

REGULAR MEETING
OF THE
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION
June 15, 2009

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, June 15, 2009 at 6:45 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 June 11, 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: John Donnadio, Gregory Gillette, Neil Hudes, Steven D. Paget, Marc J. Rosenberg, and Wolfgang Schneider

Barbara Sargent arrived at 6:51 p.m.

Judith C. Haas arrived at 6:56 p.m.

MEMBERS ABSENT: Frank A. Blandino

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

Executive Session

A motion was made by Mr. Hudes and seconded by Mr. Rosenberg that the board adopt a resolution to go into executive session.

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 the 2009-10 salaries for non-represented personnel
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.

Dr. Sargent arrived at 6:51 p.m.

Mrs. Haas arrived at 6:56 p.m.

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

Approval of Minutes

A motion was made by Mr. Hudes and seconded by Mr. Donnadio to approve the public meeting minutes from May 11, 2009.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Hudes and seconded by Mr. Gillette to approve the executive session minutes from May 11, 2009.

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

A motion was made by Mr. Donnadio and seconded by Mr. Gillette to approve the executive session minutes from May 16, 2009.

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

A motion was made by Mr. Gillette and seconded by Mr. Donnadio to approve the public meeting minutes from May 18, 2009.

Upon call of the question, the motion carried unanimously.

Correspondence

Dr. Forsthoffer read a letter of thanks from Ben Forrest, student representative, for allowing him to work with the board for the past year.

Board Recognition/Awards

Dr. Forsthoffer recognized Coach Todd Sudol for his work with the boys swim team. Coach Sudol introduced several members of his team who competed in the State Meet of Champions and earned all American honors for the 2008-2009 season.

Dr. Forsthoffer recognized the wrestling team for their team conference championship and Coach Molinaro for being named Coach of the Year.

Dr. Forsthoffer introduced Coach Parker of the golf team who introduced his team and mentioned some of the accomplishments of his team including winning the Somerset County tournament and the Skyland Conference Delaware East Division.

Dr. Forsthoffer introduced track coach, Rich Refi, who introduced the girls cross country team which went undefeated in their dual meet schedule to win the Delaware Division of the Skyland Conference and ended the season ranked 3rd in the state.

Coach Refi also introduced Ebony Young for her accomplishments in winning the eastern states triple jump championship setting a School and Somerset County record. She was also earned all American honors. She also won an individual state championship and was named the Somerset county athlete of the year.

Dr. Forsthoffer announced that the New Jersey Science league released its results last week and Hillsborough placed 7th in Biology II, 4th in Earth Science and 3rd in Physics C. Several students also received plaques for their individual performances.

Dr. Forsthoffer introduced Michael Volpe, principal of Hillsborough Elementary School, who recognized the 15 members of the safety patrol for Hillsborough Elementary.

Dr. Paget commented on the senior awards night from the high school and was impressed by the amount of money the students have raised for scholarships.

New Business

None

Superintendent's Report

Dr. Forsthoffer stated that there were over 150 different awards given at the senior awards night.

Dr. Forsthoffer also stated that contracts will be awarded for window replacements at both Sunnyside and Triangle schools. This will mean that all 9 schools will no longer have single pane windows.

He also stated that the district was unable to avoid the H1N1 virus. He noted that the major concern within the State of New Jersey is how the flu will transform for the fall flu season.

Dr. Forsthoffer also announced that next Tuesday, June 23rd, is the last day of school and wished the graduating class well.

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

Action Agenda

Public Comments

None

Mr. Donnadio left the meeting.

CURRICULUM & INSTRUCTION

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

Grant Applications

Approve the following grant applications:

<u>Grant</u>	<u>Amount</u>
REBEL School Based Tobacco Prevention Program (Middle School)	\$1,000

Resolve to amend the FY2009 NCLB application and budget to move forward carryover dollars from NCLB FY2008 for the following amounts:

Title I	\$ 62,759
Title IIA	\$ 93,378
Title IID	\$ 1,507
Title III	\$ 27,043
Title IV	\$ 3,625
Title V	\$ 3,541
TOTAL	\$191,853

Textbooks

Approve the following textbook for English:

The Hunger Games – Grade 10 (Summer Reading)

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

Mr. Donnadio returned to the meeting.

