

REGULAR MEETING
OF THE
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION
October 15, 2007

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, October 15, 2007 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, Somerset Messenger Gazette, and Courier News newspapers on October 11, 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: Frank A. Blandino, Gregory Gillette, Neil Hudes, David Kanaby, David T. Lin, Steven Paget, and Wolfgang Schneider

MEMBERS ABSENT: John Donnadio and Marc J. Rosenberg

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. Blandino that the board adopt a resolution to go into executive session at 7:02 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 matter to be discussed is a student disciplinary 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 Blandino to approve the minutes of the executive session held on September 10, 2007.

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

A motion was made by Mr. Paget and seconded by Mr. Kanaby to approve the minutes of the work meeting held on September 10, 2007.

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

A motion was made by Mr. Paget and seconded by Mr. Lin to approve the minutes of the regular meeting held on September 17, 2007.

Upon call of the question, the motion carried with five members voting in favor and Messrs. Kanaby and Hudes abstaining.

Correspondence

Correspondence was received and recognized from Mr. Thomas M. Venanzi.

Board Recognition/Awards

Dr. Forsthoffer congratulated Dr. Lisa Antunes, assistant superintendent of schools, on the birth of her son, Ryan Frederick.

New Business

None

Superintendent's Report

Dr. Forsthoffer reported on the Violence and Vandalism report that is on this evening's agenda. This is an annual report which is mandated by the state. Its purpose is to notify the state of recent reports of violence, vandalism, and substance abuse cases for each district. He stated that although Hillsborough's numbers are remarkably low, the goal is for zero in the district. During the 2006-07 school year, Hillsborough reported 27 cases of violence, 6 vandalism, 3 weapons, and 5 cases of substance abuse. He made particular note of the weapons noting that these cases involved pen knives that were confiscated from student's backpacks and they did not involve any instance of threat.

There were no comments or questions from the public on the Violence and Vandalism report.

Dr. Forsthoffer then went on to address the Memorandum of Agreement that is also on this evening's agenda. This agreement is accepted annually and is an agreement between the district, municipality, and police department to have open communication and work together for the better of the community. He stated that the district has always had a great relationship with the police department and worked together as recently as last week utilizing the instant alert system to notify families of a suspicious incident.

He stated that the annual financial audit is also on this evening's agenda and asked Mr. Gillette, finance committee chairperson to elaborate.

Mr. Gillette reported that the finance committee met with Mr. Vrabel, district auditor, to go over the findings of the Comprehensive Annual Financial Report (CAFR), prior to this evening's meeting. He was pleased to announce that there are no recommendations and that the district is in full compliance with general accounting principals.

In closing, Dr. Forsthoffer mentioned that the district is currently working on filling administrative vacancies, particularly the position of business administrator and his/her assistant. He noted that he is recommending a candidate for approval for the position of district math supervisor on this evening's agenda. He also reported that interviews are well underway for the Woods Road School principal position and he is preparing to meet with the finalists.

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

Action Agenda

Public Comments

None

PERSONNEL

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

Retirements

Rosemary Ryan, BSI literacy teacher, Sunnymead School, effective July 1, 2008. Ms. Ryan has worked for the district for 26 years.

Resignations

Amy Brandwein, .857 purchasing assistant, business office, effective October 9, 2007.

Stanislaw Miazga, custodian, Hillsborough High School, effective October 2, 2007.

Patrick Verney, head ice hockey coach, Hillsborough High School, effective 2007-2008 coaching season.

Leave of Absence

Nicole Brameyer, grade 5 teacher, Auten Road Intermediate School, disability/family leave of absence effective September 26, 2007 through March 20, 2008.

Christine Haas, English teacher, Hillsborough High School, family leave of absence, effective January 2, 2008 through March 18, 2008.

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

Revised Leave of Absence

Christine Lubas, permanent school aide, Hillsborough Elementary School, from effective September 1, 2007 through September 30, 2007 to effective September 1, 2007 through October 16, 2007.

Revised Contract 2007-2008

Beth Moran, .786 instructional assistant, Hillsborough Middle School, effective September 1, 2007 through June 30, 2008.

SALARY: \$25,834 PRORATED

Step 4

Olga Zaretsky, 10-month Fine & Performing Arts Supervisor, Hillsborough High School, effective September 1, 2007 through June 30, 2008.

SALARY: \$110,049

Rescind Contract

Caryn Morrison, co-curricular advisor, Amnesty International, Hillsborough High School, effective 2007-2008 school year.

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.

Supervisor

Tracey Knerr, supervisor of mathematics, K-12, effective December 16, 2007 or sooner if released by current district, replacing J. Krause (resigned).

SALARY: \$93,423

PRO RATED

Long Term Substitute

Michelle Battaglia, long term substitute, grade 5 teacher, Auten Road Intermediate School, effective September 27, 2007 through March 21, 2008, replacing Nicole Brameyer (leave of absence).

