

REGULAR MEETING  
OF THE  
HILLSBOROUGH TOWNSHIP BOARD OF EDUCATION  
November 19, 2007

The Board of Education of Hillsborough Township in the county of Somerset, convened in public session on Monday, October 15, 2007 at 6:30 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, Somerset Messenger Gazette, and Courier News newspapers on November 15, 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: Gregory Gillette, Neil Hudes, David Kanaby, David T. Lin, Steven Paget, Marc J. Rosenberg, and Wolfgang Schneider

Frank A. Blandino arrived at 7:07 p.m.

MEMBERS ABSENT: John Donnadio

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. Rosenberg that the board adopt a resolution to go into executive session at 6:32 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 the employment of administrative personnel, a request from an employee, and the acquisition of land.
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. Blandino arrived at 7:07 p.m.

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

Approval of Minutes

A motion was made by Mr. Paget and seconded by Mr. Blandino to approve the minutes of the public work meeting held on October 8, 2007.

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

A motion was made by Mr. Schneider and seconded by Mr. Gillette to approve the minutes of the regular public meeting held on October 15, 2007.

Upon call of the question, the motion carried unanimously.

A motion was made by Mr. Rosenberg and seconded by Mr. Lin to approve the minutes of the executive session held on October 15, 2007.

Upon call of the question, the motion carried unanimously.

Correspondence

None

Board Recognition/Awards

None

New Business

None

Superintendent's Report

Dr. Forsthoffer made mention of the high school band's trip to Baltimore, Maryland where they participated in the USSBA national competition and took 3<sup>rd</sup> place overall and won best overall music. He stated that he is hoping to have the band attend the December meeting to get the recognition that they deserve.

Dr. Forsthoffer noted that last week the board appointed Jodi Howe as principal of Woods Road School and Lynn Popelka as transportation supervisor. Ms. Howe is expected to start in January and Ms. Popelka started in the district today. He also noted that the district is currently working on filling the Triangle School principal position and has a strong pool of candidates. He expects to make his recommendation for this position by the December board meeting.

Regarding the District Goals and Objectives, Dr. Forsthoffer stated that in early November he worked with administration to finalize the four major goals that were identified and formulated strategies to accomplish these goals. Action plans should be ready to present to the board and public by the December meeting.

He closed his report by thanking Diane Handwerk, District Life Skills coordinator, for all of her hard work on Red Ribbon week making special note of the success of the annual Soc-Hop.

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

### 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:

#### Acceptance of Grant

Accept the following Grant

<u>GRANT</u>	<u>AMOUNT</u>
Exxon/Mobil Educational Alliance	\$500

#### Approval of Grant Application

Approve the following grant application:

<u>Grant</u>	<u>Amount</u>
PEACE Mini-Grant for the middle school	\$1,000

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. Blandino that the board of education approve the personnel agenda as follows:

#### Retirements

Sharon Bitten, permanent school aide, Hillsborough Elementary School, effective November 30, 2007. Ms. Bitten has worked for the district for 11 years.

#### Resignations

Beth Godett, principal, Triangle School, effective December 30, 2007.

Grazyna Golik, custodian, Hillsborough High School, effective December 1, 2007.

Cindy Sheridan, permanent school aide, Woods Road School, effective November 21, 2007.

Carolyn Jones-White, substitute caller grades K-8, district, effective November 26, 2007.

#### Leave of Absence

Kimberly Bebawi, family and consumer science teacher, Hillsborough High School, disability/family leave of absence effective February 4, 2007 through June 30, 2008.

Anthony DeLuca, maintenance, district, family leave of absence, effective October 24, 2007 through January 13, 2008, due to medical reasons.

Patricia Donatelli, .714 accounting clerk, business office, family leave of absence, as needed due to medical reasons, effective 2007-2008 school year.

Charlene Salvito, instructional assistant, Hillsborough High School, disability/family leave of absence, effective October 22, 2007 through December 14, 2007.

#### Revised Leave of Absence

Robyn Pidany, special education teacher, Hillsborough Middle School, from disability/family leave of absence, effective September 4, 2007 through November 15, 2007, to disability/family/child care leave of absence, effective September 4, 2007 through June 30, 2008.

#### Revised Long Term Substitutes

Erin Becker, long term substitute, grade 3 teacher, Hillsborough Elementary School, from effective September 1, 2007 through November 30, 2007 to effective September 1, 2007 through January 2, 2008, replacing Fran Carnes leave of absence.

