July 1, 2011.

Resignations

VanCleef, Marissa, Transportation, bus aide-3 hrs/day, resignation effective February 28, 2011. Dates of employment March 23, 2010 through February 28, 2011.

Vanvourellis, Rita, Woods Road School, lunch aide- 2 hours/day, resignation effective March 24, 2011. Dates of employment January 2, 2008 through March 24, 2011.

Verkade, Dianne, Woodfern School, lunch aide-2 hrs/day, resignation effective April 26, 2011. Dates of employment February 11, 2008 through April 26, 2011.

Zygmunt, Krista, Hillsborough Middle School, literacy teacher, resignation effective June 30, 2011. Dates of employment September 1, 2004 through June 30, 2011.

B-2 Motion to Approve Leaves of Absence

Leaves of Absence

Chernoff, Liana, Hillsborough Middle School, English teacher, Disability/FMLA effective September 6, 2011 through November 4, 2011.

Drylewicz, Amy, Triangle School, Special Ed. teacher, Disability/FMLA effective May 16, 2011 through October 21, 2011.

Frasher, Jan, Woods Road School, Secretary, Intermittent FMLA effective April 26, 2011 through June 30, 2011.

Silver, Lisa, Amsterdam School, grade 2 teacher, Disability/FMLA/CCLOA effective May 13, 2011 through June 30, 2012.

Yarasheski, Brian, Hillsborough High School, Guidance Counselor, FMLA effective March 14, 2011 through April 1, 2011.

B-3 Motion to Approve Revised Leaves of Absence

Revised Leaves of Absence

Jones, Marianne, Hillsborough Middle School, German teacher, from Disability LOA effective February 7, 2011 through March 25, 2011 to Disability LOA effective February 7, 2011 through May 9, 2011.

Levinski, Nancy, Sunnymeade School, grade 4 teacher, from Disability LOA effective January 3, 2011 through March 4, 2011 to Disability LOA effective January 3, 2011 through March 25, 2011.

B-4 Motion to Approve Revised Long Term Substitute

Revised Long Term Substitute

Marmaluk, Greg, Hillsborough Middle School, long term substitute German teacher replacing Marianne Jones (LOA), from effective February 14, 2011 through March 28, 2011 to effective February 14, 2011 through May 9, 2011.

Toke, Kay, Sunnymeade School, long term substitute grade 4 teacher, replacing Nancy Levinski (LOA) from effective January 3, 2011 through March 4, 2011 to effective January 3, 2011 through March 25, 2011.

B-5 Motion to Approve Contract Change

Contract Change

Matrulli, Adrienne, Woodfern School, lunch aide, from 1 hour/day to 2 hours/day effective April 26, 2011 through June 30, 2011 replacing Dianne Verkade, resigned.

B-6 Motion to Approve Appointments

Approve appointments of the following personnel for the 2010-2011 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

Beers, Kimberly, Hillsborough High School, long term substitute, Chemistry teacher, replacing Meghan Plaxe (LOA) effective May 2, 2011 through June 30, 2011.

McKenna, Kara, Amsterdam School, long term substitute grade 3 teacher, replacing Jamie Angosto (LOA) effective March 28, 2011 through June 30, 2011. Salary \$50,300 Pro Rated BA Step 1.

Instructional Assistant

Pluta, Tracy, Woods Road School, .5 Instructional Assistant. Effective March 29, 2011 through June 30, 2011.

Mentor

| Mentor | Mentee | Assignment | School |
|-----------------|--------------------|---------------------|------------------|
| McManus, Megan | Schleimer, Marissa | Special Ed. teacher | Amsterdam School |
| Rosenblum, Rich | Campbell, Andrew | Health & PE teacher | Middle School |

Student Teacher

| Name | College | Cooperating Teacher | Subject/Building | Effective |
|-----------------|----------------------------|----------------------------|--|---------------------|
| Abramson, Emily | University of Rhode Island | Suozzo, Linda | Speech - Middle School and ESY Program | 5/23/2011-8/19/2011 |

B-7 Motion to Approve Substitutes

Substitute Teacher - \$80/day

| | | | |
|------------------|--------------------|---------------|------------------|
| Atlas, Maria | Bedeau, AnnMarie | Chan, Tiffany | Geise, Karen |
| Lundell, Melissa | Manhart, Patricia | Martin, Grace | Nawrotzki, Frank |
| Scimeme, Doriann | Spencer, Katherine | Suozzo, Erin | Vecchio, Kathryn |

