

REGULAR MEETING
OF THE
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION
February 23, 2009

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, February 23, 2009 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 and the Courier News newspapers on February 19, 2009. 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, Judith C. Haas, Neil Hudes, David T. Lin, Steven D. Paget, Marc J. Rosenberg, and Wolfgang Schneider

MEMBERS ABSENT: John Donnadio and Frank A. Blandino

ALSO PRESENT: Dr. Edward Forsthoffer, III, Superintendent of Schools, Dr. Lisa M. Antunes, Assistant Superintendent for Curriculum and Instruction, 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

Approval of Minutes

A motion was made by Mr. Paget and seconded by Mr. Lin to approve the minutes of the work meeting held on January 12, 2009.

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

A motion was made by Mr. Rosenberg and seconded by Mr. Gillette to approve the minutes of the executive session held on January 12, 2009.

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

A motion was made by Mr. Paget and seconded by Mr. Gillette to approve minutes of the regular meeting held on January 26, 2009.

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

A motion was made by Mr. Paget and seconded by Mr. Rosenberg to approve the minutes of the executive session held on January 26, 2009.

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

Correspondence

None

Board Recognition/Awards

Dr. Forsthoffer recognized the Hillsborough Rotary for their donation to the Shelter from the Storm fundraiser held at the high school. The \$1500 donation will be used to purchase water filtration devices for families in Haiti and Honduras.

Dr. Forsthoffer also recognized the upcoming high school performance of West Side Story.

Dr. Forsthoffer congratulated the high school wrestling team for winning the District 18 Championship and for three of the team members winning individual championships. He also recognized Steve Molinaro for being named the coach of the year.

Mr. Paget recognized two students for earning their Eagle Scout award.

New Business

Mr. Lin shared with the board information that he read in a newspaper article that talked about how citizens can help fund school projects.

Superintendent's Report

Dr. Forsthoffer spoke about the 2009-10 budget with the intention of creating an open dialogue of the factors that will have an effect on the budget. He presented the budget goals and parameters that have guided him and the administrative staff in the budget building process.

Dr. Forsthoffer briefly explained three different scenarios that he will present to the board and public at the meeting on March 9, 2009. The three scenarios were as follows:

- 1.) Increasing the tax levy by the allowable 4% cap resulting in a 1.6 cent increase per \$100 of assessed value.
- 2.) A 1 cent increase to the tax levy.
- 3.) A zero cent increase to the tax levy.

He explained that each of the scenarios require budget cuts from existing programs and staff. He also touched on some of the challenges that lie ahead in crafting the 2009-2010 budget.

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

Board questions and comments focused on the budget cuts to reach the 4% tax levy cap and the additional cuts to reach the other two scenarios, the impact of the cuts on the educational

programs, the fact that Hillsborough has one of the lower cost per pupil in the State, and the fact that Hillsborough ranks near the bottom in spending categories that are measured by the State.

Public questions and comments focused on what happens if the budget is voted down and the impact that it will have on the quality of the district, the negative impact of cutting staff, the guidance given to staff for the creation of this budget and if the State has been lobbied to increase the 4% tax levy cap.

Input on the 2009-2010 Budget

The board questioned what the township committee has done in the past when a budget has failed and what the cuts would be if the committee was to request them.

Action Agenda

Public Comments

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 Revised Curriculum:

Instrumental Music – Grades 5-6
Choral Music – Grades 7-8

Approval of the following Textbook:

Daily Grammar Practice – Grades 5-11

Approve the Grades 4-5 Puberty DVD

Approve Submission of the Following Grant Applications:

Approve the following grant applications:

<u>Grant</u>	<u>Amount</u>
Mathematics Intervention Consortium II	\$33,060.00
ExxonMobil Educational Alliance Hillsborough Middle School	750.00

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:

Retirements and Resignations

Name	Location	Position	Reason	Effective Date	Dates of Employment
Zdzistaw Arciszewski	Amsterdam School	Custodian	Retirement	7/1/2009	12/19/1995 - 7/1/2009
Althea DiBenedetto	Sunnymead School	ASI Teacher	Retirement	7/1/2009	9/1/1976 – 7/1/2009
Joanie Layden	Middle School	Grade 7/Literacy	Resigned	6/30/2009	9/1/2003 – 6/30/2009
Jane Olivo	Woodfern School	Lunch Aide	Retirement	2/6/2009	9/1/1974 – 2/6/2009