SALARY: \$45,412 PRORATED                      BA                      Step 1

Kelly Klingman, long term substitute, special education teacher, Hillsborough Middle School, from effective September 1, 2007 through November 28, 2007 to effective September 1, 2007 through June 30, 2008, replacing Robin Pidany leave of absence.

SALARY: 45,412                                      BA                                      Step 1

#### Rescind Contract 2007-2008

Keri Krawski, grade 1 teacher, Amsterdam School, intramural advisor 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.

Harold Blackstone, interim principal, Triangle Elementary, effective November 29, 2007 until a principal is appointed.  
SALARY: \$500.00 per diem

Business Administrator

Aiman Mahmoud, school business administrator/board secretary, effective January 20, 2008, or sooner if released by current district, replacing Thomas Venanzi (resigned).

SALARY: \$142,000 PRO-RATED

Long Term Substitute

Marc Angelone, long term substitute music teacher, Auten Road Intermediate School, effective December 17, 2007 through June 30, 2008, replacing Carrie Lansberry (leave of absence).

SALARY: 45,412 PRORATED BA Step 1

Kimberly Florczak, long term substitute academic support instructor, Hillsborough Elementary School, effective January 2, 2008 through June 30, 2008, replacing Korin Oliver (resigned).

SALARY: \$45,412 PRORATED BA Step 1

Amy Gibbons, long term substitute, grade 4 teacher, Hillsborough Elementary School, effective September 1, 2007 through December 17, 2007 replacing Joanna Robison (leave of absence).

SALARY: \$45,412 PRORATED BA Step 1

Teacher

Christopher Giordano, social studies teacher, Hillsborough High School, effective October 1, 2007 through June 30, 2008, replacing Seth Canata (terminated).

SALARY: \$45,412 PRORATED BA Step 1

Julia Howard, speech therapist, Hillsborough High School, effective October 1, 2007 through June 30, 2008, replacing Helena Craveiro (resigned).

SALARY: \$52,252 PRORATED MA Step 6

Coaches - Stipend

Joseph Bennett, assistant ice hockey coach, Hillsborough High School, effective 2007-2008 coaching season replacing Phil Schambach (resigned).

STIPEND: \$4,408 Step 1

Michael Davis, assistant wrestling coach, Hillsborough Middle School, effective 2007-2008 coaching season replacing Larry Johnson (resigned).

STIPEND: \$4,044 Step 1

Adam Deisley, first assistant boys' lacrosse coach, Hillsborough High School, effective 2007-2008 coaching season replacing Phil Schambach (resigned).

STIPEND: \$5,628 Step 3

Robert Donovan, head ice hockey coach, Hillsborough High School, effective 2007-2008 coaching season replacing Patrick Verney (resigned).

STIPEND: \$6,781

Step 1

Dennis Mann, assistant boys' junior varsity lacrosse coach, Hillsborough High School, effective 2007-2008 coaching season replacing Vince Coviello (resigned from position).

STIPEND: \$4,926

Step 1

#### Ten Month Secretary

Doreen Amendolare, .6 ten month secretary, Human Resources Department effective November 16, 2007 through June 30, 2008 replacing Jene Perna (resigned).

SALARY: \$29,747 PRORATED

Step 6

#### Instructional Assistant

Rose Cavaliere, .5 Instructional Assistant, Hillsborough High School effective November 20, 2007, new position.

SALARY: \$23,300 PRORATED

Step 1

#### Substitute Caller - STIPEND

Karen Bohnhorst, substitute caller grades K-8, district, effective November 27, 2007 through June 30, 2008, replacing Carolyn Jones-White (resigned).

STIPEND: \$7,900 PRORATED

#### Intramural Advisor - Stipend

Jean Bates, intramural advisor, Amsterdam School, effective 2007-2008 school year, replacing Keri Krawski (resigned from advisor position).

STIPEND: \$1,051

#### Consultant

Donna Schneider, accounting consultant, business office, effective November 7, 2007 through January 15, 2008.