SALARY: \$45,412 PRORATED BA Step 1

Susan Marks, long term substitute, grade 3 teacher, Sunnymeade School, effective September 1, 2007 through April 18, 2008, replacing Paige Russo (leave of absence).

SALARY: \$45,412 PRORATED BA Step 1

Amy Miele, long term substitute, grade 1 teacher, Woods Road School, effective September 1, 2007 through November 27, 2007, replacing Linda Reimer (disability).

SALARY: \$45,412 PRORATED BA Step 1

Maria Walsh, long term substitute, grade 7 math teacher, Hillsborough Middle School, effective October 1, 2007 through March 14, 2008, replacing Natalie Crisafulli (leave of absence).

SALARY: \$45,412 PRORATED BA Step 1

Permanent School Aide

Connie Neberdo, permanent school aide, Triangle School, 1.5 hours per day, effective October 2, 2007 through June 30, 2008, replacing Debra McKenna (resigned).

SALARY: \$14.56/hour Step 1

Substitute Teachers - \$80/day

Barrood, Nancy
Block, Gloria
Cassidy, John
Cavanagh, Heather
Cavaliere, Rose
Cohen, Steven
Coyle, Joseph
Eckhart, Michael
Farber, Matthew
Festa, Amal
Geller, Jennifer
Greisser, Carl
Howard, Julia
Johnson, Christopher
Jordan, Timothy
Korba, Steven
Leichtling, David
Leinbach, Lynn
Leonard, Jonathan
Murphy, Nicole
Nestorson, Frances
Patane, Melissa
Snel, Stephen

Szegedy, Gizella
Venouss, Shohreh
Wong, Donna

Substitute Clerical - \$10.25/hour

Patricia Donatelli
Nina Casperson

Substitute Permanent School Aide - \$7.90/hour

Nina Casperson

Substitute Custodian - \$9.35/hour

Adolfina Bialas

Co-Curricular Advisors - STIPEND

Karin Benton, co-curricular advisor, Gay Straight Alliance (formerly YCAL), Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$911.00

Kathryn D'Onofrio, co-curricular advisor, Guitar Hero Club, Hillsborough High School, effective 2007-2008 school year.
STIPEND: N/A

Susan Ecksetin, co-curricular advisor, PLUS (Peer Leaders Uniting Students), Hillsborough High School, effective 2007-2008 school year.
STIPEND: N/A

Melissa Wissner-Fico, co-curricular advisor, Drill Team, Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$1,242.00

Linda Garrison, co-curricular advisor, Environmental Club, Hillsborough High School, effective 2007-2008 school year.
STIPEND: N/A

Katie LaCorte, co-curricular advisor, Environmental Club, Hillsborough High School effective 2007-2008 school year.
STIPEND: N/A

Shawn Layton, co-curricular advisor, Amnesty International, Hillsborough High School, effective 2007-2008 school year.
STIPEND: \$911.00

Marie Lo, co-curricular advisor, Regional All State Orchestra, Hillsborough High School, effective 2007-2008 school year.
STIPEND: N/A

Dina Veltri, co-curricular advisor, Guitar Hero Club, Hillsborough High School, effective 2007-2008 school year.
STIPEND: N/A

Tim Zavacki, co-curricular advisor, Wii Club, Hillsborough High School, effective 2007-2008 school year.
STIPEND: N/A

Mentors

<u>Mentor</u>	<u>Mentee</u>
Marissa Dale	Erin Becker
Marybeth Miele	Amy Miele

Student Teachers

Rachel Yarin, The College of New Jersey, to do her student teaching in elementary education at Amsterdam School effective January 22, 2008 through May 4, 2008.

<u>Cooperating Teacher</u>	<u>Grade</u>
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Sheila Marce	2
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Beth Moran, Rider University, to do her student teaching in school counseling at Hillsborough Middle School effective January 2008 through May 2008.

<u>Cooperating Teacher</u>	<u>Grade</u>
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Megan Pierfy	Guidance Counselor
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Barbara Horinko, Raritan Valley Community College, to do her 15 hours of classroom observation at Hillsborough High School effective October 23, 2007 through December 2007.

<u>Cooperating Teacher</u>	<u>Grade</u>
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Chris Eberle	9-12 social studies
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Katie Spencer, Seton Hall University, to do her 50 practicum hours in school administration at Hillsborough Elementary School effective October 23, 2007 through May 2008.

<u>Cooperating Teacher</u>	<u>Grade</u>
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Michael Volpe	Principal
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Cornelius Maloney, The College of New Jersey, to do his student teaching in Social Studies at Hillsborough Middle School effective January 22, 2008 through May 4, 2008.