Leaves of Absence

Name	Location	Position	Type of Leave	Dates of Leave
Aimee Castellano	Middle School	Computer Teacher	Disability/FMLA	4/15/2009 – 5/29/2009
Diane Grabas	Auten Road Intermediate	Grade 6 Teacher	Disability LOA	3/23/2009 – 5/8/2009
Karen Hoffman	Auten Road Intermediate	Reading Specialist	Disability LOA	2/25/2009 – 3/31/2009
Stephanie McKenna	Auten Road Intermediate	Lunch Aide	Unpaid LOA	1/26/2009 – 2/6/2009

Revised Leaves of Absence

Name	Location	Position	Type of Leave	From Effective Date	To Effective Date
Lillian Grillo	Middle School	Science Teacher	Unpaid Leave of Absence	2/13/2009 – 4/3/2009	2/2/2009 – 4/3/2009
Olivia Monillas	Middle School	French Teacher	Disability/FMLA	6/8/2009 – 6/15/2009	5/18/2009 – 6/15/2009
Michele Sariano	Middle School	Special Ed. Teacher	Disability/FMLA	3/16/2009-5/5/2009	2/2/2009 – 4/3/2009

Revised Long Term Substitute

Name	Position	Location	Replacing	Effective	Salary
Kimberly Beers	Science Teacher	Middle School	Lillian Grillo	2/2/2009 – 4/3/2009	\$47,080 Pro Rated BA Step 1

MaryBeth Schwarz	Special Ed./Resource Teacher	Middle School	Michele Sariano	2/2/2009 – 4/3/2009	\$47,080 Pro Rated BA Step 1
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Change In Contract

Name	Location	From Position	To Position	Effective Date	Salary
Kathy Mangini	Triangle School	Lunch Aide – 1 hour 30 mins./day	Lunch Aide – 2 hrs 15 mins./day	2/3/2009 – 6/30/2009	\$17.11/hour Step 5
Dianne Verkade	Woodfern School	Lunch Aide – 1 hour per day	Lunch Aide – 2 hrs. per day	2/24/2009 – 6/30/2009	\$15.66/hour Step 2

Rescind Co Curricular Contract

Name	Co-Curricular Club	Location	Effective	Stipend
Stacy Gerst	Co Curricular Advisor – The Voice Newspaper	High School	1/5/2009 – 6/30/2009	\$1,283.50

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.

Teacher

Name	Position	Location	Replacing	Effective	Salary
Sarah Konzelman	.5 Special Ed./Resource Center teacher	Hillsborough Elementary	Amy Drylewicz	2/2/2009 – 6/30/2009	\$47,080 Pro Rated BA Step 1

Long Term Substitute

Name	Position	Location	Replacing	Effective	Salary
Grace Buchanan	LTS – LDTC	Hillsborough High School	Maria Yurecko	4/14/2009 – 6/30/2009	\$47,080 Pro Rated BA Step 1
Allison Davis	LTS – Grade 3 teacher	Hillsborough	Fran Carnes	3/3/2009 – 3/31/2009	\$47,080 Pro Rated

Name	Position	Location	Replacing	Effective	Salary
		Elementary			BA Step 1
Jan Mallon	LTS – Social Worker	High School	Katie Chicalace	4/14/2009 – 6/30/2009	\$47,080 Pro Rated BA Step 1
Drisana McFadden	LTS – Grade 6 teacher	Auten Road Intermediate	Karen Hoffman	2/17/2009 – 3/31/2009	\$47,080 Pro Rated BA Step 1
Joann Mount	LTS – Special Ed. teacher	Middle School	Nicole Alexander	3/17/2009 – 5/22/2009	\$47,080 Pro Rated BA Step 1
David Pincus	LTS – Grade 6 teacher	Auten Road Intermediate	Diane Grabas	3/23/2009 – 5/8/2009	\$47,080 Pro Rated BA Step 1
Heidi Young	LTS – Math teacher	High School	Elizabeth Berliner	4/14/2009 – 6/30/2009	\$47,080 Pro Rated BA Step 1

