

REGULAR MEETING
OF THE
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION
January 22, 2007

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, January 22, 2007 at 6:00 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 January 18, 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: Judith C. Haas, Neil Hudes, David T. Lin, Steven D. Paget, Edward Plaskon, Marc J. Rosenberg, and Wolfgang Schneider

Steven J. Sloan arrived at 6:05 p.m.
David Kanaby arrived at 7:30 p.m.

MEMBERS ABSENT: None

ALSO PRESENT: Dr. Karen Lake, Superintendent of Schools and Mr. Thomas M. Venanzi, Assistant Superintendent for Business/Board Secretary

Dr. Lisa Antunes, Assistant Superintendent of Schools and Mrs. Annette Wells, Assistant to School Business Administrator/Assistant Board Secretary arrived at 6:27 p.m.

Executive Session

A motion was made by Mr. Schneider and seconded by Mr. Hudes 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 a request from an employee, the evaluation of the superintendent, an employee grievance, and release time for the Hillsborough Education Association President
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.

Mr. Sloan arrived at 6:05 p.m.

Dr. Antunes and Mrs. Wells arrived at 6:27 p.m.

The board reconvened in public session at 7:30 p.m.

Mr. Kanaby arrived at 7:30 p.m.

Approval of Minutes

A motion was made by Mr. Kanaby and seconded by Mrs. Haas to approve the minutes of the work meeting held on December 11, 2006.

Upon call of the question, the motion carried unanimously

A motion was made by Mr. Kanaby and seconded by Mr. Lin to approve the minutes of the executive session held on December 11, 2006.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Kanaby and seconded by Mr. Lin to approve the minutes of the regular meeting held on December 18, 2006.

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 December 18, 2006.

Upon call of the question, the motion carried unanimously.

Correspondence

Correspondence was recognized from the Raritan Valley Symphonic Band.

Recognition/Awards

Dr. Lake announced that tonight's recognition was dedicated to the musical and theatre arts groups. Dr. Lake introduced Briana Dixon, high school teacher and play director, who gave a brief overview of the scene being presented by students this evening. The students

introduced themselves then acted out a murder mystery/comedy scene from the winter play.

Dr. Lake thanked Ms. Dixon and the students.

Dr. Lake introduced Mr. Fantuzzi, volunteer associate band director, and Mrs. Haran, band director, to discuss the successes of the Hillsborough High School Band. Mr. Fantuzzi announced that this was a year of firsts. It was the first time the band held camp at Hillsborough High School. It was the first time the band had a trailer to move their equipment. It was also the first time the band was invited to the National Championship at Baltimore Navel Academy, where the band took second place honors. Mr. Fantuzzi added that the band claimed the Group IV Open Champions title for the fourth consecutive year. He acknowledged the efforts of the band parents' association, Jules Haran, and the members of the band. The acknowledgements were followed by the video performance from the National Championship at Baltimore Navel Academy.

Dr. Lake thanked the band and everyone for coming this evening.

New Business

Mr. Lin noted changes in NJ Administrative Code affecting school board policy which were in the NJSBA School Notes. The policy committee will review the district policies for compliance.

Committee Reports

Policy Committee

Mr. Kanaby, policy committee chairperson, reported that the committee met on January 5 to finalize the drug and alcohol policy. The policy is expected to be on the agenda for a first reading in February. Future agenda items for the policy committee include: random drug testing policy, GPA, and transcripts.

Legislative Committee

Mr. Sloan, legislative liaison, urged the public to contact Senator Codey and our legislators regarding pending bills and specifically the 4% hard cap on tax levies.

Township Liaison

Mr. Sloan, township liaison, reported that he attended the Township's reorganization meeting. Mayor Ferarra acknowledged the board of education's participation in Camp Heart.

Finance Committee

Mr. Sloan, finance committee chairperson, reported that the committee met on Saturday, January 20 for approximately five hours to review the Superintendent's 2007/08 budget. A preliminary budget cannot be reported at this time due to unknown factors with pending bills in Trenton.