PERSONNEL

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

Leaves of Absence

Name	Location	Position	Type of Leave	Dates of Leave
Marissa Dale	Hillsborough Elementary School	Grade 4 Teacher	Unpaid LOA	9/3/2009 – 6/30/2010
Maggie Hintz	Hillsborough High School	Math Teacher	Disability/Family LOA	9/3/2009 – 12/15/2009

Revised Leaves of Absence

Name	Location	Position	Type of Leave	From Effective Date	To Effective Date
Julia Haran	High School	Music Teacher	Family LOA	4/2/2009 – 5/25/2009	4/2/2009 – 6/30/2009
Olivia Monillas	Middle School	French Teacher	Family LOA	5/5/2009 – 6/15/2009	5/5/2009 – 6/30/2009

Revised Long Term Substitute

Name	Location	Position	Replacing	Effective	Salary
Katharine Capra	Middle School	LTS – French Teacher	Olivia Monillas	5/5/2009 – 6/30/2009	\$48,610 Pro Rated BA Step 1
Jennifer Eidel	High School	LTS – Music Teacher	Julia Haran	4/2/2009 – 6/30/2009	\$48,610 Pro Rated BA Step 1

Appointments 2009-2010

Approve the appointment of the following personnel for the 2009-2010 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.

Substitutes

Teachers - \$80/day			
Latha Alukal	James Nobilio		
Cheryl Bruno	Amy Miraski		
Jennifer Greenspan			

Instructional Assistant - \$80/day	Custodian - \$9.35/hour	Secretary - \$10.25/hour	Lunch Aides – \$7.90/hour
		Angela Blandino	Angela Blandino
			Cindy Dinunzi

Student Teaching

Name	University	Grade Level/ Subject Area	School	Effective	Cooperating Administrator/Teacher
Eileen Verdone	Felician College	Grade 3	Woods Road School	9/8/2009 – 12/18/2009	Deanna Stoff
Duncan Slobodzian	The College of New Jersey	English	High School	3/8/2010 – 5/7/2010	Christine Haas
Nicole Friedman	Rutgers University	LDTC	Triangle School	6/16/2009 - 7/21/2009	Cindy Woodall
Michelle Melzer	The College of New Jersey	Grade 8	Middle School	1/19/2010 – 5/7/2010	Paula Dubyna
Ann Cartmell	Rider University	Guidance Counselor	Auten Road Intermediate School	9/8/2009 – 6/25/2011	Nora Brinkofski
Sari Abrahamson	Holy Family University	Admin. Practicum	Amsterdam School	6/16/2009 – 7/21/2009	MaryAnn Mullady
MaryBeth Miele	The College of New Jersey	Admin. Practicum	Woods Road	9/8/2009 – 5/30/2010	Jodi Howe
Cristina Simpf	The College of New Jersey	Guidance Counselor	Hillsborough Elementary School	7/16/2009 – 12/23/2010	Ellen Stem
Ellen Callahan	Fairleigh Dickinson University	Reading Specialist	Auten Road Intermediate School	9/9/2009 – 5/14/2010	Donna Smyth

Rescind Summer Employment Position - 2009

Name	Location	Position	No. of Hours/Days	Salary
Anna Mahler	Middle School	Secretary – Guidance Office	20 Days	\$347/per day

Summer Employment - 2009

Name	Location	Position	No. of Hours/Days	Salary
Tricia Crane	Middle School	Secretary – Guidance Office/Main Office	20 Days	\$29.33/per hour
Anna Mahler	Middle School	Secretary – Main Office	6 Days	\$10.25/per hour
Lisa-Marie LaGreca	High School	Secretary – Attendance Office	18 days	\$10.25/per hour

Summer Extended School Year Program - 2009

Name	Location	Position	Effective	Salary
Jane Caliguari	High School	Substitute	7/1/2009 – 8/20/2009	\$80/per day
Joseph Monahan	High School	Substitute	7/1/2009 – 8/20/2009	\$80/per day
Claire Westphal	High School	.5 Pre School Teacher	7/20/2009 – 7/24/2009	\$403/per day (Pro Rated)

Change in Contract 2009 – 2010

Name	Location	From	To	Effective	Salary
Jagruiti Tolia	Middle School	.5 Instructional Asst.	Full Time Instructional Asst.	9/1/2009 – 6/30/2010	\$27,105 Step 3

Renewal of Contract 2009-2010

Name	Location	Position	No. of Hours/Days	Salary
Debbie Horinko	High School	Parking Lot Attendant	3 hours/per day	\$19.48/per hour

Renewal of Contracts of Lunch Aides

Approve the re-employment and tentative assignments for all lunch aides for the 2009 – 2010 school year as listed on schedule II-B.