Lunch Aides

Name	Position	Location	Replacing	Effective	Salary
*Kimberly Hunkele	Lunch Aide 1 hr. /day	Woodfern School	Dianne Verkade	2/25/2009 - 6/30/2009	\$15.20/hour Step 1
AnnMarie Shapiro	Lunch Aide 1 hr. 30 mins./day	Triangle School	Kathy Mangini	2/3/2009 – 6/30/2009	\$15.20/hour Step 1

Bus Aide/Nurse

Name	Position	Location	Replacing	Effective	Salary
Lisa Haiken	Bus Aide/Nurse	Transportation	Genevieve Yapp	2/2/2009 – 6/30/2009	\$34.00/hour

Co-Curricular Advisors

Name	Co-Curricular Club	Location	Effective	Stipend
Shawn Layton	The Voice Newspaper	High School	1/5/2009 – 6/30/2009	\$1,283.50

Volunteer Clerical Support

Name	Postiion	Location	Effective	Salary
Alice Dorschner	Volunteer Clerical Support Staff	Hillsborough Elementary	2/2/2009 – 6/30/2009	N/A

Substitutes

Teachers - \$80/day			
Basma Ahmed	Amanda Burgess	Toni Davia	Elizabeth Levering
Drisana McFadden	Erin Montellione	Paula Obenauer	Christopher Roy
Mary Suhr	Amy Syvertsen	Heather Young	

Instructional Assistants - \$80/day		Nurses - \$100/day		Bus Driver - \$20/hour	
Tonia Davia	Elizabeth Levering	Florence Diana Smith			
Erin Montellione	Paula Obenauer				
Christopher Roy	Amy Syvertsen				
Mary Suhr					

Library Assistants - \$11.72/hour	Bus Aides - \$19.06/hour	Lunch Aide - 7.90/hour	Secretary - \$10.25/hour	Custodians - \$9.35/hour
Erin Montellione		Jody Rebuck	Erin Montellione	William Neidlinger

Mentors

Mentor	Mentee
Joyce Bordonaro	Allison Davis
Eileen Simonik	Sarah Konzelman

Student Teaching

Name	University	Grade Level/Subject Area	School	Effective	Cooperating Administrator/Teacher
Brian Yarasheski	Rider University	Administrative Practicum	High School	2/24/2009 – 5/29/2009	Mike Simborski
Thomas Misiak	Rider University	Administrative Practicum	High School	2/24/2009 – 5/29/2009	Kim Feltre

Group Changes

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

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. Lin 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 January 31, 2009 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: \$ 9,367,149.38

Line Item Transfers

Approve the following line item transfers in the 2008-09 general fund budget as submitted in *Schedule III-A*:

Annual School Election Calendar

Approve the following annual school election calendar for the April 21, 2009 school election as follows:

1. Nominating petitions must be filed with the board secretary on or before 4:00 p.m. of the 50th day before the date of the election (March 2, 2009)
2. Establish March 9, 2009 as the last day for a candidate to withdraw his/her name from the ballot. The candidate must submit a signed notice in writing to the board secretary.
3. Authorize the board secretary to conduct the drawing for position on the ballot on March 11, 2009 at 10:00 a.m. in the board of education office. Establish March 13, 2009 as the last day for the board secretary to certify results of the drawing to the County Clerk.
4. Authorize the board secretary to place the required advertisement regarding the budget statement and the public hearing on the budget in the March 26, 2009 issue of the Hillsborough Beacon and the Courier News.
5. Hold the public hearing on the 2009-10 budget on March 30, 2009, at 7:30 p.m. in the Auten Road Intermediate School cafeteria.
6. Adopt the 2009-10 budget as a special public meeting held on March 30, 2009.