<u>Cooperating Teacher</u>	<u>Grade</u>
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Dennis Collins	8 social studies
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Katharine Wnek, Rider University, to do her student teaching in elementary education at Amsterdam School effective January 28, 2008 through April 25, 2008.

Cooperating TeacherGrade

Lisa Jacobson

3

Sixth Class at Hillsborough High School

Approve Ralph Smith, Latin teacher, Hillsborough High School, for teaching a sixth class effective September 1, 2007 through June 30, 2008.

Approve the following teachers for teaching a sixth period replacing Joanne Gordon, English teacher, Hillsborough High School, while she is on a leave of absence effective October 10, 2007 through October 31, 2007:

Benton, Karin
Blevins, Melissa
Croman, April
Kelly, Kimberly
Schulz, Erika

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. 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 September 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: \$10,899,658.17

Approval of Line Item Transfers

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

FROM:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-000-100-567-00-00	Tuition-Prvt Sch for Handicap-Out of State	60,000
11-130-100-101-00-00	Grades 6-8 Teacher Salaries	49,061
11-190-100-610-01-06	Inst Supp-HHS Art	540
11-204-100-106-12-00	LLD-ARIS Inst Asst Salaries	3,000
11-204-100-640-03-00	LLD-Amst Textbooks	466
11-204-100-640-04-00	LLD-HES Textbooks	400
11-204-100-640-06-00	LLD-Triangle Textbooks	1,000
11-204-100-640-12-00	LLD-ARIS Textbooks	1,000
11-213-100-640-03-00	Res Ctr-Amst Textbooks	336
11-213-100-640-04-00	Res Ctr-HES Textbooks	700
11-213-100-640-05-00	Res Ctr-Sunnymead Textbooks	900
11-213-100-640-06-00	Res Ctr-Triangle Textbooks	700
11-213-100-640-07-00	Res Ctr-Woodfern Textbooks	700
11-213-100-640-08-00	Res Ctr-Woods Road Textbooks	900
11-213-100-640-12-00	Res Ctr-ARIS Textbooks	2,573
11-000-213-300-00-00	Health Services-Cont Medical Services	42,000
		<u>164,276</u>

TO:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-000-100-565-00-00	Tuition-Regional Day School/SSSD	60,000
11-204-100-101-03-00	LLD-Amst Teacher Salaries	3,000
11-204-100-610-03-00	LLD-Amst Supplies	466
11-204-100-610-04-00	LLD-HES Supplies	400
11-204-100-610-06-00	LLD-Triangle Supplies	1,000
11-204-100-610-12-00	LLD-ARIS Supplies	1,000
11-213-100-610-03-00	Res Ctr-Amst Supplies	336
11-213-100-610-04-00	Res Ctr-HES Supplies	700
11-213-100-610-05-00	Res Ctr-Sunnymead Supplies	900
11-213-100-610-06-00	Res Ctr-Triangle Supplies	700
11-213-100-610-07-00	Res Ctr-Woodfern Supplies	700
11-213-100-610-08-00	Res Ctr-Woods Road Supplies	900
11-213-100-610-12-00	Res Ctr-ARIS Supplies	2,573
11-000-213-100-00-00	Health Services-Salaries	39,000
11-000-213-500-01-00	Health Services-Purch Services HHS	3,000
11-000-221-600-09-11	Improvement of Inst-Technology Supp	540
11-000-240-103-02-00	Sch Admin-HMS Prin/VP Salaries	2,500
11-000-240-103-12-00	Sch Admin-ARIS Prin/VP Salaries	7,400
11-000-240-105-00-00	Sch Admin-Sec/Cler Salaries	10,000
11-000-251-440-00-00	Bus Serv-Rental of Equipment	21,000
11-000-251-592-00-00	Bus Serv-Other Purch Serv-Ads for Staff	4,000
11-000-252-100-00-00	Tech Services-Salaries	2,000
11-000-262-610-10-58	Other Oper/Maint-Bloomington Misc Supp	2,161
		<u>164,276</u>

Acceptance of Annual Audit

Accept the Comprehensive Annual Financial Report for the period ending June 30, 2007 as submitted by Dickinson, Vrabel and Cassells.

Recommendations

None

Upon call of the roll, the 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:

Approve the Uniform State Memorandum of Agreement

Approve the Uniform State Memorandum of Agreement - 1999 Revisions between the Hillsborough School District and law enforcement officials in accord with the N.J.A.C. 6A:16-6.1 and 6A:16-6.2(b)14. - Schedule A

Approve the Professional Travel Related Expenses

Approved the Professional Travel Related Expenses as listed on Schedule B.