Budgeting issues include:

- State Aid (assuming flat aid at this time)
- Spending Growth Limitation Adjustments (assuming still available)
- CAP (unknown what is the current CPI)
- Town is still reassessing

Mr. Sloan expressed that we are now seeing how S1701 is hurting our district. The committee is scheduled to meet again on February 2. The board meeting proposed for February 5 has been cancelled and the superintendent is expected to present the 2007/08 proposed budget to the board and public on February 12.

Facilities Committee

Mr. Lin, facilities committee chairperson, reported that the committee met twice since the last public report. Items discussed include:

- Facilities projects for the 2007-08 budget. Mr. Lin made note of the agenda item engaging NKP for proposed budget projects requiring an architect.
- Water filtration system at Woodfern School - equipment is on site and we are awaiting permits. System should be installed in the next few weeks.
- Energy for America has been contracted to monitor climate at the high school and Auten Road School. The success is shown by the significant savings of \$81,000 thus far.

Curriculum Committee

Mr. Schneider, curriculum committee chairperson, reported that the committee met on January 4 and 11. Items discussed include:

- Writing center at the high school
- 504 Plan revision
- Gender specific courses
- Proposed changes to Science course sequence

Mr. Schneider asked if there were any objections from the board in sending Mr. Fogarty's opinion on gender specific courses to Trenton.

Mr. Schneider gave highlights on the proposed changes to the Science course sequence.

Mr. Schneider also announced that a Science and Math forum will be held on February 6 at 7:00 p.m. at the Hillsborough High School.

Communications Committee

Mrs. Haas, communications committee chairperson, reported that the committee met to go over the details of the district's new website which will be operational February 5.

Negotiations Committee

Mr. Paget, negotiations committee chairperson, reported that the committee had not met.

Special Projects Committee

Mr. Rosenberg, special projects committee chairperson, reported that the committee met on December 13. Items discussed include:

- Sequence of events for Goals and Objectives
- Interim District Goals and Objectives report from Dr. Lake.

Mr. Rosenberg stated that the committee plans to meet on February 22 with a member of NJSBA to discuss strategic planning. He announced that the Athletic Strategic Plan is complete and on file in the Superintendent's office.

Personnel Committee

Mr. Hudes, personnel committee chairperson, reported on the following topics reviewed by the committee at the last meeting:

- Vacant positions including Director of Human Resources and Guidance Supervisor
- Leave of absence
- Disciplinary matter

Time was allowed for questions and comments from the board and public on committee reports.

Superintendent's Report

Dr. Lake noted that some recommendations were received from the high school on the proposed drug policy. The policy was sent to Mr. Fogarty, board attorney for review. Final comments will be included in the board packets when they are received.

Dr. Lake announced that Moodle shows how the district is utilizing our technology. This online program permits staff and students to interact outside of the regular classroom experience.

Dr. Lake directed the community to pay attention to the bills at the State Capitol. A 20% tax credit, along with 4% CAP on budgets, is on the agenda this week. A vote is scheduled for a state controller and there is discussion of a new funding formula.

Dr. Lake announced that an honor roll is being instituted at the high school beginning the third marking period. Dr. Lake gave kudos to Karen Bingert, high school principal and the administrative team.

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

Mr. Schneider left the meeting at 9:20 p.m.

Action Agenda

Public Comments

None

CURRICULUM & INSTRUCTION

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

Approval of Grant Application

Approve the following grant application:

Grant

	<u>Amount</u>
NJEA Frederick L. Hipp Foundation for Excellence in Education - Project Comfy Cozy	\$ 1,000

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

PERSONNEL

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

Retirement

Karen A. Lake, Superintendent of Schools, effective July 1, 2007.

David Pincus, Social Studies teacher, middle school effective July 1, 2007. Mr. Pincus has worked for the district for 40 years.

Resignation

Sue Calamoneri, .667 French teacher, middle school/high school, effective March 9, 2007.

Mary Sciascia, Speech/Language Therapist, Auten Road School, effective March 16, 2007.

Leaves of Absence

Robyn Beer, grade 4 teacher, Hillsborough Elementary School disability/family leave of absence effective February 2, 2007 through September 14, 2007.