SALARY:\$350/per diem

#### Substitute Teachers - \$80/day

Husna Ahmed

Holly Bodzas

Jolene McGuirk

Sarah Boland

Melody Bonfiglio

Suzan Szych

Randi Borawski

Nancy Bruskin

Tiara Simpkins

Amy Diller

Jill Gomez

Kaitlin Torrenzano

Mindi Graham

Amal Festa

Kimberly Wright

Steven Hess

Linda Mackiw

Jenna Wolff

Erica Hazra

Filomena Mastronardi

#### Substitute Library Assistant - \$11.72/hour

Erica Hazra

Substitute Nurse - \$100/day

Joan Kosensky

Substitute Bus Driver - \$20/hour

Kelly Briceno  
Debra Davidson

Substitute Bus Aide - \$17.44/hour

Erica Hazra

Substitute Clerical - \$10.25/hour

Erica Hazra  
Donna Mikesh  
Deana Princiotta

Substitute Instructional Assistant - \$80/day

Erica Hazra

Substitute Permanent School Aide - \$7.90/hour

Michelle Alfaro  
Donna Mikesh  
Deana Princiotta

Mentors

Mentee

Mentor

Christopher Giordano                      Robert Longo

Student Teachers

Christopher Guglielmo, Rider University, to do his 150 administrative internship hours at Hillsborough High School effective January 21, 2008 through April 28, 2008.

Cooperating Supervisor

Grade(s)

Toby Kansagor                                      K-12 (Social Studies)

Valerie Moore, Seton Hall University, to do her 600 hours administrative practicum hours at Hillsborough High School effective November 20, 2007 through June 1, 2008.

Cooperating Principal

Grade(s)

Karen Bingert                                      9-12

Laura Silovitz, College of St. Elizabeth, to do her student teaching in Elementary Education at Amsterdam Elementary School effective January 14, 2008 through May 2, 2008.

<u>Cooperating Teacher</u>	<u>Grade(s)</u>
Lisa Silver	2

Lorena Gonzalez, College of St. Elizabeth, to do her student teaching in Elementary Education at Amsterdam Elementary School effective January 14, 2008 through May 2, 2008.

<u>Cooperating Teacher</u>	<u>Grade(s)</u>
Christina Mandraccia	1

#### Sixth Period Coverage at Hillsborough High School

Approve the following teachers for teaching additional classes replacing Karen Burke, English teacher, Hillsborough High School, while she is on a disability leave of absence for approximately one month effective October 29, 2007:

Joann Bebbington  
Deirdre Godin  
Shawn Layton  
Amy Banacki  
Diane Bavier

Approve Lucille Titus and Garrett Bostwick, biology teachers, Hillsborough High School, for teaching three additional classes per cycle effective September 1, 2007 through June 30, 2008.

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

#### Resignation

A motion was made by Mr. Paget and seconded by Mr. Lin to approve the following resignation:

Christy Kanaby, social studies/REACH teacher, Hillsborough Middle School, effective January 1, 2008.

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

#### FINANCE

A motion was made by Mr. Kanaby and seconded by Mr. Paget 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 October 31, 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 Line Item Transfers

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

## FROM:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-000-100-566-00-00	Tuition-Private Schools (NJ)	60,188.50
11-000-100-567-00-00	Tuition-Private Schools (Out-of-State)	64,583.33
11-000-216-100-03-00	AMS Speech Teacher Salaries	17,490.00
11-000-216-100-08-00	WR Speech Teacher Salaries	53,000.00
11-000-217-100-00-00	Extr. Serv. Salaries OT/PT	33,000.00
11-000-218-600-04-00	Inst. Supplies HES Undistributed	34.47
11-000-222-600-03-00	Media Service Supplies AMS	855.55
11-000-230-530-05-00	General Admin. Sunny Phones	1,000.00
11-000-261-420-05-58	Miscellaneous Sunnymeade	2,000.00
11-000-261-420-07-55	HVAC/Refrig/Elec Woodfern	1,200.00
11-000-261-420-10-50	Boiler Service Bloomingdale	1,000.00
11-000-270-518-00-00	Transp. Cont.Serv. ESC	712.00
11-190-100-610-01-06	Inst. Supplies Art HHS	428.00
11-190-100-610-03-02	Inst. Supplies Math AMS	875.63
11-190-100-610-03-03	Inst. Supplies Science AMS	41.91
11-190-100-610-03-04	Inst. Supplies Social Studies AMS	6.02
11-190-100-610-03-05	Inst. Supplies Lang. Arts AMS	0.29
11-190-100-610-03-08	Inst. Supplies Vocal Music AMS	16.52
11-190-100-610-03-18	Inst. Supplies T.P. AMS	10.94
11-190-100-610-03-23	Inst. Supplies Grade 1 AMS	337.05
11-190-100-610-03-24	Inst. Supplies Grade 2 AMS	300.60
11-190-100-610-03-25	Inst. Supplies Grade 3 AMS	2.99
11-190-100-610-04-01	Inst. Supplies HES Reading	2,070.75
11-190-100-610-04-09	Inst. Supplies HES Phys. Ed.	112.45
11-190-100-610-04-11	Inst. Supplies HES Comp Ed.	1,150.80
11-190-100-610-04-13	Inst. Supplies HES REACH	250.00
11-190-100-610-04-16	Inst. Supplies HES World Language	2.53
11-190-100-610-05-00	Inst. Supplies Sunny Undistributed	750.00
11-190-100-610-05-11	Inst. Supplies Comp. Ed. Sunny	426.00
11-190-100-610-05-23	Inst. Supplies Grade 1 Sunny	300.00
11-190-100-610-05-26	Inst. Supplies Grade 4 Sunny	700.00
11-190-100-640-03-04	Textbooks Social Studies AMS	87.50
11-204-100-106-00-00	LLD Inst. Asst. New Staff	36,000.00
11-213-100-101-01-00	HHS RC Teach Sal. Reg	24,000.00
11-213-100-101-02-00	HMS RC Teach Sal. Reg	39,984.00
		<hr/>
		342,917.83