Substitute Instructional Assistant - \$80/day

| | | | |
|------------------|-------------------|---------------|--------------------|
| Atlas, Maria | Beduau, AnnMarie | Chan, Tiffany | Geise, Karen |
| Lundell, Melissa | Manhart, Patricia | Martin, Grace | Spencer, Katherine |
| Suozzo, Erin | Vecchio, Kathryn | | |

| Substitute Lunch Aide - \$7.90/hour | Substitute Secretary - \$10.25/hour | Substitute Custodian - \$9/35/hour |
|--|--|---|
| Shulskie, Helen | Shulskie, Helen | Defilippo, Scott |

B-8 Motion to Approve Extra Period Coverage

Extra Period Coverage

Davis, Charles, Hillsborough High School, Health & Physical Education teacher, One (1) period extra coverage effective February 7, 2011 through February 28, 2011. (Attachment B-8)

B-9 Motion to Approve Group Changes

Group Changes

Approve group changes of certificated staff effective February 1, 2011 through June 30, 2011 as listed on Attachment B-9.

C. Finance

The superintendent recommends that the board of education approve the finance agenda as follows:

C-1 Motion to Accept 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 February 28, 2011 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. (Attachment C-1)

C-2 Motion to Accept Monthly Bills

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

General Operating: \$ 9,140,949.43 (Attachment C-2)

C-3 Motion to Approve Line Item Transfers

Approve line item transfers as submitted. (Attachment C-3)

C-4 Motion to Approve the School District Budget for 2011-2012

Approve the School District Budget for 2011-2012 as listed on Attachment C-4.

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, as in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

| <u>Appropriations</u> | | <u>Revenue</u> | |
|-----------------------|-------------|-----------------------|------------|
| General Funds | 104,276,858 | Budgeted Fund Balance | 2,340,449 |
| Special Revenue Fund | 1,814,121 | Local Tax Levy | 82,801,667 |
| Debt Service Fund | 4,588,721 | Federal Grants | 1,785,721 |
| | | Miscellaneous Revenue | 448,756 |
| | | Tuition | 66,666 |
| | | State Aid/Grants | 23,236,441 |

| <u>Appropriations</u> | | <u>Revenue</u> | |
|-----------------------|-------------|----------------|-------------|
| Total | | | |
| Appropriations | 110,679,700 | Total Revenue | 110,679,700 |

| <u>Budget</u> | | <u>Local Tax Levy</u> |
|----------------------|-------------|-----------------------|
| General Fund | 104,276,858 | 78,212,946 |
| Special Revenue Fund | 1,814,121 | |
| Debt Service Fund | 4,588,721 | 3,804,244 |
| TOTAL | 110,679,700 | 82,017,190 |

C-5 Motion to Approve the following Maximum Travel Allowance Resolution (Attachment C-5)

WHEREAS, the State of New Jersey has enacted P.L. 2007, c.53, an Act Concerning School District Accountability (A-5) requiring boards of education to establish, by school board resolution, the maximum travel expenditure amount for the budget year and the maximum amount established for the prebudget year and the amount spent to date;

NOW THEREFORE BE IT RESOLVED; that the following amounts excluding federal funds, are acknowledged and costs for travel expenditures are approved for the 2010-2011 school year and the 2011-12 school year:

Amount spent (as of 3/28/2011) for travel and conferences 2010-11 - \$5,718

Amount established for travel and conferences 2010-2011 - \$61,092

Amount established for travel and conferences 2011-2012 - \$61,092

D. Administrative

The superintendent recommends that the board of education approve the administrative agenda as follows:

D-1 Motion to Approve Professional Travel Related Expenses (Attachment D-1)

D-2 Motion to Approve the Recommendation of Policy Committee for Second Reading Policies

| <u>Policy #</u> | <u>Policy Name</u> | <u>Attachment</u> |
|-----------------|----------------------------|-------------------|
| 1140 | Affirmative Action Program | D 2.1 |
| 1523 | Comprehensive Equity | D 2.2 |

| <u>Policy #</u> | <u>Policy Name</u> | <u>Attachment</u> |
|-----------------|--|-------------------|
| 1530 | Equal Employment Opportunity | D 2.3 |
| 1550 | Affirmative Action for Employment and Contract Practices | D 2.4 |
| 2260 | Affirmative Action for School and Classroom Practices | D 2.5 |
| 3144 | Certification of Tenure Charges | D 2.6 |
| 6112 | Reimbursement of Federal and Other Grant Expenditure | D 2.7 |
| 6830 | Audit and Comprehensive Annual Financial Report | D 2.8 |
| 8310 | Public Records | D 2.9 |
| 8420 | Emergency and Crisis Situations | D 2.10 |

D-3 Motion to Approve Outside Education Placement

Motion to approve **Collier School** contract for CST#09-10-64 for the 2010-2011 school year in the amount of \$47,471.40 (pro-rated). (Attachment D-3)