Patricia Walsh, grade 6 teacher, Auten Road School disability/family leave of absence effective February 5, 2007 through May 25, 2007.

Change in Contract

Patricia Jackson, from 10 month clerical assistant, high school to 10 month secretary, high school effective February 20, 2007 through June 30, 2007 replacing Teresa LaGreca (in district transfer).
SALARY: \$31,532 PRO RATED Step 10

Rescind Contract

Chris Guglielmo, HS spring track boys assistant coach effective 2006-2007 coaching season.

Robert O'Rourke, HS spring track girls assistant coach effective 2006-2007 coaching season.

Revised Coaches - Stipend

Chris Guglielmo, from winter track first assistant coach to winter track assistant coach effective 2006-2007 coaching season.
STIPEND: \$5,160 Step 1

Tierra Hicks, from spring track/girls assistant coach to spring track/girls first assistant coach effective 2006-2007 coaching season.
STIPEND: \$5,695 Step 1

Tierra Hicks, from winter track assistant coach to winter track first assistant coach effective 2006-2007 coaching season.
STIPEND: \$5,557 Step 1

Revised Student Teachers

Nicole Trani, Mount St. Mary College, to do her student teaching in guidance (135 hours) from Hillsborough High School to Hillsborough Middle School, effective December 19, 2006 through March 16, 2007.

From Cooperating Teacher
Jean Robinson

Grade(s)
9-12 SAC

To Cooperating Teacher
Anna Mahler

Grade(s)
7-8 SAC Counselor

AppointmentsTeacher

Frank Puzycki, Physics/Chemistry teacher, high school effective February 1, 2007 through June 30, 2007 replacing Robert Nortrup (resigned).

SALARY: \$48,498 PRO RATED MA+15 Step 1

Marissa Sladek, Special Education/Resource Center teacher, middle school effective January 2, 2007 through June 30, 2007 replacing Linda Ruzanski (retired).

SALARY: \$46,138 PRO RATED BA Step 6

Instructional Assistant

Diane DeGaris, .5 Instructional Assistant, Woods Road School, effective January 8, 2007 through June 30, 2007 new position.

SALARY: \$22,826 PRO RATED Step 1

Charlene Salvito, .5 Instructional Assistant, high school, effective January 8, 2007 through June 30, 2007 replacing Gerald Johnson (resigned).

SALARY: \$22,826 PRO RATED Step 1

Long Term Substitute

Christy Boulos, long term substitute teacher grade 4, Hillsborough Elementary School effective February 2, 2007 through June 30, 2007 replacing Robyn Beer disability/family leave of absence.

SALARY: \$43,478 PRO RATED BA Step 1

Patty Vlattas, long term substitute Instructional Assistant, Hillsborough Elementary School, effective January 16, 2007 through May 4, 2007 replacing Patricia Heddy (leave of absence).

SALARY: \$22,826 PRO RATED Step 1

Coaches - Stipend

Charlie Davis, first assistant girls softball coach, high school effective 2006-2007 coaching season replacing James Gelpke (resigned).
STIPEND: \$5,753 Step 3

Chris Guglielmo, assistant spring track/girls coach, high school effective 2006-2007 coaching season replacing Robert O'Rourke (now coaching boys track).
STIPEND: \$5,286 Step 1

Robert O'Rourke, first assistant spring track/boys coach, high school effective 2006-2007 coaching season replacing (vacant position).
STIPEND: \$6,039 Step 3
Diniamin Svetlitski, volunteer assistant wrestling coach, high school effective 2006-2007 coaching season.
STIPEND: N/A

Co-Curricular Advisors - High School - Stipend

Minh Dang	Stand Up Comedy Club (no stipend)
Briana Dixon	Stage Equipment (stipend)
Judy Everitt	Book Club (no stipend)
Don Garretson	Musical Set Construction (stipend)
Julia Hasser	Future Business Leaders (no stipend)
Connie Swanzer	Book Club (no stipend)
Howard VanSalisbury	Guitar Club (no stipend)
Melissa Wissner-Fico	Pilates Club (no stipend)