TO:

ACCOUNT NUMBER	DESCRIPTION	AMOUNT
11-000-213-300-00-00	School Physician Salaries	144,908.00
11-000-216-320-00-00	Speech Therapy	77,265.00
11-000-217-320-00-00	Extr. Serv. Comm. Blind	106,072.83
11-000-221-600-09-11	Imp. of Inst. Computer Ed. Supplies	428.00
11-000-240-600-01-00	School Admin. Supplies HHS	453.00
11-000-261-420-05-53	Fire/Security Sunny	1,000.00
11-000-261-420-06-55	HVAC/Refrig/Elec TRI	1,200.00
11-000-261-420-10-58	Misc. Bloomingdale	1,000.00
11-190-100-610-02-00	Inst. Supplies HMS Undistributed	603.00
11-190-100-610-06-00	Inst. Supplies Triangle Undistributed	1,218.00
11-190-100-610-07-00	Inst. Supplies Woodfern Undistributed	2,875.00
11-190-100-610-08-00	Inst. Supplies WR Undistributed	3,968.00
11-190-100-610-12-00	Inst. Supplies Auten Undistributed	1,807.00
11-190-230-590-00-00	Admin. Liability Insurance	120.00
		<u>342,917.83</u>

Bids for Large 10'-11' Rotary-Cut Lawn Mower

The following bids were received on November 1, 2007 for a large 10'-11' rotary-cut lawn mower:

<u>Vendor</u>	<u>Amount</u>
<i>Storr Tractor Company</i>	
Price for Mower	\$46,657.00
Price for Alt.1-extended warranty	\$3,583.00
Trade in Allowance	(\$2,500.00)
Roadway Light Package	\$1,063.00
Overhead Cab Shade Canopy	\$630.00
Rotary Broom	\$7,507.00
Debris Blower	\$3,684.00
Mulching Kit	\$1,199.00
Price for both base + Alt.1	<u>\$61,823.00</u>

Award the bid to the lowest responsible bidder as follows:

<u>Vendor</u>	<u>Amount Awarded</u>
<i>Storr Tractor Company</i>	
Price for Mower	\$46,657.00
Price for Alt.1-extended warranty	N/A
Trade in Allowance	(\$2,500.00)
Roadway Light Package	\$1,063.00
Overhead Cab Shade Canopy	\$630.00
Rotary Broom	N/A
Debris Blower	N/A
Mulching Kit	\$1,199.00
Price for both base + Alt.1	<u>\$47,049.00</u>

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

Approval of Monthly Bills

A motion was made by Mr. Kanaby and seconded by Mr. Paget that the board of education approve the monthly bills as reviewed by the finance committee as follows:

General Operating: \$8,495,388.80

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

ADMINISTRATIVE

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

Approve the Professional Travel Related Expenses

Approve the Professional Travel Related expenses as listed on *Schedule A*

Approve the District Professional Development Plan for 2008-2009

Approve the District Professional Development Plan for 2008-2009 as kept on file in the Curriculum Office.

Approval of Amended Resolution Regarding Commissioner of Education Decision

Approve the amended resolution regarding the commissioner of education decision in the matter of David Kanaby (agency docket #C53-05) as listed on *Schedule B*.