Renewal of Contracts of Transportation Drivers and Bus Aides

Approve the re-employment and tentative assignments for all transportation drivers and bus aides for the 2009 – 2010 school year as listed on schedule II-C.

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

Renewal of Contracts of Unaffiliated Staff

A motion was made by Mr. Hudes and seconded by Dr. Sargent to table the approval of the re-employment and tentative assignments for all unaffiliated employee’s for the 2009 - 2010 school year as listed on schedule II-A.

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

FINANCE

A motion was made by Mrs. Haas and seconded by Mr. Hudes 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 May 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: \$ 9,196,693.45

Line Item Transfers

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

In accordance with board policy 6422, the following line item transfers in the 2008-09 current expense budget were authorized by the superintendent on June 5, 2009 as submitted on *Schedule III-B*.

Ratify the action taken by the superintendent to approve the 2008-2009 line item transfers in the current expense budget.

Request for Local Taxes

Approve the following request for local taxes for the 2009-2010 school year:

Amount of local taxes required for 2009-2010	76,126,822.00
Amount required to 12/31/09 (50%)	38,063,411.00

Amount required to
8/7/09 (20%)

July 10, 2009	7,612,682.20
August 7, 2009	7,612,682.20

Remaining Amount required to 12/9/09

September 9, 2009	5,709,511.65
October 9, 2009	5,709,511.65
November 11, 2009	5,709,511.65
December 9, 2009	5,709,511.65

Amount Required to 6/11/10 (50%) 38,063,411.00

January 13, 2010	6,343,901.83
February 12, 2010	6,343,901.83
March 12, 2010	6,343,901.83
April 14, 2010	6,343,901.83
May 12, 2010	6,343,901.83
June 11, 2010	6,343,901.83

76,126,822.00

Resolution Regarding Facility Project

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 2009-10 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:

<u>SCHOOL</u>	<u>STATE PROJECT NO.</u>
<u>Hillsborough High School</u> Projector Installation	2170-030-09-3000
<u>Auten Road Intermediate School</u> Projector Installation	2170-034-09-2000

Amsterdam Elementary School 2170-033-09-2000
Projector Installation

Triangle Elementary School 2170-070-09-2000
Projector Installation

Acceptance of Grant Resolution

WHEREAS, the district applied for state funding for the Woodfern School Window replacement project and

WHEREAS, the NJ State Department of Education has issued notification to the district that this project does qualify as a school facilities project eligible for State support under the Act; and

WHEREAS, the State share of 40% of the preliminary eligible cost has been determined to be \$156,329; and

WHEREAS, the district is required to notify the NJ State Department of Education their selection of funding and whether it accepts the State’s determination.

NOW, THEREFORE BE IT RESOLVED, that the Hillsborough Township board of Education accepts the State’s preliminary eligible cost of \$156,329 and selects the grant option for funding on the Woodfern window replacement project (State project #2170-080-09-1001).

Joint Transportation Agreements

Approve the joint transportation agreement with Somerset County Educational Services Commission as submitted on *Schedule III-C*.

Approve the joint transportation agreement with Franklin Township Public Schools as submitted on *Schedule III-D*.

Transportation Renewals

Approve the transportation renewals as listed on *Schedule III-E*.

Sunnymead School and Triangle School Window Replacement

The following bids were received on June 11, 2009 for the Sunnymead School and Triangle School window replacement project:

<u>BIDDERS</u>	<u>BASE BID</u>
Panoramic Window and Door	\$ 409,900
Westco Corporation	\$ 414,500
All Action Architectural	\$ 452,000
Frank H. Harter & Sons Inc.	\$ 492,900

Award a bid to Panoramic Window and Door for its low bid of \$409,900 for the Sunnymead School and Triangle School window replacement project.