D-4 Motion to Approve the Resolution to Endorse No Idling in School Driveways and Parking Lots

Resolution to Endorse No Idling in School Driveways and Parking Lots

Whereas, it is the school districts desire to protect the students and staff from air pollution from vehicles which may occur from vehicles that are excessively idling in school driveways and parking lots; and

Whereas, school vehicles comply with state regulations pertaining to the control and prohibition of air pollution from vehicles by minimizing the amount of idling time in school driveways and parking lots; and

Whereas, the state regulations prohibit the idling of vehicles for more than three consecutive minutes if the vehicle is not in motion; and

Whereas, the board of education wishes to endorse a no idling zone for all vehicles that are in school driveways and parking lots;

Now therefore be it resolved, that the Hillsborough Township Board of Education pledges to protect the health and well-being of the students and staff of our school district from air pollution from vehicles on school property and will notify the New Jersey Department of Environmental Protection that it endorses a no idling pledge for all vehicles in school driveways and parking lots.

D-5 Motion to Approve Overnight Trips

| School | Group/Team | Destination | Dates | Attachment |
|--------|----------------|---|--------------------------|------------|
| HHS | Wrestling Team | State Wrestling Tournament Atlantic City, NJ | 3/4/2011 – 3/6/2011 | D-5.1 |
| HHS | Track & Field | Penn Relays/Franklin Field Philadelphia, PA | 4/27/2011 – 4/28/2011 | D-5.2 |

D-6 Motion to Approve the Following Field Trip Destinations

| <u>Destinations (Attachment D-6)</u> |
|---|
| • Saddle River Park, Fair Lawn, NJ |
| • Veterans Memorial Field, Ridgewood, NJ |
| • Mennen Sports Arena, Morristown, NJ |
| • Macopin Middle School, West Milford, NJ |
| • NJ Vietnam Veterans Memorial, Holmdel, NJ |
| • Monocay Park, Bethlehem, PA |
| • Aroma Restaurant, Elizabeth, NJ |
| • Princeton Day School, Princeton, NJ |

D-7 Motion to Approve Resolution to Not Offer Aetna/CIGNA HMO of the Health Maintenance Organization Plans Under the NJ State Health and/or School Employees' Health Benefits Program. (Attachment D-7)

E. Informational

E-1 February 2011 Enrollment (Attachment E-1)

E-2 February 2011 Suspensions (Attachment E-2)

E-3 February 2011 Fire & Crisis Drills

| <u>School</u> | <u>Fire Drill</u> | | <u>Bomb Threat Drill</u> | |
|-------------------------|-------------------|----------------|--------------------------|----------------|
| | <u>Date</u> | <u>Time</u> | <u>Date</u> | <u>Time</u> |
| Amsterdam School | 2/7/2011 | 4 minutes | 2/23/2011 | 2 minutes |
| Auten Road Intermediate | 2/17/2011 | 2 min. 10 sec. | 2/15/2011 | 3 min. 52 sec. |
| Hillsborough Elementary | 2/14/2011 | 1 min. 10 sec. | 2/18/2011 | 1 min. 40 sec. |
| Sunnymead School | 2/18/2011 | 2 min. 9 sec. | 2/28/2011 | 3 min. 14 sec. |
| Triangle Elementary | 2/7/2011 | 2 min. 12 sec. | 2/18/2011 | 3 min. 9 sec. |

| | Fire Drill | | Bomb Threat Drill | |
|----------------------------|------------|----------------|-------------------|----------------|
| | Date | Duration | Date | Duration |
| Woodfern Elementary | 2/8/2011 | 1 min. 59 sec. | 2/18/2011 | 2 min. 27 sec. |
| Woods Road Elementary | 2/18/2011 | 2 min. 15 sec. | 2/24/2011 | 2 min. 5 sec. |
| Hillsborough Middle School | 2/14/2011 | 2 minutes | *2/28/2011 | 3min. 30 sec. |
| Hillsborough High School | 2/18/2011 | 2 min. 48 sec. | **2/28/2011 | 5 minutes |

*Hillsborough Middle School did a Lockdown drill in February and will do their Bomb Threat Drill in June 2011

**Hillsborough High School did a Shelter in Place in February and will do their Bomb Threat drill in April 2011

E-4 Personnel Resumes (Attachment E-4)

E-5 Newspaper articles (Attachment E-5)

9. Old Business

Old business from the public and board (maximum of 30 minutes). Those wishing to address the board regarding old business may do so at this time. However, the board typically will not address those issues at this time. Issues raised may be referred to the administration, board committee or placed on a future work session agenda, if warranted.

10. Adjournment