7. Designate the following buildings for posting election notices:

- Amsterdam Elementary School, 301 Amsterdam Road
- Auten Road Intermediate School, 281 Auten Road
- Hillsborough Elementary School, 435 Route 206
- Woodfern Elementary School, 425 Woodfern Road
- Triangle Elementary School, 156 So. Triangle Road
- Sunnymead Elementary School, 55 Sunnymead Road
- Woods Road Elementary School, 401 So. Woods Road
- Middle School, 260 Triangle Road
- High School, 466 Raider Blvd.
- Municipal Building, 379 South Branch Road
- Hillsborough Fire Company #1, Equator Ave.
- Hillsborough Fire Company #2, Route 206
- Hillsborough Fire Company #3, Woods Road
- Shop Rite, Route 206
- Stop & Shop, Route 206

8. Designate the polling hours for the April 21, 2009 election to be from 2:00 p.m. to 9:00 p.m. and as long as may be necessary to permit those persons present at the designated closing time to cast their ballots.

Joint Transportation Agreement

Approve an agreement with the Middlesex Regional Educational Services Commission for coordinated transportation services for the 2008-09 school year.

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. Lin 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 for second reading as follows:

<u>Schedule</u>	<u>Policy #</u>	<u>Policy Name</u>
<i>IV-B</i>	2461	Special Education/Receiving Schools
<i>IV-C</i>	3218	Substance Abuse – Teaching Staff Members
<i>IV-D</i>	4218	Substance Abuse – Support Staff Members
<i>IV-E</i>	5330	Administration of Medication
<i>IV-F</i>	5466	Graduation and Yearbook Fees

<u>Schedule</u>	<u>Policy #</u>	<u>Policy Name</u>
<i>IV-G</i>	6480	Purchase of Food Supplies

Approve Field Trip Destinations as Listed:

- Hillsborough Racquetball Club, Hillsborough, NJ
- Museum of Jewish Heritage, New York, NY

Approve Overnight Trip as Listed

School	Group/Team	Destination	Dates	Schedule
HHS	Winterguard/Bands	Winterguard Regional Competition Trumbull, CT	2/27/09 – 3/01/09	<i>H</i>
HHS	Wrestling	State Wrestling Tournament Atlantic City, NJ	3/6/09 – 3/8/09	<i>I</i>
HMS	Team 7-C	Fairview Lakes YMCA Camp Newton, NJ 07860	3/12/09 – 3/13/09	<i>J</i>
HHS	Bands	National Concert Band Festival Indianapolis, IN	3/17/09 – 3/22/09	<i>K</i>
HHS	Robotics/Chesapeake Regional Competition	US Naval Academy Annapolis, MD	3/18/09 – 3/21/09	<i>L</i>
HHS	10-11 Peer Mentors	Mason Outdoor Center Hardwick, NJ 07825	6/13/09 – 6/14/09	<i>M</i>
HHS	New Jersey Swim Championships	Gloucester County Institute of Tech Sewell, NJ	3/7/09 – 3/8/09	<i>N</i>

Resolution to Participate in the Middlesex Regional Energy Services Collaborative

Approve the following resolution:

WHEREAS N.J.S.A. 40A:11-11 authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHEREAS, the Hillsborough Township Board of Education/Governmental Agency, County of Somerset, State of New Jersey, is a member of the MRESC Cooperative Pricing Program; and:

WHEREAS, the Hillsborough Township Board of Education/ Governmental Agency, County of Somerset, desires to participate in the Middlesex Regional Energy Services Collaborative:

NOW THEREFORE BE IT RESOLVED on the 23rd day of February, 2009 by the Hillsborough Township Board of Education, County of Somerset, State of New Jersey, as follows:

TITLE

This RESOLUTION shall be known and may be cited as a Cooperative Pricing System Resolution of the Hillsborough Township Board of Education/ Governmental Agency.

AUTHORITY

Pursuant to the provisions of N.J.S.A. 40A:11-11, the Business Administrator/Board Secretary is hereby authorized to use the Middlesex Regional Energy Services Collaborative.

CONTRACTING UNIT

The authorized agent shall enter into contracts on behalf of the Board of Education/ Governmental Agency and shall be responsible for complying with the provisions of the Public Contracts Law for Public Schools and Governmental Agencies and all other provisions of the revised statutes of the State of New Jersey. The MRESC assumes no responsibility to vendors for performance of contracts entered into between the Board of Education/Governmental Agency and said vendors.