Substitute Teacher - \$80/day

Heather Cavanagh	Marissa Kandel
Drew Corsilli	Irene Ning
Erin Cowen	Samina Rehman
Jennifer Esposito	Farzana Siddiqui
Rosa Gonzalez	Cathleen Smith
Lawrence Hammer	Jennifer Wagner
Amy Hoffman	

Substitute Clerical - \$10.25/hour

Emilia Malzone
Donna Mikesh
Ciba Salih

Mentors

<u>Mentee</u>	<u>Mentor</u>
Kathleen Dare	Eileen Varia
Anita Kackle	Karen Burke
Jaclyn Kotler	Lisa Balfour

Group Changes

Approve group changes for personnel listed on *Schedule A*, effective February 1, 2007 through June 30, 2007.

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

Mr. Schneider returned to the meeting at 9:27 p.m.

Sabbatical Leave

A motion was made by Mr. Kanaby and seconded by Mr. Paget to approve the following sabbatical leave:

George Taylor, health & physical education teacher, Auten Road School, sabbatical leave effective 2007-2008 school year.

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

FINANCE

A motion was made by Mr. Sloan 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 December 31, 2006 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 \$8,288,003.28

Line Item Transfers

Approve the following line item transfers in the 2006-07 general fund budget:

FROM:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-130-100-101-00-00	Grades 6-8 Teacher Salaries	159,882
11-190-100-610-01-09	Inst Supp-HHS Phys Ed	1,094
11-190-100-610-01-22	Inst Supp-HHS Ind Arts	1,363
11-190-100-610-08-00	Inst Supp-Woods Road	1,178

163,517

TO:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-000-216-320-00-00	Related Services-Cont Serv	2,000
11-000-219-104-09-00	Child Study Team- Salaries	25,000
11-000-221-600-09-11	Improv of Inst-Tech Supplies	36,457
11-000-240-104-01-00	School Admin-Dept Head Salaries	60,000
11-000-251-100-00-00	Business Services-Salaries	10,000
11-000-251-592-00-00	Business Services-Other Purch Serv	7,000
11-000-261-420-12-65	Maint of Plant-Cont Serv Auten	11,010
11-000-262-420-01-65	Other Oper/Maint-Cont Serv HHS	2,300
11-000-262-420-02-65	Other Oper/Maint-Cont Serv HMS	1,000
11-000-262-610-01-65	Other Oper/Maint-Supplies HHS	4,450
11-000-262-610-03-65	Other Oper/Maint-Supplies Amst	4,300
		<u>163,517</u>

Pupil Transportation Contract Addendum

Approve the following pupil transportation contract addendum with Laidlaw Transit Inc. for the 2006-07 school year:

Multi

Contract #	Route #	Original Amount	Increase	New Amount
BO3A	HEMA	\$43,803	\$1,951.20	\$45,754.20
BO3A	HEMB	\$44,927	\$3,578.40	\$48,505.40

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:

Committee Charges

The policy committee has recommended the following committee charges be approved as follows:

Second Reading

Revision of Personnel Committee charge - *Schedule E*

Revision of Negotiations Committee charge - *Schedule F*

Revision of Special Projects/Strategic Planning Committee charge (This would include a change in the committee name from Special Projects/Liaison Committee to Special Projects/Strategic Planning Committee) - *Schedule G*

Policies

The Policy Committee has recommended the following policy revisions:

Second Reading

Policy #3220 - Teaching Staff Member Evaluation - *Schedule H*

Policy #3126 - Induction Program for Provisional Teachers - *Schedule I*

Approve the Professional Travel Related Expenses as Listed

Approve the professional travel related expenses as listed on *Schedule K*.