Bid Threshold/Qualified Purchasing Agent Appointment

Approve the following resolution for increasing the bid threshold and appointing a Qualified Purchasing Agent, pursuant to N.J.S.A. 18A:18A-3a and N.J.A.C. 5:34-5 et seq.:

WHEREAS, the recent changes to the Public School Contracts Law gave boards of education the ability to increase their bid threshold up to \$29,000; and

WHEREAS, N.J.S.A. 18A:18A-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, Jeffrey R. Scott possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Hillsborough Township Board of Education desires to increase the bid threshold as provided in N.J.S.A. 18A:18A-3a, now, therefore be it

RESOLVED, that the governing body of the Hillsborough Township Board of Education, in the County of Somerset, in the State of New Jersey hereby increases its bid threshold to \$29,000; and be it further

RESOLVED, that the governing body hereby appoints Jeffrey R. Scott as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education; and be it further

RESOLVED, that in accordance with N.J.A.C. 5:34-5.2, the Board of Education Secretary is hereby authorized and directed to forward a certified copy of this resolution and a copy of Jeffrey R. Scott certification to the Director of the Division of Local Government Services.

Maximum Capital Reserve Amount

Approve the maximum amount of local share funds that can be deposited into the capital reserve account for projects identified in the long-range facility plan which is \$7,103,388.

Comprehensive Maintenance Plan

Approve the comprehensive maintenance plan for the 3-year period (2006-07 through 2008-09) as included in the Quality Assurance Annual Report.

Acceptance of Donation

Accept the following donation:

<u>Donor</u>	<u>Description</u>
Carmine Rizzo/Johnson & Johnson	2006 Danzer Trailer for the Hillsborough High School Robotics Team

Approve the 2006-2007 Violence and Vandalism Report

Approve the Hillsborough School District's Violence and Vandalism Report, 2006-2007, a copy of which is kept on file in the Office of the Superintendent of Schools and as summarized below.

Incidents - 2006/2007	
Violence	27
Vandalism	6
Weapons	3
Substance Abuse	5
	41

Action Taken	
Police Notified (no complaint filed)	13
Police Notified (complaint filed)	6
Expulsion	0
Suspensions	45
Other discipline	3

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

Approve the Overnight Trips

A motion was made by Mr. Kanaby and seconded by Mr. Paget that the board of education approve the following overnight trips:

School	Group/Team	Destination	Dates	Schedule
HHS	Marching Band	National Championship Baltimore, MD	11/17/07 - 11/18/07	<u>C</u>
HHS	Ski Club	Summit Resort Lake Placid, NY	1/18/08 - 1/21/08	<u>D</u>
HHS	Cheerleading	National Championship Orlando, FL	2/8/08 - 2/12/08	<u>E</u>
HHS	Music/Choir	Disney World Orlando, FL	5/16/08 - 5/19/08	<u>F</u>

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

INFORMATIONAL

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

School	Dates	Times
Amsterdam School		
Auten Road Intermediate	September 12, 2007	3 minutes
	September 19, 2007	3 minutes
Hillsborough Elementary	September 19, 2007	1 minute 5 seconds
	September 26, 2007	1 minute
Sunnymead School	September 17, 2007	1 minute 19 seconds
	September 25, 2007	1 minute 3 seconds
Triangle Elementary	September 18, 2007	1 minute 56 seconds
	September 27, 2007	1 minute 46 seconds
Woodfern Elementary	September 14, 2007	1 minute 21 seconds
	September 18, 2007	1 minute 11 seconds
Woods Road Elementary	September 12, 2007	2 minutes 19 seconds
	September 19, 2007	2 minutes 39 seconds
Hillsborough Middle School	September 14, 2007	2 minutes 17 seconds
	September 28, 2007	2 minutes 13 seconds
Hillsborough High School	September 17, 2007	2 minutes 30 seconds
	September 25, 2007	2 minutes 30 seconds

Suspensions for the month of September:

Hillsborough High School = 7
 Hillsborough Middle School = 3
 Auten Road Intermediate = 0
 Elementary Schools = 0

Old Business

Mr. Hudes reminded the board that at the October work meeting it was stated that they would revisit the issue of board members' email addresses being listed on the website at this evenings meeting.

After further discussion on the matter, it was decided by a majority that there would be a general board of education email address listed for the public to send any concerns or comments to. That email would be disseminated to the entire board, minus Dr. Forsthoffer. The board president would then be responsible for responding to the sender and advising them on how the concern would be addressed.

Announcements by the President

President Hudes reminded everyone that the week of October 23-31 has been declared "Red Ribbon Week" and proceeded to read the Red Ribbon Proclamation.

Dr. Forsthoffer thanked Diane Handwerk and all of the countless volunteers that work so hard to keep our schools drug free.

President Hudes concluded by wishing everyone a safe and happy Halloween.

Adjournment

A motion was made by Mr. Paget and seconded by Mr. Blandino to adjourn the meeting at 8:02 p.m.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Jeffrey R. Scott
Interim School Business Administrator/
Board Secretary