Ceiling Projector Installation at Hillsborough High School and Auten Road Intermediate School

The following bids were received on June 12, 2009, for the Hillsborough High School and Auten Road Intermediate School ceiling projector installation project:

<u>BIDDERS</u>	<u>BASE BID</u>
Chambon Electric, Inc.	\$38,030.00
Promedia Technologies Services, Inc.	\$49,739.66

Award a bid to Chambon Electric, Inc. for its low bid of \$38,030.00 for the Hillsborough High School and Auten Road Intermediate School ceiling projector installation project.

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

ADMINISTRATIVE

A motion was made by Mrs. Haas and seconded by Mr. Gillette 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*.

Approve Field Trip Destinations as Listed:

- Farmer’s Market, Hillsborough, NJ

Policies

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

<u>Schedule</u>	<u>Policy #</u>	<u>Policy Name</u>
<i>IV-B</i>	1220	Employment of Chief School Administrator
<i>IV-C</i>	6471	School District Travel
<i>IV-D</i>	6830	Audit and Comprehensive Annual Financial Report

The policy committee has recommended the following bylaws and policies be abolished and replaced with Policy #6471 - School District Travel:

<u>Policy #</u>	<u>Policy Name</u>
0174	Board Member Travel Expenses
0147.1	Board Member Compensation and Expenses
3440	Travel Expenses – Teaching Staff Member
3440.1	Job Expenses – Teaching Staff Member

<u>Policy #</u>	<u>Policy Name</u>
4440	Travel Expenses – Support Staff Member
440.1	Job Expenses – Support Staff Member

Non-Public Services Agreements

Approve the agreements as submitted on *Schedule IV- E* with the Somerset County Educational Services Commission for the providing of purchasing services related to non-public school textbooks and technology equipment.

Approve the agreement as submitted on *Schedule IV-F* with the Somerset County Educational Services Commission for the Non Public School Individuals with Disabilities Education Improvement Act.

Professional Services Agreement

Approve the awarding of a professional services contract to Energy for America for professional engineering services for monitoring HVAC systems at Hillsborough High School, Hillsborough Middle School, and Auten Road Intermediate School at an annual cost of \$88,644 with a minimum guarantee on energy savings of \$327,716 for the 2009-10 school year.

Approval of Carryover of Vacation Days

Approve the request of Mr. Scott Rocco to carryover eight vacation days, that according to his contract under Article 2.3.1 – Vacations must be used by June 30, 2009, to be used in July 2009 to pursue his doctoral program at Seton Hall University.

Acceptance of Donation

Accept the following donation:

<u>Donor</u>	<u>Description</u>
Steve & Pam Sloan	4 flag bags for Hillsborough High School Color Guard/Winter Guard
Woods Road HSA	Playground Equipment

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

INFORMATIONAL

Enrollment – May 2009 – Attachment 1

Suspensions – May 2009 – Attachment 2

Supervisors' Monthly Reports – Attachment 3

Municipal Alliance/Life Skills Report – Attachment 4

Current newspaper articles – Attachment 5

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

School	Dates	Times
Amsterdam School	May 4, 2009	2 minutes
	May 26, 2009	2 minutes
Auten Road Intermediate	May 18, 2009	1 minute 56 seconds
	May 26, 2009	1 minute 55 seconds
Hillsborough Elementary	May 11, 2009	1 minute 10 seconds
	May 26, 2009	1 minute 20 seconds
Sunnymead School	May 12, 2009	1 minute 5 seconds
	May 21, 2009	1 minute 4 seconds
Triangle Elementary	June 12, 2009	1 minute 57 seconds
	June 21, 2009	1 minute 25 seconds
Woodfern Elementary	May 11, 2009	1 minute 30 seconds
	May 26, 2009	1 minute 10 seconds
Woods Road Elementary	May 13, 2009	1 minute 25 seconds
	May 21, 2009	2 minutes
Hillsborough Middle School	May 21, 2009	2 minutes 16 seconds
	May 27, 2009	2 minutes 18 seconds
Hillsborough High School	May 5, 2009	2 minutes 5 seconds
	May 26, 2009	3 minutes 25 seconds

Old Business

None

Announcements by the President

None

Adjournment

A motion was made by Mr. Rosenberg and seconded by Mr. Gillette to adjourn the meeting at 8:26 p.m.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Aiman Mahmoud
School Business Administrator/
Board Secretary