Approval of Professional Services Contract

Approve a professional services contract with Nam Kim Park Architects for professional architectural services for the following projects in accordance with the contract on file in the office of the Assistant Superintendent for Business/Board Secretary:

- Gym Partitions for High School and Middle School
- Heating, Ventilation and Air Conditioning Projects at Middle School, Woods Road and Woodfern
- Remodeling Projects at Sunnymead, Triangle, and Woods Road
- Repaving Project at Sunnymead

Acceptance of Donation

Accept the following donation:

<u>Donor</u>	<u>Description</u>
Nathan Handler	(2) 17" monitors and (1) 19" monitor
KMC Telecom Holdings, Inc.	(3) rack servers and (1) 19" monitor

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

Approve the Overnight Trips as Listed

A motion was made by Mr. Kanaby and seconded by Mr. Sloan to approve the following overnight trips:

School	Group/Team	Destination	Dates	Schedule
HHS	Robotics	Robotics Regional Competition Annapolis, Maryland (US Naval Academy)	3/14/07 - 3/17/07	B
HHS	Bands	Toronto, Canada & Niagara Falls, New York	5/31/07 - 6/4/07	C
HHS	Choir	Multiple destinations	6/8/07 -	D

School	Group/Team	Destination	Dates	Schedule
		Boston, MA	6/10/07	

Upon call of the roll, motion carried with eight members voting in favor and Mrs. Haas abstaining.

Approve District Calendar for the 2007-2008 School Year

A motion was made by Mr. Kanaby and seconded by Mr. Sloan to approve the district calendar for the 2007-2008 school year as listed on *Schedule J*.

A motion made by Mr. Rosenberg and seconded by Mr. Paget to amend the motion to approve with the following changes: have spring break March 21-28, remove 1 snow day and make June 19 the last day of school.

Upon call of the roll, the amended motion was defeated with four members voting in favor and Messrs. Hudes, Kanaby, Lin, Paget, and Schneider voting against.

A motion was made by Mr. Kanaby and seconded by Mr. Schneider to amend the calendar to remove one snow day, open school on Easter Monday and make June 19 the last day of school.

Upon call of the roll, the motion to approve the calendar with this amendment carried with a unanimous vote recorded.

A motion was made by Mr. Paget and seconded by Mr. Schneider to further amend the calendar to include three half days on 4/16-4/18 for elementary conferences.

Upon call of the roll, the motion to amend was defeated with four members voting in favor, Messrs. Hudes, Kanaby, Lin, and Rosenberg voting against and Mrs. Haas abstaining.

INFORMATIONAL

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

School	Dates	Times
Amsterdam Elementary	December 14, 2006	1 minute 15 seconds
	December 19, 2006	1 minute
Auten Road Elementary	December 14, 2006	2 minutes
	December 27, 2006	2 minutes 45 seconds
Hillsborough Elementary	December 1, 2006	1 minutes 12 seconds
	December 22, 2006	1 minute 25 seconds
Sunnymead Elementary	December 7, 2006	1 minute 15 seconds
	December 20, 2006	1 minute 18 seconds
Triangle Elementary	December 6, 2006	1 minutes 46 seconds
	December 11, 2006	1 minute 33 seconds
Woodfern Elementary	December 1, 2006	1 minute 22 seconds

School	Dates	Times
	December 18, 2006	1 minute 12 seconds
Woods Road Elementary	December 4, 2006	2 minutes 1 second
	December 6, 2006	2 minutes 50 seconds
Hillsborough Middle School	December 7, 2006	2 minutes 14 seconds
	December 11, 2006	2 minutes 10 seconds
Hillsborough High School	December 11, 2006	2 minutes 30 seconds
	December 13, 2006	2 minutes 30 seconds

Suspensions for the month of December:

High School = 21

Middle School = 8

Auten Road = 1

Hillsborough Elementary = 2 (HES)

Old Business

Mr. Sloan requested an update on exploring online courses for advanced placement. Dr. Lake noted that the curriculum committee will look into it.

Mr. Rosenberg encouraged the use of the online SAT course which is a free service through the school.

Announcements by the President

Mr. Plaskon asked Mr. Hudes and the personnel committee to look at the process for the superintendent search.

Adjournment

A motion was made by Mrs. Haas and seconded by Mr. Kanaby to adjourn the meeting at 10:23 p.m.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Thomas M. Venanzi
Assistant Superintendent for Business/
Board Secretary