That the contracting agency shall agree to pay administrative fees to the MRESC as identified in advance of services being rendered.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

Resolution to Participate in the Somerset County Energy Audit Program

WHEREAS, in January 2008, the Somerset County Board of Chosen Freeholders established the Somerset County Energy Council to advise the Board of Chosen Freeholders on energy issues and opportunities, advocate for energy efficiency and conservation, and promote public understanding of energy-saving and alternative energy opportunities and choices; and

WHEREAS, in support of the Energy Council's mission and recommendations, the Board of Chosen Freeholders created a new County Energy Audit Program (hereinafter referred to as the "Program"); and

WHEREAS, the Township/Borough/School District of Hillsborough has accepted the Somerset County Board of Chosen Freeholders and County Energy Council's invitation to voluntarily participate in and assist in implementing the new County Energy Audit Program, and endorsed submission of the completed attached Energy Audit Program Application; and

WHEREAS, in order to facilitate completion of the energy audits and Energy Star Portfolio Manager Tool in accordance with the Program, the County requires establishing a municipal/school district Energy Team whose primary role will be to provide data, information and access to buildings/facilities to the Energy Audit Firm and assist with implementing improvement measures and other follow-up activities as specified in the attached Energy Audit Program Guidelines; and

WHEREAS, the Energy Audit Program guidelines specify additional responsibilities of the Energy Team, which include facilitating proposal generation efforts from Energy Audit Firms

assigned by the County Energy Council, reviewing EA Firm proposals, and recommending the desired EA Firm to perform the work for the municipality/school district, in accordance with the established Program timeline.

NOW, THEREFORE, BE IT RESOLVED by the Hillsborough Township/Borough Council/School District that the Mayor/Board of Education is hereby authorized to establish an Energy Team and designates its Representative in accord with the Somerset County Energy Audit Program FY 2009 and its section labeled “General Responsibilities of the Municipal/School District Energy Team,” to fulfill the role and responsibilities specified in same, and in addition to authorizing submission of an application to participate in the Program.

BE IT FURTHER RESOLVED that the Hillsborough Township/Borough Clerk/Board of Education Secretary is hereby directed to forward a copy of this resolution and the name, address, phone and e-mail information for each member of the Energy Team to the Somerset County Planning Board and Somerset County Energy Council.

Acceptance of Donations

Accept the following donations:

<u>Donor</u>	<u>Description</u>
Hillsborough Rotary	\$1,500 to the HHS Interact Club supporting <u>Shelter from the Storm 4</u>

Professional Services Contract

The following quotes were received for a professional services contract for site remediation:

<u>Vendor</u>	<u>Projected Annual Cost</u>
Hatch Mott MacDonald	\$129,250
Prestige Environmental	88,022

Award a professional services contract to Prestige Environmental for its low annual quote of \$88,022 (cost to be pro-rated for February 2009 through June 2009).

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

INFORMATIONAL

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

<u>School</u>	<u>Dates</u>	<u>Times</u>
Amsterdam School	January 6, 2009	1 minute 20 seconds
	January 27, 2009	2 minutes
Auten Road Intermediate	January 26, 2009	1 minute 50 seconds
	January 30, 2009	2 minutes
Hillsborough Elementary	January 23, 2009	1 minute 15 seconds
	January 27, 2009	1 minute 5 seconds
Sunnymead School	January 23, 2009	58 seconds

Regular Meeting

February 23, 2009

School	Dates	Times
	January 23, 2009	1 minute 10 seconds
Triangle Elementary	January 7, 2009	1 minute 35 seconds
	January 23, 2009	1 minute 37 seconds
Woodfern Elementary	January 13, 2009	1 minute 50 seconds
	January 23, 2009	1 minute 55 seconds
Woods Road Elementary	January 22, 2009	1 minute 50 seconds
	January 23, 2009	3 minutes 30 seconds
Hillsborough Middle School	January 8, 2009	2 minutes 18 seconds
	January 16, 2009	2 minutes 22 seconds
Hillsborough High School	January 29, 2009	3 minutes 10 seconds
	January 30, 2009	2 minutes 5 seconds

Old Business

None

Announcements

President Hudes thanked Dr. Forsthoffer for his presentation on the 2009-10 budget process.

Adjournment

A motion was made by Mr. Paget and seconded by Mr. Gillette to adjourn the meeting at 8:50 pm.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Aiman Mahmoud
 School Business Administrator/
 Board Secretary