As required by the School Ethics Commission, President Hudes read the resolution aloud.

Approve the Overnight Trips as Listed

School	Group/Team	Destination	Dates	Schedule
HHS	Track Team	Indoor Nat'l Championships Landover, MD	3/14/08 - 3/16/08	C
HHS	Track Team	Penn Relays Philadelphia, PA	4/23/08 - 4/24/08	D
HHS	9-12 Band	Radisson World Gate Hotel Orlando, FL	5/16/08 - 5/20/08	E
HHS	Track Team	Group 4 Championships Egg Harbor, NJ	5/30/08 - 5/31/08	F
HMS	Grade 8	Gettysburg Military Park/Hershey Park Gettysburg/Hershey, PA	6/5/08 - 6/6/08	G
HHS	Track Team	Outdoor Nat'l Championship Greensboro, NC	6/12/08 - 6/14/08	H

Acceptance of Donation

Accept the following donation:

<u>DONOR</u>	<u>DESCRIPTION</u>
Thomas Slinsky	2 17" monitors for Hillsborough High School
Inst. for Advanced Study	15 PIV computers and 18 monitors

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

Dr. Forsthoffer took a minute to introduce Mr. Aiman Mahmoud, newly appointed school business administrator/board secretary.

Mr. Mahmoud expressed his gratitude to the board and stated that he is looking forward to working with the administration, staff, and parents in the district.

INFORMATIONAL

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

School	Dates	Times
Amsterdam School	October 16, 2007	2 minutes
	October 29, 2007	2 minutes
Auten Road Intermediate	October 11, 2007	3 minutes 30 seconds
	October 22, 2007	3 minutes 30 seconds
Hillsborough Elementary	October 15, 2007	1 minute 10 seconds
	October 30, 2007	1 minute
Sunnymead School	October 8, 2007	1 minute 16 seconds
	October 29, 2007	1 minute 8 seconds
Triangle Elementary	October 8, 2007	1 minute 41 seconds
	October 22, 2007	1 minute 54 seconds
Woodfern Elementary	October 8, 2007	1 minute 18 seconds
	October 16, 2007	1 minute 12 seconds
Woods Road Elementary	October 2, 2007	2 minutes 7 seconds
	October 3, 2007	2 minutes 1 second
Hillsborough Middle School	October 22, 2007	2 minutes 12 seconds
	October 29, 2007	2 minutes 18 seconds
Hillsborough High School	October 18, 2007	2 minutes 30 seconds
	October 30, 2007	2 minutes 30 seconds

Bus evacuation drills were held during the month of October as follows:

Amsterdam School - October 2, 2007  
 Hillsborough Elementary - October 12, 2007  
 Hillsborough Middle School - October 18, 2007  
 Sunnymead School - October 30, 2007  
 Woodfern School - October 1, 2007 and October 2, 2007  
 Woods Road School - October 23, 2007

Lockdown drills were held during the month of October as follows:

Sunnymead School - October 30, 2007  
 Hillsborough Middle School - October 12, 2007  
 Hillsborough High School - October 10, 2007

Suspensions for the month of October:

Hillsborough High School = 16  
Hillsborough Middle School = 5  
Auten Road Intermediate = 1  
Elementary Schools = 0

Old Business

Mr. Paget stated that at the last board meeting, the Robo-Raider team mentioned that there would be Lego night at the high school. He noted that he attended the activity and that the creations were very impressive. He stated that it was very well run and gave kudos to all who worked on it and participated.

Mr. Timothy Jordan spoke about the Camp Heart program that runs during the summer months as a supplement to the autistic program. He questioned as to whether there was any research, survey, or evaluations done related to the running of the second year of the program.

Dr. Forsthoffer stated that thus far, he is not aware of any survey; however, Mrs. Johnson, director of special services, has been directed to look into goals for the program, what did we do with respect to reaching those goals, and what will we do in the future. That information will be shared with the public when available.

Mr. Jordan expressed his concern about the lack of organization and delays in relaying information to parents regarding the operation of the program. He asked to be part of any future discussion or committee that takes place regarding Camp Heart.

Announcements by the President

President Hudes wished everyone a happy and healthy Thanksgiving.

Adjournment

A motion was made by Mr. Paget and seconded by Mr. Blandino to adjourn the meeting at 8:55 p.m.

Upon call of the question, the motion carried unanimously.

Respectfully submitted,

Jeffrey R. Scott  
Interim School Business Administrator/  
Board Secretary